

TO: Principals Registered to Use the PMRN
FM: Karl Hook, Director of Technical Projects, Florida Center for Reading Research
RE: PMRN Principal Introduction Packet
DATE: August 14, 2009

Dear Principal,

Thank you for registering to use the Progress Monitoring and Reporting Network (PMRN) for the 2009-2010 school year. The PMRN is Florida's Web-based data management system for reporting student gains in reading. The PMRN drives the rostering of the Florida Assessments for Instruction in Reading's K-2 Electronic Scoring Tool (K-2 EST) and the 3-12 Web-based Assessment Module (3-12 WAM). In addition, it is the home of the Professional Development Log for Reading/Literacy Coaches.

You were E-mailed your User Name and Password for accessing the PMRN. Between taking your calls, testing the new applications, and the many other tasks that have been assigned to them, the Support Specialists of the PMRN Help Desk are busily mailing the School Level 1 (SL1) packets that contain your Identifier for accessing the PMRN, as well as other very important information. The documents that are in the packet may be viewed at http://www.fcrr.org/pmrn/sl1_packet.htm.

You should not attempt to access the PMRN until the first Instructional Day at your school. This is the first day that students are attending classes.

At the earliest, rostering of students in the PMRN will not take place until August 21. It may be as late as September 15; this is dependent on when your district provides us with the data files.

Use of the K-2 EST, 3-12 WAM, or data entry page in the PMRN may not begin until August 31 or your school's sixth instructional day (whichever is later).

The User's Guides for version 3 of the PMRN are available for download at http://www.fcrr.org/pmrn/v3_guides/index.htm.

The packet with your Identifier will arrive at the address that you listed when you registered your school in a few days.

Please be reminded that the information found within the PMRN is protected by the Family Educational Rights and Privacy Act (FERPA) and Florida Statute. Only those persons with a defined educational need may access the data within the PMRN. Your User Name, Password, and Identifier may not be shared with any other person and must be kept in a secure location. Never keep all three pieces of information in the same place. Do not leave your computer unattended when the PMRN is open. When you leave the PMRN, do not just close the browser window, but click **Sign Out**.

If you ever have questions about the PMRN, please contact the PMRN Help Desk at helpdesk@fcrr.org or 850.644.0931.