

TO: Principals of PMRN Schools

FROM: Karl Hook

DATE: June 2, 2009

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

The form for you to register your school to use the Progress Monitoring and Reporting Network (PMRN) for the 2009-2010 school year is now available.

The link to the registration form is found at www.fcrr.org/pmrn/index.htm. The link will take you 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, 2009. There will be two two-week periods that registration will not be available. The first is tentatively set for June 15 through June 30, 2009. The second has not been determined, but you will be notified.

For those schools that begin on August 24, 2009. 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 available on August 31, 2009. This will affect those schools that have a start date prior to August 24, 2009. For those schools that begin on July 13, 2009, the newest version of the Florida Assessments for Instruction in Reading will not be available until 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 Form.

- 1) Section 1 – District
 - a. There is a dropdown so that you can select your district.
- 2) Section 2 – School Information
 - a. There is a dropdown so that you can select your school.
 - b. If your school is not on the list, you should contact the Support Specialists at the PMRN Help Desk at helpdesk@fcrr.org or (850) 644-0931.

- c. You must complete the school information completely and accurately so that information may be forwarded to you.
 - 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. Surveys 2 and 3 will add students to the PMRN who are not currently rostered or have been previously Withdrawn. These students are added to the list of students at the school, but not assigned to classes.
 - 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. See the notes for grades K-2.
 - 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, you will be requested to confirm your 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.fcrr.org/pmrn.

The Florida Center for Reading Research (FCRR) will receive the Survey 6 files submitted by your district on four dates. The files are sent to the Florida Department of Education and then forwarded to the FCRR for import into the PMRN on:

July 31, 2009	Posted in PMRN by August 5
August 21, 2009	Posted in PMRN by August 26
September 11, 2009	Posted in PMRN by September 16
September 25, 2009	Posted in PMRN by October 2

The files that originate at your school determine which students will be rostered in the PMRN and to which teachers they will be assigned.

If you have any questions, please do not hesitate to contact the Support Specialists at the PMRN Help Desk at helpdesk@fcrr.org or (850) 644-0931.