

To: District PMRN Assessment
Information Systems
Instructional Technology
Reading Contacts

Date: September 27

The final import of survey 6 is complete.

If a school was expected to be rostered and was not, please verify:

- the school is registered
(http://www.fcrr.org/pmrn/fair_correspondence/pmrn_sy0910_registration.pdf).
If not registered, by following the link at www.fcrr.org/pmrn
- the school was included in both the Student Demographic file and the Staff Demographic file

If a grade was expected to be rostered and was not, please verify:

- the grade is registered
(http://www.fcrr.org/pmrn/fair_correspondence/pmrn_sy0910_registration.pdf).
If not active, activate by following the link at www.fcrr.org/pmrn

If a student was expected to be rostered and was not, please verify:

- the student was listed in the Student Demographic file
- if listed, is there a nine-digit Identifier for a reading instructor in item 42 (column 159-167)
- the ID of the staff member is in the Staff Demographic file at the same school

If a student is listed more than once at a school, this is the result of a User entering the student to the school roster through the User Interface using a local or alternate Identifier and the district listing the student in the survey 6 file under the State Identifier or Identifier Alias. The second instance can be Withdrawn or remain. When time permits, the Support Specialists of the PMRN Help Desk will merge the multiple instances of the students.