Delaware Department of Education

Accountability Student Verification System Frequently Asked Questions

This is a list of the most frequently asked questions pertaining to the Accountability Student Verification (ASV) system. The questions are organized by category and will be updated on an ongoing basis. You may access the FAQ document on the ASV web page: http://www.doe.k12.de.us/Page/2311.

General:

1. **Question:** What are we "verifying"? A student's full academic year status?

    Answer: The ASV is focused on verifying that a student was enrolled in the school in the previous year. In addition to enrollment, schools and districts are expected to verify their rosters to ensure accuracy of students' race/ethnicity, ELL and SWD status. Schools and districts are not expected to verify the "reasons for inclusion" list. That list is to provide additional information to officials so that they are aware of how a student was "placed" on a particular roster.

    Students in one of the two following categories are preapproved, and thus do not need to be verified by school or district staff:
    - Any student that has been verified as on a classroom roster through the Roster Verification System (RVS). The status of those students cannot be appealed.
    - Any student in K-2 that was enrolled at unit count. These students are not taken into account for accountability purposes, nor is their subgroup status. Thus, if they were enrolled at unit count they do not need to be approved or appealed. These students are included in the system so that we have a snapshot that can be used in future years when data are prorated back to their previous school of attendance for proficiency in each subject. Their subgroup status for accountability will be taken into account once they reach a tested grade.

    The ASV system is separate and distinct from Full Academic Year (FAY) status. In the new accountability system, some metrics are dependent on FAY and others are not. Through the ASV, we are able to verify all the appropriate students for the metrics that do not require FAY. Once the rosters are approved by DOE, we will then apply the FAY rules (e.g., continuous enrollment from September 30 through the end of the summative test window) to the student lists. It should be noted that any student listed in ASV with "enrolled after unit count" as the inclusion reason will not be counted for FAY purposes.

2. **Question:** Who should approve the rosters?

    Answer: Ultimately, that is a local decision. We designed the system in such a way that districts can make a decision about how best to handle the verification of rosters, with approval rights given to both school and district officials. We have heard from some district officials that it is easier for them to handle entirely at the district, so they plan to just export the list of students into a csv (select "Roster Students (All)") and run against their own student info. Other districts have decided to break up the lists by school and then encourage school leaders to break up the lists even further by grade. The Department is agnostic on how the work gets accomplished and we have enabled districts to control who has access to the system, so that they have flexibility as needed.

3. **Question:** Why are we verifying all students? Is it not the case that only students in grades 3 and above are included in the accountability metrics?

Answer: These students are included in the system so that we have a snapshot that can be used in future years when data are prorated back to their previous school of attendance for proficiency in each subject. Their subgroup status for accountability will be taken into account once they reach a tested grade.

4. **Question:** How will schools/districts validate FAY for a student? What are the dates that are being used?

    Answer: Schools will not be validating or appealing FAY in the system. They are appealing whether or not the student was in enrolled at the school. The ASV system is simply to verify the rosters. There is no option, nor expectation of appealing FAY. That is a separate and distinct process which will occur after the ASV closes.

    Full academic year is defined as a student continuously enrolled from September 30 through the end of the statewide summative assessment window. Any student not meeting that criteria will be removed from the accountability calculation for the metrics that use FAY.

5. **Question:** What do we need to include for appeal documentation?

    Answer: Please submit a list of student IDs with a reason for the appeal and additional documentation if necessary (for instance, school records request from an out-of-state school). You do not need to print a DELSIS record for an appeal of a student's demographics, please just prove the student ID. If a student has already been appealed through DVS, please indicate that on the ASV Appeals Cover Sheet. You do not need to submit additional information for that student. Staff from DOE will contact you if we are unable to locate the documentation you previously submitted via the dropout verification process.

6. **Question:** How much time is it going to take a school or district to review and submit rosters?

    Answer: The time will vary by school and district. We have taken every effort to minimize the number of students that need to be verified, and thus the time required for verification. Any student that has already been verified through RVS does not need to be reviewed as they are "locked." Additionally, students in grade K-2 that were included in the unit count are "locked."

    We sincerely hope that the time spent on this system will pay dividends in providing assurance to schools/districts that their accountability calculations are accurate and trustworthy.

7. **Question:** How were the ASV rosters created?

    Answer: The following details the process for generating the rosters prepopulated in ASV:

    - The identified students within the September 30 Unit Count provide the starting list.
    - Identify active students within Delsis 2.0 (meaning no exit date).
    - Delete all DELSIS students where the student id and school match with the unit count students
      - Eliminates all students from the DELSIS set who did not leave their unit count school during the school year
    - Update the Unit Count Student set with the accountability school identified in the DELSIS student set (if that school is different)
      - Updates/sets the accountability school in the Unit Count set for those students whose accountability was explicitly set
    - Update the Unit Count Student set with the current school identified in the DELSIS student set (if that school is different)

- o Updates/sets the school in the Unit Count set for all students who changed schools after unit count and never exited
- Delete all DELSIS students where the student id and school match with the (updated) unit count students
    - o Eliminates additional students from the DELSIS set whose transience has been updated in the unit count set
- Add any students not identified in the Delsis/Unit Count match that were previously updated.
    - o Add students who enrolled after unit count and never exited
- Go to eSchool looking for ExitCodes
    - o Sets the inclusion status for all students who have been properly exited from the school's roster
- Go to RVS looking for students on approved rosters as included. These students will then be updated with approved on RVS roster and cannot be modified in AVS roster verification.

Student Enrollment:

8. **Question:** If a student enrolled prior to Sept. 30 and remained through the end of the school year, is he included?

   Answer: Yes, the student would be included in the roster listing and would be identified with "enrolled at unit count" as the reason for inclusion.

9. **Question:** If a student enrolled prior to Sept 30 and then withdrew prior to the end of the school year, is he included?

   Answer: If the student transferred to another school, he is not on the roster at all. If the student simply exited and left the DE public school system, he is on the roster, with an inclusion status set based on the valid exit code.

10. **Question:** If a student enrolled after Sept. 30 and remained through the end of the school year, is he included?

    Answer: Yes, the student would be included in the roster listing and would be identified with "enrolled after unit count" as the reason for inclusion.

11. **Question:** If a student enrolled after Sept. 30 and then withdrew prior to the end of the school year, is he included?

    Answer: If the student transferred to another school, he is not on the roster at all. If the student simply exited and left the DE public school system, he is on the roster, with an inclusion status set based on the valid exit code**.**

12. **Question:** Why are students who were "enrolled after unit count" included? Wouldn't they be excluded because of not meeting FAY?

    Answer: ASV does not take into account FAY, it will be applied after the fact through a separate system. This is just to confirm where the student was enrolled. Once all rosters are final then DOE will review dates of attendance to determine FAY.

13. **Question:** What is considered "incarcerated"? For the full year? Half of the year? Two weeks?

Answer: Incarcerated is only determined by the Incarcerated exit code in eSchool. If the student was incarcerated for two weeks or half a year, but then came back into school, they would no longer have an exit code and therefore would be active (and on a roster). ASV's data is not concerned with when the incarceration started, only that the student ended up incarcerated at the time the ASV snapshot was taken (i.e., in early July).

14. **Question:** What location(s) are approved for incarceration? Ferris? Grace Cottage? Cleveland White? Young correctional (if over 18)?

    Answer: There is no logic in ASV for "approved for incarceration," just an exit code for incarcerated.

15. **Question:** What about students who are in outside agencies and are not in a specific school? Parkway/Kingswood? Silver Lake Treatment? Drug Treatment?

    Answer: ASV is only concerned with school codes and makes no logical distinction between Parkway/Kingswood and Christina High School. If Parkway/Kingswood school code had active kids either in Unit Count or in DELSIS, they would have been put on a roster for that school code.

Student Demographics:

16. **Question:** What are the business rules for identifying a student as ELL or SWD?

    Answer: The business rules are the same as those used previously for Adequate Yearly Progress. The one exception is that students identified as "speech only" will be included in the SWD calculations (as a component of the transition to the Smarter Balanced consortia).

17. **Question:** As of what date do we verify a student's demographics?

    Answer: Student demographics should be verified as of the last day of the statewide summative assessment window (e.g., June 4, 2015).

18. **Question:** For ELL, are schools verifying the student is ELL or monitoring year 1 or monitoring year 2? If there is an error in identifying the student as ELL (or not ELL), is that accomplished using the drop down "incorrect…"?

    Answer: Schools and districts are verifying that the student is included in the ELL subgroup. If incorrect, please indicate the change through the drop down.

19. **Question:** For SWD, are schools verifying the student has any special education code (including speech)? If there is an error in identifying the student as SWD (or not SWD), is that accomplished using the drop down "incorrect…"?

    Answer: Schools and districts are verifying that the student is included in the Students with Disabilities subgroup. If incorrect, please indicate the change through the drop down.

20. **Question:** What do we do if a student is incorrectly coded as both SWD and ELL? There is only one option so which do we choose?

    Answer: Currently this will have to be handled outside the system. Please choose one in ASV and they will be places on the Appeals Cover Sheet for DOE to address. Please note on the documentation that an additional demographic needs to be changed.

For accountability calculations moving forward, achievement gap analysis will only include an aggregate, unduplicated count of students (known as the "Student Gap Group"). For more information on this, please see the ESEA Flexibility Renewal document, available here: http://www.doe.k12.de.us/domain/310.

ASV Application:

21. **Question:** What does "awaiting approval" mean?

    Answer: This indicates the student was previously identified with an exclusion reason, such as "Student transferred out-of-state". The department would require documentation that this was correct status of student before approving student for exclusion.

22. **Question:** What does "accountability school explicitly set" mean?

    Answer: This identifies that a specific accountability school was set in the eSchool accountability screen that identifies where this student should be rostered.

23. **Question:** Can student ID be shown in ASV to help with pulling DELSIS records?

    Answer: The Student ID is on the ASV Student Roster reports. Due to limited screen space, showing the Student ID in the ASV application could cause readability problems. Users may print out or export the roster from the report, which will include the Student ID.

24. **Question:** What is the best way to download the roster information?

    Answer: The best way to export from the system is via Excel so that you can manipulate in whatever way you desire.

25. **Question:** Is it possible to get an "All Schools" export for district level personnel?

    Answer: The All Schools report is the third report on the report page (select "Roster Students (All)").

26. **Question:** Are demographics available on the reports?

    Answer: Yes, race/ethnicity, ELL and SWD status are available when you download a report.

User Access:

27. **Question:** Users are receiving an error. Who do we contact to correct the error?

    Answer: Please contact the DOE – Office of Accountability and Data Management staff listed below. We will work with the user to rectify their access issues with our technology workgroup.

    We preapproved access for all Director-level and above district admins as well as Vice Principal and Principal in each school. The ASV application need to be requested directly from your district ISO.

Questions/Comments

Please direct any questions/comments to the DOE RVS Support Team. The team members are, Lisa Alexander, Michele Rush and Fran Purnell. They are available for technical assistance to all districts and charter schools. Members can be reached by email or by calling (302) 735-4090.