







Enclosures

-  **Principal Introduction** (white document) introduces the school's principal to the Progress Monitoring and Reporting Network (PMRN). In the language of the PMRN, the principal is known as the School Level 1 (SL1) User. The document provides the SL1 User with the steps to access the PMRN the first time, reset his or her Password, confirm the school's calendar, and create the School Level 2 (SL2) User. The SL2 User is the principal's designee for administering the PMRN. The most important piece of information in the document is the principal's Identifier. The Identifier is unique to the User and must be kept private.
-  **Assessment Calendar** (yellow document) provides a summary of the assessment schedule for the 2009-2010 school year. The assessment schedule is different from past years with the data collection periods being lengthened from 20 to 35 instructional days. In addition, the first data collection period begins on Instructional Day 6 instead of ID 20. Due to the applications not being released until August 31, the document outlines the modifications to the assessment calendar for those schools that start prior to August 24. Also addressed is the Ongoing Progress Monitoring (OPM) schedule for sy0910.
-  **K-2 Electronic Scoring Tool** (orange document) provides an overview of how teachers will access the K-2 Electronic Scoring Tool (K-2 EST) to score Kindergarten through Second grade students on the Florida Assessments for Instruction in Reading. The K-2 EST is a web-based application that is used by teachers to score students in a one-on-one setting. There are two versions – a live version that requires a continuous internet connection and a version that uses the Adobe AIR technology that can be used with intermittent Internet connectivity. The K-2 assessments can also be scored with paper and pencil by using the Student Score Booklets. Scores from Student Score Booklets must be manually entered into the PMRN.
-  **3-12 Web-based Assessment Module** (pink document) gives instructions for accessing the 3-12 Web-based Assessment Module (3-12 WAM). The Florida Assessments for Instruction in Reading are delivered to students in grades Three through Twelve through individual interaction on the computer. The document provides security information and procedures for students to access the assessments.
-  **Special Settings** (red document) discusses two special groups of schools that are required to use the PMRN – Coach's Log Schools and ThreePlus (3+) schools.

FLDOE rule requires that all Reading/Literacy Coaches funded directly or indirectly through state or federal funds to complete the Professional Development Log for Reading/Literacy Coaches (Coach's Log). The Coach's Log must be submitted bi-weekly. Only the SL1 User can access the PMRN and create Coach's Log (CL) User. This document provides step-by-step instructions for creating a CL User.

A ThreePlus (3+) school is an elementary school that has one or more students who is enrolled in the third grade for the third time as a result of their performance on the reading comprehension portion of the FCAT. These students must be identified (flagged) in the PMRN as being 3+.

-  **First Sign In** (white document printed in color) outlines the process that teachers will follow to access the PMRN after receiving the E-mail with his or her User Name and Password.

Electronic versions of these documents are located at http://www.fcrr.org/pmrn/fair_Correspondence.htm. The PMRN User's Guide is found at http://www.fcrr.org/pmrn/v3_guides/index.htm.