

## Principal Documents

Electronic versions of these documents are located at [http://www.fcrr.org/pmrn/sl1\\_packet\\_sy0910.shtm](http://www.fcrr.org/pmrn/sl1_packet_sy0910.shtm) and are provided to you, the school's principal, to assist you in utilizing the Progress Monitoring and Reporting Network (PMRN) and the Florida Assessments for Instruction in Reading (FAIR).

**Principal Introduction:** This 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 necessary 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 this document is the principal's Identifier. The Identifier is used in resetting your personal Password, is unique to the User, and must be kept private.

**Assessment Calendar:** This document provides a summary of the assessment schedule for the 2010-2011 school year. The assessment schedule is the same as last year. Data collection periods are scheduled to be 35 instructional days. In addition, the first data collection period begins on Instructional Day 6. Due to the applications not being released until August 30, there will be modifications for those schools that begin prior to August 23.

**K-2 Electronic Scoring Tool:** This 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 FAIR. The K-2 EST is a web-based application that is used by teachers to score students on the FAIR tasks 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 and 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. Information on how to obtain Student Score Booklets is available through the *Just Read, Florida! Office* ([JustRead@fldoe.org](mailto:JustRead@fldoe.org)).

**3-12 Web-based Assessment Module:** This document gives instructions for accessing the 3-12 Web-based Assessment Module (3-12 WAM). The FAIR is 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.

**Coach's Log:** FLDOE rule requires that all Reading/Literacy Coaches funded through state or federal funds are 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.

**ThreePlus (3+):** A 3+ School is an elementary school that has at least one student 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+. This document provides step-by-step instructions for identifying 3+ students in the PMRN.

**First Sign In:** This document outlines the process that teachers will follow to access the PMRN after receiving the E-mail with his or her User Name and Password.

The PMRN User's Guide is located at [http://www.fcrr.org/pmrn/v3\\_guides/index.shtm](http://www.fcrr.org/pmrn/v3_guides/index.shtm).