

Updated Ordering Process for the 2026–2027 K Screen Administration

The Kentucky Department of Education is pleased to share updated guidance for the ordering process for the 2026–2027 administration of the Kindergarten Entry Screener. While districts will continue using the same ordering form, the submission process has been updated.

For the 2026–2027 administration, districts will access the ordering form through the [K Screen Order Submission App](#). The ordering form can be downloaded directly from the app and the completed form submitted within the application.

Please note the following important updates:

- Only district email addresses may be used when completing and submitting the form.
- An email confirmation will be sent upon successful submission.
- Only one submission per district is permitted.

If an additional order is needed after the initial submission, please contact [Tiffany Christopher](#) for assistance. Please follow the step-by-step instructions provided in this document to complete the ordering process.

Guidance: K Screen Ordering Form

Step 1: Navigate to the [Common Kindergarten Entry Screener](#) or [Curriculum Associates Kentucky](#) webpage and open the [K Screen Order Submission App](#) to download and complete the order form.

KDE K Screen Materials Order

Submit your information and upload the required Excel (XLSX) file.

Download the Required Excel Template (XLSX)

[Download Template \(.XLSX\)](#) **Click here to download file.**

If your browser opens a new tab instead of downloading, check your pop-up/download permissions and try again.

Email Address
Must be a kyschools.us address (example: first.last@district.kyschools.us)

School District

DAC First Name

DAC Last Name

[Select .XLSX](#) No file selected
Only .xlsx files are accepted.

[Submit](#)

Step 2: Open the Downloads folder and locate the file named “K Screen order. XLSX”. Once the file opens, click the dropdown arrow next to the district field.



Date: 2/9/2026

Congratulations on another successful school year using BRIGANCE!

It is time to prepare for the 2026-2027 school year.

This form will assist you in ordering your materials for the next academic year.

If you have any questions, please contact Tiffany Christopher at tiffany.christopher@education.ky.gov

First, select your district in the blue box below.

Next, complete all information on the following tabs.

Finally, upload this form to the K Screen Order Form as instructed.

[Click here to open K Screen Ordering App](#)

Click the
arrow to
generate
district list.

Select your district:

Step 3: Once the district is chosen, click the **1-Quantities** tab at the bottom of the spreadsheet. The spreadsheet will generate the names of schools in which Kindergarten students attend within your district. Please answer the questions in each column for each school so that the appropriate number of materials will be delivered. Once quantities have been entered, click the **2-Shipping** tab to navigate to the final page of the ordering form.



Quantities

Remember to select your district on the Instructions Tab

Step 1: Answer the questions below to indicate how materials are needed for each school.

NOTE: BRIGANCE Data Sheets are packaged in bundles of 15 Data Sheets.

School Name	Questions			
	How many EXISTING Grade K Classrooms were there in <u>2025-2026</u> ?	How many kindergarteners do you expect to be screened in total during the 2026-2027 school year?	Would you like new data sheets shipped?	How many packs of new data sheets would you like shipped? (packaged in bundles of 15 data sheets)
			<i>Data sheets have not changed from previous years. If you have unused sheets from previous years, you may use those for this year.</i>	
TOTAL	0	0	0	0
Anchorage Public School	0	0	0	0

Click here to access the shipping tab.

>
Instructions
1 - Quantities
2 - Shipping
+

Step 4: On the shipping tab, indicate where the materials should be shipped (each individual school, Central Office, or a central location such as a warehouse). Enter the contact name and phone number for the person receiving the order at that location. Save the completed spreadsheet.



Date: 2/9/2026

Shipping

Remember to select your district on the Instructions Tab

Step 2: Indicate where the materials are to be shipped.

NOTE: Delivery is anticipated during the week of May 5-9.

Please select a shipping location that will have staff available to receive the materialcy window.

Make a selection from the choices in the blue box below.

Click arrow to populate shipping options.

Central Office or Board of Education

Please confirm the shipping address, provide a delivery contact name phone number, and note any special delivery instructions.

Example special delivery instructions: No delivery dock, but we have deliveries go through the cvfeteria.a, or accsec through the cafeteria. Not availabefor shipment on Fridays during the summer. Lift gate required.

Address Information						
Location Name	Delivery Contact Name	Delivery Phone #	Address	City	State	Zip
Anchorage ISD			11400 Ridge Rd	Anchorage	KY	40223

Step 5: Open the [K Screen Order Submission App](#) and “Select XLSX” to upload the saved spreadsheet. When submitting the materials order, enter only a district email address.

KDE K Screen Materials Order

Submit your information and upload the required Excel (.XLSX) file.

Download the Required Excel Template (.XLSX)

[Download Template \(.XLSX\)](#) This link will immediately download the template file. After you click it, check your Downloads folder.

If your browser opens a new tab instead of downloading, check your pop-up/download permissions and try again.

Email Address: School District:

Must be a kyschools.us address (example: first.last@district.kyschools.us)

DAC First Name: DAC Last Name:

[Select .XLSX](#) KScreen_KDE_Order_Form_2026_Draft.xlsx
Only .xlsx files are accepted.

[Submit](#)

Uploading 5%

Stay on this page until the upload reaches 100%.

Step 6: Once the form is fully uploaded, a notification will populate that the order form has been successfully submitted. An email confirmation will be sent to the district email address provided. If you do not receive the email, check your spam, junk, or quarantine folders. Only one order submission per district is allowed. If additional materials are needed after the initial submission, please email [Tiffany Christopher](mailto:Tiffany.Christopher).

KDE K Screen Materials Order

Submit your information and upload the required Excel (.XLSX) file.

Download the Required Excel Template (.XLSX)
Download Template (.XLSX) This link will immediately download the template file. After you click it, check your **Downloads** folder.
If your browser opens a new tab instead of downloading, check your pop-up/download permissions and try again.

Email Address: Tiffany.christopher@scott.kyschools.us
School District: Scott Co

Must be a kyschools.us address (example: first.last@district.kyschools.us)

DAC First Name: Tiffany
DAC Last Name: Christopher

Select .XLSX KScreen_KDE_Order_Form_2026_Draft.xlsx
Only .xlsx files are accepted.

Submit

Submitted successfully. A confirmation email has been sent.

Sheet row: 2
Timestamp: 2026-02-16 10:50:51

Print Confirmation