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July 8, 2009

MEMORANDUM

TO: PMRN District Contacts
MIS Directors
Student Database Contacts
District Reading Contacts

FROM: Karl Hook *K Hook*
Lavan Dukes *Lavan Dukes*

SUBJECT: Progress Monitoring and Reporting Network (PMRN) Initial Roster Reporting Procedures for 2009-10

With the 2009-2010 school year, the Progress Monitoring and Reporting Network (PMRN) will be entering its eighth year as Florida's web-based data management system for the reporting of student gains in reading. This is the second year that the Florida Center for Reading Research (FCRR) has worked with the Florida Department of Education's Education Information and Accountability Services (EIAS) Office to facilitate the reporting process.

Background and Purpose

One of the keys to the successful implementation of the PMRN is the initial rostering of the reading classes, which, prior to the 2008-09 school year, relied on files provided to the FCRR by each district. Beginning in 2008-09, rostering occurred using files from the Automated Student and Staff Database (Survey 6).

GARNET L. DUKES, JR.
Accountability, Research, and Measurement

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This process is now an integral part of the Survey 6 reporting cycle. EIAS collects, validates filters, consolidates, and transfers to the FCRR student records for those students assigned a responsible instructor of reading for the current year along with instructional staff records for the school. The FCRR imports this information into the PMRN data base.

The User Interface previously used by the District Information Systems offices to upload the initial files is no longer available. All initial rostering activities will be handled in Survey 6 processing.

Changes for 2009-10

For 2009-10 the Responsible Instructor - Reading, Mathematics, and Writing format has been deleted. The element Primary Instructor Responsible, Reading that was on this format has been moved to the Student Demographic format. As a result of this change districts will be reporting only two formats for survey 6 (Student Demographic Information and Staff Demographic Information).

Reporting Instructions

For Survey 6, districts are to report:

- All students enrolled on Date Certain (Student Demographic Information format),
- All instructional staff (Staff Demographic Information format), and
- The Primary Instructor Responsible, Reading for each student being progress monitored in reading using the PMRN system (Student Demographic Information format).
- Students who **must** be reported using the Primary Responsible Instructor, Reading data element in the Student Demographic format are students who are enrolled in schools using the new Florida Assessments for Instruction in Reading (FAIR) for progress monitoring.

Primary Instructor Responsible for Reading

The following teachers should be reported as the Primary Instructor Responsible for Reading.

- K-5 students are to be matched with the teacher who provides the ninety minutes of initial (core) reading instruction.
- 6-12th grade FCAT Level 1 and 2 students are to be enrolled in a reading intervention class. It is the teacher of the reading intervention class with whom the student is to be matched.
- 6-12th grade students not enrolled in a reading intervention class (for example, an FCAT Level 3 student being progress monitored) may be listed with the teacher of language arts.

EIAS will process the district files, produce validation reports and filter the student file to be provided to FCRR so that it only includes the records of students who have a matching record in the Staff Demographic file.

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Timeline

This process will occur four times at the beginning of the school year – once for year-round schools, once for schools that start early, once for those on a traditional calendar, and a fourth time for all districts who want to update student or staff rosters. EIAS will have an edit process in place. Districts will be able to correct errors and send updated records via the batch file method for processing. Please note that when student data is transmitted, staff data should also be transmitted.

The four dates of Survey 6 processing for PMRN reporting are:

Year-Round Schools (Brevard, Broward, and Charlotte only):

“As of date” and beginning of state processing is July 28.

Initial files will be run at 10:00 a.m. and batch update files at 9:00 p.m.

Updates may be submitted on July 29-31 until 9:00 pm EST.

The first PMRN file will be created for FCRR after batch update files run on July 31.

(These records will be removed from the DOE database prior to further processing of Survey 6 data.)

Schools that start before August 24:

“As of date” and beginning of state processing is August 18.

Initial files will be run at 10:00 a.m. and batch update files at 9:00 p.m.

Updates may be submitted on August 19-20 until 9:00 pm EST.

The second PMRN file will be created for FCRR after batch update files run on August 20.

(These records will be removed from the DOE database prior to further processing of Survey 6 data.)

Schools that start on or after August 24:

“As of date” and beginning of state processing is September 4.

Initial files will be run at 10:00 a.m. and batch update files at 9:00 p.m.

Updates may be submitted on September 8 - 10 until 9:00 pm EST.

The third PMRN file will be created for FCRR after batch update files run on September 10.

(Student records will be removed from the DOE database prior to further processing of Survey 6 data.)

Final submission:

“As of date” and beginning of state processing is September 18.

Initial files will be run at 10:00 a.m. and batch update files at 9:00 p.m.

Updates may be submitted on September 21 - 24 until 9:00 pm EST.

The fourth PMRN file will be created for FCRR after batch update files run on September 24.

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Just Read, Florida! has made a change for 2009-10 that allows progress monitoring to begin as early as instructional day 6. This means that if a school begins on August 24, testing may begin on August 31. For rostering purposes, schools may want to submit files during the second scheduled submission (August 18-20). These files may only be 50 percent correct, but it is a starting point and rosters can be updated through submissions 3 and 4.

Contact Persons

If you have questions regarding Survey 6, please contact, Linda Hewett at Linda.hewett@fldoe.org for questions on student formats, Teresa Sancho at teresa.sancho@fldoe.org for questions on the staff format, or you may call either at 850.245.0400. PMRN questions should be directed to helpdesk@fcr.org or 850.644.0931.

Cc: Staff Data Base Contact Persons

Attachments:

Calendar

Question and Answer Document