

## Updated Completing the District **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:** You **MUST** return your Pro-Core **Enrollment Confirmation 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**.)

### Completing Your Pro-Core Enrollment Confirmation Form and Test Selections

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).
- Enter the total number of individual students being enrolled.
- Select the Form tests you wish to administer to your district school(s)

Type your  
responses  
in the  
shaded areas

**Sy 2023 Pro-Core TWM Educational Support Services**  
**REQUIRED >>> RETURN THIS FORM via e-mail to: [PRO-CORE@WINDSTREAM.NET](mailto:PRO-CORE@WINDSTREAM.NET) <<<**

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**Directions:** Complete this **Enrollment Confirmation Form** by typing in the shaded boxes. Please fill-in **all** the information that applies. Download the [Pro-Core User Manual, Sections A & B](#), for more information.

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

District Name: \_\_\_\_\_ School Name(s): \_\_\_\_\_

**=Total Number of Students in this school to be enrolled into the Pro-Core online system**

✓ Select the Pro-Core licensed online test(s) for your district or school:  
✓ Select the **Sp** checkbox to request a Form A, B, and C **Spanish version**.<sup>1</sup>

Select:	<input type="checkbox"/> Form A	<input type="checkbox"/> Form B	<input type="checkbox"/> Form C	<input type="checkbox"/> Other: _____				
<b>MATHEMATICS</b>		<b>SCIENCE</b>		<b>SOCIAL STUDIES</b>		<b>ELA/READING</b>		<b>Other HS Math</b>
<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"/> Integrated
<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		Math I <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"/> Sp		<input type="checkbox"/> 4		<input type="checkbox"/> Integrated
<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		Math II <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"/> Sp		<input type="checkbox"/> 6		<input type="checkbox"/> Integrated
<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		Math III <input type="checkbox"/> Sp
<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		
<input type="checkbox"/> Algebra I <input type="checkbox"/> Sp		<input type="checkbox"/> Phys Sci <input type="checkbox"/> Sp		<input type="checkbox"/> Am History <input type="checkbox"/> Sp		<input type="checkbox"/> 9		
<input type="checkbox"/> Algebra II <input type="checkbox"/> Sp		<input type="checkbox"/> Biology <input type="checkbox"/> Sp		<input type="checkbox"/> Government <input type="checkbox"/> Sp		<input type="checkbox"/> 10		
<input type="checkbox"/> Geometry <input type="checkbox"/> Sp		<input type="checkbox"/> Chemistry <input type="checkbox"/> Sp		<input type="checkbox"/> Mod Wrld Hist <input type="checkbox"/> Sp		<input type="checkbox"/> 11		
						<input type="checkbox"/> 12		

<sup>1</sup>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

☐ 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:

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

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

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

(3) School schedule: ☐ Semester ☐ Trimester ☐ Other:

➤ If you are **NOT** 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.

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

**CAUTION:** Each Form test is should be scheduled within 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 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.

**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 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.

- **IMPORTANT:** 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 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](https://pro-core.us/twm/Pro-Core_Enroll_Confirm_Form23.doc)**