

## 2022-2023 K Screen BRIGANCE® III Materials Ordering Directions

Curriculum Associates and the Kentucky Department of Education (KDE) have developed a new ordering process for the upcoming school year. District BRIGANCE contacts or District Assessment Coordinators will submit orders to Curriculum Associates through KDE. Please follow these directions when completing the order form. The ordering window begins March 14 and closes April 1. This is an effort to ensure the materials will be delivered early-May, prior to summer break.

The new order form is hosted on both the [Curriculum Associates Kentucky](#) and the [Common Kindergarten Entry Screener](#) webpages. Click on the [Google Form](#) to begin the ordering process for *each school* in your district.

The first section of the order form collects district information. After entering an email address and the DACs information, use the drop down menu to select the appropriate district for this order; districts are organized alphabetically.

Once shipping information is collected, you will be directed to download the materials order form. *You need to download the order form, enable editing, and save the file by replacing "KDE" with the district name in the file name. For example, the file name would change from "KScreen\_KDE\_Order\_Form.xlsx" to "KScreen\_DistrictName\_Order\_Form.xlsx"*

- Click in the blue rectangle to make the drop down arrow appear. Please choose the district from the menu, as typing the district name will not pre populate the appropriate school information.
- Once the district is chosen, click the *I-Quantities* tab on the bottom of the spreadsheet. The spreadsheet will generate the names of schools within your district in which kindergarten students are attending in the first column. Please answer the questions in each column for each school so that the appropriate amount of materials will be delivered.
- **Column 1** – Indicate how many existing Grade K Classrooms were there in 2021-2022 for each school in the district.
- **Column 2** – Enter the number of new kindergarten classrooms opening for the upcoming year. Early registration numbers may indicate the need for an additional classroom in order to maintain cap size. If redistricting occurs, please note that the expectation is the BRIGANCE materials will be saved and moved as well. If a teacher retires, the classroom set must be kept and passed along to the new teacher.
- **Column 3** – Enter the approximate number of students you expect to be screened in total during the 2022-2023 school year.
- **Column 4** – Indicate if new data sheets are needed for each school

- **Column 5** – Indicate how many *packs* of new student data sheets are needed. Brigance Data Sheets are packaged in bundles of 15 data sheets. Data Sheets have not changed from previous years. If you have unused data sheets from previous years, you may use those for this year.
- **Column 6** - Enter the number of additional Spanish directions needed using the drop-down box. You will have a choice of 0 or 1. KDE and CA recommend 1 set of Spanish Directions for each building.
- After the Quantities Tab is complete, click the *2-Shipping* tab on the bottom of the spreadsheet.
- Click in the blue rectangle to make the drop down arrow appear. Use the drop down arrow to indicate where the materials will be shipped. The selections are: each individual school, the school district, or a central location.
- You will be directed to the Address Information section. If you choose “each individual school” or “the district” confirm the address of each school, provide a delivery contact name and ten-digit phone number, along with any special delivery instructions.
- If you choose “central location” you will need to insert the address of the central location, provide a delivery contact name and 10-digit phone number, and note any special delivery directions.

After the order sheet is complete and saved, upload it into the Google Form in an .xlsx format. Once the order sheet is uploaded into the Google Form and the Google Form is submitted, you should receive a confirmation email.

*Note*, please keep any unused blank forms each year in order to use in the following year or for new students who enroll after the screening window closes. iPads® may be used to enter the screening data into Online Management System (OMS) if screening takes place in mid-August or after the OMS is available.

If you have any questions regarding the ordering process or need clarification, please contact [Lisa Jett](#).