Updated   **Completing the Distict *Required* Enrollment Confirmation Form
For Online Enrollment and Testing**

The Pro-Core **Enrollment Confirmation 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. **This form may also be submitted online at https://procore.pro-core.us/Order**.

WARNING: <mark>You **MUST** return your Pro-Core **Enrollment Confirmation Form** with your subjects and contact person email(s) listed <u>prior</u> to enrollment in Pro-Core.</mark>

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**.*)

Completing Your Pro-Core Enrollment Confirmation Form and Test Selections

Be sure to complete <u>all</u> 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).
- Enter the total number of individual students being enrolled.
- Select the Form tests you wish to administer to your district school(s)

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

- <mark>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.</mark> 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 →

☐ Our district/school wants to use *Clever* or *ClassLink* Rostering, SSO, and Secure Sync. Our SIS/tech person's <u>email</u> for *Pro-Core-Clever* Integration is: ▢
<u>NOTE:</u> *ALL* schools MUST return this form to Pro-Core before schools can be enrolled (*see below*).

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:** ▢
   ✓ Include the email of each person you want to receive Pro-Core notifications.

Please enter your *tentative* Form Test dates below:

Begin <u>Form A</u> test date (*mm/dd/yy*): ▢ **   *End* <u>Form A</u> Test Date (*mm/dd/yy*): ▢ ***
Begin <u>Form B</u> test date (*mm/dd/yy*): ▢ **   *End* <u>Form B</u> Test Date (*mm/dd/yy*): ▢ ***
Begin <u>Form C</u> test date (*mm/dd/yy*): ▢ **   *End* <u>Form C</u> Test Date (*mm/dd/yy*): ▢ ***
**Online tests to be enabled on this date   ****Online tests to be completed by this date*

<u>Please list</u>: (1) your first day of school: ▢   (2) your last day of school: ▢
       (3) School schedule: ☐ Semester   ☐ Trimester   ☐ Other: ▢

➢ <mark>If you are <u>NOT</u> using *Clever or ClassLink*, use the *regular* Enrollment Data spread sheet *template* attached to the email you received with this form for your student-teacher-class enrollments.</mark>

➢ Save this file with your school or district name. **You MUST return it as an e-mail attachment to:** PRO-CORE@WINDSTREAM.NET
▢

You may need to complete one form for *each school* if the schools will be administering Form test on different beginning and ending dates.

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.

<u>**CAUTION:**</u> Each Form test is should be scheduled <u>within</u> a 2-week "window" in order to get 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 <u>outside</u> 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.

<u>**WARNING:**</u> 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 <u>subject teacher classes</u>—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.

➢ <u>**IMPORTANT:**</u> 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

➢ **If you did not receive the Pro-Core Enrollment Confirmation Form, go to https://procore.pro-core.us/Order or download a copy here: https://pro-core.us/twm/Pro-Core_Enroll_Confirm_Form23.doc**