

14.0 Automated Correspondence

Overview

Throughout the year, the PMRN automatically sends correspondence to specific Users. The E-mails are programmed to be sent from the address **pmrn@ferr.org**. Do not “Reply” to those E-mails as **pmrn@ferr.org** is not a monitored E-mail account.

Note: Any questions or comments regarding automated correspondence should be sent to the Support Specialists using the E-mail address **helpdesk@ferr.org**.

The table to the right provides a quick summary of these automated messages, when they are sent, who they are sent to, and their purpose.

All E-mails are sent to the E-mail address in the User’s profile (if the User’s E-mail has not been changed in the PMRN, this is the same E-mail address that was provided when the User was first created). To change your E-mail address, please refer to Profile, page 1.10.

E-mail Title	What does it say?	Who gets it?	When is it sent?
New User Name and Password Assignment for PMRN	The PMRN is providing a User Name and Password to the new User	Any User	When a new User is created in the PMRN (Sent to the E-mail Address entered for the User)
Password for PMRN	The PMRN is providing a User's Password because the "Forgot Password" page is filled out with correct information	Any User	Each time the "Forgot Password?" page is submitted with correct information
Coach's Log Submission Reminder	The Coach's Log has not yet been Submitted	Coach's Log User	The Thursday before the end of the Reporting Period
Coach's Log Submission - Final Reminder	The Coach's Log has not yet been Submitted	Coach's Log User	Two days after the reporting period ends
Assessment Window Reminder	The User is reminded of tasks to prepare for student testing	School Level 1 User School Level 2 User	Five days before the start of the Data Collection Window
PMRN School Reports	90% of the student population has Scores Submitted and reports are available	District Level 2 User School Level 2 User	When 90% of the scores for a school have been Submitted
Missing Scores	One or more students are missing scores in the PMRN	District Level 2 User School Level 1 User School Level 2 User	Ten days prior to the end of the Assessment quarter for the DL2 User, the end of the Data Entry Window for the SL1 and SL2 User

E-mail Messages

New User Name and Password Assignment for PMRN

This message will contain a User Name and Password to access the PMRN. It is generated as soon as the person granting access to the PMRN clicks **Add** and verifies the User. It is sent to the E-mail address entered by the person granting access. The message provides two of the three pieces of information needed by a User to access the PMRN. If the E-mail is not received by the intended recipient, the person granting access should delete the User from the PMRN and add the User again, making sure to enter the correct E-mail address. If the intended recipient still does not receive the message, please contact the PMRN Help Desk (helpdesk@fcrr.org or **850.644.0931**)

Password for PMRN

This E-mail message is generated when the “Forgot Password” page of the PMRN is Submitted with correct information. The User will receive a new Password to access the PMRN. If the User does not receive this E-mail after the “Forgot Password?” page has been Submitted, please contact the PMRN Help Desk.

Note: If this E-mail is sent by the PMRN, Users will need to change their Password when they Sign In.

Coach’s Log Submission Reminder

This message is sent to the Coach’s Log User at a school on the Sunday before the end of the Coach’s Log Reporting Period informing them that the Log must be Submitted by Tuesday at midnight. It also reminds them that they cannot access the next Log until the current Log is Submitted.

Coach’s Log Submission - Final Reminder

This message is sent to the Coach’s Log User at a school if the Coach’s Log form has not been filled out by the Tuesday after the reporting period ends on Sunday. It gives the Reading Coach until midnight to fill out the Coach’s Log for the previous period.

Assessment Window Reminder

This message is sent five days before the beginning of student testing. The SL1 and SL2 User receive this message. The message contains information about what tests will be administered and what preparations should be made.

PMRN School Reports

This message will be sent to the SL2 and DL2 User when 90% of the student population has scores Submitted in the PMRN. It also indicates that school reports are available.

Although the Home Page for a school's DEL User may report that all classes have more than 90% Submitted, the school may not receive this report. The 90% rule is based on all students enrolled in the school. School Level Users should check the list of students under the **Students** tab for students that are not assigned to a class and do not have scores, or they may also check the School Recommended Level of Instruction Report for students without scores.

Missing Scores

This message is sent to the SL2, SL1, and DL2 Users in order to identify students who may have been overlooked during the current assessment period. It is sent to the SL1 and SL2 Users at the end of the Data Entry period (in order to test the students and enter their scores) and to the DL2 Users two days later. The E-mail sent to the DL2 Users contains all students in the district who are missing scores.

Note: This is a courtesy E-mail and does not require a response. It is sent out to assist you in locating students who should have been tested.

If an SL1, SL2, or SL3 Level User does not know how to perform any of the tasks related to entering Missing Scores, please contact the PMRN Help Desk.

The Missing Scores E-mail lists all instances of a student that does not have a score. Before a SL2 User contacts the PMRN Help Desk:

- Check that scores have been Submitted on the the Data Entry page and not just Saved.
- Check the list of students under the **Students** tab to determine if all students are assigned to a class (if the student is not assigned to a class), assign the student to a class and enter a score or withdraw the student from the PMRN.
- Check the School Recommended Level of Instruction Report for students without scores
- If a student is listed twice on the list, the instance of the student not assigned to a class should be withdrawn from the PMRN.
- If the student has been exempted from testing because of an exceptionality or language deficiency, check the Exclusion List to verify that the student is flagged as being excluded from testing. If the student is not able to be selected for exclusion, keep a written record of why the student was not Progress Monitored. Confirm the student is properly staffed so that after the next FTE survey, the student will be available for selection on the Exclusion List.
- During Assessment 3, students appearing on the Missing Scores E-mail could be missing DIBELS scores. Under the Data Entry Page, check each class under the **Progress Monitoring** and tab if a student is reported as missing scores.