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**:

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 **IEN Service Center**.

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**:

6. Select grades to be assessed and whether students will be added through FDOE Surveys 2 & 3 in **4. Grades to be Assessed**:

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**:

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 ▷ **Continue** to proceed:

10. Review the **FERPA Statement** ▷ Select **I agree**.

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

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: