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MEMORANDUM

TO: District Assessment Coordinators

FROM: LynnAnn Tabeling, Director of Scoring and Reporting
Bureau of K-12 Assessment

DATE: November 9, 2009

SUBJECT: Spring 2010 PreID File Layout - UPDATE #5

Your spring 2010 PreID Frequency Distribution Report is ready for your review again. If you have not confirmed that your report looks accurate, please do so at this time. **E-mail Beth Hawkins at Pearson and me any concerns** (beth.hawkins@pearson.com and lynnann.tabeling@fldoe.org). We are still having a few minor issues and will continue to work with districts that have problems. Thank you for your patience as we work through these issues.

Follow these steps to retrieve your PreID Frequency Distribution Report:

- Log onto PearsonAccess
- Click on **Test Results**
- Click on **Published Reports**
- Check to make sure that the administration name is *FCAT Spring 2010 R/M/S*. If it is not, click **Change** and click the button next to *FCAT Spring 2010 R/M/S* and click **Save** in that box.
- Click on your district name
- Click on **Pre-ID Frequency Distribution Report**
- Click on **Save** and indicate the location to save the file (the file will not open properly from this screen)
- Open the file with Word, WordPad, or similar software (the file will not open properly in Notepad)

If you need assistance opening these files or interpreting the data, call me. Please review these reports **by Monday, November 16**, so corrections can be made if necessary. Then, please ask

KRIS ELLINGTON

ASSISTANT DEPUTY COMMISSIONER FOR ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
OFFICE OF ASSESSMENT

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one person in your district to **e-mail me to confirm that you have reviewed the report and your file is accurate.** Quantities of test materials will be sent based on these data.

At the end of the report, there is a column labeled *Computer Based Test*. If you have registered students for the Computer-Based Retake, this column will show a "Y" and the number registered. If no records had a "Y" in that field on your PreID file, the column is blank (as on the file) and you will see the total number of student records. Similarly, above this column on the report, you will see all blanks for the Alternate District/School Number fields if you did not use these fields.

After we compare the numbers on your enrollment file to the numbers on your PreID file, members of the Test Administration Team (Kira Sullivan, Daphne Csonka, and Susie Lee) may be calling you to clarify any major discrepancies.

VA/lt