

Kentucky Alternate Assessment Program

2025-2026 Student Registration Database
(SRD)

User Manual



Kentucky Department of Education

Table of Contents

<i>Student Registration Database (SRD)</i>	3
System Login for Current Users	3
System Login for New Users	4
Navigation	4
1. Dashboard (not visible to Admin).....	4
2. Student Information	4
3. Teacher certification (DACs ONLY)	5
4. Student Registration (DACs ONLY)	6
5. Nonparticipant Status Requests (DACs ONLY)	6
6. Reports	7
7. Password	7
Navigation within the Pages	7
1. Reports	8
2. Student Information	8
3. Attainment Tasks	9
4. Transition Attainment Record	10
5. Quality of School Climate and Safety Survey	10
6. Reset	11
7. Logout.....	11
QUESTIONS	11

Kentucky Alternate Assessment

Student Registration Database (SRD)

The Student Registration Database (SRD) is designed to facilitate the entry of student information, student registration, and student alternate assessment data. The SRD is also used to manage teacher certification and district, school, and teacher information. The system is available for District Assessment Coordinators (DACs), any registered Directors of Special Education (DoSE), approved Kentucky Department of Education (KDE) staff and database administrators. Teachers will have access when they have passed the qualification quiz in the Online Training System (OTS) and their certification status has transferred automatically to the SRD. The SRD will open for DACs on October 21, 2025, and for teachers on Nov. 10, 2025. Approved users can log on using a password permitting them to view information appropriate for their assigned level of access.

System Login for Current Users

The first page of the SRD is the Login page. To login to the SRD, enter the username and password. These credentials are the same as those used for the [OTS](#), where qualification quizzes are taken. The OTS will certify teachers in the SRD once they have passed the Overview and Attainment Task (AT) quiz.

Credentials are also sent in an email when the user registers in the OTS. If the user does not receive an email, then this user is a “New User.” New users must register by following the directions on page 4.

If the user is a teacher and at any time forgets the password, the user should contact the DAC. For information about the [SRD](#), there is a link to the User Manual on the Login Page, directly beneath the Login and Reset buttons in the Login Information dialogue box. In order to enter data, you must be certified in the SRD by passing the AT quiz in the OTS.

If the user is a DAC and forgets the password, there is a link directly beneath the Login and Reset buttons (in the Login Information dialogue box) labeled “Forgot Password?”.

In order to update or edit a profile, the user must login to the OTS and use the Update Profile link. Accurate profiles ensure access to the appropriate students.

System Login for New Users

Any teacher who has not used the OTS this year will not be listed in the [SRD](#) and is considered a new user. New users must first register in the [OTS](#). **Teachers must provide their district email address in order to register as an OTS user.** Once the teacher has completed the OTS registration and passed the Overview and AT Training quiz, they will be certified to administer the attainment tasks, and their certification will transfer automatically to the SRD. The (same) username and password used to access the OTS will be used to access the SRD.

Navigation

Each interface, or page, of the SRD is titled at the top. The titles are descriptive and indicate what is on the page. Many of the SRD pages will contain links to additional subcategories of information. The left side of each page of the SRD has a series of links in blue shaded boxes. These links can be used to find information or perform operations. When the user clicks on one of the links, the SRD will navigate to a different page. When the page changes, the links on the left side will remain. The user can click on one of the links and navigate to a different page at any time, from any location. It is not necessary to proceed in sequence through the links. Descriptions of the links are provided below.

1. Dashboard (not visible to Admin)

The first link the user has access to at the teacher and DAC access levels is the **Dashboard link**. Dashboard represents all notices available to a particular user. This includes updates and announcements that may answer questions or concerns.

2. Student Information

The second link the user has access to at each access level is the **Student Information link**. This link serves several purposes.

If the teacher wishes to search using a specific criterion, that criterion can be entered in the search field at the top of the page. The SRD will search for a student using last name, first name, state student identifiers (SSIDs), date of birth or grade.

In addition to these fields, the DAC student information search fields include school name. The field for school name has a drop-down menu which lists all schools within a DAC's district. Select a school name to view students registered to take the alternate assessment in that school. The name of the DAC's assigned district automatically populates the

District Name search field. If the DAC has more than one district, the drop down arrow will allow the DAC to toggle between the districts.

When a teacher enters the student information page, a list of students identified for participation in the alternate assessment at the teacher's registered school will automatically appear below the search fields. When a DAC enters the student information page, all students assigned within the district appear in the list.

This student list contains the SSIDs, last name, first name, grade, gender (found on DAC list only), an edit button (found on DAC list only), delete (found on DAC list only), survey, TAR, AT, Audit Info (found on DAC list only), TAR reset and Survey reset. The Quality of School Climate and Safety survey will be available in Window 2, and results can be posted by clicking the survey link. The links to the **TAR** and **AT** rating and data entry forms are also found on this page for students who are completing these assessment types. These links are only accessible if the student is required to participate in that assessment (e.g., grade 11 for the TAR). If a student at grades 12 or 14 did not meet benchmark on the TAR assessment, the DAC may add the student to the SRD (see page 6 for directions) and contact KDE at DACinfo@education.ky.gov in KDE's Office of Assessment and Accountability to have the TAR assessment activated in the SRD for that student. (Please do not email any personally identifiable information).

Student information entered in the SRD must mirror the student's information in Infinite Campus (IC). If there are problems entering student data, contact KDE at DACinfo@education.ky.gov.

3. Teacher certification (DACs ONLY)

DACs are no longer required to certify teacher access in the SRD. The teacher certification transfers automatically from the OTS once a teacher has taken and successfully completed the AT training and corresponding quiz for AT administration. The page has two links related to teacher certification. The first is **View/Edit**, which brings up the teacher certification page and allows the DAC to verify a teacher's role, district, school, username and password, as well as their certification status. This is a view-only screen. The second is **Delete**, which allows the DAC to remove any teachers listed who are no longer in the district.

To determine whether or not a teacher has been certified in the SRD, select **View/Edit** and check the OTS Certification status, which will be Certified or Not Certified based on whether the teacher has passed the AT quiz in the OTS. On

the Teacher Certification main page, the last name of users who are not certified appears in red. Additionally, in the top right-hand corner of the Teacher Certification page, there is a note that specifies how many teachers have not yet been certified in the OTS. If a teacher has successfully completed the AT training and corresponding quiz and the district does not want teachers to enter scores, the DAC should notify teachers directly that they are not allowed to enter student data into the SRD.

Teachers who are not currently listed in the SRD must first register in the OTS and provide the requested information.

Teachers may select their own password. Teachers must provide their district e-mail address for their OTS registration to transfer to the SRD. Once teachers have passed the appropriate qualification quizzes in the OTS, they will automatically be certified. If a teacher has passed their quiz and cannot access the SRD, there are two possible reasons. The first is that the SRD is not yet open to enter student data. The system will open on November 10, 2025. The second reason is that there is a delay in system communication. Have the teacher try back in about an hour before reaching out to [Darrell Mattingly](#) for system support. A DAC can provide teachers with passwords when they have been forgotten by viewing the Teacher Certification page for that teacher.

4. Student Registration (DACs ONLY)

The **Student Registration** link is available to DACs for the purpose of registering new students in the [SRD](#); this can be done through May 29, 2026. When this link is activated, there will be empty data fields that must be completed to add the student; First Name, Last Name, SSID, Date of Birth and comments (as needed). There are also drop down menus for selecting additional information, some of which may be populated depending on the user who is logged into the system. These fields include Grade, Gender, District Name, School Name, Ethnicity, Lunch and English Learner (EL). To retain changes made in the student registration information, the **Save** option must be selected at the bottom of the page. **All changes made in the SRD should also be entered into IC.** In other words, all data should be the same in both the SRD and IC.

5. Nonparticipant Status Requests (DACs ONLY)

If a student is unable to complete some or all of the content areas due to

medical or other reasons, a nonparticipation will be filed in [Student Data Review and Rosters application \(SDRR\)](#) during Window 2. Please note that nonparticipations are specific to individual content areas and should be requested in this manner. If a district is requesting the student not participate in the current accountability cycle in the SDRR, make note of the nonparticipation request after receiving confirmation from KDE that the request was approved. This must be done on the Student Information Page from the **Edit** link for each student.

Go to the Student Information page, find the student, and select **Edit** found by the student name. Scroll down to the “Nonparticipant” field and select “yes.” In the Comment box, denote the specific content areas for which a nonparticipation is being requested; if all, please note ALL. The **Update** option must be selected at the bottom of the page to save the updated information.

For students who are not already in the system, districts must first follow procedures in section 4, Student Registration, and register the student. Once the student has been registered in the SRD, return to the Student Information page and select **Edit** for the student. Scroll down to the “Nonparticipant” field and select “yes.” The **Update** option must be selected at the bottom of the page to save the updated information.

6. Reports

Reports present real-time summaries of SRD data. The user’s level of access determines which reports are visible to the user. A teacher will see reports based on the student population of his/her school. A DAC will see reports based on the student population in his/her district. Reports provide information such as the number of students for whom data has been completely entered, the number of students with incomplete data, and the number of students with no data. Please see the SRD training for specific examples.

7. Password

For DACs only, if a DAC user has forgotten a password, return to the initial login and use the **Forgot Password?** link to have the current password e-mailed. **If the user is a teacher and has forgotten a password**, go to the OTS Login page and click the **Forgot Password** link.

Navigation within the Pages

In addition to the links on the left side of each page, there are often links within the

pages. These links are underlined. When the user clicks on one of the underlined links, the SRD will navigate to a different page. The underlined text (link) name indicates the information or function found when the link is activated.

The search fields are located at the top of each page. The user can type the search criteria in the fields. Not all fields contain a search option. If data is entered in a field that does not provide required information and the search button is activated, the user will be prompted to enter search criteria. Calendar icons are provided for easy entry of dates. Use the dropdown menu to select a year and month. Click on a specific day and the date will be automatically entered in the field. Information can be retrieved from within various pages. For specific details on how to navigate between pages, see the Navigation section on page 4.

1. Reports

The reports contain links to specific student data. To see details, click in the **Count Column** on the underlined number.

2. Student Information

Assessment links on the student information pages are **color-coded**; **green** indicates the assessment is complete, **red** indicates the assessment has not been completed, **gray** indicates the account is not active and **orange** indicates the assessment is not required. When an assessment link is activated within student information, the SRD navigates to the data entry form for that assessment. If a field is not active (no text can be entered or the link is not underlined), then that field is not accessible for that grade level or student.

The **Edit** link in the DAC level Student Information page can be used to update student information from October 28, 2025 (first day DACs or those with district access can enter the SRD) to May 29, 2026. The DAC may search for the student using the student's name, SSID number, or school. When the student is listed beneath the search fields, the **Edit** and **Delete** links will be visible in each row of student data. When the edit link is activated, the student information page for the selected student will be available for editing. Not every field on this page can be edited. To request a student not participate in the current accountability cycle, this must first be done in the SDRR. Upon receiving confirmation from KDE that the request was approved, make note of the nonparticipation request in the SRD. This must be done on the Student Information Page from the **Edit** link for each

student; select “yes” for the “nonparticipation field.” If it is not possible to enter text in a field on this page, then it is not available for editing at this access level. If the Delete link is selected, a prompt appears to verify the deletion of the student.

3. Attainment Tasks

Prior to entering data for the AT, users must first select a field test form. All field tests forms are the same within a binder. The Field Test Form is listed on the Binder Cover Page as well as in the top right-hand corner of each field test. For Window 1, the Field Test Form options are 1, 2 or 3. The Window 2 Field Test Form options are 4, 5 or 6. In the SRD, select AT in the student’s record. In the row for the current Window (Window 1 or Window 2), use the drop down menu to select the form number that was administered to the student. Once a form number has been selected and the user selects the AT link, a dialogue box will appear and ask the user to verify the form number selection. Click OK. The AT will become available for data entry. Field test forms may not change during the window (e.g., **the student must complete the same form for all content areas**).

The Attainment Task data entry form has tabs for the content areas tested in the student’s grade level at the top of the page. Users should note that attention to detail is necessary during data entry. It is easy to lose track of location and mistakenly input information in the wrong field or content area. In the lower right corner of each page of the assessment data entry forms there is a button to Save and Submit data. Users are required to enter data for each item. If a student does not respond, the test administrator must select No Response from the response options on the form. There is no longer a check box to automatically fill that response. Whenever data needs to be saved, click the Save and Submit button. If there are any missing responses, a pop-up appears stating “This incomplete record has been successfully saved. One or more items do not have a response selected. To submit this record, you must enter the missing response(s) and click Save and Submit.” Click OK to continue. At this point, the user may enter missing data or go to another content area. Note: Any data that has not been successfully submitted will not be visible in the data report. Users must successfully enter all data and then click **Save and Submit**. At any time during data entry, the user may click Save and Submit to save a partial

record. Additionally, users may edit any content area that has been saved and submitted until all content areas are complete and **Save and Submit** has been clicked for all content areas. Use the tabs at the top of the page to navigate between content areas. If users realize they have made an error after they have clicked **Save and Submit**, they may select **Reset** on the **Select Form** page, this will erase all data, and the user will need to re-enter the data.

Field Test

This year, there is a Field Test task in every grade and every content area. Students participating in the alternate assessment are required to complete the Field Test tasks. Each item must have a response indicated (either A, B, C or No Response).

4. Transition Attainment Record

The TAR interface has a menu of links in a dark blue field along the left side of the page. These links allow navigation between the various pages or content areas of the assessment. On the **Student Interview** form, it asks for the date(s) of completion. The form only allows one date to be entered.

Users should enter the last date of the student interview as the date of completion, while indicating all the dates questions were asked on the hard copy. The TAR assessment data entry form also includes a link to a **Summary** page, which will indicate any content areas with missing data.

The **Save and Continue** button allows data to be saved at any time and facilitates navigation between pages without losing data. The user has the option of completing the record by entering missing responses or completing the missing content area.

5. Quality of School Climate and Safety Survey

The Quality of School Climate and Safety (QSCS) indicator is one of the state indicators in Kentucky's accountability system. The indicator uses perception data from surveys that measure insight into the school environment. There are two forms of the survey: Grades 3-5 and Grades 6-High School. The survey is modified, and the number of items reduced, for students who participate in the Alternate Assessment program. Each form for alternate assessment students contains 10 statements for which students are prompted to respond whether they strongly agree, agree, disagree or strongly disagree. All students in tested grades (3-8, 10 and 11) will participate in the surveys. The link to the QSCS survey will

appear in the student's record, in the student information interface. It is labeled "Survey." The survey is available for data entry in Window 2 only. The survey must be completed before any AT data (including field test data) can be entered in Window 2.

6. Reset

The Reset function is used when data is inadvertently added to the wrong content area, the wrong student, or the wrong field test form has been selected. There are two locations where users can find the reset function. On the student information page for the TAR and QSCS Survey and on the Form Selection page for the AT. When records are reset, all data for the specific record is deleted. At this point, data entry will need to begin again for the student whose record was deleted. The reset function appears at the end of the student's record, under the column headings TAR and Survey. The teacher and the DAC are able to reset the TAR or the Survey. The link is labeled "Reset."

7. Logout

The **Logout** link at the top right-hand corner of the system interface will exit the user from the current page of the SRD and return the user to the initial login page.

QUESTIONS

If you have any questions regarding the use of the SRD, please contact [Darrell Mattingly](#).

