**NMPED** Public Education Department

*"Kids First, New Mexico Wins!"*

# New Mexico Kindergarten Observation Tool (KOT)
## NMPED Annual Data Conference

April 15, 2016
8:00am-8:45am

S.T.A.R.S.

# The purpose of this tool is to:

- gather information on how children perform at the time of kindergarten entry;

- **assist teachers in data-driven instructional decision making at the child and classroom level;**

- identify individual children's needs and provide necessary supports to children and teachers;

- provide families with information about their children's learning and development; and

- inform prior education and care stakeholders.

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# Administration of the KOT

- *Who participates?*

- K-3 Plus – all K-3 Plus participants will administer the KOT during K-3 Plus.

- Fall 2016 – 100% of all districts & charters in the state

- State Rules for the full implementation of the KOT for the fall 2016.
  - 6.30.5.7 DEFINITIONS
  - 6.30.5.12 PROGRAM ELEMENT: ASSESSMENT

# Administration of the KOT

- KOT Full Implementation Windows:

  - K-3 Plus teachers will have one week following the end of K-3 Plus program to submit final ratings.

  - If record is not complete due to absences, beginning of year teacher can complete the record.

  - Students who attend 20 out of the 25 K-3 Plus days should have a complete record of final ratings submitted by K-3 Plus teacher.

# Administration of the KOT

- The KOT must be implemented within the first 30 instructional days.

- Beginning of year teachers may not override K-3 Plus final ratings, but can enter final ratings for incomplete indicators.

- Students who attend 24 out of 30 instructional days at the beginning of school year should have a complete record of final ratings submitted.

- Final ratings must be submitted by October 15 of each year.

# Recording Options for Teachers:

- Teachers will record a series of observations and rating students using the KOT rubrics using:
  - Quick Look Recording Sheets (paper)
  - Teacher-created materials (e.g., index cards, sticky notes)
  - **Kindergarten Observation Tool Application (KOTA)**

# KOTA Rosters

- In order to access KOTA, rosters must be provided for each district/charter.

- Without kindergarten rosters, then teachers won't have access to KOTA, students won't be in the system, and report viewers will not be able to see reports.

# KOTA – Getting Started

- Access granted by district-provided email
  - Users can login when they receive an email invite to site with their login and password.
  - Users should login immediately upon receiving the email.
- Role determines level of access
- Pre-work:
  - SC and K3PC provide staff and student rosters.
  - The PED IT staff will move students to school sites.
  - Teachers select the students on their roster.

# Kindergarten Roster Timelines

- For K-3 Plus Districts/Sites:
  - STARS Coordinators (SCs) or K-3 Plus Coordinators (K3PCs) will submit rosters **prior** to the start of K-3 Plus

- For Alternative School Year Sites and Beginning of Year:
  - STARS Coordinators (SCs) or K-3 Plus Coordinators (K3PCs) will submit rosters **prior** to the start of beginning school year

- Weekly Updates
  - To capture the large volume of late registrations and high mobility, weekly updates need to be provided to PED.

# Roster Submission Process

- https://eui.ped.state.nm.us/sites/kota/KOTRosters/Forms/AllItems.aspx

- SC and K3PC will need access to SharePoint

- Roster Upload Roster Guide in downloadable form from site

- Upload Template in downloadable form from site

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# Roster Submission Process:

1. Export your district's student, teacher, and report viewers using your district/school's data system.

2. Transfer data to the KOT Roster Upload Template

3. Review for accuracy

4. Rename file with format: KOTUpload_district_currentdate
   - ex. KOTUpload_albuquerque_20160415

5. Provide weekly updates

# Roster Submission Process:

- Stock responses will be created for communicating the status of roster submissions from sites:

    − If roster is approved with no errors, an email will be sent saying that the roster has been successfully uploaded.

    − If roster is denied due to errors, an email will be sent saying that the roster has been denied due to errors in content and direct the user to SharePoint to view the errors.

# Contact Information:

- KOT Policy – Joe Manley – 505-889-3412, jmanley@crecnm.org

- KOT Technology – Annadelle Valdez  505-827-6109, Annadelle.Valdez@state.nm.us