

Progress Monitoring and Reporting Network

Private School User's Guide

2015-2016



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ABOUT THE SYSTEM

Overview

The Progress Monitoring and Reporting Network (PMRN) provides administrative support for school level administrators and teachers that administer the Florida Kindergarten Readiness Screener - Work Sampling System (FLKRS-WSS) and the Florida Assessments for Instruction in Reading--Aligned to the Florida Standards (FAIR-FS) on the 3-12 Web-based Assessment Module (3-12 WAM). Additionally, the PMRN system provides access to various reports to monitor student progress.

This guide is intended for private school administrators (principals and designees) responsible for utilizing the PMRN system for administration of the FLKRS-WSS. For assistance, contact the Integrated Education Network (IEN) Service Center at 1-855-814-2876 or email ienhelp@fldoe.org.

The screenshot shows the PMRN website interface. At the top left is the Florida Department of Education logo with the text "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". To the right is the "PMRN Progress Monitoring & Reporting Network" header. A navigation menu includes "Home", "Profile", "News", "WSS", "3-12 WAM", "Resources", and "FLKRS Reports". Below the header is a large image of diverse children reading books. A "Welcome to the Progress Monitoring & Reporting Network (PMRN)" message is displayed. On the right side, there are two sign-in sections: "Public School Sign In" with a "Single Sign-On" logo, a "Log In" button, and a link to "FLDOE Acceptable Use Policy"; and "Private School Sign In" with "User Name" and "Password" input fields, a "Sign In" button, and a "Forgot Your Password?" link. At the bottom, there is a "Trouble Signing In? Click Here" link and a footer with "© Copyright | Privacy Statement | Disclaimer | Contact Us".

ABOUT THE SYSTEM

Browser and System Specifications

Recommended Bandwidth Specifications	
External Connection to Internet	100 kbps per student or faster
Internal School Network	1000 kbps per student or faster
Desktop, Laptop, Netbook & Thin Client / Virtual Desktop Infrastructure	
Operating System	Recommended Specifications
Windows	Window XP, Windows 7, Windows 8.1
Mac OS	Mac OS 10.7 or newer
Linux	Linux: Ubuntu 11.10, Fedora 16 or newer
Chrome OS	Chrome OS 19 or newer
Memory	1gb RAM or greater
Connectivity	Computers must be able to connect to the Internet via wired or wireless networks.
Screen Size	9.5 inch screen size or larger
Screen Resolution	1024 x 768 resolution or higher
Input Device Requirements	Keyboard, Mouse The input device must allow students to select/deselect, drag and highlight text, objects and areas. The input device must allow students to enter letters, numbers and symbols and shift, tab, return, delete and backspace. To meet security guidelines, each Bluetooth/wireless keyboard and/or mouse must be configured to pair with only a single computer during assessment administration. Other assistive technologies may be needed for students requiring accommodations.
Headphone/Earphone and Microphone Requirements	Headphones are required for 3-12 FAIR-FS. Some student accommodations may also require headphones/earphones (e.g., text to speech).
Browser Specifications for Windows 8 and 8.1	
Internet Explorer (IE)	Version 11
Firefox	Version 38
Chrome	Version 43
Safari	Version 5.1.7
Flash Player	Version 18

ABOUT THE SYSTEM

Browser Specifications for Windows 7

Internet Explorer (IE)	Version 9,10,11
Firefox	Version 38
Chrome	Version 43
Safari	Version 5.1.7
Flash Player	Version 18

Browser Specifications for Windows XP

Internet Explorer (IE)	Version 8
Firefox	Version 26.0
Chrome	Version 32.0
Safari	Version 5.1.7
Flash Player	Version 10

ABOUT THE SYSTEM

Navigation

Private school registration and resources for the system are located on the Just Read, Florida! website at www.justreadflorida.org. After the school's registration is accepted, private school users access the PMRN system at <https://pmrn.fldoe.org>. For assistance, contact the IEN Service Center at 1-855-814-2876 or email ienhelp@fldoe.org.

Family Educational Rights and Privacy Act (FERPA) Statement

The PMRN contains official student records. After signing in, users must agree to adhere to the provisions of the FERPA and Florida laws regarding access to and disclosure of these records. Select **I Agree** to continue.

FERPA Statement

This Website contains official student records. Access to it must be in compliance with Florida state law (s. 1002.22, FS) and the Family Educational Rights and Privacy Act (FERPA). To access the PMRN, please agree to the following statement:

In accordance with state and federal laws, I am authorized to access this/these record(s) without parent/eligible student consent because I am an official who has a legitimate educational interest in the information contained in this/these records. I agree to keep this information confidential, to not disclose the information to any unauthorized person, and to otherwise abide by all federal and state laws and local policies regarding the confidentiality of student records.

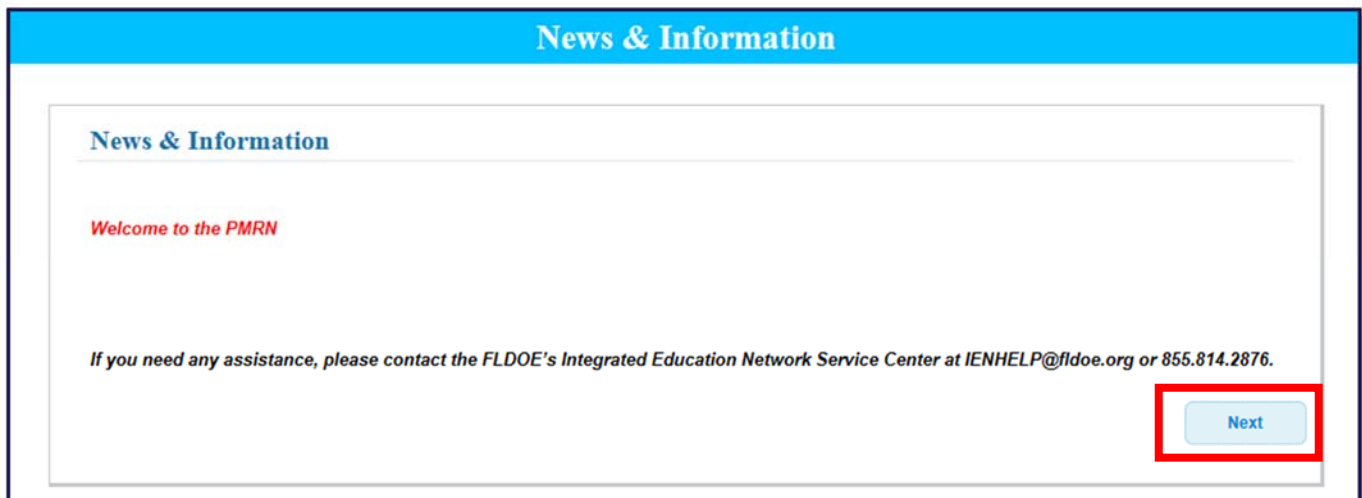
I do not agree

I agree

ABOUT THE SYSTEM

News & Information

After the FERPA Statement, a News & Information page may be displayed. This page contains the most recent and relevant information pertaining to the PMRN. Select **Next** to continue.



News & Information

News & Information

Welcome to the PMRN

If you need any assistance, please contact the FLDOE's Integrated Education Network Service Center at IENHELP@fldoe.org or 855.814.2876.

[Next](#)

The News & Information page will not appear again at sign-in until a new news item is added. This page may be accessed at any time by clicking the **News** link located in the PMRN menu.



 FLORIDA DEPARTMENT OF
EDUCATION
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PMRN Progress Monitoring
& Reporting Network

[Home](#) [Profile](#) [News](#) [WSS](#) [3-12 WAM](#) [Downloads](#) [Resources](#) [FLKRS Reports](#) [Sign Out](#)

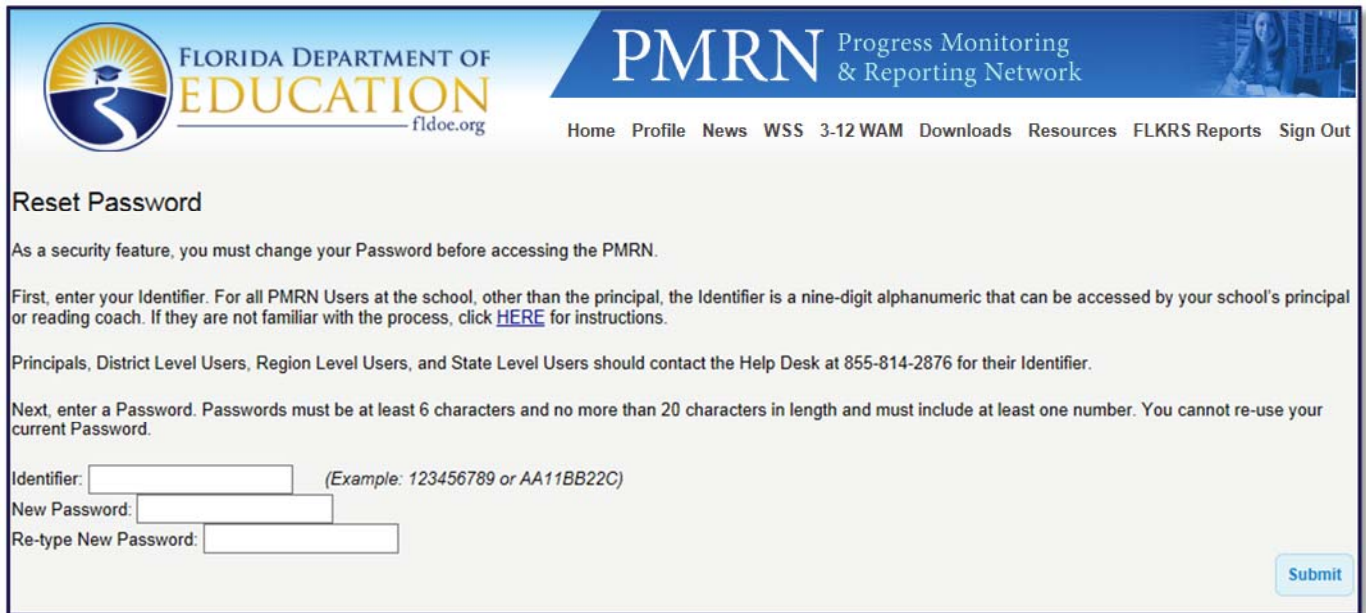
ABOUT THE SYSTEM

Passwords

For security reasons, first-time users must reset the password upon signing in. Follow the onscreen instructions to enter the Identifier and create a new password. School administrators can obtain their Identifier by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org. Teachers and other school staff can obtain their Identifier by contacting the school administrator.

After entering the Identifier and new password, click **Submit**.

You will receive notice on the screen that your password has been changed.



The screenshot shows the 'Reset Password' page of the Progress Monitoring & Reporting Network (PMRN). The page header includes the Florida Department of Education logo and the PMRN logo. The main content area contains instructions for resetting the password, including a note that users must change their password before accessing the PMRN. It provides details on how to obtain an Identifier and the requirements for a new password (at least 6 characters, no more than 20 characters, and must include at least one number). There are three input fields for Identifier, New Password, and Re-type New Password, and a Submit button.

FLORIDA DEPARTMENT OF EDUCATION fldoe.org

PMRN Progress Monitoring & Reporting Network

Home Profile News WSS 3-12 WAM Downloads Resources FLKRS Reports Sign Out

Reset Password

As a security feature, you must change your Password before accessing the PMRN.

First, enter your Identifier. For all PMRN Users at the school, other than the principal, the Identifier is a nine-digit alphanumeric that can be accessed by your school's principal or reading coach. If they are not familiar with the process, click [HERE](#) for instructions.

Principals, District Level Users, Region Level Users, and State Level Users should contact the Help Desk at 855-814-2876 for their Identifier.

Next, enter a Password. Passwords must be at least 6 characters and no more than 20 characters in length and must include at least one number. You cannot re-use your current Password.

Identifier: (Example: 123456789 or AA11BB22C)

New Password:

Re-type New Password:

ABOUT THE SYSTEM

Forgotten Password

If you forget your password in the future, click **Forgot your Password?** on the sign in page.



Private School Sign In

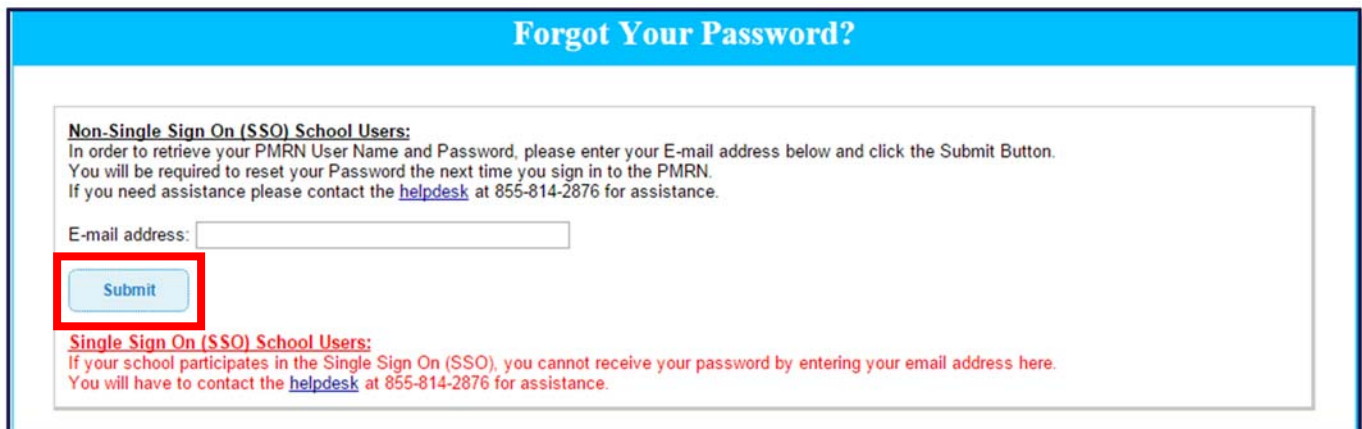
User Name

Password

Sign In

[Forgot Your Password?](#)

Enter your email address and select **Submit**.



Forgot Your Password?

Non-Single Sign On (SSO) School Users:
In order to retrieve your PMRN User Name and Password, please enter your E-mail address below and click the Submit Button.
You will be required to reset your Password the next time you sign in to the PMRN.
If you need assistance please contact the [helpdesk](#) at 855-814-2876 for assistance.

E-mail address:

Submit

Single Sign On (SSO) School Users:
If your school participates in the Single Sign On (SSO), you cannot receive your password by entering your email address here.
You will have to contact the [helpdesk](#) at 855-814-2876 for assistance.

If the email address is unique to the user and valid in the PMRN database, the password will be sent to the email address entered. You will need to reset your password on your next sign in.

ABOUT THE SYSTEM

Home Page

The Home Page is your key navigation page within the PMRN. You will see:

1. Menu Bar
2. Name and Access Level
3. School Name (may be appended by the calendar name in use)
4. Tabs (based on your Access Level)



Menu Bar (#1)

The menu bar is located at the top of the screen. Each menu bar item is described below.



Home

This page re-directs you to the home screen.



ABOUT THE SYSTEM

Profile

This page allows you to manage your contact information and password.

The first and last name displayed here will appear on parent letters, so it is important to ensure the correctness of this information.

Ensure that your email address is correct in order to receive notifications, as well as temporary passwords.

Should you need to change your password, you may do so by filling in the boxes in the bottom section of the Profile page.

Click **Save** for your changes to take effect.

The screenshot displays the PMRN (Progress Monitoring & Reporting Network) interface. At the top, the Florida Department of Education logo is on the left, and the PMRN logo with the text "Progress Monitoring & Reporting Network" is on the right. A navigation bar includes links for Home, Profile (highlighted with a red box), News, WSS, 3-12 WAM, Downloads, Resources, FLKRS Reports, and Sign Out. Below the navigation bar, a status bar shows the user as Jack Sparrow, a School Administrator, connected to TEST PMRN V5, with the date 9/21/2015.

The main content area is titled "Change Contact Information" and contains the following fields:

- Title: N/A (dropdown menu)
- First Name: Jack *
- Last Name: Sparrow *
- Email: jack.sparrow@fldoe.org *
- Address 1: [Empty text box]
- Address 2: [Empty text box]
- City: [Empty text box]
- State: Florida
- Zip: [Empty text box] - [Empty text box]
- Extension: [Empty text box]
- Phone: [Empty text box] - [Empty text box] - [Empty text box]
- Fax: [Empty text box] - [Empty text box] - [Empty text box]

Below the contact information is the "Change Password" section with the following fields:

- Sign In: JACKS12
- Identifier: *****
- Current Password: [Empty text box]
- New Password: [Empty text box]
- Re-type New Password: [Empty text box]

A legend at the bottom left indicates that fields with an asterisk (*) are required. A "Save" button is located at the bottom right of the form area.

ABOUT THE SYSTEM

News

This page contains the most recent and relevant information pertaining to the PMRN.

News & Information

News & Information

Welcome to the PMRN

If you need any assistance, please contact the FLDOE's Integrated Education Network Service Center at IENHELP@fldoe.org or 855.814.2876.

Next

WSS

This page contains the WSS documents available for download, such as WSS user guides, teacher instructions, developmental guidelines and more.

Work Sampling System (WSS) Documents Download

Work Sampling System (WSS) Guides

- [WSS - Data Entry Guide for Public School Users](#)
- [WSS - Data Entry Guide for Private School Users](#)
- [WSS - WSS Student Report](#)
- [WSS - WSS School, District and State Report Instructions - NEW](#)

Work Sampling System (WSS) Documents

Select the WSS documents to download for the administration of the FLKRS tasks.

- [WSS - Administration Manual](#)
- [WSS - Powerpoint Teacher Instructions](#)
- [WSS - Developmental Guidelines](#)
- [WSS - Reference Table](#)
- [WSS - Developmental Checklist](#)
- [WSS - Class Record Form](#)

ABOUT THE SYSTEM

3-12 WAM

This page contains access to the 3-12 WAM for public schools with grades 3-12.

The screenshot shows the top navigation bar with the Florida Department of Education logo and the FAIR (Florida Assessments for Instruction in Reading) logo. Below the navigation bar is a blue header for the "3-12 Web-Based Assessment Module (WAM)". The main content area is divided into two columns. The left column is titled "Student Sign In" and contains a text input field labeled "Key" and a "Sign In" button. The right column contains two blue buttons: "Log In for WAM Manager" with a user icon and "Test Sound and Animation" with a speaker icon.

Downloads

This page contains printable downloads of paper and pencil tests for public schools administering 3-12 WAM assessments.

The screenshot shows a blue header for "Printable Downloads". Below the header is a section titled "Printable Downloads:" with a description: "Printable Downloads are available for students to take assessment with paper & pencil. Please select the grade for which you want to download the assessment:". There is a "Grade" dropdown menu currently set to "03". Below this is a table with two rows of file names and their corresponding "Download" links.

File Name	
Grade 3 teacher copy- pencil paper.pdf	Download
grade_3 paper pencil student.pdf	Download

ABOUT THE SYSTEM

Resources

This page re-directs you to the Just Read, Florida! website where you may select Private Schools to obtain various user guides and resources.

Home | Academics | Standards & Instructional Support | Just Read, Florida! | FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)

FAIR-FS (FLORIDA ASSESSMENTS FOR INSTRUCTION IN READING-FLORIDA STANDARDS)

Private Schools

Public Schools

FAIR-FS (Florida Assessments for Instruction in Reading-Florida Standards)

PMRN v5/FAIR-FS/FLKRS - Now Open!

The Progress Monitoring and Reporting Network (PMRN) is a web-based data management system for recording and reporting student data from the Florida Kindergarten Readiness Screener-Work Sampling System (FLKRS-WSS) and the Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS) for grades 3-12. Public and private schools utilize PMRN to monitor students' progress in reading. To access the PMRN, choose the appropriate link below.

- [Private Schools](#)
- [Public Schools](#)

FLKRS Reports

This page provides a download of the district and state FLKRS reports.

Download FLKRS Reports (PDF)

Select the school year and the district, then select the report to download.

School Year: District:

[Download District Report of Schools](#)

[Download State Results for Public Schools](#)

[Download State Results for non-Public Schools](#)

Sign Out

This link allows you to end your PMRN session securely.

ABOUT THE SYSTEM

Name and Access Level (#2)

Your name and access level are displayed in a bar below the main menu. It is important to acknowledge the access level in which you are operating as this determines the functionality available. More information on access levels is contained in this guide.

NOTE: If you have more than one access level, click on the Access Level hyperlink to return to the selection page.

User: Jane Doe | [Access Level](#): School Administrator

School Name (#3)

Your school name is displayed below your name and access level. The school name may be appended by the calendar in use. It is important to acknowledge the school in which you are operating because users may have access to more than one school.

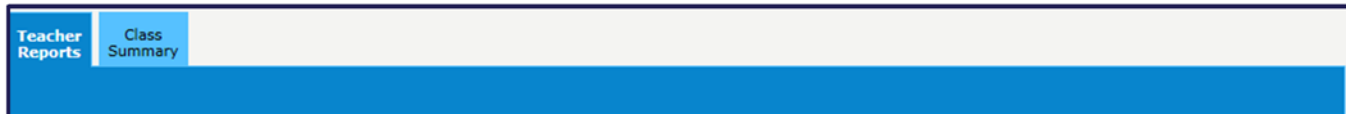
Good Shepherd School FLKRS-NP

Tabs (#4)

The access level in which you are operating determines the functionality available. For example, the tabs available to a school administrator look like this:



While the tabs available to a reading teacher look like this:



ABOUT THE SYSTEM

Access Levels

Access levels for the 2015-2016 school year have been revised to provide greater flexibility. Each user must have at least one access level in order to be granted access to the PMRN system. Descriptions of access levels for private school staff are provided below.

Access Level	Limit	Who	Actions
School Administrator	Unlimited	Principal and Designee(s)	Registers School, Assigns Access Levels, Creates Coach Users, Manages Students/Classes/Periods, Views School Reports
School Designee	1	Reading Coach or Other Assigned Designee	Assigns Access Levels, Manages Students/Classes/Periods, Views School Reports
Reading Teacher	Unlimited	Primary Reading Teacher/Instructor	Views Class/Student Reports, Assesses Students, Inputs WSS Data
School Reports User	8	Individual Needing School Reports	Views School Reports

Additional access levels listed in the PMRN system are not applicable to private schools.

School Administrator

Each school may have an unlimited number of school administrators (previously known as School Level 1 or SL1 Users). School administrators have access to all information within the PMRN for their specific school. This access level is primarily designed for school principals and their designees. Users with this access level may register the school, assign access levels to other users, create coach users, manage students/classes/periods and view school reports.

School Designee

Each school may have only one school designee (previously known as School Level 2 or SL2 Users) who serves as the principal's designee utilizing the PMRN system. This user has the same PMRN access as the school administrator – without the ability to register a school or to create coach users.

ABOUT THE SYSTEM

Reading Teacher

Each school may have an unlimited number of reading teachers. These users are teachers who provide primary reading instruction to a class. They can view class and student reports and enter the WSS observation data for kindergarten students.

School Reports User

Each school may have up to eight school reports users. These users (previously known as School Level 4 or SL4 Users) can view reports at the school, teacher, class and student levels. Appropriate staff would include an assistant principal, guidance counselor or any other individual who works with all the students at the school.

ABOUT THE SYSTEM

Assessment Calendar

Assessment Calendar-- Important dates are available in the PMRN system by clicking on the "Assessment Calendar" link under the "School Reports" tab.

Florida Kindergarten Readiness Screener-Work Sampling System (FLKRS-WSS)

Public and private schools utilize the FLKRS-WSS to assess kindergarten students within the first 30 days of instruction per [Section 1002.69, Florida Statutes](#). For each school, the FLKRS-WSS actual calendar dates will vary based on the school's first instructional day (i.e. the first day of school for students) and any non-instructional days recorded in the PMRN system. The WSS data entry close date will appear on the Important Dates page as well as any non-instructional days entered.

Example: A school administrator registers their school in the PMRN system and enters the first instructional day, 8/17/15, and one non-instructional day, 9/23/15. The system calculates the FLKRS-WSS end date to be 9/29/15.

NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days. Schools need to enter their non-instructional days not to exceed five. Requests for additional non-instructional days must be sent to the IEN Service Center for approval.

SCHOOL REGISTRATION

Private school principals with a school administrator access level must register their school for 2015-2016 prior to using the PMRN system. The private school registration link is located on the Just Read, Florida! website at www.justreadflorida.org. Once submitted, Florida Department of Education (FDOE) representatives will review and verify the registration within 24 to 48 hours. School principals will receive a confirmation email when registration is accepted and access to the PMRN system is granted. School principals may then sign in to the PMRN system to set-up teacher access.

The following steps detail the school registration process.

1. Open an internet browser such as Internet Explorer, Chrome, Firefox or Safari.



2. Go to the FDOE Just Read, Florida! website at www.justreadflorida.org.



SCHOOL REGISTRATION

3. Scroll down to **PMRN v5/FAIR-FS/FLKRS** and select **Private Schools**.

FLORIDA DEPARTMENT OF EDUCATION

ACADEMICS SCHOOLS TEACHING ACCOUNTABILITY FINANCE POLICY

Summer Reading Camps

Third Grade Guidance

PMRN v5/FAIR-FS/FLKRS - Now Open!

The Progress Monitoring and Reporting Network (PMRN) is a web-based data management system for recording and reporting student data from the Florida Kindergarten Readiness Screener-Work Sampling System (FLKRS-WSS) and the Florida Assessment for Instruction in Reading aligned to Florida Standards (FAIR-FS) for grades 3-12. Public and private schools utilize PMRN to monitor students' progress in reading. To access the PMRN, choose the appropriate link below.

- [Private Schools](#)
- [Public Schools](#)

4. Select **Private School Registration**.

FLORIDA DEPARTMENT OF EDUCATION

ACADEMICS SCHOOLS TEACHING ACCOUNTABILITY FINANCE POLICY

Private Schools

PMRN for Private Schools

Private schools utilize the PMRN system to administer the Florida Kindergarten Readiness Screener-Work Sampling system (FLKRS-WSS) required within the first 30 days of instruction per [Section 1002.69, Florida Statutes](#). Results from the screener are used to inform classroom instruction and to calculate a kindergarten readiness rate for providers of the Voluntary Prekindergarten (VPK) Education Program.

2015-2016 School Year

- [Private School Registration](#)
- [ACCESS PMRN v5](#)

5. Use the drop down to select **County/District Name** and **School Name**.

Progress Monitoring and Reporting Network Registration for School Year 2015-2016

The fields marked with * are required.

1. District

*County/District Name: [Select County/District] 1

2. School

*School Name: -- 2

SCHOOL REGISTRATION

- School information, such as the name, address and phone number, is populated based on information from the FDOE's School Choice office. Verify the information is correct and make changes as needed. Enter and re-enter the first student instructional day. The default date of July 1, 2015, is provided. Change the date to reflect the actual first student instructional day.

1. District	
*County/District Name:	Alachua
2. School	
*School Name:	Faith Christian Preparatory Academy
School Number:	015657
*School Address:	7510 NW 4TH BLVD
*City:	GAINESVILLE
State:	Florida
*Zip:	32607 -
*Phone:	(352) 505 - 0192
Fax:	() -
*First Student Instructional Day (mm/dd/yy):	07 / 01 / 15
*Confirm First Student Instructional Day (mm/dd/yy):	/ /


Verify information and make any necessary changes to the information provided.

3

- Principal information is populated based on information from the FDOE's School Choice office. Verify the information and make changes as needed. It is important to create a four-character alpha-numeric verification code and RETAIN this code as it will be needed during the verification process.

3. Principal	
*First Name:	
*Last Name:	
*Phone:	(352) 505 - 0192
*E-mail:	
*Verification Code:	(Please enter a unique 4 character alpha-numeric verification code for your school registration. You will be asked to provide this code when contacting the Help Desk at 855-814-2876 to request your Identifier or make any other changes to your school's profile so please document this verification code for your records)

It is essential to create and retain the Verification Code!



SCHOOL REGISTRATION

8. For convenience, the kindergarten grade level is selected by default. Ensure the box is checked.

4. Grades to be Progress Monitored
Kindergarten students are required to complete the Florida Kindergarten Readiness Screener (FLKRS) - WSS within the first 30 instructional days of the school year.

Grade(s) to be Reported

* Kindergarten

Please ensure this box *is checked*.

9. Once all required fields are complete, click **Submit**.

Once all required fields are complete and correct, click **Submit**.

Submit

10. The final step of registration requires you to verify that the school registration information is correct. If anything needs to be modified, click the **Back** button. If all information is correct, click the **Save** button.

Progress Monitoring and Reporting Network
for
Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-FS)
2015-2016

Please **verify** that the information below is correct.

Faith Christian Preparatory Academy will be utilizing Florida's Progress Monitoring and Reporting Network (PMRN) for the 2015-2016 School Year.

The Principal, **Andrea Latham**, can be reached at **andrea.latham@fldoe.org**.

The first day that students will be in attendance will be 08/17/15.

For the 2015-2016 School Year, the following grades will have FLKRS results reported through the PMRN:

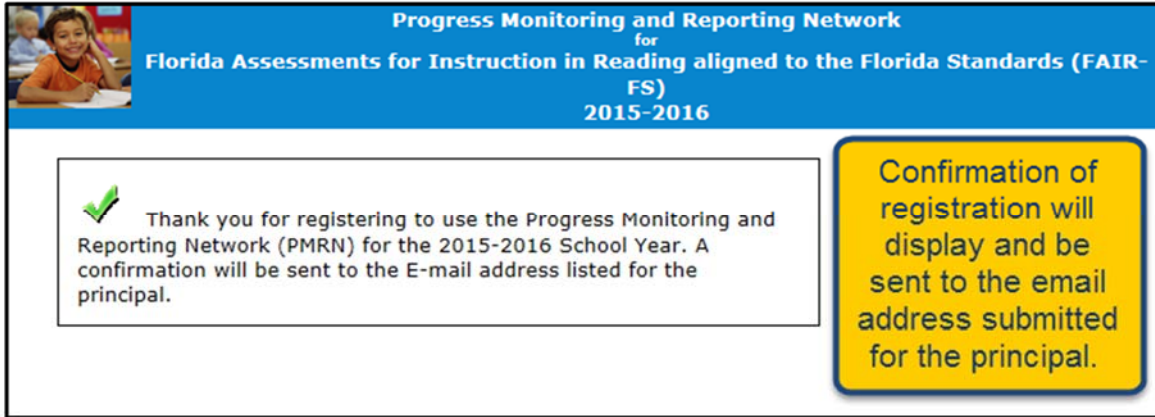
Kindergarten

If the information needs to be modified, click the "Back" button below. If the above information is correct, please click the "Save" button below.


Back Save Cancel

SCHOOL REGISTRATION

11. A confirmation screen is now displayed. A confirmation email will be sent to the email address listed for the principal. At this point, FDOE representatives will review the registration for acceptance within 24 to 48 hours. Call the IEN Service Center toll-free at 1-855-814-2876 to expedite the registration process. Once acceptance is complete, the principal will receive an email notification to proceed.



Progress Monitoring and Reporting Network
for
**Florida Assessments for Instruction in Reading aligned to the Florida Standards (FAIR-
FS)**
2015-2016

 Thank you for registering to use the Progress Monitoring and Reporting Network (PMRN) for the 2015-2016 School Year. A confirmation will be sent to the E-mail address listed for the principal.

Confirmation of registration will display and be sent to the email address submitted for the principal.

ACCESS THE PMRN

Having received a confirmation email that registration is accepted, school principals may now sign in to the PMRN system to set-up teacher access.

The following steps detail the sign in process.

1. Open an internet browser such as Internet Explorer, Chrome, Firefox or Safari.



2. Go to the PMRN system at <https://pmrn.fldoe.org>.



ACCESS THE PMRN

3. Go to the **Private School Sign In** area and enter the user name and password. First time users will be asked to enter their Identifier. School administrators can obtain their Identifier by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org.

NOTE: Teachers and other school staff can obtain their Identifier by contacting their school administrator.

The screenshot shows the PMRN website interface. At the top left is the Florida Department of Education logo. The main header reads "PMRN Progress Monitoring & Reporting Network". A navigation menu includes "Home", "Profile", "News", "WSS", "3-12 WAM", "Resources", and "FLKRS Reports". Below the header is a banner image of diverse children reading books. To the right of the banner are two sign-in sections: "Public School Sign In" with a "Single Sign-On" key icon and a "Log In" button, and "Private School Sign In" with a "Sign In" button. A red circle highlights the "Private School Sign In" section, which contains "User Name" and "Password" input fields. A large red arrow points from the text "Private School Users sign in here" to the "Private School Sign In" section.

4. Review the FERPA Statement and select **I Agree** to continue.

The screenshot shows a "FERPA Statement" form. The title "FERPA Statement" is in a blue header. The main text reads: "This Website contains official student records. Access to it must be in compliance with Florida state law (s. 1002.22, FS) and the Family Educational Rights and Privacy Act (FERPA). To access the PMRN, please agree to the following statement:" Below this is a paragraph of text: "In accordance with state and federal laws, I am authorized to access this/these record(s) without parent/eligible student consent because I am an official who has a legitimate educational interest in the information contained in this/these records. I agree to keep this information confidential, to not disclose the information to any unauthorized person, and to otherwise abide by all federal and state laws and local policies regarding the confidentiality of student records." At the bottom right are two buttons: "I do not agree" and "I agree".

ACCESS THE PMRN

5. Review the News & Information page. Select **Next**.

User: Jack Sparrow | Access Level: School Administrator | Connected to TEST PMRN V5 | Today's Date is 9/6/2015

News & Information

News & Information

If you need any assistance, please contact the FLDOE's Integrated Education Network Service Center at IENHELP@fldoe.org or 855.814.2876.*

Next

6. Review School Confirmation information. Select **Submit**.

NOTE: This information may be edited by selecting the **Edit School Registration** link on the School Reports tab.

School Confirmation

NOTE: The following school confirmation screen is only available on the Principal's first Sign In. This screen allows you to confirm important school information which is required in order to schedule key events in the PMRN.

School Calendar Type

Your school's calendar(s) and calendar start date are listed.
If the information is incorrect, please contact the Help Desk at 855-814-2876.

Name (Calendar Type)	Start Date
District-Wide	7/1/2015

Description	Start Date	End Date
LABOR DAY	9/7/2015	9/7/2015

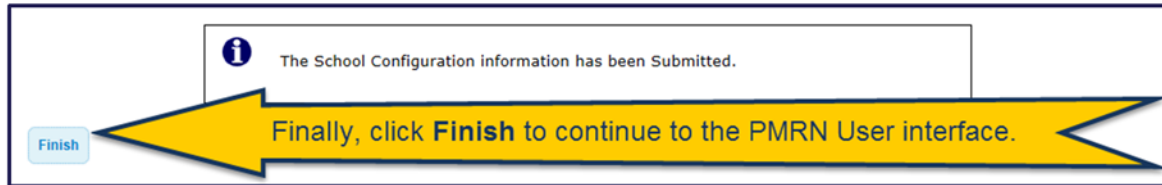
* Value is required

Submit

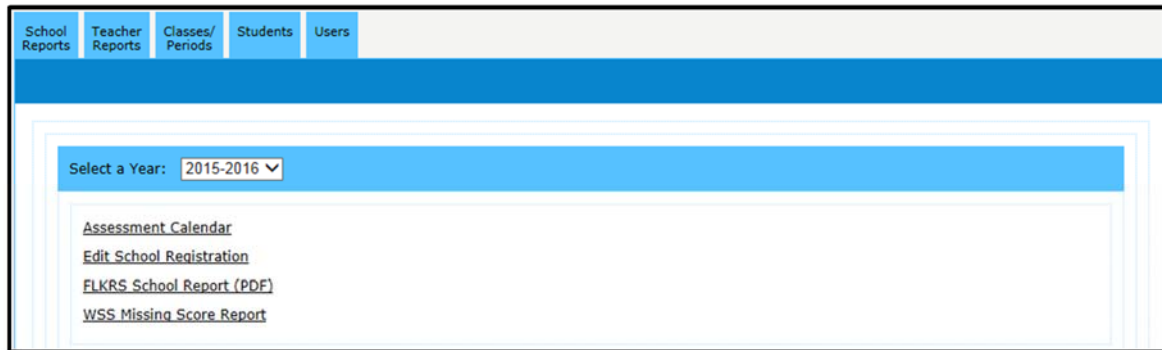
Review School Confirmation information and click **Submit**. Please note that you may edit from the **School Reports** tab.

ACCESS THE PMRN

7. A school confirmation message is displayed. Select **Finish**.



8. The PMRN system features are now available.

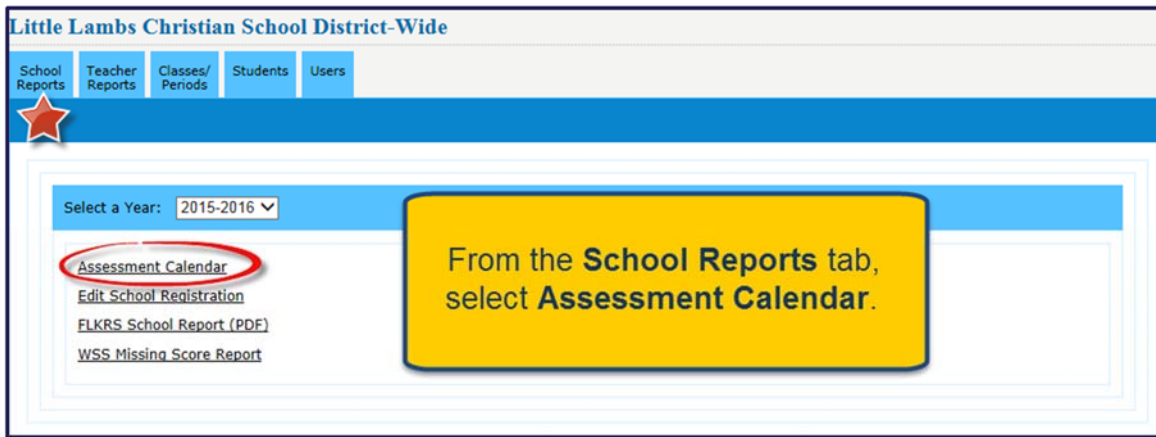


ASSESSMENT CALENDAR

Due to the requirements for administering the FLKRS-WSS, it is important for school principals to review the assessment calendar and enter any non-instructional days that occur during the first 30 days of school.

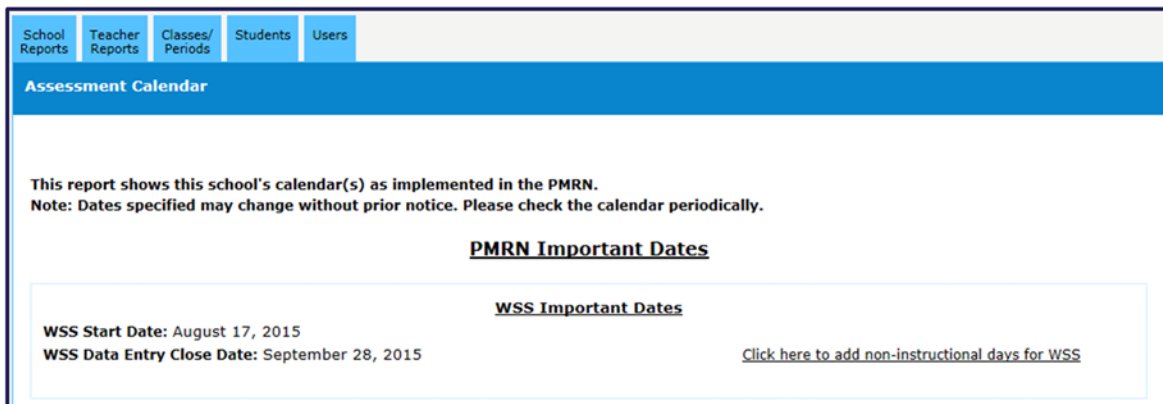
To review the assessment calendar and/or enter non-instructional days for FLKRS-WSS:

1. Select **Assessment Calendar** from the School Reports tab.



The screenshot shows a web interface for 'Little Lambs Christian School District-Wide'. At the top, there are navigation tabs: 'School Reports', 'Teacher Reports', 'Classes/Periods', 'Students', and 'Users'. The 'School Reports' tab is active. Below the tabs, there is a 'Select a Year:' dropdown menu set to '2015-2016'. Underneath, there are four links: 'Assessment Calendar', 'Edit School Registration', 'FLKRS School Report (PDF)', and 'WSS Missing Score Report'. The 'Assessment Calendar' link is circled in red. A yellow callout box with a black border contains the text: 'From the **School Reports** tab, select **Assessment Calendar**.'

2. Review the **PMRN Important Dates** displayed. The WSS Important Dates are relevant to schools administering the FLKRS-WSS to kindergarten students.



The screenshot shows the 'Assessment Calendar' page. At the top, there are navigation tabs: 'School Reports', 'Teacher Reports', 'Classes/Periods', 'Students', and 'Users'. The 'School Reports' tab is active. Below the tabs, the page title is 'Assessment Calendar'. The main content area contains the following text: 'This report shows this school's calendar(s) as implemented in the PMRN. Note: Dates specified may change without prior notice. Please check the calendar periodically.' Below this, there are two sections: 'PMRN Important Dates' and 'WSS Important Dates'. The 'WSS Important Dates' section includes the text: 'WSS Start Date: August 17, 2015' and 'WSS Data Entry Close Date: September 28, 2015'. To the right of the 'WSS Important Dates' section, there is a link: 'Click here to add non-instructional days for WSS'.

ASSESSMENT CALENDAR

- The WSS start date is based on the first day of student instruction recorded in the PMRN system, and the WSS Data Entry Close Date is based on 30 instructional days. To add non-instructional days for WSS, thus extending the data entry close date, select the link **Click here to add non-instructional days for WSS**.

School Reports Teacher Reports Classes/Periods Students Users

Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.
Note: Dates specified may change without prior notice. Please check the calendar periodically.

PMRN Important Dates

WSS Important Dates

WSS Start Date: August 17, 2015
WSS Data Entry Close Date: September 28, 2015

[Click here to add non-instructional days for WSS](#)

- Enter up to five non-instructional days for the first 30 days of instruction and select **Save**.

NOTE: The system automatically accounts for weekends and Labor Day as non-instructional days.

School Reports Teacher Reports Classes/Periods Students Users

WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction.
If you need additional days, please contact the help desk.

Enter up to five *additional* non-instructional days and click **Save**.

Non Instructional Day Enter non-instructional days in the following format: MM/DD/YY

Save

ASSESSMENT CALENDAR

- Repeat if necessary. Requests for additional non-instructional days, greater than five, must be sent for approval by contacting the IEN Service Center toll-free at 1-855-814-2876 or email ienhelp@fldoe.org.

WSS Non Instructional Days

You may enter up to 5 non-instructional days for the first 30 days of instruction. If you need additional days, please contact the help desk.

Non-Instructional Day saved successfully

Non Instructional Day	Enter non-instructional days in the following format: MM/DD/YY	
09/23/2015	Edit	Delete
<input type="text"/>	Save	

- Navigate back by selecting the **School Reports** tab and **Assessment Calendar**. Now, the calendar is updated with non-instructional days and the WSS Data Entry Close Date is adjusted.

Assessment Calendar

This report shows this school's calendar(s) as implemented in the PMRN.
 Note: Dates specified may change without prior notice. Please check the calendar periodically.

PMRN Important Dates

WSS Important Dates

WSS Start Date: August 17, 2015
 WSS Data Entry Close Date: September 29, 2015

[Click here to add non-instructional days for WSS](#)

WSS Non-instructional days:

09/23/2015

USERS

Add, Edit and Remove Users

School administrators and designees may add, edit and remove users from the school list. Additionally, they may send user's their PMRN credentials. This section provides information on the Users tab.

Add New User

1. Select the **Users** tab (#1) and click the **Add User** button (#2) to begin adding users.

Little Lambs Christian School District-Wide

School Reports Teacher Reports Classes/Periods Students **Users** 1

Sort by **User Name** or **Access Level**. Click a User Name to edit that User. Add User 2

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

What is the PMRN Unique ID? Each user is assigned a PMRN unique ID in the system. When a user has multiple access levels, their name and PMRN ID are repeated. This lets you know the access levels are associated to the same user account.

USERS

2. Enter an Identifier, first name, last name and email address (#3) for the user. Check the appropriate boxes to allow access (#4) and then select **Submit** (#5).

NOTE: An Identifier must be nine characters in length. It may contain letters and/or numbers. This is the Identifier a new user needs for their first login. Additionally, the email address must be unique for the user. Using the same email address on two or more accounts will cause a “duplicate email address” error message at sign in and prevent access until it is resolved.

Little Lambs Christian School District-Wide

School Reports Teacher Reports Classes/Periods Students **Users**

PMRN Unique ID
Identifier *

First Name *

Last Name *

E-mail *

Access

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach User	<input type="checkbox"/>
<input type="checkbox"/>	Reading Teacher	<input type="checkbox"/>
<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>
<input type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>

Submit Cancel

3

4

5

- Complete all required fields.
- Check appropriate boxes
- Click **Submit**


*identifier must be 9 characters

Private schools have limited access levels: reading teacher, school administrator, school designee and school reports user. In order for an access level to be granted, the user requires a check mark in the “Allow?” column and the corresponding “Access to PMRN” column. Some boxes are pre-checked by the system.

USERS

3. Confirm the user information is correct (#6) and select **Continue** (#7).

Confirm Add User

 You are adding a User. Please verify that the information below is correct.

Click 'CONTINUE' to add this User. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID:
Identifier: 101283521
First Name: Janet
Last Name: Jones
E-mail: janet.jones@fldoe.org

New Access Level(s)


Access Level	Access to PMRN
Reading Teacher	<input checked="" type="checkbox"/>

Verify that all user information is correct, then click **Continue** to Add this user or **Cancel** to discontinue.

7

4. A success message is displayed and the user is added to the system.

School Reports | Teacher Reports | Classes/Periods | Students | **Users**

 The User has been successfully added to the PMRN.

You have successfully added this user.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User.

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Jones, Janet	95006315E	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

USERS

Edit Existing User

1. Select the **Users** tab and click the user's name.

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Jones, Janet	95006315E	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

2. School administrators may edit the user's email address and access level only. After information is changed, select **Submit**.

NOTE: The individual must modify their own first or last name by selecting their **Profile** link.


PMRN Unique ID: 95006315E
Identifier: *****
First Name: Janet
Last Name: Jones
E-mail: janet.jones@fldoe.org

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach User	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reading Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>
<input type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>

USERS

3. Verify that the information is correct and select **Continue**.

Confirm Edit User

 You have changed this User's information. Please verify that the information below is correct.

Listed below is the User and access level information you selected. Click 'CONTINUE' to update this information. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID: 95006315E
Identifier: *****
First Name: Janet
Last Name: Jones
E-mail: janet.smith@fldoe.org

New Access Level(s)


Access Level	Access to PMRN
Reading Teacher	<input checked="" type="checkbox"/>

Current Access Level(s)

Access Level	Access to PMRN
Reading Teacher	<input checked="" type="checkbox"/>

4. A success message is displayed.

School Reports | Teacher Reports | Classes/Periods | Students | **Users**

 User information was updated successfully.

Sort by **User Name** or **Access Level**. Click a User Name to edit that User.

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Jones, Janet	95006315E	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

USERS

Remove Existing User

Reading teachers associated with student assessment data **cannot** be removed from the PMRN system.

Removing reading teachers without associated student assessment data requires:

- a. Withdrawal of all students from the class(es) and reassigning the students to another teacher.
- b. Deleting the original teacher's class(es).

School administrators, school designees and school report users can be removed as follows:

1. Select the **Users** tab and click the user's name.

<u>User</u>	<u>PMRN Unique Id</u>	<u>Access Level</u>	<u>Send User Name and Password</u>
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Jones, Janet	95006315E	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

USERS

- Remove access level(s) from user by unchecking the boxes and select **Submit**.

School Reports Teacher Reports Classes/Periods Students **Users**


PMRN Unique ID 95006315E
Identifier * *****
First Name * Janet
Last Name * Jones
E-mail *

Access

Allow?	Access Level	Access to PMRN
<input type="checkbox"/>	Assessment Team Member	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Coach User	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reading Teacher	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Resource Teacher	<input type="checkbox"/>
<input type="checkbox"/>	School Administrator	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Designee	<input checked="" type="checkbox"/>
<input type="checkbox"/>	School Reports User	<input checked="" type="checkbox"/>

- Confirm the request to delete the user and select **Continue**.

Confirm Delete User

 You have removed the last access level from this User. Continuing this action will delete this User.

Click 'CONTINUE' to delete this User. Click 'CANCEL' to discontinue this action.

User Information

PMRN Unique ID: A795BF4D5
Identifier: 101283852
First Name: Janet
Last Name: Jones
E-mail: janet.jones@fldoe.org

USERS

4. A success message is displayed and user information is updated.

The screenshot shows the 'Users' tab in a navigation menu. A success message box with a green checkmark icon contains the text: 'User information was updated successfully.' Below the message, there is a sort instruction: 'Sort by **User Name** or **Access Level**. Click a User Name to edit that User.' An 'Add User' button is located on the right side. A table lists the following users:

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

Send User Name and Password

1. Locate the user for whom you will send credentials and click the **Send User Name and Password** to the right of the user's name. Once selected, an email will be sent to the user with their user name and temporary password. The user must reset the temporary password upon signing in.

NOTE: The user will need their Identifier in order to reset the password. This can be obtained by clicking on the user's name and opening their account profile.

The screenshot shows the 'Users' tab in a navigation menu. Below the sort instruction, a table lists the following users:

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Jones, Janet	95006315E	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

USERS

2. A success message is displayed.

The screenshot shows a web interface with a navigation bar at the top containing 'School Reports', 'Teacher Reports', 'Classes/Periods', 'Students', and 'Users'. The 'Users' tab is active. Below the navigation bar is a success message box with an information icon and the text 'User Name and Password sent successfully.' Below the message is a sorting instruction: 'Sort by **User Name** or **Access Level**. Click a User Name to edit that User.' To the right of the instruction is an 'Add User' button. Below the instruction is a table with four columns: 'User', 'PMRN Unique Id', 'Access Level', and 'Send User Name and Password'. The table contains three rows of user data.

User	PMRN Unique Id	Access Level	Send User Name and Password
Adams, Amy	03659D0A3	Reading Teacher	Send User Name and Password
Jones, Janet	21890F0F1	Reading Teacher	Send User Name and Password
Sparrow, Jack	265DD4012	School Administrator	Send User Name and Password

CLASSES/PERIODS

Each reading teacher added in the PMRN system is displayed on the Classes/Periods tab. School administrators and designees may add classes/periods for each of the teachers listed. Additionally, students may be directly added to classes/periods (or removed) once the school year has begun. This section provides information on the **Classes/Periods** tab.

Add a Class/Period to Listed Teacher

1. Locate the teacher for whom you want to add a class and click **Add Class/Period** to the right of the teacher's name or click the Add Class Period button.

Little Lambs Christian School District-Wide

School Reports Teacher Reports **Classes/Periods** Students Users

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

Add Class Period

Teacher	Type	Period
Adams, Amy	Reading	Add Class/Period
Jone, Janet	Reading	Add Class/Period

2. Select the class type, teacher name and grade from the drop down lists. Select the appropriate period, if applicable. The “U” period is the default selection, for unassigned. Select **Submit**.

NOTE: The class type contains two choices: reading and resource. Private schools do not have the ability to add resource teachers so the selection should always be reading.

School Reports Teacher Reports **Classes/Periods** Students Users

Add Class/Period

Add a new class to your school by selecting the appropriate class type, teacher, and grade below. You may only add new classes that are associated with existing teachers. If you wish to create a class with a new teacher, you must create the new teacher first.

Class Type: Reading

Teacher: Adams, Amy

Grade: Kindergarten

Periods: A B C D E F G H U

Submit Cancel

CLASSES/PERIODS

- Now, you have the option to edit the class/period and add students, or select the **Classes/Periods** tab again to add additional teachers (by repeating steps 1 and 2).
- To add a student to the class/period, select **Add Student**.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for 'School Reports', 'Teacher Reports', 'Classes/Periods', 'Students', and 'Users'. The 'Classes/Periods' tab is selected. Below the navigation bar is a blue header for the 'Edit Class/Period' form. The form contains the following elements:

- A section titled 'Update class/period information for:' with the text 'CLASS: KG - Adams, Amy GRADE: KG TEACHER: Adams, Amy'.
- A row of two dropdown menus: 'Class:' and 'Period: U'.
- A section titled 'Change the teacher for this period:' with a dropdown menu showing 'Jones, Janet' and two buttons: 'Submit' and 'Cancel'.
- A horizontal line separator.
- A text instruction: 'To add or remove students from the Class Roll or to change the period for a student, click the buttons below.'
- A 'Class Roll:' label followed by two buttons: 'Add Student' and 'Remove Student'.
- A text message: 'There are no students in this Class.'
- A final row with two buttons: 'Submit' and 'Cancel'.

CLASSES/PERIODS

5. Search for the student you wish to add to the class/period. The PMRN will display a list of students within your school matching your request. Scroll down to see the list.

School Reports Teacher Reports **Classes/Periods** Students Users

Add Student

[Return To Class Roster](#)

CLASS: KG - Adams, Amy **GRADE:** KG **TEACHER:** Adams, Amy **STUDENT COUNT:** 1

Search for students in KG grade by either clicking **Show All**, a letter under **Student Directory Search**, or entering a student's name in the **Last Name Search** field.

Student Directory Search

[Show All](#)

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Last Name Search

[Search](#)

Add students to this Class or remove students by checking or un-checking the boxes next to the Identifiers. Click **Submit** to update your roll before searching for another student.

Note: An ✖ indicates that the student is already assigned to another Class. To be assigned to this class, the student must first be removed from the other class.

[Submit](#) [Enroll Student](#)

6. If no results were found, select **Enroll Student**.

Add students to this Class or remove students by checking or un-checking the boxes next to the Identifiers. Click **Submit** to update your roll before searching for another student.

Note: An ✖ indicates that the student is already assigned to another Class. To be assigned to this class, the student must first be removed from the other class.

[Submit](#) [Enroll Student](#)

CLASSES/PERIODS

7. Enter the student information. Fields marked with an asterisk are required. When all fields are complete, select **Add**.

NOTE: The Identifier entered may be a Social Security Number (SSN) or a unique student identification number. To use the Alias ID automatically generated by the system, select **Student's SSN is not available**.

School Reports Teacher Reports Classes/Periods **Students** Users

Enroll and Add Student to Class

CLASS: KG - Adams, Amy **GRADE:** KG **TEACHER:** Adams, Amy **STUDENT COUNT:** 0

Identifier 10100415AA

The identifier is usually the nine-digit Social Security number (SSN) if available. If the SSN is not available please create a unique identifier or leave the identifier field blank and select the checkbox below so that the Alias ID can be used to enroll the student.

Student's SSn is not available

Alias ID 10100415AA

First Name*

Middle Name

Last Name*

Birthdate*

Grade KG

Gender*

Period*

* Value is required

CLASSES/PERIODS

Remove Student from Class/Period

Students removed from a class/period will have their information available within the school for transfer to another class. Students withdrawn from the school will have their information available in the statewide PMRN database and can be added to another school within the state.

1. Locate the student whom you want to remove from a class/period, and click **Remove Student**.

School Reports
Teacher Reports
Classes/Periods
Students
Users

Edit Class/Period

Update class/period information for:

CLASS: KG - Adams, Amy **GRADE:** KG **TEACHER:** Adams, Amy

Class: ▼ Period: U ▼

Change the teacher for this period:

Jones, Janet ▼
Submit
Cancel

To add or remove students from the Class Roll or to change the period for a student, click the buttons below.

Class Roll:
Add Student
Remove Student

	Identifier	Last Name	First Name	Gender	Birthdate	Period
1	*****15AC	Bonnet	Bonnie	F	4/15/2010	U ▼
2	*****15AA	Cottontail	Peter	M	7/7/2010	U ▼
3	*****15AB	Mcgregor	Mister	M	3/15/2010	U ▼

Submit
Cancel

CLASSES/PERIODS

2. A check mark in front of students' names indicate that they are currently in this teacher's class, in this class period. To remove a student, uncheck the In Class box to the left of the student's name and select **Submit**.

School Reports
Teacher Reports
Classes/Periods
Students
Users

Remove Students From Class
Return to Class Roster

CLASS: KG - Adams, Amy **GRADE:** KG **TEACHER:** Adams, Amy **STUDENT COUNT:** 3

Uncheck the **in Class** box to the left of each student that you want to Remove from this class and click **Submit**.
Note: Removing students will not delete Submitted Scores for those students.

Class Roll Submit

In Class	Identifier	Last Name	First Name	Birthdate	Grade
<input type="checkbox"/>	*****15AC	Bonnet	Bonnie	4/15/2010	KG
<input checked="" type="checkbox"/>	*****15AA	Cottontail	Peter	7/7/2010	KG
<input checked="" type="checkbox"/>	*****15AB	Mcgregor	Mister	3/15/2010	KG

Submit

3. A success message is displayed.

School Reports
Teacher Reports
Classes/Periods
Students
Users

Remove Students From Class
Return to Class Roster

Student(s) removed successfully.

CLASS: KG - Adams, Amy **GRADE:** KG **TEACHER:** Adams, Amy **STUDENT COUNT:** 2

Uncheck the **in Class** box to the left of each student that you want to Remove from this class and click **Submit**.
Note: Removing students will not delete Submitted Scores for those students.

Class Roll Submit

In Class	Identifier	Last Name	First Name	Birthdate	Grade
<input checked="" type="checkbox"/>	*****15AA	Cottontail	Peter	7/7/2010	KG
<input checked="" type="checkbox"/>	*****15AB	Mcgregor	Mister	3/15/2010	KG

CLASSES/PERIODS

Delete Class/Period

1. Delete a class by clicking the **Delete Class/Period** to the right of the class name. Only classes that have no students assigned to them can be deleted.

School Reports Teacher Reports **Classes/Periods** Students Users

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Class Period](#)

Teacher	Type	Period	
Adams, Amy	Reading	KG - Adams, Amy - A	Delete Class/Period
	Reading	KG - Adams, Amy - U	Add Class/Period
Jones, Janet	Reading	KG - Jones, Janet - U	Delete Class/Period
			Add Class/Period

2. A success message is displayed.

School Reports Teacher Reports **Classes/Periods** Students Users

Period was successfully deleted.

Teachers and Class Periods currently in the PMRN are listed below. Click on a Class Period to edit.

[Add Class Period](#)

Teacher	Type	Period	
Adams, Amy	Reading	KG - Adams, Amy - U	Add Class/Period
Jones, Janet	Reading	KG - Jones, Janet - U	Delete Class/Period
			Add Class/Period

STUDENTS

School administrators and designees may enroll students to the school or withdraw students from the school using the Students tab once the school year has begun. This section provides information on the Students tab.

Enroll Students

1. Click on the Students tab and select **Enroll a Student**.

The screenshot shows a web interface with a navigation bar at the top containing tabs for 'School Reports', 'Teacher Reports', 'Classes/Periods', 'Students', and 'Users'. The 'Students' tab is active. Below the navigation bar is a blue header with the text 'Search for Students in the School'. The main content area contains two numbered instructions: '1. Select the grade of the student you wish to find.' followed by a dropdown menu labeled 'Show students in' with 'All Grades' selected; and '2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.' Below these instructions are two search sections. The 'Student Directory Search' section features a grid of letters from A to Z. The 'Last Name Search' section includes a text input field and a 'Search' button. At the bottom of the interface, there are two buttons: 'Enroll a Student' on the left and 'Withdraw Selected Students' on the right.

School Reports	Teacher Reports	Classes/Periods	Students	Users
----------------	-----------------	-----------------	-----------------	-------

Search for Students in the School

1. Select the grade of the student you wish to find.

Show students in ▾

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Student Directory Search **Last Name Search**

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

STUDENTS

2. Enter the student information. Fields marked with an asterisk are required. When all fields are complete, select **Add**.

NOTE: The Identifier entered may be a SSN or a unique student identification number. To use the Alias ID automatically generated by the system, select **Student's SSN is not available**.

School Reports Teacher Reports Classes/Periods **Students** Users

Enroll Student in School

Identifier 10128315AB

The identifier is usually the nine-digit Social Security number (SSN) if available. If the SSN is not available please create a unique identifier or leave the identifier field blank and select the checkbox below so that the Alias ID can be used to enroll the student.

Student's SSN is not available

Alias ID 10128315AB

First Name* January

Middle Name

Last Name* Irontail

Birthdate* 6/15/2010

Grade KG

Gender* M

* Value is required

Add Cancel

3. A success message is displayed.

School Reports Teacher Reports Classes/Periods **Students** Users

Search for Students in the School

i Student added successfully.

1. Select the grade of the student you wish to find.

Show students in All Grades

STUDENTS

Withdraw Students

1. Click on the **Students** tab and enter search criteria.

NOTE: By selecting kindergarten in the grade drop down, a “Show All” feature becomes available. Select **Show All**.

School Reports Teacher Reports Classes/Periods **Students** Users

Search for Students in the School

1. Select the grade of the student you wish to find.

Show students in Kindergarten ▼

2. Locate students in your school by either clicking a letter under **Student Directory Search** or entering a student's name in the **Last Name Search** field.

Show All

Student Directory Search

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Last Name Search

Search

Enroll a Student **Withdraw Selected Students**

STUDENTS

2. In the list of students displayed, check the boxes next to the students you wish to withdraw and then click the **Withdraw Selected Students** button.

NOTE: If a student is In Progress with an assessment, he/she is not eligible to be withdrawn.


The screenshot shows the 'Students' section of a web application. At the top, there are navigation tabs: 'School Reports', 'Teacher Reports', 'Classes/Periods', 'Students' (selected), and 'Users'. Below the tabs is a blue header with the text 'Search for Students in the School'. The main content area contains two instructions: '1. Select the grade of the student you wish to find.' with a dropdown menu set to 'Kindergarten', and '2. Locate students in your school by either clicking a letter under Student Directory Search or entering a student's name in the Last Name Search field.' The 'Student Directory Search' section includes a 'Show All' button and a grid of letters from A to Z. The 'Last Name Search' section includes a text input field and a 'Search' button. At the bottom, there are two buttons: 'Enroll a Student' and 'Withdraw Selected Students' (highlighted with a red box). Below these buttons is a table with the following data:

Withdraw Student	Identifier	Last Name	First Name	Birthdate	Gender	Grade	Period
<input type="checkbox"/>	*****15AA	Cottontail	Peter	7/15/2010	M	Kindergarten	
<input type="checkbox"/>	*****15AB	Irontail	January	6/15/2010	M	Kindergarten	

STUDENTS

3. Verify the student to withdraw and select **Continue**.

Withdraw Students

 You have asked to withdraw students.

Selected students for withdrawal:

Identifier	Last Name	First Name	Birthdate	Gender	Grade
*****15AB	Irontail	January	6/15/2010 12:00:00 AM	F	KG

If you continue, the data will not be retrievable. Are you sure that you want to continue?

TEACHER REPORTS

School administrators may run a WSS Missing Score Report for each teacher at their school to see which students do not have WSS data entered.

1. On the Teacher Reports tab, click **WSS Missing Score Report**.

The screenshot shows a navigation menu with 'Teacher Reports' selected. Below it, a dropdown menu shows 'Select a Year : 2015-2016'. A table lists reports with the following data:

Report	Description
WSS Missing Score Report	WSS Missing score report.

2. In the drop down lists provided, select the Teacher and Class-Section, and select **Show Report**.

The screenshot shows the 'FAIR-FS PMRN: Reports' interface for the 'WSS Missing Score Report'. The date '08-02-2015 10:00 AM' is displayed in the top right. The form contains the following fields:

District: Clay	School: Little Lambs Chri	School Year: 2015 - 2016
Calendar: District-Wide	AP: 1	Grade Range: KG
Teacher: No Item Available	Class-Section:	Student(s):

At the bottom, there is a [Click to Print](#) link and a **Show Report** button.

SCHOOL REPORTS

School administrators have several school reports available:

1. Assessment Calendar – Displays PMRN important dates such as the WSS data entry period. This page is also utilized to add non-instructional days, thus extending the data entry close date.
2. Edit School Registration – Provides school administrator the ability to edit school registration information.
3. FLKRS School Report – Provides summary of student observations captured by domain and overall WSS Status. This report is available after the WSS data entry window has closed.
4. WSS Missing Score Report – Identifies students that do not have WSS data entered by teacher and class/period.

