

Coach's Log

There is a requirement that all Reading/Literacy Coaches funded through state or federal funds complete the Professional Development Log for Reading/Literacy Coaches (Coach's Log) on a bi-weekly basis.

For the Reading/Literacy Coach to access the Coach's Log form, the principal must first register the school as a Coach's Log school and create the Reading/Literacy Coach as a Coach's Log User in the PMRN.

After the school has been registered as a Coach's Log school, the principal will be able to create the Reading/Literacy Coach as a Coach's Log User in the PMRN. Information needed to create a Coach's Log User includes:

- User's first and last name
- Identifier (usually the User's Social Security number)
- E-mail address
- Funding source(s) and percent from each source
- Percent of the week that the Coach serves your school
- Date that the Reading Coach began serving the school for the 2010-2011 school year (must be on or after the first instructional day of school and cannot be in the future).

Only the school's principal can activate a Coach's Log User in the PMRN. The principal creates a Coach's Log User by completing the following steps.

To create a Coach's Log User:

- Sign In to the PMRN as a School Level 1 User
 - o To create a Coach's Log User:
 - Click the "Users" tab
 - Click the **Add New User** button
 - Enter the Identifier, First Name, Last Name, and E-mail address of the Coach into the corresponding fields
 - Check the box to the left of "Coach's Log User"
 - Select the funding source(s) and the percentage of funding from each source
 - Enter the percent of time the Coach serves your school
 - Click the **Submit** button
 - Click the **Continue** button on the confirmation page
 - o To add Coach's Log User access to an already existing User:
 - Click the "Users" tab
 - Click the name of the User that you wish to grant Coach's Log access
 - Check the box to the left of "Coach's Log User"
 - Select the funding source(s) and the percentage of funding from each source
 - Enter the percent of time the Coach serves your school
 - Click the **Submit** button
 - Click the **Submit** button on the confirmation page

After the Coach's Log User has been created in the PMRN, he or she can Sign In and begin to record his or her hours and narratives.

For more information about how to report Coach's Log hours, and for an overview of the Coach's Log Reports, please view Section 14 of the PMRN User's Guide at http://www.fcrr.org/pmrn/v3_guides/index.shtm.

For questions regarding the reporting responsibilities of Coaches at the school, or any other questions regarding how to report Coach's Log hours and narratives, contact the Just Read, Florida! Office at justread@fldoe.org or 850.245.0503.

For questions of a technical nature, including how to create the Coach's Log User, contact the PMRN Help Desk at helpdesk@fcrr.org or 850.644.0931.