PMRN

Progress Monitoring & Reporting Network

2022-2023 Survey 8 Reporting Questions & Answers

Florida Department of Education

PK-12 Education Information Services

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Progress Monitoring and Reporting Network
2022-2023 Survey 8 Reporting
Questions & Answers

Survey 8 is designed to provide data for rostering the Progress Monitoring and Reporting Network (PMRN) at the beginning of the school year for the Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS).

The purpose of this Question and Answer document is to assist districts in reporting the PMRN student and staff data using the Automated Student and Staff Information Systems. This document is organized into sections as follows:

- Schools and Students to Report
- Record Submission
- Record Processing
- Timelines
- Primary Instructor Responsible, Reading
- Importing Data to the PMRN System

You may contact the FLDOE Integrated Education Network (IEN) Service Center for additional information about the PMRN system at **IENHELP@fldoe.org** or (855) 814-2876. Questions that pertain to reporting student data should be addressed to Carlton Williams at Carlton.Williams@fldoe.org or (850) 245-9919. Questions about staff reporting should be addressed to Stephanie Julmiste at **Stephanie.Julmiste@fldoe.org** or (850) 245-0324.

Schools and Students to Report

1. **Who must submit information during Survey 8 for use by the PMRN system?**
   All districts in which at least one school will use the PMRN system must report student and staff information via the Department of Education Automated Student and Staff Information Systems during Survey 8.

2. **Which schools are districts required to report during Survey 8?**
   Districts must report information for schools using the FAIR-FS during Survey 8.

3. **Which students are included in Survey 8?**
   Students in grades 3-12 may participate in FAIR-FS testing and progress monitoring through the PMRN system, therefore they should be included in Survey 8.

4. **Must all schools in a district be reported for PMRN?**
   A district may submit data for all schools, however Survey 8 data will be loaded in the PMRN system for participating schools and grades only.

5. **Should private school students be reported for PMRN?**
   No, do not report students enrolled in private schools or home education. These include school numbers 3900, 9995-9997, N998 and N999.

6. Must all students in a school be reported for PMRN monitoring?

No, all students in a school do not have to be included in the PMRN system. School principals may sign up to have selected grade levels or subsets of students in a grade participate in the PMRN system.

Record Submission

1. Why must records be reported using the Automated Student and Staff Information Systems?

Using the Automated Student and Staff Information Systems for reporting student and teacher information at the beginning of the school year is more effective and efficient than other methods of populating the PMRN system. The student and staff information systems are well established and designed for collecting information from all public schools for a myriad of education needs. Using these systems for the collection of data for initial PMRN loading saves time and money for the districts and the Department. The Automated Student and Staff Information Systems each has a built-in data editing process, resulting in cleaner and more accurate data for initial PMRN rosters.

2. What Student and Staff database formats should be reported to the Automated Information Systems for use in the initial population of the PMRN system?

Two reporting formats must be submitted for Survey 8 reporting:

- Student Demographic Information (https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2022-23-student-info-system/student-demographic-info.stml)

- Staff Demographic Information (https://www.fldoe.org/accountability/data-sys/database-manuals-updates/2022-23-staff-info-system/staff-demographic-info.stml)

3. Which staff records should be transmitted?

During Survey 8 reporting, districts should submit a Staff Demographic Information record for all instructional staff members.

4. What fields are required in the Student Demographic Information file?

The following fields are required to be reported in the Student Demographic Information file during Survey 8 reporting:

Item	Field Description
1	District Number, Current Instruction/Service
2	District Number, Current Enrollment
3	School Number, Current Enrollment
5	Survey Period Code
6	Year
8	Student Name, Legal
11	Gender
17	Grade Level
25	Birth Date
42	Primary Instructor Responsible, Reading
46	Florida Education Identifier (FLEID)

5. **Are the remaining fields in the Student Demographic Information file required to be reported?**

   Data may be sent for other fields in this format, however the data is not needed and default values will be loaded to the database for these non-required elements. Data for the optional Student Number Identifier, Local (field 13) will be used by the Student Database System (as in other survey periods) if it is reported. The Student Number Identifier, Local will also be imported into the PMRN system, if reported, and returned in the school and district data files to assist with student matching. This is currently the only way to load local IDs into the PMRN system.

6. **What fields are required in the Staff Demographic Information file?**

   The following fields are required to be reported in the Staff Demographic Information file during Survey 8 reporting:

Item	Field Description
1	District Number
2	Social Security Number
3	Survey Period Code
4	Fiscal Year
5	School Number, Primary Home
7	Employee Name, Legal
33	Exempt from Public Records Law, Employee
50	Staff Number Identifier, Local

7. **What is reported for the remaining fields in the Staff Demographic Information file?**

   Data may be sent for the remaining fields in the staff demographic information file; however, the data in those fields are not required and default values will be loaded to the Automated Staff Information Database for the non-required fields.

8. **What is the process for transmitting "staff" records?**

   When transmitting Staff data to DQ2 for processing, districts should submit a text file via TIBCO, Secure File Transfer. The FDOE does not recommend or support any specific software to use, except that it has to be a secure client capable of utilizing port 22. However, the department does recommend using a 3rd party SFTP client over using the TIBCO webpage to transfer files, such as FileZilla, secure file transfer client (SFTP) application. The LEA Administrator's for each district has been provided one username and password that will be used to upload and/or download secure FTP's to and from the FDOE.

   Steps for transmitting data via TIBCO, using FileZilla
   - Enter Host: sftp://xfiles.fldoe.org/
   - Enter Username
   - Enter Password
   - Enter Port: 22
   - Select Quick Connect

   Once logged in, you will see the Remote Site window with Folders and Files, the user should drag files from the Local site folder to the Remote site IN folder to upload text files.

If you have any issues accessing, logging into, or transferring files via TIBCO please contact the Service Center, weekdays 7:00 AM to 6:00 PM (EST) at:

- Toll-free 1-855-814-2876 I
- ENHELP@fldoe.org

Questions?
- For questions regarding staff reporting, forward to Stephanie Julmiste at Stephanie.Julmiste@fldoe.org.
- For questions about file uploads or the DQ2 Application, forward to Kilisha Peterson at Kilisha.Peterson@fldoe.org.

9. **Does the district need to send a new initial file each week?**
No, once an initial file has been loaded to the database the district needs to send batch update files only.

10. **When does the district need to send batch update files?**
The district should send batch update files after the initial files (student and staff) have been loaded to the database if the following occurs:
- A new student or staff member needs to be added.
- Information in a student or staff record needs to be changed.

11. **Can the student and staff files be submitted at separate times?**
Districts should submit student and staff files for a school during the same week (Friday through the following Thursday) so that matching records are available for loading into the PMRN system on the weekend. Student records submitted with no matching teacher records will not be rostered that weekend. However, if the matching staff data is submitted the following week, the load into the PMRN system and rostering will take place.

Again, a student record is not loaded into the PMRN system *unless* it has a matching staff record.

Record Processing

1. **What is the Survey 8 processing schedule?**
Initial files will be processed each weekday at 8:00 am EDT. Batch update files will be processed each weekday afternoon at 4:00 pm EDT.

2. **When should districts send initial files and when should districts send batch update files?**
As with other survey periods, the first submission of the student and staff data files should be an initial file. After the initial files have loaded to the database the district should send batch update files only. Batch update files are used to add, delete, and change records after the initial data has been loaded to the database.

3. **Do districts need to transmit files every week during the Survey 8 window?**
No, files do not need to be transmitted every week unless new or updated information is available.

4. **What edits will run against the PMRN data?**

   Reject and duplicate record error reports will be generated automatically when each file is processed. The Department will also run validation edits when requested by districts through the Reports for Request system. An error message is generated for any Student Demographic record that does not have a matching Staff Demographic record.

5. **Will districts need to request reports?**

   Yes, districts will need to request the Student (F60802) and Staff (F61399) validation reports. Districts may also choose to request the Student (F60775O) and Staff Demographic (F61025O) data files that contain a copy of all records loaded to the database for local review.

6. **How do I know if a student has all the needed information to be loaded into the PMRN system?**

   Both formats (Student and Staff Demographic Information) for a student must be reported and the teacher's social security number must be the same on each of these records in order for a student to be loaded into the PMRN system. Edit messages indicate if there is an error in a record causing it to be rejected and not loaded to the database. Other edits will indicate if there is no matching staff record for a responsible reading instructor reported on the student's record.

7. **If a student enrolls after the Survey 8 processing period, how will the records be submitted?**

   The person responsible for managing the PMRN system at the student's school, generally the school reading coach, can update student and class records through the PMRN User Interface.

Timelines

1. **When should the records be sent?**

   The Department begins processing Survey 8 records on <u>Monday, July 18, 2022</u> and will continue processing records through <u>Thursday, September 22, 2022</u>. Districts should send records during this Survey 8 submission window at the time that best meets the needs of the district schools using the PMRN system. The timing of record submission should be coordinated at the district level with the Reading Coordinator with school-level input. Schools can begin student assessments once they have been rostered.

   Beginning Monday, July 25, 2022, grades 3-12 may begin testing on the second instructional day of school.

2. **When do "Year Round Schools" report?**

   "Year Round Schools" should report using the Survey 8 dates above. The schedule for FAIR-FS testing in these schools for 2022-23 will accommodate this reporting window.

3. **When will Date Certain be for each count?**

   There is no Department-defined Date Certain for Survey 8 reporting. Each district should set their own dates for extracting and submitting Survey 8 data based on the needs of their schools.

1. **How do districts report the Primary Instructor Responsible, Reading?**
   Districts should report the primary instructor responsible for reading instruction in the field named Primary Instructor Responsible, Reading on the Student Demographic format. The teacher's Social Security Number submitted on the student record must match the Social Security Number submitted on the Staff Demographic format record for the primary instructor responsible for reading.

2. **Which teacher should be listed as the Primary Instructor Responsible, Reading?**
   Districts and schools set their own criteria as to who will be the Primary Instructor Responsible, Reading. Some general guidelines are provided below:
   - In elementary schools (grades 3-5), report the teacher who provides the ninety minutes of initial (core) reading instruction. This may be the homeroom teacher, a reading resource teacher or another teacher.
   - In secondary schools (grades 6-12), for students receiving reading intervention, report the teacher who provides the reading intervention. This may be an explicitly defined reading class or it could be a content area class (social studies or science) with a reading component.
   - For students not enrolled in reading intervention, report the teacher who provides the language arts instruction.

3. **What if a reading teacher has not been identified in the Human Resources file or has not been employed by the school when the data must be submitted?**
   The Primary Instructor Responsible, Reading is a required field and all teachers reported on student records must be reported in the staff file. For vacancies, the district should report the reading coach or a designee. The acting or substitute teacher may be used. When the vacancy is filled, the substitute may be replaced by the teacher of record through the PMRN User Interface.

Importing Data to the PMRN System

1. **What are the actual 2022-23 import dates used to roster students into the PMRN?**
   The import of state-wide data into the PMRN will take place on the following Fridays. This process will take the PMRN offline each Friday evening through Sunday evening.

   July 22
   July 29
   August 5
   August 12
   August 19
   August 26
   September 2
   September 9
   September 16
   September 23

All data received by 4:00 pm EDT on Thursday of these weeks and successfully loaded to the Automated Student and Staff Databases will be included in the files provided to the PMRN system for importing.

2. **What determines whether a student is or is not imported and rostered into the PMRN system?**
   To be imported into the PMRN the following criteria must be met:

   - The student's school of enrollment must be registered with selected grades and accepted.
   - There must be a valid student demographic record with all required information.
   - The nine-digit Social Security Number (SSN) of the student's Responsible Instructor for Reading (field 42 of the Student Demographic Information file) must have a unique association with a staff member in the Staff Demographic Information file. That is, the number must be a valid SSN and cannot be shared between two or more persons in the staff file.
   - The reading instructor must be reported at the same school as the student.

   All student records that meet the above criteria will be imported into the PMRN and rostered into a class for progress monitoring using the FAIR-FS.

3. **How does a principal register the school for the PMRN?**
   Principals register their schools as directed by the district's assessment, curriculum, or reading contact. Registration is completed following the links found at **https://pmrn.fldoe.org**.

4. **What criteria are used to match records?**
   The Student Demographic record must match the Staff Demographic record on District Number, Current Enrollment; School Number, Current Enrollment; and Social Security Number.

5. **Will the PMRN be available for schools to use during the import process?**
   No, the import process will take the PMRN offline each Friday evening.

6. **Can a student be moved from one class to another through a subsequent import?**
   If a student's reading instructor changes, a second import will add the student to the new reading instructor's class. A school level administrator will need to remove the student from the previous class in the PMRN.

   The district should submit the Student Demographic Information record in a batch update file with the new Primary Instructor Responsible. The Primary Instructor responsible, Reading must already be in the Staff Database or must be submitted in a batch update file and added to the Staff Database.

7. **Do all changes to the Student and Staff Databases get imported into the PMRN?**
   No, there is one circumstance that can prevent a student from being edited by an import.

   If any student in a grade level at a school has a FAIR-FS score saved or submitted, subsequent imports will not allow the student at that school to be moved to a different Primary Instructor Responsible for Reading.

8. **How can a student be withdrawn from a school?**

   Deleting students in the Student Database does not remove them from the PMRN roster. Only a school's administrator can withdraw students from the PMRN roster through the PMRN user interface.

9. **Will the PMRN import all students and staff each Friday?**

   No. Automated Student and Staff Database records will be time-stamped and only added and changed records (along with matching records) will be forwarded for import to the PMRN each week.