2020-2021 PMRN Public School Registration

Public school principals with a school administrator access level may register the school to utilize the **PMRN** system. Registration may also be completed by a district administrator or district designee. The following steps detail the school registration process at the **school level**.

Public School Registration (School Administrator)

- 1. On the Home Page, click on the PMRN Registration tile:



- 2. The Public School Registration for 2020-2021 form opens.
- 3. Review 1. School Information:

FLO FLO	ORIDA DEPARTMENT OF	PI	MRN ^P	rogress Mon Reporting N	itoring Network	Ź	
	fldoe.org				Home	WSS Reports	Sign O
	Public	School Regis	stration for 20	20-2021			
Florida A	ssessments for Instruction	in Reading alig	ned to the Florida	a Standards (FAIR-FS) for	r Grades 3-1	2
Florida A	Assessments for Instruction	in Reading alig	ned to the Florid:	a Standards (FAIR-FS) for	r Grades 3-1	12
Florida A	Assessments for Instruction Provide the details be	i in Reading align	ned to the Florid:	a Standards (* are required.	FAIR-FS) for	r Grades 3-1	12
Florida A	Assessments for Instruction Provide the details be formation	i in Reading alig	ned to the Florid:	a Standards (* are required.	FAIR-FS) for	r Grades 3-1	12
Florida A 1. School In School	Assessments for Instruction Provide the details be Iformation Sandburg Junior High	in Reading aligned by the second seco	ned to the Florid:	a Standards (* are required. District	FAIR-FS) for Other Than Flori	r Grades 3-1 da P	12
Florida A 1. School In School Address	Provide the details be formation Sandburg Junior High 325 W. Gaines St., Tallahassee,	in Reading align low to register your sch School Number FL - 32399	ned to the Florid: nool. Fields marked with 990391	a Standards (* are required. District	FAIR-FS) for	r Grades 3-1 da P	12

This information is pre-populated based on the FDOE Master School Identification (MSID) file and cannot be edited. If changes are needed, please contact the <u>IEN Service Center</u>.

4. Review 2. School Administrator(s):



This information is pre-populated based on the school's users. All users with a school administrator access level are displayed. After registration is submitted, access levels may be modified via the school's **Users** tab.

5. Enter and confirm the school's first student instructional day in **3. School Start Date**:



Select grades to be assessed and whether students will be added through FDOE Surveys 2 & 3 in
 Grades to be Assessed:

Select the grade level(s) that will be assessed. Please n system. To have student enrollment information imported window (July to September). Student enrollment informa below.	ote, student enrollment information ma d into the PMRN system, the school dis tion may be updated with Survey 2 dat	y be imported and manually added into the PMRN trict must submit Survey 8 data during the specified a (November) and Survey 3 data (March) if selected
A. Grades 3-12: The FAIR-FS is available to asses	ss students in grades 3-12 once per as Students Updated by Surveys 2 & 3? (sessment period to monitor reading progress. Survey 8 Required)
Third Grade	⊖ Yes	No
Fourth Grade	⊖ Yes	○ No
Fifth Grade	⊖ Yes	No
Sixth Grade	Yes	⊖ No
Seventh Grade	Yes	⊖No
✓ Eighth Grade	Yes	⊖ No
Ninth Grade	⊖ Yes	○ No
Tenth Grade	⊖ Yes	○ No
Eleventh Grade	⊖ Yes	○ No

7. Review the acknowledgement statement and select the statement box in **5. Acknowledgement** ▷ **Submit**:



8. A verification screen will appear when submission is error-free. Review the information on the verification screen ▷ If anything needs to be modified, select **Back**. If all information is correct, select **Save**:

FLORIDA DEPARTMENT OF POUR & Reporting Network	ng ork	Ż	
fldoe.org	Home	WSS Reports	Sign Out
Public School Registration for 2020-2021			
Please verify that the information below is correct.			
Sandburg Junior High will be utilizing the PMRN system for the 2020-2021 school year. School Start Date: 08/10/20			
Registered Grades: 6, 7, 8			
Grades Updated by Surveys 2 & 3: 6, 7, 8			
If any of the information above is incorrect, click the "Back" button below. If the above information is correct, click the "Save" but	tton below	V.	
Back Save Cancel			

9. A confirmation screen is now displayed. At this point, the public school registration is accepted and the individual that completed the registration will receive a confirmation email \triangleright **Continue** to proceed:

FLORIDA DEPARTMENT OF EDUCATION filoc.org	k Home	WSS Reports	Sign Out
Public School Registration for 2020-2021			
Thank you for registering to use the PMRN system for the 2020-2021 school year. A confirmation will be sent to your email. Click Continue to return to the home page.			
Continue			

10. Review the **FERPA Statement** \triangleright Select I agree.

FLORIDA DEPARTMENT OF	PMRN Progress Monitoring & Reporting Network
tidoe.org	Home WSS Reports Sign Out
	FERPA Statement
This Website contains official student records. Access t and Privacy Act (FERPA). To access the PMRN, please In accordance with state and federal laws, I am auth official who has a legitimate educational interest in t disclose the information to any unauthorized person confidentiality of student records.	b it must be in compliance with Florida state law (s. 1002 22, FS) and the Family Educational Rights agree to the following statement: norized to access this/these record(s) without parent/eligible student consent because I am an the information contained in this/these records. I agree to keep this information confidential, to not a and to otherwise abide by all federal and state laws and local policies regarding the I agree I

11. Review the **News & Information** message if displayed \triangleright Select **Next**:

FLORIDA DEPARTMENT OF	PMRN Progress Monitoring & Reporting Network						2		
	Hom	Profile	News	3-12 WAM	Downloads	Resources	WSS Reports	Sign O	
y Hand Access Level: School Administrator									
	News & I	nform	atio	n					
News & Information									
WAM Important Dates									
AP1 Start Date: July 31, 2020									
AP1 End Date: November 6, 2020									
AP2 Start Date: November 9, 2020									
AP2 End Date: February 12, 2021									
AP3 Start Date: February 15, 2021									
AP3 End Date: June 11, 2021									
							Next		
								13	
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NOTE: The **News & Information** page will appear again at sign-in when a new item is posted, or may be accessed at any time by selecting **News** in the **PMRN** menu.

12. On the Principal's first login, a **School Registration Information** page displays registration information and AP dates. Review ▷ Select **Finish** to show the primary School Administrator **PMRN** tabbed interface:

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	S		JCF		fldoe.org		Home	e Profile	News	3-12 WAM	Downloads	Resources	WSS Reports	Sign Out
User: Joyc	e Public	Access Le	evel: Schoo	ol Admin	istrator									
Sandbu	rg Jun	ior Hig	h											
School Reports	Teacher	Class Reports	Student Reports	Users	Classes/ Periods	Students	Survey Status							
Selec	t a Year:	2020-20	021 🗸											
A	ssessmer	t Calenda	r											
E	dit Schoo	Registrat	tion											
v ⊻	AM Scho	o <u>l Report</u> ol Text File	e (Show Te	ext File F	Format) C	SV File (Sh	now CSV File	Format)						
Y	AM Missi	ng Score F	Report		, , ,									