



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

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October 6, 2009
Bulletin #P-13326-PA/A

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ACTION BY:
October 20, 2009

TO: All Principals

FROM: Jeffrey J. Hernandez, Chief Academic Officer 

SUBJECT: PREGRIDDING FOR THE SPRING 2010 FLORIDA COMPREHENSIVE ASSESSMENT TEST (FCAT)

The administration of the Writing portion of the 2010 FCAT for grades 4, 8, and 10 is scheduled for February 9 - 11, 2010. The administration of the Reading, Mathematics, and Science portions of the 2010 FCAT for grades 3 through 11 is scheduled for March 9 - 19, 2010.

Each school may select how the pregridded answer documents and labels will be sorted. You should review your scheduling options before deciding on your pregridding option. Schools may select only one option, which will be applied to all content areas.

The available sort options are as follows:

- Alpha by grade level
- Alpha by grade by current homeroom 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

Again this year, each school will select its sort option using the Department of Assessment's website. Directions for making this year's selection and for an explanation of each option can be found in the attached document, *Using the DRE FCAT Pregrid Website - In Four Easy Steps*.

To access, enter, and submit the sort options go to <http://www.palmbeach.k12.fl.us/DREA/> and click on the FCAT pregrid link.

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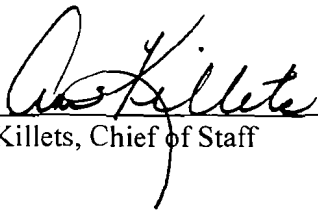
The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer

All schools must select their options **by noon on Tuesday, October 20, 2009**. If a school does not select pregrid options by the deadline, elementary schools will be pregridded by current homeroom teacher, and secondary schools will be pregridded alpha by grade level.

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

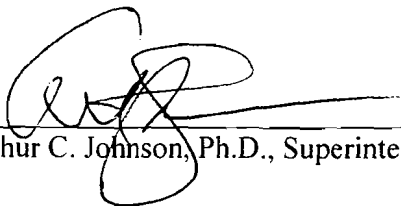
Attachment

Reviewed:



Ann Killels, Chief of Staff

Approved:



Arthur C. Johnson, Ph.D., Superintendent

Using the DRE FCAT 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 (www.palmbeach.k12.fl.us/DREA/) and select FCAT pregrid sort options.

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.

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) 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 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.	NAME
Homeroom Teacher	Sort the answer sheets alphabetically by 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 (01-12) 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 chose 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. Only the first seven digits of the course code are displayed (e.g. 1234567 and 1234567E are the same class code.)	CRSE 1234567, 222222, 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) 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 FCAT Pregrid Website, please call Glen Rovinelli at 434-8514/PX 48514.