

**Florida Department of Education  
Education Information and Accountability Services**

**PROGRESS MONITORING AND REPORTING NETWORK (PMRN)  
SURVEY 6 REPORTING, 2009-10**

**QUESTIONS AND ANSWERS**

The purpose of this Question and Answer document is to assist districts in reporting the Progress Monitoring and Reporting Network (PMRN) student data using the Automated Student Information System. This document has been organized into sections as follows: Schools and Students to Report, Record Submission and Processing, Assessments, Responsible Instructor and Timelines.

You may contact the Helpdesk at the Florida Center for Reading Research (FCRR) for additional information about the PMRN ([helpdesk@fcrr.org](mailto:helpdesk@fcrr.org) or 805.644.0931). Questions that pertain to reporting student data may be sent to Linda Hewett ([linda.hewett@fldoe.org](mailto:linda.hewett@fldoe.org) or 850.245-0400), and questions about staff reporting may be sent to Teresa Sancho ([teresa.sancho@fldoe.org](mailto:teresa.sancho@fldoe.org) or 850.245-0400).

**Schools and Students to Report**

**Who must submit information on the Student Data Base for use by the PMRN system?**

All districts in which at least one school will use the PMRN data management system to report student progress monitoring data must report student and responsible instructor information via the Department of Education Automated Student Information System for use by the PMRN system.

**What schools are required to use the PMRN system for reporting progress monitoring scores in reading?**

Schools using the new Florida Assessments for Instruction in Reading (FAIR) for progress monitoring students must use the PMRN system for reporting student progress. The district Reading contact can identify these schools. Also, a list of these schools is located on FCRR's website at:  
<http://www.fcrr.org/pmrn/index.htm>.

**Must all schools in a district be reported for PMRN?**

No, a district may have principals who do not wish for their school to participate. If the principal does not sign up for the PMRN system nothing will be loaded for the school. Therefore, a district may have some schools report data and others that will not.

**Must Department of Juvenile Justice (DJJ) facilities be reported for PMRN?**

Yes, all DJJ schools must utilize the PMRN management system and must submit student records via the Automated Student Information System for use in the PMRN system.

**Should private school students be reported for PMRN?**

Only students with a School of Enrollment that is identified on the Master School Identification file (MSID) as an active public school should be reported for PMRN inclusion. Do not report students enrolled in private schools or school numbers 3518, 9995-9997, N998 or N999.

**Must all students in a school be reported for PMRN monitoring?**

No, all students in a school do not have to be included in the PMRN system. School principals may sign up to have selected grade levels or a subset of students in a grade within a school participate in the PMRN system.

**Record Submission and Processing**

**Why must records be reported using the Automated Student Information System?**

Using the Automated Student Information System for reporting demographic and responsible teacher information for use in populating the PMRN system at the beginning of the school year is more effective and efficient than the file exchanges used in the past. This student information system is well established and designed for the purpose of collecting information from all public schools for a myriad of education needs. Consolidating the reporting needed for PMRN initial loading of student records with other needs for public school data saves time and money for the districts and the Department by eliminating the repeated sending of data. The Automated Student Information System also has a built-in data editing process, resulting in cleaner data for initial PMRN rosters.

**What records should be reported to the Automated Information System for use in the initial population of the PMRN system?**

Two formats of information must be submitted - Student Demographic Information and Staff Demographic Information.

**What staff records should be transmitted?**

All instructional staff demographic records should be sent when PMRN students are being reported.

**How do I know that a student has all the needed information to be loaded into the PMRN system?**

Both formats (student and staff demographic information) for a student must be reported and the teacher's social security number must be the same on each of these records in order for a student to be loaded into the PMRN system. Edits

will indicate if there is an error in a record that causes it to be rejected and not loaded to the data base. Other edits will indicate if there is no matching staff record for a responsible reading instructor reported on the student's record.

**Will districts be allowed to send batch update files?**

Districts will have opportunities to send batch update files to add, delete and change records. Batch update files will be processed at 9:00 p.m. nightly during the state processing window.

**What edits will run against the PMRN data?**

Reject and duplicate record error reports will be generated automatically when each file is processed. Validation reports will be generated for each district by the DOE following initial and batch file processing at each of the designated times. A validation error will be generated for student demographic records with no matching staff demographic records.

**What criteria are used to match records?**

The student demographic record must match the staff demographic record on District Number, School Number and Social Security Number.

**Will districts need to request reports?**

No, reject and duplicate record error reports and validation reports will automatically be generated after the files are processed. Districts may choose to request the student and staff demographic data files that contain a copy of all records loaded to the data base, for local review.

**Will Online screens be available for updating records on the Automated Student Information Data Base?**

The Online screens will not be available for districts to update records on the Automated Student and Staff Information Database during the beginning of the year reporting period (Survey 6).

**If a student enrolls after the Survey 6 processing period, how will the records be submitted?**

The person responsible for managing the PMRN system at the student's school (generally the school reading coach) can update student and class records through the PMRN User Interface.

**Assessments**

**Will the PMRN support the reporting of the DIBELS, FORF, or Mazes scores?**

No, for the 2009-10 school year, the PMRN system will only support the Florida Assessments for Instruction in Reading.

**If a school or district elects to use an assessment other than PMRN, how is this to be reported?**

Schools/districts may elect to use another assessment for students targeted for reading intervention that is consistent with the district's K-12 Comprehensive Reading Plan. The progress monitoring scores are to be submitted through the Automated Student Information System using the Student Assessment format during Surveys 2, 3, and 5. Scores from Assessment Period 1 (AP1) will be submitted with Survey 2. Assessment Period 2 (AP2) scores will be submitted with Survey 3 and Assessment Period 3 (AP3) scores will be submitted with Survey 5.

**Are schools required to use the Florida Assessments for Instruction in Reading for monitoring FCAT Level 1 or Level 2 students?**

Schools may use the Florida Assessments for Instruction in Reading for progress monitoring students who are FCAT Level 1 or FCAT Level 2, but they are not required to use this test instrument. If schools use this instrument, then the PMRN is to be used for reporting student test scores.

**Are Differentiated Accountability schools required to use the Florida Assessments for Instruction in Reading for monitoring FCAT Level 1, Level 2 students, or Level 3 students?**

DA schools are encouraged to use the Florida Assessments for Instruction in Reading for progress monitoring students who are FCAT Level 1, FCAT Level 2, or FCAT Level 3, but they are not required to use this test instrument. If schools use this instrument, then the PMRN is to be used for reporting student test scores.

**Responsible Instructor**

**How do districts report the instructor responsible for Reading instruction?**

Districts should report this instructor in the field for Primary Instructor Responsible, Reading on the Student Demographic format. The teacher's Social Security Number submitted on the student record must match the number submitted on the Staff Demographic record format.

**Which teacher should be listed as the Primary Responsible Instructor – Reading?**

The instructor should be:

- for grades KG-5, the reading teacher who delivers the 90 minutes of initial (core) reading instruction.
- for grades 6-12 and FCAT Levels 1 and 2, the teacher of the Intensive Reading class. This can be the CARPD teacher.
- for grades 6-12 students not in an intervention class (FCAT Level 3 and above), the teacher of the language arts class.

This is NOT the student's homeroom teacher.

**What if a reading teacher has not been identified in the Human Resources file or has not been employed by the school when the data must be submitted?**

All Primary Responsible Instructor, Reading teachers must be reported in the staff file. For vacancies the district should report the Reading Coach or a designee. The acting teacher (substitute) may be used. When the vacancy is filled the substitute may be replaced by the teacher of record through the PMRN User Interface.

**Timelines**

**When are these records to be reported?**

Student and staff records will be reported via the Automated Student and Staff Information System during the Survey 6 processing window. See the attached calendar for exact processing dates.

The records are due at the same time each count is due. Initial records will be processed daily at 10:00 a.m. and batches will be processed at 9:00 p.m. on the designated days of processing.

**When do “Year Round Schools” report?**

Districts that have schools that are classified as “Year Round Schools” will be allowed to report these students on an earlier schedule in order to meet their needs for testing students on time. See the attached calendar for these alternate reporting time periods.

**When will Date Certain be for each count?**

Date Certain for each count will be on Friday and will be approximately the second and fourth Fridays after school begins.

**What records are to be sent and in which counts?**

Files including student demographic and staff demographic information should be sent for Counts 1 and 2. A district will report all students for use by other offices. Only student records for the grade levels and schools selected by principals will be loaded into the PMRN system.

**When a new student enters school after a count has been submitted how should this student be reported for PMRN?**

If a student enters after Count 1, the student will be reported in Count 2. If a student enrolls after Count 2 has been submitted, the student will be entered into the PMRN through the PMRN User Interface.

**Should “Year Round Schools” report both formats for Counts 1 and 2?**

Districts must report student demographic records for all students in all schools (including “Year Round Schools”) in the district in Counts 1 and 2. If the staff data needed for the PMRN system has been sent prior to Counts 1 and 2, then the district does not need to send the staff demographic records again for these counts.

**How long do districts have to update records sent for each count?**

Districts may begin to send data on Date Certain for each count and have until the end of the specific state processing period to update and correct those initial records.

**What are the actual 2009-10 import dates of roster files into the PMRN?**

Student and staff records will be downloaded from the Automated Student and Staff Data Base and posted to the PMRN system as follows:

Download on July 31 and post to PMRN by August 5.

Download on August 20 and post to PMRN by August 26.

Download on September 10 and post to PMRN by September 16.

Download on September 24 and post to PMRN by October 2.

**With the new schedule allowing Assessment Period 1 testing to begin on the sixth instructional day how will rosters be in place in time?**

Schools with a start date of August 24 may submit their initial rosters with the August 18-20 submission so that the majority of students are in the PMRN for an August 31 test date. The rosters will not be completely correct, but testing of students who are in the correct classes could begin and management could take place through the User Interface. The remainder of the rosters would be updated by the Count 1 submission (downloaded on September 10). Schools may also choose to assess K-2 students using paper and pencil. Scores would be entered once the rosters are on-line.

Alternately, staff at the school may begin rostering students through the PMRN User Interface on Instructional Day 6. The User will be required to enter individual student and staff information and assign them to classes before the students will appear on the K-2 Electronic Scoring Tool (K-2 EST) or 3-12 Web-based Assessment Module (3-12 WAM). The imports from the Automated Student Information System (Survey 6) will be additive. Students who already have scores or were entered through the User Interface will not be moved or deleted by an import, but will be added. All imports are additive and do not remove/withdraw students who have left the school.

**What will happen if a natural disaster occurs and the schedule cannot be met?**

In the case of a natural disaster, each situation will be evaluated and modifications to schedules will be made based upon the impact of the natural disaster.