

# FLORIDA DEPARTMENT OF EDUCATION



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July 22, 2010

## MEMORANDUM

**TO:** PMRN District Contacts  
MIS Directors  
Student and Staff Database Contacts  
District Reading Contacts

**FROM:** Stuart Greenberg  
Lavan Duker

A handwritten signature in cursive script that reads "Lavan Duker".

**SUBJECT:** Progress Monitoring and Reporting Network (PMRN) Initial Roster Reporting Procedures for 2010-11

With the 2010-2011 school year, the Progress Monitoring and Reporting Network (PMRN) will be entering its ninth year as Florida's web-based data management system for the monitoring of student gains in reading. As in the past two years the Florida Center for Reading Research (FCRR) has worked with the Florida Department of Education's Education Information and Accountability Services (EIAS) Office to facilitate the initial rostering of students and teachers into the PMRN.

During this process EIAS collects, validates, filters, consolidates, and transfers to the FCRR student records for those students who will be assessed using the Florida Assessments for Instruction in Reading (FAIR) and who will participate in the PMRN along with instructional staff records for the school. This information is imported into the PMRN data base.

### Changes for 2010-11

For 2010-11 reporting for PMRN rostering is being separated from Survey 6 reporting. Survey 8 has been created specifically for this reporting activity. This change should result in clearer reporting instructions and collection of more accurate information.

GARNET L. DUKES, JR.

*Accountability, Research, and Measurement*

### Reporting Instructions

For Survey 8, districts are to report:

- All grades KG-12 students who will be participating in the PMRN this school year (Student Demographic Information format), and
- All instructional staff (Staff Demographic Information format).

### Timeline

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 and school level input.

### Technical Assistance

The attached Question and Answer document provides specific information about reporting data for rostering into the PMRN system.

For further assistance you may contact, Kim Ward at [kim.ward@fldoe.org](mailto:kim.ward@fldoe.org) regarding student information, Teresa Sancho at [teresa.sancho@fldoe.org](mailto:teresa.sancho@fldoe.org) regarding staff information, or you may call either at 850.245.0400. Questions regarding the PMRN system should be directed to [helpdesk@fcr.org](mailto:helpdesk@fcr.org) or 850.644.0931.

Attachment