

# K Screen Checklist

This checklist is developed as a resource for District Assessment Coordinators (DACs) and should not be used as a substitute for participating in trainings or reading the [K Screen Implementation Guide](#)

## Before Testing

- **March** – TtT Refresher Training available for district trainers who have previously attended a TtT
- **March – April** – K Screen Materials Ordering Window
- **April** – Train the Trainers (TtT) virtual training for NEW district trainers
- **May** – Screen materials shipped to each school
- **May – July** – Staff Files for BRIGANCE OMS are revised and submitted to OAA
- **July** – In-person Train the Trainers for new district trainers
- **June – August** – Training of school staff on the BRIGANCE Screener and Online Management System

## During Testing

- **End of July – September** – Screen windows open (based on individual school calendars) Note the regulatory screen window is no earlier than 15 days prior to the first day of school and no later than the 30th instructional day.
- **July – August** – Administrators should check OMS accounts to ensure all required staff are listed
- **July – October 15** – Administrators should conduct weekly checks to monitor screening progress
- **August** – Online Management System Accounts ready for the new season
- **August** – Train the Trainers (TtT) virtual training for NEW district trainers
- **September – October** – Data entry into the BRIGANCE OMS Districts have up to 15 instructional days after the 30th instructional day to enter data into the BRIGANCE OMS, with all data entered by October 15.
- **October 15** – Deadline for entering data into OMS

## After Testing

- **October** – DACs/BACs should save and/or print a copy of OMS screening results data
- **December** – District Reporting State level report is released in the Supplemental Data section of KDE's Open House DACs receive student-level reports via DAC email messages. State Reporting will occur with the following Fall Data Release.