

**Florida Department of Education  
Education Information and Accountability Services**

**PROGRESS MONITORING AND REPORTING NETWORK (PMRN)  
SURVEY 8 REPORTING, 2010-11**

**QUESTIONS AND ANSWERS**

Survey 8 is designed to provide data for rostering the Progress Monitoring and Reporting Network (PMRN) at the beginning of the school year for the Florida Assessments for Instruction in Reading (FAIR) and the Professional Development Log for Reading/Literacy Coaches (Coach's Log).

The purpose of this Question and Answer document is to assist districts in reporting the PMRN student and staff data using the Automated Student and Staff Information Systems. This document has been organized into sections as follows: Schools and Students to Report, Record Submission, Record Processing, Timelines, Responsible Instructor and Importing Data to the PMRN System.

You may contact the Help Desk at the Florida Center for Reading Research (FCRR) for additional information about the PMRN ([helpdesk@fcrr.org](mailto:helpdesk@fcrr.org) or 850.644.0931). Questions that pertain to reporting student data may be addressed to Kim Ward ([kim.ward@fldoe.org](mailto:kim.ward@fldoe.org) or 850.245-0400), and questions about staff reporting may be addressed to Teresa Sancho ([teresa.sancho@fldoe.org](mailto:teresa.sancho@fldoe.org) or 850.245-0400).

**Schools and Students to Report**

**Who must submit information during Survey 8 for use by the PMRN system?**

All districts in which at least one school will use the PMRN data management systems for student progress monitoring must report student and staff information via the Department of Education Automated Student and Staff Information System during Survey 8.

**Which schools are districts required to report during Survey 8?**

During Survey 8 districts must report information for schools using the Florida Assessments for Instruction in Reading (FAIR) for progress monitoring students and schools using the Professional Development Log for Reading/Literacy Coaches (Coach's Log). The district Reading contact can identify these schools. Also a list of these schools is located on FCRR's website at: <http://www.fcrr.org/pmrn/index.shtm>.

**Which students are included in Survey 8?**

All students who scored Level 1 or 2 on the reading portion of the spring 2010 administration of the FCAT along with elementary students who have been identified with a reading deficiency must be progress monitored in reading. Schools and districts may elect to expand the group of students being tested and progress monitored. Schools and districts may elect to use the FAIR and PMRN system or another test included in the district's K-12 Comprehensive Reading Plan. Only students receiving FAIR testing and progress monitoring through the PMRN should be submitted during Survey 8.

**Must all schools in a district be reported for PMRN?**

No, participation in the PMRN is determined at the school level. Some schools in a district may participate while other schools do not. If the principal does not sign the school up for the PMRN system no data will be loaded to the PMRN system for the school. Therefore, a district may report data for some schools and not for other schools during Survey 8.

Department of Juvenile Justice (DJJ) schools must utilize the PMRN management system and must submit student and staff records via the Automated Student and Staff Information System for use in the PMRN system.

**Should private school students be reported for PMRN?**

Only students with a School of Enrollment that is identified on the Master School Identification file (MSID) as an active public school should be reported for PMRN inclusion. Do not report students enrolled in private schools or home education. These include school numbers 3518, 9995-9997, N998 and N999.

**Must all students in a school be reported for PMRN monitoring?**

No, all students in a school do not have to be included in the PMRN system. School principals may sign up to have selected grade levels or a subset of students in a grade within a school participate in the PMRN system.

**If a school or district elects to use an assessment other than PMRN, how is this to be reported?**

Schools/districts may elect to use another assessment for students targeted for reading intervention that is consistent with the district's K-12 Comprehensive Reading Plan. The progress monitoring scores for alternate assessment instruments are to be submitted through the Automated Student Information System using the Student Assessment format during Surveys 2, 3, and 5. Scores from Assessment Period 1 (AP1) will be submitted with Survey 2. Assessment Period 2 (AP2) scores will be submitted with Survey 3 and Assessment Period 3 (AP3) scores will be submitted with Survey 5.

## Record Submission

### Why must records be reported using the Automated Student and Staff Information Systems?

Using the Automated Student and Staff Information Systems for reporting student and teacher information for use in populating the PMRN system at the beginning of the school year is more effective and efficient than other methods of populating this system. The student and staff information systems are well established and designed for collecting information from all public schools for a myriad of education needs. Using these systems for the collection of data for initial PMRN loading saves time and money for the districts and the Department. The Automated Student and Staff Information Systems each has a built-in data editing process, resulting in cleaner data for initial PMRN rosters.

### What records should be reported to the Automated Information Systems for use in the initial population of the PMRN system?

Two formats of information must be submitted for Survey 8 reporting:

- Student Demographic Information  
([http://www.fldoe.org/eias/dataweb/database\\_1011/1011sdi.asp](http://www.fldoe.org/eias/dataweb/database_1011/1011sdi.asp)) and
- Staff Demographic Information  
([http://www.fldoe.org/eias/dataweb/database\\_1011/1011di.asp](http://www.fldoe.org/eias/dataweb/database_1011/1011di.asp)).

### What staff records should be transmitted?

All instructional staff demographic records should be sent during Survey 8.

Reading coaches may identify which faculty members they work with each week. Importing all instructional staff members at the school loads the PMRN's "Inservice" table so that the Reading Coach does not need to insert the names of the staff members served.

### What fields are required in the Student Demographic Information file?

The following fields are required to be reported in the Student Demographic Information file during Survey 8 reporting:

Item	Field Description
1	District Number, Current Instruction/Service
2	District Number, Current Enrollment
3	School Number, Current Enrollment
4	Student Number Identifier, Florida
5	Survey Period Code
6	Year
7	Student Number Identifier - Alias, Florida
8	Student Name, Legal
11	Gender
17	Grade Level

- 25 Birth Date
- 42 Responsible Instructor: Reading

**What is reported for the remaining fields in the Student Demographic Information file?**

Data may be sent for other fields but the data is not needed and default values will be loaded to the data base for the non-required elements. Data for the optional Student Number Identifier, Local (field 13) will be used by the Student Data Base System (as in other survey periods) if it is reported. The Student Number Identifier, Local will also be imported into the PMRN system, if it is reported, and returned in the school and district data files to assist with student matching. This is currently the only way to load local IDs into the PMRN system.

**What fields are required in the Staff Demographic Information file?**

The following fields are required to be reported in the Staff Demographic Information file during Survey 8 reporting:

Item	Field Description
1	District Number
2	Social Security Number
3	Survey Period Code
4	Fiscal Year
5	School Number, Primary Home
7	Employee Name, Legal
38	Exempt from Public Records Law, Employee

**What is reported for the remaining fields in the Staff Demographic Information file?**

Data may be sent for other fields but the data is not needed and default values will be loaded to the data base for the non-required elements. Data for the optional Staff Number Identifier, Local (field 42) will be used by the Staff Data Base System (as in other survey periods) if it is reported but it will not be imported into the PMRN system.

**Does the district need to send a new initial file each week?**

No, once an initial file has been loaded to the database the district needs to send only batch update files.

**When does the district need to send batch update files?**

The district should send batch update files after the initial files (student and staff) have been loaded to the database if the following occurs:

- A new student or staff member needs to be added.
- Information in a student or staff record needs to be changed.

**Can the Student and Staff files be submitted at separate times?**

The Student and Staff files for a school need to be submitted during the same week (Friday through the following Thursday) so that matching records are available for loading into the PMRN system on the weekend. If new records for students are submitted with no matching teacher record available the students will not be rostered that weekend. However, if staff data is submitted the following week, matching records will be available and the load into the PMRN system and rostering will take place. Districts are encouraged to submit student and staff files the same week if possible.

**Record Processing**

**What is the Survey 8 processing schedule?**

Initial files will be processed each week day at 8:00 am EDT. Batch update files will be processed each week day afternoon at 4:00 pm EDT.

**When should districts send initial files and when should districts send batch update files?**

As with other survey periods, the first submission of the Student and Staff Information files should be an initial file. Once the initial file has loaded to the data base the district should send only batch update files. Batch update files are used to add, delete and change records after the initial data has been loaded to the data base.

**Do districts need to transmit files every week?**

No, files do not need to be transmitted every week.

**What edits will run against the PMRN data?**

Reject and duplicate record error reports will be generated automatically when each file is processed. The Department will also run validation edits when requested by districts through the reports for request system. One important validation edit will check for student demographic records with no matching staff demographic records and generate an error message if no match is found.

**Will districts need to request reports?**

Yes, districts will need to request validation reports. Districts may also choose to request the student and staff demographic data files that contain a copy of all records loaded to the data base for local review.

**How do I know that a student has all the needed information to be loaded into the PMRN system?**

Both formats (student and staff demographic information) for a student must be reported and the teacher's social security number must be the same on each of these records in order for a student to be loaded into the PMRN system. Edits

will indicate if there is an error in a record that causes it to be rejected and not loaded to the data base. Other edits will indicate if there is no matching staff record for a responsible reading instructor reported on the student's record.

**If a student enrolls after the Survey 8 processing period, how will the records be submitted?**

The person responsible for managing the PMRN system at the student's school (generally the school Reading Coach) can update student and class records through the PMRN User Interface.

**Timelines**

**When should the records be sent?**

The Department will begin processing Survey 8 records on Thursday, July 29, 2010 and will continue processing records through Thursday, September 23, 2010. Districts should send records during this Survey 8 submission window at the time that best meets the needs of the district schools that are using the PMRN system. The timing of record submission should be coordinated at the district level with the Reading Coordinator with school level input.

Schools will only be able to begin student assessment when students have been rostered. Assessments may begin on the sixth instructional day of the school year. If a school begins on August 23, 2010 and schedules testing on the sixth instructional day (August 30, 2010) the district will want to submit the school's records the week of August 23 and have all batch updates complete no later than 4:00 pm EDT on Thursday, August 26, 2010.

**When do "Year Round Schools" report?**

"Year Round Schools" should report using the Survey 8 dates above. The schedule for FAIR testing in these schools for 2010-11 will accommodate this reporting window.

**When will Date Certain be for each count?**

There is no Department-defined Date Certain for Survey 8 reporting. Each district should set their own dates for extracting and submitting Survey 8 data based on the needs of their schools.

**Responsible Instructor**

**How do districts report the instructor responsible for Reading instruction?**

Districts should report the instructor responsible for Reading instruction in the field named Primary Instructor Responsible, Reading on the Student Demographic format. The teacher's Social Security Number submitted on the

student record must match the number submitted on the Staff Demographic record format for the instructor.

**Which teacher should be listed as the Primary Responsible Instructor, Reading?**

Districts and schools set their own criteria as to who will be the Responsible Instructor for Reading. In elementary schools (grades KG-5), report the teacher who provides the ninety minutes of initial (core) reading instruction. This may be the homeroom teacher, a reading resource teacher or another teacher.

In secondary schools (grades 6-12), for FCAT level 1 and 2 students report the teacher of the reading intervention class. This may be an explicitly defined reading class or it could be a content area class (social studies or science) with a reading component. This could be the teacher with Content Area Reading – Professional Development (CAR-PD) training. For students not enrolled in a reading intervention class (FCAT levels 3-5) report the teacher of language arts.

**What if a Reading teacher has not been identified in the Human Resources file or has not been employed by the school when the data must be submitted?**

The Primary Responsible Instructor, Reading is a required field and all teachers reported on student records must be reported in the staff file. For vacancies the district should report the Reading Coach or a designee. The acting teacher (substitute) may be used. When the vacancy is filled the substitute may be replaced by the teacher of record through the PMRN User Interface.

**Importing Data to the PMRN System**

**What are the actual 2010-11 import dates used to roster students into the PMRN?**

The import of state-wide data into the PMRN will take place on the following Fridays.

- August 6
- August 13
- August 20
- August 27
- September 3
- September 10
- September 17
- September 24

It may be possible to arrange other imports for individual schools and districts if special circumstances arise.

All data received by 4:00 pm EDT on Thursday of these weeks and successfully loaded to the Automated Student and Staff Data Bases will be included in the files provided to the PMRN system for importing.

**What determines whether a student is or is not imported and rostered into the PMRN system?**

To be imported into the PMRN the following criteria must be met:

- The student's school of enrollment must be registered and the grade activated.
- There must be a valid student demographic record with all required information.
- The nine-digit Social Security Number (SSN) of the student's Responsible Instructor for Reading (field 42 of the Student Demographic Information file) must have a unique association with a staff member in the Staff Demographic Information file. That is, the number must be a valid SSN and cannot be shared between two or more persons in the staff file.
- The Reading instructor must be reported at the same school as the student.

There is no flag for FCAT level in the files submitted. All student records that meet the above criteria will be imported into the PMRN and rostered into a class for progress monitoring using the FAIR.

**How does a principal register the school for the PMRN?**

Principals register their schools as directed by the district's assessment, curriculum, or reading contact. Registration is completed following the links found at [www.fcrr.org/pmrn](http://www.fcrr.org/pmrn).

To view the list of schools registered and the grades activated, see [http://www.fcrr.org/pmrn/pmrnfair\\_registration\\_sy1011.pdf](http://www.fcrr.org/pmrn/pmrnfair_registration_sy1011.pdf).

**What criteria are used to match records?**

The student demographic record must match the staff demographic record on District Number, School Number and Social Security Number.

**Will the PMRN be available for schools to use during the import process?**

The import process will take the PMRN offline each Friday evening through Sunday evening.

**Can a student be moved from one class to another through a subsequent import?**

If a student's Reading instructor changes, a second import can move a student from one class to another. The district should submit the Student Demographic Information record in a batch update file with the new responsible instructor. The responsible instructor must already be in the Staff database or must be submitted in a batch update file and added to the Staff database.

**Do all changes to the Student and Staff Databases get imported into the PMRN?**

No, there are two circumstances that can prevent a student from being edited by an import.

- If a student has been modified (enrolled or moved) through the PMRN User Interface, an import will not move the student to a different teacher assignment. Placement through the User Interface takes priority.
- If any student in a grade level at a school has a FAIR score saved or submitted, subsequent imports will not allow a student in that grade level at that school to be moved to a different responsible instructor for reading.

**How can a student be removed from the PMRN?**

Imports of files submitted by the district are only additive. If a student has been imported to the PMRN and is later deleted from the Student Database in a batch update submission the student will be untouched in the PMRN.

A school's Reading Coach or administrator(s) can withdraw students from the PMRN through the PMRN User Interface.

**Will the PMRN import all students and staff each Friday?**

No. Automated Student and Staff Database records will be time-stamped and only added and changed records (along with matching records) will be forwarded for import to PMRN each week.