Florida Kindergarten Readiness Screener (FLKRS) Rostering/Student Registration Process

Public school districts will roster students and staff for FLKRS in the following ways:

1) **Custom Data Integration (CDI) Service** – The CDI service is being implemented for all Florida districts, which allows for automatic student data updates into each district's Florida K-Readiness assessment Renaissance Place (RP) site. With the CDI service in place, the update process happens nightly, capturing any changes that might be made to student data in the district's database.

2) **Roster Template** – Districts have the ability to complete and submit the roster template provided by Renaissance for schools that may have separate data-handling provisions in the district's PK-12 data reporting system (e.g., charter schools). The instructions for submitting the template are incorporated in the template document, found on the Florida Department of Education (FDOE) FLKRS website here: FLKRS Rostering Template and Instructions. Multiple templates can be submitted; however, if districts submit subsequent templates, only new student enrollment information should be included. If districts discover that incorrect data was submitted for a student via the roster template, please contact FLKreadiness@Renaissance.com to resolve the issue.

Additional notes pertaining to rostering processes:

- It is a requirement to have a state-assigned FLEID number and date of birth for each student.
- Renaissance will create one district administrator user and one school level administrator user for each school. Additional administrator users can be manually added by the district or school administrator users.
- If multiple roster templates are submitted, care should be taken to avoid duplicate or mismatched student accounts. Roster templates should only be used if schools' (e.g., charter schools) information is handled separately from regular schools' data in the district's data management system.
- Private schools may also participate in FLKRS. The school will work directly with FDOE and Renaissance to roster students and staff.
- Parents of kindergarten private school students who participated in VPK may request a FLKRS administration for their child through the public school district. These students may be rostered through CDI or the Roster Template.