

TO: District Assessment, Information Services, Instructional Technology, and Reading Contacts  
FM: Karl Hook  
DATE: August 24, 2009  
RE: Additional Survey 6 Processing Dates

The Bureau of Education Information and Accountability Services (EIAS) is opening up a fifth submission of files for rostering the PMRN.

If submitting, both Student Demographic and Staff Demographic files need to be submitted. In many cases, these files are submitted by different offices within the district. Both offices need to be notified to post files.

All guidelines previously established for the other submissions (July 28 through July 31, August 18 through 20, September 4 through September 10, and September 18 through September 24) are still in effect. This is an **optional** submission and allows schools that do not want to roster classes through the PMRN User Interface to begin assessing prior to Instructional Day 20.

- EIAS will run initial files and validations (student and staff demographic) at 10:00 am ET each day Tuesday through Thursday (August 25-27).
- EIAS will run batch update files and validations at 9:00 pm each evening Tuesday through Thursday.
- EIAS will process the files after the Thursday, August 27 validation for import into the PMRN. EIAS will provide the files to the Florida Center for Reading Research (FCRR) on Friday morning (August 28).

I have as a **goal** to have the rostered posted so that assessments may begin on August 31. Due to the migration of data to a new database and the promotion of code for the deployment Florida Assessments for Instruction in Reading, if your rosters are not already in the PMRN, I would not plan on testing on August 31. Data submitted during this submission period will be in the PMRN by **Monday, September 7**.

I stress that this is an optional submission and it is the district's decision to participate. We are maintaining our current schedule that states that districts that started school on or after August 24 are not required to submit to the PMRN until the September 4 through September 10 submission period. Rosters from the September 4 submission period will be posted in the PMRN between 8:00 AM ET Monday, September 14 and 8:00 AM Thursday, September 16. FLDOE rules state that the files are not due until the final submission period of September 18 through September 24. These files will not be rostered in the PMRN until September 28. The students and schools will benefit by the earlier submission.

Please be reminded that the **Differentiated Accountability schools have a September 18 reporting deadline of baseline data.**

Submissions are additive. No students are withdrawn by the import. A student can be transferred to another class within the district through a subsequent import. Students who have scores or have been managed through the User Interface are not touched by an import.

Please see the following from the FLDOE's Bureau of Education Information and Accountability Services. Please contact EIAS if you have any questions.

In order to assist districts in loading student and staff data to the PMRN system and facilitate the Reading testing schedule, we are opening an additional Survey 6 processing window this week.

- Initial files and validations (student and staff demographic) will run at 10:00 am each day Tuesday through Thursday (August 25-27).
- Batch update files and validations will run at 9:00 pm each evening Tuesday through Thursday.
- Records will be provided to the Florida Center for Reading Research (FCRR) on Friday morning (August 28).

Please note the following:

- If your district already has data on the student or staff demographic tables from last week, only batch update files will be accepted. The data from last week remains on the table.
- PMRN requires the existence of both staff and student records in order to populate the system.
- FCRR is undertaking the promotion and testing of the new assessment system this week. Therefore, the rostering process will only occur this coming weekend (August 29-30) if all promotion and testing functions are complete.
- If the import does begin this weekend (August 29-30), it will end at 2:00 pm, on Sunday, August 30. If the import process is not complete at this time, it will resume on September 4th.
- If the import jeopardizes a successful promotion of the new system, the process will be postponed until Friday, September 4, with a goal of completion by Monday, September 7 at 7:00 AM.