



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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November 17, 2011
Bulletin #P-14084-PA/REA

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ACTION BY:
December 2, 2011

TO: Principals

FROM: Judith Klinek, Chief Academic Officer 

**SUBJECT: PREGRIDDING OPTIONS FOR THE SPRING 2012 FLORIDA
COMPREHENSIVE ASSESSMENT TEST (FCAT) WRITING ADMINISTRATION**

The administration of the Writing portion of the 2012 FCAT for grades 4, 8, and 10 is scheduled for February 28 through March 1, 2012.

Each school may select how the pregridded labels will be sorted. Schools should review scheduling options before deciding on their pregridding option.

The available sort options are as follows:

- Alpha by grade
- Alpha by grade by current homeroom teacher (Only use this option when the "Current Homeroom" teacher field is populated on the A04 screen of Student TERMS, not when homeroom is a designated period of the day.)
- Alpha by grade by indicated period of the day
- Alpha by indicated subject area/course
- Alpha by prior FCAT reading level or mathematics level

Each school will select its sort option by using the Department of Assessment's website, <http://www.palmbeachschools.org/assessment/>. A document designed to assist schools with this process, "Using the DRE FCAT Pregrid Website - In Four Easy Steps" is attached to this bulletin.

Each school must select its sort option **by 12:00 noon on Friday, December 2, 2011.**

EWG/JK/MB/MH/CB/vf

Attachment 

Approved: _____
E. Wayne Gent, Superintendent

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Using the FCAT Writing Pregrid Website - In Four Easy Steps

Schools will select their sort options by using the Department of Assessment's website. Start Internet Explorer. Navigate to the Assessment Web page (www.palmbeachschools.org/ASSESSMENT/) and select FCAT Writing pregrid sort options.

Step 1:

Select your school from the pull down menu. The schools are in alphabetical order, and you can use the scroll bar on the right side to move through the list quickly.

When you have selected your school, click the "Continue to Step 2" button. If you wish to start over, click the "Clear Form" button.

Step 2:

Your school and the test for this testing window will be listed in red. Ensure that the correct school and test are displayed. Indicate your pregrid choices on this screen.

There are two columns. The first column indicates the grade(s) at your school for which pregrid writing folder labels can be requested. All grades for which the selected test is valid are listed. Select the way in which your writing folder labels will be sorted in the second column. A third and fourth column may appear depending on your primary sort selection.

See the chart below for the options and their meanings. Each choice is alphabetical by the option.

Option	Meaning	Verification page will display
Alpha	Sort the writing folder labels alphabetically for the whole grade.	NAME
Homeroom Teacher	Sort the writing folder labels alphabetically by each homeroom teacher number. (Secondary schools should NOT choose this option unless the "Current Homeroom" teacher field is populated on the A04 screen of student TERMS.)	BASE
Period	Sort the writing folder labels alphabetically by a selected class period for every teacher that has a class that period. If you choose this option you MUST also choose a single class period (01-12) in column three.	PERD xx
Subject Area / Course	Sort the writing folder labels alphabetically by selected course or courses. If you choose this option you MUST also choose at least one course number in column four. To choose more than one course number, click on the first number you want and control-click on the additional numbers you want. You may choose up to 28 different course numbers. Don't forget ESE and ESOL class codes. The pregridded writing folder labels come alphabetically by each class of the selected course code. Only the first seven digits of the course code are displayed (e.g. 1234567 and 1234567E are the same class code.)	CRSE 1234567, 2222222, etc
Prior FCAT Reading or Mathematics Level	Sort the writing folder labels by prior FCAT Reading or Mathematics level. There will be six groups: level 1, level 2, level 3, level 4, level 5, and a sixth group of students without a prior FCAT score. The writing folder labels will be sorted alphabetically within each level.	FCRD or FCMA

When you have selected your choices for all grade(s) click the "Continue to Step 3" button. If you wish to start over, click the "Clear Form" button.

Step 3:

This page is for verification of the choices in Step 2. A table of the choices you have made is listed. Any required information that is missing or invalid will display an ERROR message in red. All errors must be corrected before continuing to Step 4. To make corrections use the "back" button on the browser to return to Step 2. If all information is correct, print the page for your records and click the "Update" button.

Step 4:

When you are transferred to Step 4, your choices have been stored in a database and will be used when the pregrid is run. This page contains contact information and allows you to confirm that your choice was correctly entered into the database.

If you have any questions regarding how to use the FCAT Writing Pregrid Website, please call Glen Rovinelli at 434-8514/PX 48514.