

# Completing your Enrollment Form For Online Enrollment and Testing

The Pro-Core Enrollment form is a MS Word document *template* that allows you to save the form with your information in a standard Word document (.doc) format. Simply select or type your responses directly in the spaces provided on the form.

If you are administering the Pro-Core Form A diagnostic pre-test and Form B/C interim/post-test online, you need only complete the one-page form. If you intend to administer paper-pencil assessments, contact Ben Hemingway for further information.

## Completing Your Pro-Core Enrollment Order Form and Online Test Selections

Be sure to complete all the requested information on your Pro-Core Enrollment Form. Missing information may delay your teacher and student enrollments.

- Enter your district and school name
- Enter the total number of individual students being enrolled
- Identify your District/School Managing Administrator, Tech Person, and/or Test Coordinator who will be responsible for enrolling students and teacher classes, and who will distribute your Pro-Core Teacher and Student log-in information.

*NEW!*

Type your responses in the shaded areas

**Pro-Core TWM Educational Support and Data Processing Services**  
7450 Leroy Thompson Road • Thompson, OH 44086 • (440) 298-1511  
>>> RETURN THIS FORM via e-mail to: [TWMS@WINDSTREAM.NET](mailto:TWMS@WINDSTREAM.NET) <<<

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**Directions:** Complete this Enrollment Order Form by typing in the shaded boxes. Save this file with your school or district name and attach it to an email along with your enrollment Data File as instructed below. Please fill-in all the information that applies. Go to <http://pro-core.us/manuals.html>, and download the *Pro-Core Guidebook* for more information.

Please complete a separate Form for each school IF your district schools will have different assessment administration beginning and ending testing dates. Include the email of each person you want log-ins sent.

District Name:  School Name (if separate):

>  =Total Number of Students in this district or school being enrolled into the Pro-Core online system

Begin <u>Form A</u> test date (mm/dd/yy): <input type="text"/> *	End <u>Form A</u> Test Date (mm/dd/yy): <input type="text"/> **
Begin <u>Form B</u> test date (mm/dd/yy): <input type="text"/> *	End <u>Form B</u> Test Date (mm/dd/yy): <input type="text"/> **
Begin <u>Form C</u> test date (mm/dd/yy): <input type="text"/> *	End <u>Form C</u> Test Date (mm/dd/yy): <input type="text"/> **

*\*Online tests to be unlocked on this date*                      *\*\*Online tests to be completed by this date\*\*\**

Managing Administrator's\* Name:  Title:

*\*This person will be responsible for enabling assessments and adding administrator/principal log-ins.*

Administrator's Email :  Email cc's:  Phone:

Normally, you will complete ONE form for *each school* administering the assessments.

Pro-Core **Form A** tests are administered at the beginning of the year as a diagnostic *pre-test*. **Form B** tests are *normally* given later in the year as an *interim/formative* test. The Pro-Core **Form C** tests are administered as a *post-test*. Pre- and post-test score differences are used to determine Student Growth and Teacher Effectiveness.

**WARNING:** Students will NOT be able to begin the Form A assessment until your District Manager or Tech person *enables* the tests as described in **Section D**. Students will NOT be able to begin using the P-C online Short Cycle Assessments system until AFTER the Form A pre-tests are administered. **End-of-Course student growth and teacher effectiveness reports require that BOTH the Form A and Form C tests are administered to students.**

Select the tests you will be administering:

Select the Pro-Core licensed online test(s) for your district or school:

	<input type="checkbox"/> Form A	<input type="checkbox"/> Form B	<input type="checkbox"/> Form C	<input type="checkbox"/> Other: <input type="text"/>
<b>MATHEMATICS</b>				<b>Other HS Math</b>
<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> Integrated Math I
<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> Integrated Math II
<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> Integrated Math III
<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	
<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	
<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	
<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	
<input type="checkbox"/> Algebra I	<input type="checkbox"/> Phys Sci	<input type="checkbox"/> Am History	<input type="checkbox"/> 9	
<input type="checkbox"/> Algebra II	<input type="checkbox"/> Biology	<input type="checkbox"/> Government	<input type="checkbox"/> 10	
<input type="checkbox"/> Geometry	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Mod World Hist	<input type="checkbox"/> 11	
			<input type="checkbox"/> 12	

Click in the shaded boxes

In order to take advantage of all the special features of the Pro-Core system, you *must* group and enroll, then test your students by individual subject teacher classes—not by homeroom teachers nor by large subject-only groups.

**See Section C titled “Grouping Students and Organizing Your School Data File” for information on setting up and organizing your enrollment data file.**

After filling-in all the requested information, save the document with your school name and send it as an email attachment to: [Pro-Core@WINDSTREAM.NET](mailto:Pro-Core@WINDSTREAM.NET)

**If you did not receive the Pro-Core Enrollment Order form, you may download a copy here:**  
[http://pro-core.us/twm/Pro-Core Enrollment Form.doc](http://pro-core.us/twm/Pro-Core_Enrollment_Form.doc)