

Required! Completing the District Subject Selections Pre-Order Enrollment Form

The **Pro-Core Subject Selections Pre-Order Enrollment Form** must be submitted *online* at <https://procore.pro-core.us/Order> in order to receive a price quote and confirm the school(s) and subject(s) to be enrolled into the Pro-Core Learning system. Simply select or type your responses directly in the spaces provided on the form.

WARNING: You **MUST** submit this Pro-Core **Subject Selections Enrollment Form** with your subjects and contact person email(s) listed prior to enrollment in Pro-Core.

There are now **TWO options** for enrolling students: (1) Using the *standard* Pro-Core Enrollment Data File spreadsheet (as in previous years), or (2) Using **Clever** or **ClassLink** Rostering with SSO and Secure Sync. (For *more information about Clever/ClassLink enrollment procedures*, see **Section C**. For *more information about non-Clever/ClassLink enrollment procedures*, see **Sections D and E**.)

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

- Enter your district and school name(s) and your Contact information.
- Select the Form tests you wish to administer in your district school(s).
- Enter the number of students being enrolled in each subject.

Pro-Core Subject Selections Pre-Order Enrollment Form Home » Affordable » Pre-Order Form

>>> Submit this form for a price quote for the subjects into which you plan to enroll students. <<<

Directions: Type-in the spaces below. Please complete a separate form for each school or course IF your schools or courses will have different Form test beginning and ending testing dates. Download the [Pro-Core User Manual Section A & B](#) for more information.

District Name: School(s):

Contact(Name of person completing this form): Your Title:

Contact Email: Contact Phone:

✓ Enter below the number of students to be enrolled into each Pro-Core test subject in your school(s)
✓ Select the **Sp** checkbox to request a Form A, B and C **Spanish** version. *

Number of Students	SELECT: <input type="checkbox"/> Form A <input type="checkbox"/> Form B <input type="checkbox"/> Form C <input type="checkbox"/> Other <input type="text"/>	MATHEMATICS	SCIENCE	SOCIAL STUDIES	ELA/READING
<input type="checkbox"/>		<input type="checkbox"/> 2 <input type="checkbox"/> Sp	<input type="checkbox"/> 2 <input type="checkbox"/> Sp	<input type="checkbox"/> 2 <input type="checkbox"/> Sp	<input type="checkbox"/> 2
<input type="checkbox"/>		<input type="checkbox"/> 3 <input type="checkbox"/> Sp	<input type="checkbox"/> 3 <input type="checkbox"/> Sp	<input type="checkbox"/> 3 <input type="checkbox"/> Sp	<input type="checkbox"/> 3
<input type="checkbox"/>		<input type="checkbox"/> 4 <input type="checkbox"/> Sp	<input type="checkbox"/> 4 <input type="checkbox"/> Sp	<input type="checkbox"/> 4 <input type="checkbox"/> Sp	<input type="checkbox"/> 4
<input type="checkbox"/>		<input type="checkbox"/> 5 <input type="checkbox"/> Sp	<input type="checkbox"/> 5 <input type="checkbox"/> Sp	<input type="checkbox"/> 5 <input type="checkbox"/> Sp	<input type="checkbox"/> 5
<input type="checkbox"/>		<input type="checkbox"/> 6 <input type="checkbox"/> Sp	<input type="checkbox"/> 6 <input type="checkbox"/> Sp	<input type="checkbox"/> 6 <input type="checkbox"/> Sp	<input type="checkbox"/> 6
<input type="checkbox"/>		<input type="checkbox"/> 7 <input type="checkbox"/> Sp	<input type="checkbox"/> 7 <input type="checkbox"/> Sp	<input type="checkbox"/> 7 <input type="checkbox"/> Sp	<input type="checkbox"/> 7
<input type="checkbox"/>		<input type="checkbox"/> 8 <input type="checkbox"/> Sp	<input type="checkbox"/> 8 <input type="checkbox"/> Sp	<input type="checkbox"/> 8 <input type="checkbox"/> Sp	<input type="checkbox"/> 8
Grade 2-8 student totals: <input type="text"/> 1-subject <input type="text"/> 2-subjects <input type="text"/> 3-subjects <input type="text"/> 4-subjects					
<input type="checkbox"/>		Algebra I <input type="checkbox"/> Sp	Phy Sci <input type="checkbox"/> Sp	Am History <input type="checkbox"/> Sp	<input type="text"/> 9
<input type="checkbox"/>		Algebra II & Integ Math III <input type="checkbox"/> Sp	Biology <input type="checkbox"/> Sp	Government <input type="checkbox"/> Sp	<input type="text"/> 10
<input type="checkbox"/>		Integ Math I <input type="checkbox"/> Sp	Chemistry <input type="checkbox"/> Sp	Mod World Hist <input type="checkbox"/> Sp	<input type="text"/> 11
<input type="checkbox"/>		Integ Math II <input type="checkbox"/> Sp			<input type="text"/> 12
<input type="checkbox"/>		Geometry <input type="checkbox"/> Sp			
Enter HS student totals: <input type="text"/> 1-subject <input type="text"/> 2-subjects <input type="text"/> 3-subjects <input type="text"/> 4-subjects					

*There is a one-time charge of \$200 for each Spanish test checkbox you select.

➤ Please include applicable Spanish test surcharges to your district or school's Purchase Order.

- Identify your District/School Managing Administrator, Tech or SIS Person, and/or Test Coordinator who is responsible for enrolling students and teacher classes and/or administering and distributing your Pro-Core Teacher and Student log-in information. **Include their email address(es).**
- Enter your *tentative* Beginning and Ending dates for each Form assessment. **See important information about Scheduling Form Tests below.**

Clever or ClassLink Users only →

Managing Administrator's Name: Title:

Administrator's Email: Email cc's:

☐ Our district/school wants to use [Clever](#) or [ClassLink](#) Rostering, SSO, and Secure Sync.
Our SIS/tech person's [email](#) for Pro-Core-Clever Integration is:

Instructions for using Clever with Pro-Core are available in the outline [Pro-Core User Manual, Section C](#)

Please enter your tentative Form Testing dates below. Complete a different enrollment form for courses with different dates:

Form A released by Pro-Core on Aug 15* Begin testing (mm/dd/yy): End testing (mm/dd/yy):

Form B released by Pro-Core on Nov 26* Begin testing (mm/dd/yy): End testing (mm/dd/yy):

Form C released by Pro-Core on Mar 1* Begin testing (mm/dd/yy): End testing (mm/dd/yy):

***It is especially important to indicate if tests are needed before these dates.**

Please list: (1) your first day of school: (2) your last day of school:

(3) The courses on this form are completed in a: ☐ Year ☐ Semester ☐ Trimester ☐ Other

Please use a separate form for courses with a different completion schedule.

If you NOT using Clever or ClassLink, use the regular Enrollment Data spread sheet template for your student-teacher-class enrollments.
Download [Pro-Core User Manual, Sections D & E](#) for more information.

☐ Our school or district is interested in learning about professional development/training offered by Pro-Core.
(Also see New Client webinar information at <https://pro-core.us/development.html>)

You should complete one form for *each school* IF the schools will be administering Form tests on different beginning and ending dates.

After filling-in all the requested information, SUBMIT the document. You may also print the document for your records. A copy will also be sent to the Contact person completing the form.

NOTE: 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 G**. Students will NOT be able to begin using the P-C online Short Cycle Assessments (SCWA) system until AFTER the Form A pre-tests are administered. **End-of-Course student and class growth and progress reports require that BOTH the Form A and Form B and/or C tests are administered to students.**

Schools using **Clever or ClassLink** Rostering and Single Sign-On (SSO) with Secure Sync will enroll using Clever/ClassLink procedures via your school's Student Information or Scheduling System (SIS). See **Section C** for the *required* procedure.

In order to take advantage of all the special features of the Pro-Core system, **non-Clever/ClassLink** schools *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 D** titled "Grouping Students and Organizing Your School Data File" for information on setting up and organizing a *standard* enrollment data file.

Scheduling Form Tests

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 and Class Growth.

CAUTION: Each Form test is should be scheduled within a 2-week “window” in order to receive accurate results and predictions or to use the tests to calculate growth and progress. It is important that the Form tests be taken within recommended window date ranges unless you are on a block schedule.

For example, in year-long courses, your students may take the Form tests any time after the window opens. (See **Appendix 1**, for further information)

- Form A between August 15 and September 30
- Form B between December 1 and January 30
- Form C between April 15 and May 31

If your students take Form tests outside these window date ranges, your students *will* receive growth and progress measures (how much performance scores or NCEs have changed); however, those scores may *not* be meaningfully compared to other districts' results or to state results. Growth and progress scores compare different student populations. They may not be able to be precisely determined if students do not take the Form tests under standardized conditions.