

APPENDIX B

Pro-Core Forms

Whether your school is enrolling students *directly* in the Pro-Core online system or administering Pro-Core paper-pencil diagnostic assessments, you will be emailed an **Order Form** along with a **Data File** spreadsheet *template* to enter student and teacher information to be used for either direct enrollment or for pre-printing scan sheets.

Sample Order Form (Appendix B-2)

The Pro-Core Order Form is a Microsoft Word *template*. Responses are selected or typed into the document, saved with your school name, and returned to us by email. Schools administering the Pro-Core “Form A” diagnostic pre-test online will need to fill-out the 1-page form.

Sample Data File template (Appendix B-3)

All schools must submit a data file spreadsheet with the required student, teacher, and class information so that we may enroll students in the online system and/or pre-print student response scan sheets.

Student Response Sheet for copying (Appendix B-4)

Schools have the option to photocopy and use the special one-sided Student Response Sheet for paper-pencil testing, then have students enter their responses online. Contact Ben Hemingway for further information.

Web Testing Online Order Form – (for Direct Online Enrollment)

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 <<<

Directions: Complete this online tests 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/support.html>, and download the *PRO-Core User's Manual* for more information.

Please complete a separate Order Form for each school IF your district schools will have different test administration beginning and ending testing dates.

District Name: _____ School Name (if separate): _____

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

Select a Beginning Form A test date: 09/03/13 **Select an Ending Form A Test Date:** 09/09/13
 >Online tests to be unlocked on this date >Online tests to be completed by this date*

Contact Person Name: _____ Title of Contact person: _____
 Contact Person Email : _____ Email cc: _____ Phone: _____

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"/> Other: _____	
MATHEMATICS	SCIENCE	SOCIAL STUDIES	READING	Other HS Math	
<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> Integrated	
<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Math I	
<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> Integrated	
<input type="checkbox"/> 5	<input type="checkbox"/> 5*	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Math II	
<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> Integrated	
<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	Math III	
<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"/>		
<input type="checkbox"/> Algebra II	<input type="checkbox"/> Biology	<input type="checkbox"/> Government	<input type="checkbox"/>		
<input type="checkbox"/> Geometry	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Mod World Hist	<input type="checkbox"/>	*ODE Benchmarks	

Notes/Comments:

IMPORTANT:
 *Form A or B online tests submitted by students after the Ending Date may NOT be included in the Pro-Core Plus School On-Track Reports nor in the Pro-Core online teacher grade book.

NOTE: Attached to this email is a spread sheet template for your student-teacher-class enrollment Data File.
 ✓ Certain fields are required in your enrollment Data File.
 ✓ For detailed instructions and Data File examples, go to <http://pro-core.us/support.html>, and download the *Pro-Core User's Manual*, Section D. Data File Setup

Be sure to return your school's Data File with this form for online enrollment .

- > Save this document with your district or school name.
- > RETURN as an e-mail attachment to: TWMS@WINDSTREAM.NET

Pro-Core Data File – with sample student, teacher, and class information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Columns A - G are "minimum" fields REQUIRED in your school test Data File							Columns H - K are "optional" information fields				Demographic-Subgrouping Codes: Should include Subject & Grade information in Column K for accuracy				
2	for Pro-Core scan sheet paper-pencil tests reports information							BUT ARE REQUIRED for direct online enrollment								
3	District Name	School Name	Student Last Name	Student First Name	Student ID Number	Student Gender	Student Grade	Class Teacher Last Name only	Teacher First Initial (for duplicate names)	Class Period--if applicable (#1-9)	Test Form Subject & Grade only	Subgroup1: Ethnic/Racial Indicator	Subgroup2: LEP Indicator	Subgroup3: Disadvantaged Indicator	Subgroup4: Special Ed Indicator	Subgroup5: Gifted Indicator
4	Your District	Your School	Baken	Aaron	181671	M	8	Smith	B	2	M8	2	N	N	N	Y
5	Your District	Your School	Canter	Adam	182015	M	8	Smith	B	2	M8	1	N	N	N	N
6	Your District	Your School	Martino	Jesse	190544	M	8	Smith	B	2	M8	1	Y	3	Y	N
7	Your District	Your School	Caballo	Yvonne	188601	F	8	Smith	B	2	M8	3	L	2	N	N
8	Your District	Your School	Spaulding	Sam	187899	M	8	Smith	B	2	M8	1	N	N	Y	N
9	Your District	Your School	Spaulding	Sam	187899	M	8	Bowman		1	R8	1	N	N	N	Y
10	Your District	Your School	Weber	William	190254	M	8	Bowman		1	R8	2	N	N	Y	N
11	Your District	Your School	Burge	Allen	181465	M	8	Bowman		1	R8	2	N	N	N	N
12	Your District	Your School	Harris	Amanda	183778	F	7	Smith	P	4	C7	4	N	N	N	Y
13	Your District	Your School	Sharpen	Alice	179116	F	7	Smith	P	4	C7	3	N	N	N	N
14	Your District	Your School	Silvers	Anastasia	189292	F	7	Smith	P	4	C7	5	Y	2	Y	N
15	Your District	Your School	Heisley	Ashley	190681	F	7	Smith	P	4	C7	1	N	1	N	N
16	Notes: [Colors and shading are for this sample only. They are NOT required in your data file.]															
17	Column E: Student ID must be unique, and match the ID number on the student's response sheet. Up to 9 digits.															
18	Column I: Teacher First Name INITIAL--Required for enrollment if two teachers in the school have the same last name															
19	Column J: Class Period (#1-9)--Needed for enrollment to identify different classes if the teacher has more than one class in the same subject.															
20	Column K: Test Form--Subject and Grade. Preferred abbreviations: Math=M; Sci=S; SocSt=C; Read=R [Required for "early enrollment"]															
21	Columns L-P: Demographic Subgrouping Codes in this sample are based on codes used in EMIS student data records.**															
22	Rows 8 and 9: Example of two records for the same student: with different teachers and/or different tests (subjects) and/or different demographics.															
23																
24																
25	The order of COLLECTION and grouping of student response scan sheets will determine how the report groups are generated.															
26	The Teacher Cover Sheet over a group of Student Scan Sheets determines each teacher-class grouping report.															
27																
28	**FOR MORE INFORMATION see the Pro-Core User's Manual, Section B:															
29	"Data Needed for Generating Student and Teacher Information on Pro-Core Reports"															
30	GO TO the Pro-Core website, Support Page: http://www.pro-core.us/support.html															
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