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TO: District Superintendents, Reading Contacts, and Assessment Contacts

FROM: Karl Hook

DATE: Tuesday, May 26, 2009

SUBJECT: Registration for Progress Monitoring and Reporting Network (PMRN) for the 2009-2010 School Year (District Letter 1)

I am pleased to announce that the forms for your principals to register their schools to use the Progress Monitoring and Reporting Network (PMRN) for the 2009-2010 school year will soon be available.

When the form becomes available, an E-mail will be sent to each principal and reading contact (PMRN SL1 and SL2 Users) at the schools that currently use the PMRN. The information will also be posted on the PMRN News. You will be sent a copy of the E-mail. Schools that do not currently use the PMRN will not be sent the E-mail.

The link to the registration form will be found at [www.fcrr.org/pmrn/index.htm](http://www.fcrr.org/pmrn/index.htm). The link will take the principal to a page that summarizes the requirements to use the PMRN for sy0910. There is no automatic registration. All schools that will use the PMRN to report scores from the Florida Assessments for Instruction in Reading must register. All schools that will use the Professional Development Log for Reading/Literacy Coaches must register.

Schools using a progress monitoring instrument other than the Florida Assessments for Instruction in Reading will use the Automated Student Information System to submit scores to the Florida Department of Education.

Registration will extend through September 4. There are two two-week periods that registration will not be available. The first is June 15 through June 30. The second has not been determined, but you will be notified.

The first Assessment Window will be 35 instructional days in length and extend from Instructional Day 6 to Instructional Day 40.

The final version of the Florida Assessments for Instruction in Reading will be posted on August 28. This will impact those schools that have a start date prior to August 24. For those schools that begin on July 13, the newest version of the Florida Assessments for Instruction in Reading

will be available on Instructional Day 35. There will be periods that the PMRN is taken offline to promote the new assessments into production.

Attached is a sample of the Registration Page.

- 1) Section 1 – District
  - a. There will be a dropdown so that principals can select their district.
- 2) Section 2 – School Information
  - a. There will be a dropdown so that principals can select the school.
  - b. If the school is not on the list, the principal should contact the Support Specialists at the PMRN Help Desk at [helpdesk@ferr.org](mailto:helpdesk@ferr.org) or (850) 644-0931.
  - c. Principals must complete the school information completely and accurately so that information may be forwarded to them.
  - d. The school start date is the first day of school for students (not teachers pre-planning).
  - e. The District-wide calendar is the calendar that the majority of the schools in the district follow. Any variation from the district-wide calendar is a Modified Calendar.
  - f. Schools with more than one calendar within the same academic year will click the box for multiple calendars. The rostering for these schools is handled much differently than schools with a single calendar.
- 3) Section 3 – Principal Information
  - a. It is important that this be complete and accurate.
- 4) Section 4 – Progress Monitoring Registration
  - a. Section A: K-2
    - i. Select which grades will be progress monitored.
    - ii. Identify which grades are to have new students added to rosters by import of survey data.
    - iii. Indicate if vocabulary is required for all students. The default is that vocabulary is required for only those students with a PRS < .85
  - b. Section B: 3-12
    - i. Select which grades will be progress monitored.
    - ii. Identify which grades are to have new students added to rosters by import of survey data.
    - iii. Identify if the school has 3+ students (students in the third grade for the third time as a result of performance on the reading portion of the FCAT).
- 5) Section 5 – Coach’s Log
  - a. Select if the school will be utilizing the Professional Development Log for Reading/Literacy Coaches (Coach’s Log).
- 6) Section 6 – Notification of District Information Systems
  - a. Ensure that:
    - i. the DIS office knows to submit Survey 6 data to the Florida Department of Education
    - ii. students who will be progress monitored are in the Student Demographic file
    - iii. students who will be progress monitored are associated with a Responsible Instructor of Reading

- iv. only students who will be progress monitored have a Responsible Instructor of Reading
- v. reading instructors are in the Staff Demographic file

Upon Submission of the Registration Form, principals will be requested to confirm their school's registration. After confirmation, an E-mail will be sent to the E-mail address listed in the form.

Periodically, an updated list of the schools that have registered will be posted on the PMRN News at [www.fcr.org/pmrn](http://www.fcr.org/pmrn).

In the near future, your District Reading Contacts will be sent a list of those schools for which we have Principal and Reading Coach information. If you have any questions, please do not hesitate to contact the Support Specialists at the PMRN Help Desk at [helpdesk@fcr.org](mailto:helpdesk@fcr.org) or (850) 644-0931.