

THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

3300 FOREST HILL BLVD., C-316
WEST PALM BEACH, FL 33406-5813
Ph: 561-357-7641
www.palmbeach.k12.fl.us

ARTHUR C. JOHNSON, Ph.D.
SUPERINTENDENT

JEFFREY J. HERNANDEZ
CHIEF ACADEMIC OFFICER

October 13, 2009
Bulletin #MSP-615-PA/A

Contact Persons:

Cherie Boone
434-8855/PX 48855
Glen Rovinelli (Pregrid Website)
434-8514/PX 48514

ACTION BY:
November 3, 2009

TO: Middle and High School Principals

FROM: Jeffrey J. Hernandez, Chief Academic Officer

SUBJECT: PREGRIDDING FOR THE WINTER SECONDARY SUNSHINE STATE STANDARDS (SSS) DIAGNOSTIC TESTS

The Sunshine State Standards Diagnostic Reading and Mathematics tests will be administered to all students in grades 7 through 10 and the Sunshine State Standards Diagnostic Science Test will be administered to all students in grades 7, 8, 10 and 11 from November 16 through November 24, 2009.

The tests are designed to allow for scheduling flexibility. Scheduling options should reflect the school's Florida Assessment Comprehensive Test (FCAT) administration strategies: a) test in large groups, b) test by selected groups, c) test during part of a class, d) administer sections of test in multiple sessions, or e) any other scenario that would be the most appropriate to the school. Scheduling options can differ for the Reading, Mathematics or Science administration.

Each school may select how the pregridded answer documents will be sorted. When you decide on your pregridding options, you should consider your scheduling options. Each test (Reading, Mathematics and Science) has a separate test booklet and uses a separate answer document, so different sorting options may be chosen for each subject.

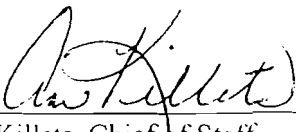
The available sort options are:

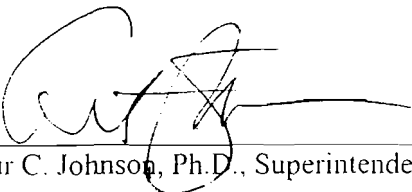
- Alpha by grade level
- Alpha by grade by current homeroom/base teacher (Only use this option when the homeroom teacher is listed as such on the A04 screen of Student TERMS, not when homeroom is a designated period of the day.)
- Alpha by grade by indicated period of the day
- Alpha by indicated subject-area class(es)
- Alpha by prior FCAT reading level
- Alpha by prior FCAT mathematics level

Each school will select their sort option by using the Department of Assessment's website, <http://www.palmbeach.k12.fl.us/drea/>. To assist you with this process, "Using the Pregrid Website – In Four Easy Steps" is attached to this bulletin. **All schools must select their options on or before Tuesday, November 3, 2009, by noon.**

ACJ/AK/JJH/MB/BT/CB:vf

Attachment

Reviewed: 
Ann Killets, Chief of Staff

Approved: 
Arthur C. Johnson, Ph.D., Superintendent

Using the Pregrid Website - In Four Easy Steps

Step 1:

Schools will select their sort options by using the Department of Assessment's website. Start Internet Explorer. Navigate to the Assessment Web page - <http://www.palmbeach.k12.fl.us/drea/>. Click on Diagnostic Test Answer Sheet Pregrid Selection

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

Each testing program will have a pregrid request window where you can select sort options only for that specific test.

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. Check that the correct school and test are indicated. On this screen, you will indicate your pregrid choices.

You will see two columns. The first column indicates the grade(s) and subject(s) at your school for which pregrid sheets could be requested. All grades for which the selected test is valid are listed. The second column is where you will select the way the grade/subject will be sorted. A third and fourth column may appear depending on your primary sort selection.

See the chart below for the options and their meanings.

Option	Meaning	Verification page will display
Alpha	Sort the answer sheets alphabetically for the whole grade & subject.	NAME
Homeroom Teacher	Sort the answer sheets alphabetically by each homeroom teacher number.	BASE
Period	Sort the answer sheets 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 (1-8) in column three.	PERD xx
Subject Area / Course	Sort the answer sheets 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. The sheets come alpha by each class of the selected course code. Don't forget ESE and ESOL class codes. Only the first seven digits of the course code are displayed (i.e. 1234567 and 1234567E are the same class code).	CRSE 1234567, 2222222, etc
Prior FCAT Reading or Mathematics Level	Sort the answer sheets by prior FCAT Reading / 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 sheets will be sorted alphabetically within each level.	FCRD or FCMA

When you have selected your choices for all grade(s)/subject(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:

You're done! Your choices have been stored in a database and will be used when the pregrid is run.

If you have any questions regarding how to use the **Pregrid Website**, please call Glen Rovinelli at 434-8514 (PX48514).