



How to Close Out the Edmark Online School Year

August 31: All licenses for the Edmark Reading Program Online expire. Student Data will be deleted and will not transfer to accounts for the new school year. Please take the following steps:

Prior to August 31:

- Download all Student Reports: *Student Progress Report*, *Posttest Report*, and *Mastery Test Report* because all Student Data will be permanently deleted at the end of the license.
- Download all Administrative Reports: *Group Progress*, *Frequency and Duration – Teacher*, and *Frequency and Duration – Student*.
- You may add unredeemed codes to your account for the next school year. Take care to choose the appropriate school year.

Beginning September 1:

- Verify reports have been downloaded. If not, do so now.
- School Admin may select “Start the School Year” to renew the account.
- Once selected, previous Student Data will be deleted at that time.
- If no action is taken, account and Student Data will be deleted December 1.

To purchase a license for the next school year, contact PRO-ED:

- Phone: 800-897-3202 ext. 600
- Email: orders@proedinc.com
- Fax: 800-397-7633
- Website:
<https://www.proedinc.com/Products/14625/edmark-reading-program-2e-online--25-student-se.aspx>

Questions? Please email us at support@proedinc.com

How To Guides: <https://www.proedsoftware.com/edmark/>
