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K–3 Literacy Universal Screening Assessment (K3LA) Data Submission Quick Guide

Connecticut State Department of Education

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The K3LA Data System User Manual is available as a companion to this Quick Guide.

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Background

Per Section 10-14t(a) of the Connecticut General Statutes, all public-school districts (e.g., local and regional boards of education, regional educational service centers, Approved Private Special Education Programs (APSEPs), and charter schools) serving students in Kindergarten to Grade 3, inclusive, must select and administer an assessment from the Approved Menu of Research-based K-3 Literacy Universal Screening Assessments. Administering a set of screening measures in the primary grades helps identify students who are at risk for reading difficulties and require intervention, and assists in identifying, in whole or in part, students at risk for dyslexia or other reading-related learning disabilities. The CSDE began collecting student assessment result data in the 2025-26 school year in accordance with Section 10-14t(a) of the Connecticut General Statutes and as required by the State Board of Education.

Purpose of this Resource

The purpose of this resource is to provide districts with information on submitting their K-3 data directly to the CSDE, rather than through an assessment vendor system. The CSDE has developed the K-3 Literacy Data Collection System (K3LA) to securely collect data from districts. This will be necessary for districts that:

- utilize the DIBELS 8th Edition paper assessment (without the DIBELS Data System [DDS]);
- utilize the Acadience assessment (without the Acadience Learning Online [ALO] data management system); or
- have opted out of the data sharing agreements with their assessment vendor.

Key Resources for Administration

- Approved Menu of Research-based Grades K-3 Literacy Universal Screening Assessments Frequently Asked Questions (FAQ) – (Updated October 2026)
- Approved Menu of Research-based K-3 Literacy Universal Screening Assessments – (Updated October 2026)
- Revised Menu of K-3 Literacy Universal Screening Assessment Board Packet - May 7, 2025
- K-3 Literacy Assessment—K3LA Data Collection Webpage
- K-3 Literacy Assessment Webpage

Windows and Deadlines

Districts are required to submit their student level data files to the CSDE via the K-3 Literacy Universal Screening Assessment Data Collection System (K3LA), within the two-week period that follows the close of each testing window. The testing window schedule for the K-3 Universal Screening Literacy Assessment is available on the K-3 Literacy Assessment website.

How to Compile Data for Submission

Districts should use one of the following Excel workbooks that is associated with their assessment to compile student results.

- Acadience
- aimswebPlus
- DIBELS 8th Edition (paper)
- mCLASS

Please note that the first tab contains the template that must be used by districts to compile data for upload to the CSDE. Districts should also utilize the K3LA Data System User Manual during the data submission process, as it contains step-by-step instructions for the data upload.

The purpose for each of the supplemental worksheets within the Excel workbook is listed below:

- **Upload Template** – This template must be used for upload to the K3LA application. No other formats will be accepted. Please note that this template must be saved as a CSV UTF-8 (Comma delimited) (*.csv) file before submission. A Microsoft Excel pop-up may appear when converting the file to alert you that the file type does not support workbooks with multiple sheets; click the OK button to accept this when saving your file as a CSV.
- **Naming Convention Crosswalk** – This crosswalk associates the Vendor/Publisher Reading Measure/Test Name with the CSDE Composite Score Category, CSDE Composite Score Code, and the CSDE Test Code. It also provides the applicable Test Period for each measure: F=Fall (BOY), W=Winter (MOY), S=Spring (EOY).
- **Field Layout** – This worksheet provides a crosswalk for the Excel column and the associated field parameters, including Data Type, Max Length, and Valid Values for each of the fields.
- **Interpretation Labels**– This worksheet provides the Interpretation Label as defined by the assessment vendor/publisher and the Reading Measure that the label is associated with.
- **Sample File** – This worksheet displays sample data for a district using the vendor upload template.

Considerations When Compiling Data for Submission

Special Populations

The CSDE recognizes that a very small percentage of students may not be able to access the standard K-3 Literacy Universal Screening Assessment, even with allowable accommodations,

due to the nature of their specific unique learning profiles and therefore may require an alternate district K-3 literacy assessment. See Question E-2 and E-4 in the Approved Menu of Research-based Grades K-3 Literacy Universal Screening Assessments Frequently Asked Questions (FAQ) for more information about students who may qualify for an alternate district assessment as determined by the Planning and Placement Team (PPT) or Section 504 Team. No data should be entered in the upload template for students who have not taken the standard assessment per their Individualized Education Program (IEP) or Section 504 Plan. There is currently no code to indicate that a state-approved reading measure was not administered.

New Students During the Assessment Window

Please adhere to the following guidance for new students.

- Districts should provide results for students who are new to the state or country within the applicable testing window.
- Students who transfer between Connecticut districts and schools who have not been previously tested are required to take the assessment.
- Students who transfer within Connecticut school districts who have already been tested are not required to retake the assessment, provided the receiving district verifies that the assessment was already administered.
- If a student arrives in the district from another district, state, or country within five days before the closing of the CSDE window, the district is not required to administer the assessment to the student for that assessment period, however testing is recommended.

Helpful Tips

Please note the following tips when compiling data:

- A record (one row) should be submitted for each of the reading measures (including the composite score) that are required per the menu and have been administered within the assessment window, for each student.
- If a reading measure is required per the menu and a student was not tested, do not submit any data for that reading measure in the data upload file. Additionally, if a district uses gating or discontinuation rules as per the assessment vendor guidelines, which results in no score to report, do not submit any data for that reading measure in the data upload file. Currently, there are no codes to indicate why a reading measure was not administered.
- Although there is no code to submit data for students who did not participate in one or more components of the assessment, it is recommended that districts maintain records for these students.

- A single student record will be entered in each row. This includes identifying information, reading measure criteria, and associated scores for the measure that was assessed. Therefore, if five reading measures were assessed, the student would have five rows.
- "Testdate" should be the date of the test administration. If a district cannot provide an exact date, the district should provide an approximate date of administration. Please note that the administration must have taken place within the CSDE-approved assessment window.
- The test date format is numeric only. Districts may wish to use the following formula to remove additional characters that are not accepted in the test date field:
    - Formula: =TEXT(SUBSTITUTE(A1,"/",""),"mmddyyyy")

  Please note that cell A1 is used as an example in this formula.
- The following fields are optional:
    - Student ID 2 (District Student ID)
    - Student ID 3 (Vendor Student ID)
    - Percentile Score
- An end-of-record marker denoted by an "X" is required in the "EndOfRecordMarker" column for each entry.
- Districts may upload more than one file; however, the certification process requires that all district data be certified together. There will only be one opportunity to certify data for the entire district (all K–3 records for all schools within the district) in each testing window through the K-3 Literacy Universal Screening Assessment Data Collection System (K3LA).

K-3 Literacy Assessment Contacts

Each district is required to have a designated primary K-3 Literacy Assessment Contact; a secondary contact is recommended. This individual will be the district representative responsible for:

- Disseminating pertinent information related to the K-3 Literacy Universal Screening Assessments to the appropriate staff;
- Ensuring that the K-3 Literacy Universal Screening Assessments are administered in accordance with CSDE guidance and publisher testing protocols (BOY/fall, MOY/winter, EOY/spring) to all students in Grades K– 3 within the district;
- Ensuring that the K-3 Literacy Universal Screening Assessment data is ready for submission to the CSDE by the data submission deadline.

Please use EdSight to verify your district K-3 Literacy Assessment Contact and to locate your district Contacts Manager Writer if a change is required. The district Contacts Manager Writer

should be notified of any changes to the K-3 Literacy Assessment Contact(s) as they are responsible for assigning the role(s) within the Contacts Manager application.

Access and User Roles for the K-3 Literacy Universal Screening Assessment Data Collection System (K3LA)

The K3LA data collection system uses the state's Directory Manager (DM) application and is accessed through the CSDE data collection portal. Each district has at least one staff member assigned to the "LEA Security Manager" role in DM. The LEA Security Manager is responsible for assigning and maintaining access and rights for the K3LA application roles in DM.

- If an individual already has a DM account, they will use their existing username/password.
- If an individual is new to DM, they will receive one email with a unique username and a second email with a password.
- Usernames and passwords should NOT be shared, as each is unique to the assigned individual. This process improves accountability for any errors or changes entered into the system and allows the department to identify exactly who to contact should we have questions about a specific student record.

There are three levels of user roles within the K3LA application. Please refer to the table below for a description of these roles.

K-3 Literacy Universal Screening Assessment Data Collection System (K3LA) User Roles

User Role Name	Required Role	Permitted Tasks	Notes
K3LA LEA Certifier	Yes	• Upload data • View reports • Certify data	Must be a certified administrator as designated by the Superintendent.
K3LA LEA Writer	No	• Upload data • View reports	Staff member assigned by the Superintendent.
K3LA LEA Reader	No	• View Reports	Staff member assigned by the Superintendent.

Note: If you do not know who your LEA Security Manager is you can locate them via EdSight.

How to Submit Data Files to the Performance Office

The CSDE has developed the K-3 Literacy Universal Screening Assessment Data Collection System (K3LA) for the collection of K-3 Universal Literacy Assessment data. Districts should

review the vendor specific Excel workbook and data upload template located in the How to Compile Data for Submission section of this document and the K3LA Data System User Manual to prepare for the collection.

Certification Process

Data that is uploaded to the K-3 Literacy Universal Screening Assessment Data Collection System (K3LA) will need to be reviewed and certified by a district K3LA LEA Certifier. For directions related to assigning staff to this role please refer to the Access and User Roles section of this guide. Additionally, please refer to the K3LA Data System User Manual for details on the submission and certification process.

Support

For questions and support related to the data submission process, please email Kimberly.Johnson@ct.gov or ctstudentassessment@ct.gov.