

TO: PMRN Principals
FM Karl Hook
DATE: August 23, 2009
RE: First Day of School PMRN Sign In

Dear Principals:

For 75% of you, today is your first day of school. If school has started, this note applies to you. The rest of you get to wait a day or two.

Your User Name and Password for accessing the Progress Monitoring and Reporting Network (PMRN) was E-mailed to you at the address at which you are receiving this message. If you do not find the E-mail, you may retrieve your User Name and Password by:

- going to the Web address <https://pmrn.fcrr.org>,
- clicking on the "Forgot Password" link,
- entering your E-mail address,
- checking your E-mail.

To Sign In to the PMRN, you will need the User Name and Password, as well as an Identifier. For every staff member at your school, except for you, the Identifier is their Social Security number or alternate number that was provided to the FLDOE by your district in the Staff Demographic file. For you, the principal, the Identifier is unique. It was mailed to you in a packet of information from the Florida Center for Reading Research's PMRN Help Desk.

If you did not receive the packet, you may call the PMRN Help Desk at 850.644.0931. Do not E-mail the Help Desk for your Identifier. The Support Specialists are not allowed to E-mail Identifiers. The contents of the packet may be downloaded from www.fcrr.org/pmrn/sl1_packet.htm.

In order for your Reading Coaches to begin completing the Professional Development Log for Reading/Literacy Coaches (Coach's Log) you must Sign In to the PMRN and create Coach's Log Users. In order for your teachers to begin administering the Florida Assessments for Instruction in Reading, you must Sign In to the PMRN and create a School Level 2 (SL2) User. The procedure for this is in the packet.

When you Sign In to the PMRN, you will see the list of districts that have submitted the rostering information needed to automatically populate the PMRN. If your district is not listed, they could be planning on submitting the data during the next submission window.

If you have any questions (other than your Identifier) please E-mail helpdesk@fcrr.org.