

# 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**:

FLORIDA DEPARTMENT OF EDUCATION fdoe.org

PMRN Progress Monitoring & Reporting Network

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" button below.

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 ▷ **Continue** to proceed:

FLORIDA DEPARTMENT OF EDUCATION fdoe.org

PMRN Progress Monitoring & Reporting Network

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** ▷ Select **I agree**.

FLORIDA DEPARTMENT OF EDUCATION fdoe.org

PMRN Progress Monitoring & Reporting Network

Home WSS Reports Sign Out

### 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

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:

