



Accountability Student Verification System (ASV) Frequently Asked Questions (FAQs)

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The following questions are those that were asked most frequently over the course of the past two years. These questions are categorized below. Additional questions and answers will be added as needed.

ASV Process

The ASV process is the foundation upon which school accountability is based. It establishes key demographics and the accountability location for all K-12 students in public education, which is provided to DOE by LEAs via eSchool, DELSIS, and the RVS process. The 2017 ASV process will run from Monday, July 17, through Friday, August 25.

All requested changes to accountability data must be submitted into the IMS ASV application by close of business, August 25, and all appropriate supporting documentation for requested changes must be uploaded into the system by this date. Unsupported requests for accountability changes will not be accepted. For more information about ASV, including step-by-step instructions and appropriate supporting documentation that must be submitted for requested changes, please refer to the [ASV Reference Guide](#).

Student Enrollment

Question: A student that should be on my roster is not listed. What do I do?

Answer: If a student was enrolled in your school and is not showing up on your school's roster, an appeal may be submitted. In the ASV application, select "Inclusion/Exclusion" as the appeal type and "Student should be enrolled here" as the reason. Supporting documentation that includes the following information should be provided, either through a DELSIS record or by contacting the Data Management Team:

- Student ID
- Student name
- The correct district name and ID
- The correct school name and ID
- Incorrect location (if known)

This type of appeal requires follow-up from the DDOE either by email or phone, and may involve interaction with additional schools and/or LEAs for further details.

Question: My high school's roster has a foreign exchange student listed. Is this considered an appeal?

Answer: Yes, foreign exchange students should be appealed using the "Transferred out of country" option in the dropdown menu.

Question: What time period is included in determining membership days and attendance days?

Answer: ASV is only concerned with membership and attendance days between September 30 and May 31, the defined window for Full Academic Year (FAY).

Question: If a student enrolled prior to September 30 and remained enrolled until at least October 1, is he/she included in the list?

Answer: If the student transferred to another school, no. If the student simply exited and left the Delaware public school system, yes.

Question: If a student enrolled after September 30 and remained until the end of the school year, is he/she included?

Answer: Yes, the student would be included in the roster and would be identified with the September 30 count.

Question: If a student enrolled after September 30, but withdrew at any time before the end of the school year, is he/she excluded?

Answer: The student is on the roster, but the inclusion status is set to a valid exclusion reason based on the exit code provided.

Question: If a student enrolls prior to September 30, then withdraws on November 1, is he/she included?

Answer: If the student transferred to another school, the student should not appear on the roster. If the student simply exited and left the Delaware public school system, the student is on the roster with an inclusion status set based on the valid exit code. If you feel a student should not be on your school's roster, please see the [ASV Reference Guide](#) for instructions on requesting a roster change.

Question: If a student enrolls prior to September 30 and then withdraws on May 15, is he/she included?

Answer: If the student transferred to another school, the student should not appear on the roster. If the student simply exited and left the Delaware public school system, the student is on the roster with an inclusion status set based on the valid exit code. If you feel a student should not be on your school's roster, please see the [ASV Reference Guide](#) for instructions on requesting a roster change.

Question: If a student enrolls on November 1 and remains through the end of the school year, is he/she included?

Answer: Yes, the student is included on the roster.

Question: The students who were requested for exemption through RVS are still listed as included. Why?

Answer: Since RVS (teacher level) and ASV (school level) rosters utilize different business rules, there is no guarantee that a student's exclusion from a teacher roster will result in an exclusion from an administrator roster. ASV only looks to RVS rosters for students that were explicitly INCLUDED, not excluded. If you need to exclude a student from a roster that has not already been excluded before the ASV window opens, please use the Appeals tab to do so.

Question: The "Days Enrolled" field in the report lists 175 days as the length of our school year. That does not match with the length of the school year at our school, which would affect our attendance rate calculation. Was this a default value or is this pulled from a field possibly in eSchool? The correct value for this year is 180 days.

Answer: The ASV system pulls data from eSchool and counts membership and attendance days between September 30 and May 31. The reason why your number is 175 (instead of a number closer to 144) is connected to your calendar setup in eSchool—you are counting some weekend days and/or holidays as days that your school was open. In this case, ASV is over-counting days based on those data.

Question: If a student enrolls on November 1 and withdraws on May 15, is he/she included?

Answer: If the student transferred to another school, the student should not appear on the roster. If the student simply exited and left the Delaware public school system, the student is on the roster with an inclusion status set based on the valid exit code. If you feel a student should not be on your school's roster, please see the [ASV Reference Guide](#) for instructions on requesting a roster change.

Question: Why are some students listed with 0 membership and 0 attendance? Why are they listed as "included" and what should schools do about this?

Answer: Students listed with 0 membership and 0 attendance means that any attempt to retrieve that information from eSchool was unsuccessful. However, other eSchool tables have those students associated with the school, so that is why they are "Included" on the roster. If the student should *not* be on the roster, appeal his inclusion status. If the student should be on the roster, but his/her attendance/membership days are incorrect, appeal the attendance/membership days.

Question: Should we verify *all* students since some of the metrics for accountability reporting are not dependent on FAY status?

Answer: Yes. There are several metrics, including attendance, that are not FAY-dependent. Therefore, all students on the roster need to be reviewed.

Question: What does "awaiting approval" mean?

Answer: "Awaiting Approval" means a student's inclusion status was changed by ASV itself during roster creation, but the change will not become final until the roster is approved by DOE. If you see this (and the reason why) and feel the student SHOULD be included, make an appeal to include the student.

*Please note: The "Awaiting Approval" status name will change to "(Not Included) Awaiting Approval" in the system to better reflect a student's inclusion status on the roster.

Question: Why or how were students identified for "awaiting approval"?

Answer: The ASV system looks at other data systems and makes changes to inclusion/exclusion based on what it finds. Those changes are "Awaiting Approval" because DOE has not approved any rosters and will not until the ASV window is closed. All "Awaiting Approval" statuses are considered to be INCLUDED until a final determination is made based on electronic data and submitted appeal documentation. If you are unsure if the student should (not) be included, please submit an appeal with the necessary documentation to ensure your roster is as accurate as possible.

Question: What is the difference between "enrolled at unit count" and "enrolled after unit count"?

Answer: This is for informational purposes only. These phrases describe how the ASV system placed the student onto the roster. If you feel the student should not be on the roster, you may request a roster change.

Question: What roster changes can I request?

Answer: There are two types of changes that you may request. The first type is demographic (i.e., grade, race, ELL status, SWD status, attendance days, membership days, etc.). The second type is inclusion. The inclusion type identifies whether a student should/should not be on the roster. Both types of requests can be made for each student on the roster. Please see the [ASV Reference Guide](#) for details.

Question: Should we complete an accountability student verification for schools with non-accountability grades (e.g., K-2 school)?

Answer: Yes. Roster verification "locks" demographic information for students and can be used in future years for accountability purposes.

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. FAY will be applied after the ASV process is closed and accountability calculations are computed. This is to confirm which school a student “attended”, and then dates of attendance will be used to determine FAY.

Question: What is considered “incarcerated”? Are there differences between incarceration for a full year, half of the year, or 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, then returned to school, the student would no longer have an exit code and would therefore be “active” and on a school’s roster. ASV data does not take into account when the incarceration started, only that the student was incarcerated at the time the ASV snapshot was taken. In theory, incarceration could have happened one day prior to the snapshot.

Question: What locations are considered “approved for incarceration” status (e.g., Ferris, Grace Cottage, Cleveland White, Young Correctional—if over 18)?

Answer: There is no logic in ASV for “approved for incarcerated,” only an exit code for incarcerated.

Question: Do we verify students who are placed on our roster, but who attended/are attending outside agencies (e.g., Parkway/Kingswood, Silver Lake Treatment, and Drug Treatment)?

Answer: If you feel a student should not be on your roster, please request a roster change. Please note, you will need to provide supporting documentation. DOE will not approve a move to a non-accountability school. Please refer to the [ASV Reference Guide](#) for required documentation.

Question: How does the ASV process work with DVS?

Answer: If you have appealed a student in DVS to remove them from a dropout list, ASV will pick it up and apply it.

Question: Based on what date are you attributing the school in ASV?

Answer: ASV is a snapshot system and the business rules are applied at the time the rosters are created. There is no attempt to update the status of a roster based on eSchool changes at this time. The 2017 ASV rosters were created on July 10, 2017.

Question: In the “Days Enrolled” and “Days Attended” fields, do these represent the combined totals from different schools? We have many students who attended multiple schools.

Answer: Membership and attendance days are grabbed after the accountability school for the student is established. Membership and attendance for the MATCHING school is then attributed to the student. We realize there may be students for whom this methodology fails because they are enrolled in one school and their accountability is a different school. There are ASV appeal processes in place to provide LEA’s with the opportunity to get the data correct at the student level before aggregation begins.

Student Demographics

Question: Should students with a “speech only” accommodation show as a “yes” for SWD on the ASV roster?

Answer: Yes, schools may submit appeals for this demographic.

Question: How do I appeal eligibility status?

Answer: To appeal a student’s eligibility, you would make a “demographic-based” appeal for the number of membership days. You must specify the number of membership days you can verify that a student was enrolled in your building in order for the appeal to be considered. Please note, if the student is associated with your school because his/her accountability school was explicitly set, the eligibility status is transferred from the enrolled school to the accountability school based on enrolled-school enrollment.

Question: Are we verifying whether an ELL student is in monitoring year 1 or monitoring year 2? If there is an error in ELL identification, do we use the dropdown “incorrect...”?

Answer: The ASV system has an Appeals tab that will allow multiple appeals per student. Schools may submit appeals for demographics *and* inclusion reasons.

Question: Are we verifying that all Students With Disabilities (SWD) have Special Education codes, including speech? If there is an error in SWD identification, do we use the dropdown “incorrect...”? At what point during the year is SWD status captured?

Answer: December 1 is the first data pull to identify all students who have SWD status. There is a second data pull in mid-June to capture additional students who completed the state assessment with accommodations. Students who are removed from SWD status *after* the count on December 1 will still be identified as SWD. The ASV system has an Appeals tab that will allow multiple appeals per student. Schools may submit appeals for demographics *and* inclusion reasons.

Question: Why would the ASV system list “No” for SWD status for a student when that student has been identified for several years?

Answer: The ASV system has an Appeals tab that will allow multiple appeals per student. Schools may submit appeals for demographics *and* inclusion reasons.

Question: What subgroups are included in the ASV system?

Answer: The applicable subgroups are: all students, race/ethnicity, ELL, SWD, and low-SES. For 2016-2017, this will remain the same; however, please note that additional subgroups may be added with the passing of the Every Student Succeeds Act.

Question: What do we do if a student is incorrectly coded as both SWD and ELL?

Answer: The ASV system has an Appeals tab that will allow multiple appeals per student. Schools may submit appeals for demographics *and* inclusion reasons.

Question: Is EL status determined by eligibility or actual service? Is it just LEP = Y and LEP School Year = 2016?

Answer: EL determination is retrieved from the EL 2.0 system at the time ASV rosters are created. We have no way of electronically determining if the student actually received ELL services.

Question: Are 504 plan accommodations reflected in AVS? Are they being treated as SWD = Yes?

Answer: ASV is only concerned with SWD status, not 504 plan status. The SWD status is derived from two sources: the official December 1 count and any student who received SWD accommodations during the spring testing window.

ASV Application

Question: What is the timeline for this year's application?

Answer: The application is available from July 17 – August 25, 2017. All documentation must be submitted online by close of business on Friday, August 25, 2017.

Question: What do the column headings “ELA”, “Math”, and “Sci” mean? Why do they say “Yes” (or No)?

Answer: The ELA, Math, and Sci columns indicate whether a student is eligible to be included in the accountability participation calculation for the associated school. A “yes” means the student is in the correct assessed grade, and he/she was either an actively enrolled member of the school during the entire testing window OR received a valid score in the associated assessment OR both.

Question: I know a student was not actively enrolled in my school during the entire testing window, but it still says “Yes” in the ELA (or Math or Sci) column. Why?

Answer: The most likely explanation is because the student received a valid score on the associated assessment. If a student tests and receives a valid score regardless of the number of days enrolled, he/she will be considered eligible for the participation calculation.

Question: Why is DOE no longer accepting supporting documentation as hard copies or via e-mail?

Answer: DOE has streamlined the application and allowed for all data to be uploaded electronically in a more efficient and expedient manner. All documentation must be submitted electronically by 4:30 p.m. on Friday, August 25, 2017.

Question: Can the student ID be visible in ASV to help with pulling DELSIS records?

Answer: Yes, this was an enhancement.

Question: Can the pdf report have all columns fit on one page?

Answer: Yes, we have updated the format so all columns fit on the page in the pdf. However, because of the addition of a large number of items on the Roster Student/Roster Student (All) reports, they will need to be printed on 8½ x 14-inch paper.

Question: We are unable do anything with the roster download in pdf—what can we do?

Answer: The best way to export from the system is via Excel, not pdf. The columns can then be sorted, and Excel can be used to force all columns to fit on a landscape-oriented page. The roster reports need 8½ x 14-inch paper.

Question: How much time is it going to take a school/district to review and submit rosters?

Answer: We have taken every effort to minimize the number of students that need to be verified. Any student that has already been verified through RVS and DVS (Dropout) is “locked” and cannot be updated. However, the status of a student can be changed if he/she was previously excluded in one of these areas and the school wishes to include that student.

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

Answer: Each student will have two fields—membership days and attendance days—for the schools to validate. These values are used in the calculation of the FAY identification. This process will be completed *after* all ASV rosters have been approved and processed. FAY cannot be appealed; as it is a separate and distinct process that will occur after the ASV window closes.

Question: Is it possible to get an “All Schools” export for district-level personnel?

Answer: Yes, this remains available this year. The report name is Roster Student (All).

Question: The timeline for the approval process is very tight. What if we have a large number of staff on vacation during this window?

Answer: We understand concerns about the timeline. 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 administrators. We have heard from some district administrators that it is easier for them to handle the process entirely at the district level, and they plan to export the list of students into a .csv report (a functionality built into the reporting function of the system) and run this against their own eSchool information. Other districts have decided to break up the roster lists by school, and then encourage school leaders to break up the lists even further by grade. Districts have control over who has access to the system so that they have flexibility as needed.

Question: Can demographics be modified on the roster?

Answer: Yes.

User Access

Question: How are users given access to the ASV?

Answer: Superintendents, assistant superintendents, supervisors, directors, principals, and assistant principals are able to participate in the verification process. If you need someone else other than someone who falls in one of these six categories (e.g., a guidance counselor or a data specialist) to participate in the verification process, please contact the Data Management Workgroup at DOE to give them the access. You must request the IMS ASV application through your district or charter school ISO.

Questions/Comments

The DDOE AVS Support Team is happy to answer any additional questions. We are available for technical assistance for all districts and charter schools. Members can be reached by calling 735-4090 or by email:

Technical and data questions should be referred to:

- Jen Koester: jennifer.koester@doe.k12.de.us
- Adrian Peoples: adrian.peoples@doe.k12.de.us

Policy questions should be referred to:

- Chantel Janiszewski: chantel.janiszewski@doe.k12.de.us