DELAWARE DEPARTMENT OF EDUCATION

ACCOUNTABILITY STUDENT VERIFICATION (ASV) SYSTEM

## District Users: Instructions for Verification of ASV Rosters

The ASV application has seen significant changes based on feedback, information, and enhancements requested by the application users. This application streamlines the review of rosters, submission of appeals, uploading required supporting documentation, and submission of a roster.

The following steps are outlined in this document:

Step	Operation
1	Log in to Identity Management System (IMS)
2	New Procedures for Viewing and Appealing Student-Level Updates
	Under Step 2: 　　Step A – View Roster 　　Step B – Print Roster 　　Step C – Appeal Student-Level Information 　　Step D – Upload Supporting Documentation
3	Submit a Roster

Step 1: Log in to IMS and Click on the ASV Icon

Application Icon	Application Home Page
ASV	
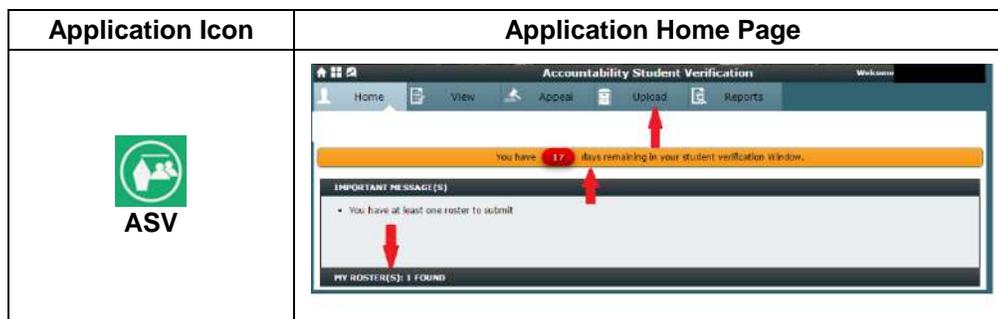
### *Definitions of Home Page Links and Information*

- Menu tabs – Show access to different options for district-level users:
  - Home – Returns the user to the ASV home page shown above.
  - View – Provides a list of schools that the user currently has access to view.
  - Appeal – New option that allows a user to modify student demographics or request inclusion/exclusion for a student.
  - Upload – New option that allows supporting documentation to be uploaded online for specific demographic updates and inclusion/exclusion requests.
  - Reports – Enables the user to print reports, including final verified rosters.

Review of Home Page

- Yellow Bar – Indicates the number of days left or available to validate ASV rosters.
- Important Messages – Identifies for the user the number of rosters that are available for review and verification.

- Roster – Provides a link for the user to navigate to the roster(s) available for review and verification.
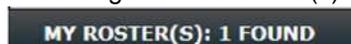
Step 2: Procedures for Viewing and Appealing Student-Level Updates

There are several updates to the process this year. The new process has separated the functions for viewing, appealing student demographics and inclusions/exclusions, uploading support documentation, and reporting. We strongly recommend users follow these procedures to successfully create rosters for the ASV process:

Step	Description/ Location	Operation
A	**View** Roster	Select the **View** tab and select specific school to review.
B	**Print** Roster	Select the **Report** tab and select the Roster Students (All) option to produce a report by student to be used for review and update of data. This roster can either be saved to Excel or printed on legal paper—8½ x 14.
C	**Appeal** Student-Level Information	Select **Appeal** Tab. Select a student from the dropdown menu. Then, identify if demographics or inclusion/exclusion appeals will be included.
D	**Upload**	All appeals documentation for demographics updates and inclusion/ exclusion must be submitted electronically. NOTE: No email or paper submissions will be accepted. All uploads must contain the ASV Cover Sheet identifying all students who have any appeals.

Step A: View Roster(s) – Select the View tab and select the specific school to review.

The user is presented a dropdown list containing the school(s) within their reporting district. This allows the district user to review each of the school rosters. It is up to the district/school to determine who and how the roster will be reviewed and submitted to DDOE for final verification/approval.

Who is included on this roster list for a specific school?

- This includes all K–12 students because the accountability system needs student information from various grades, based on requirements and completed assessments.
- A school/district user will work with rosters pulled from September 30 Unit Count, eSchoolPLUS, and DELSIS to add students who enrolled after September 30. In addition, the students are updated based on exit and withdrawal records.

This roster shows all students who have currently been assigned to accountability school.

PLEASE NOTE: To request an appeal of a student's demographic or inclusion status, please click the APPEAL tab above. You CANNOT appeal a student's status on this page.

Name: Sam Tester

Building: Test School

Roster: 2016 ASV Roster - Test School

Submitted: No   Submit roster to DOE

Decision: No Decision Made

Decision Made On: Not Applicable

What can I do? View/Edit

☐ Show only excluded students

All students

Show
☐ Kindergarten ☐ First ☐ Second ☐ Third
☐ Fourth ☐ Fifth ☐ Sixth ☐ Seventh
☐ Eighth ☐ Ninth ☐ Tenth ☐ Eleventh
☐ Twelfth

975 student(s) found for roster named: 2016 ASV Roster: Test School

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

ID	Name	Grade	Race/Eth.	SWD	ELL	In/Out	Membership	Attendance	Appealed	Approved
AAAAA	Student A	06	African American	Yes	No	Included	0	0	No	
BBBBB	, Student B	05	African American	No	No	Included	0	0	No	
CCCCC	, Student C	05	African American	No	No	Included	0	0	No	
DSDSDS	, Student DS	05	African American	No	No	Included	0	0	No	

Review of Roster Screen

- Roster Identification **–** Identifies school or district user who is reviewing roster, the school, and the name of the identified roster.
- Actions Available – Where school or district user can do the following:
  - Submitted – To DDOE in this case.
  - Decision/Decision Made on – Indicates when this was acted upon.
  - What can I do? – Identifies what the user can do to the roster.
- Filter Options – Allows the user to filter the student roster by the following:
  - Students – Options available are by All Students or by specific alphabetic searches.
  - Excluded Students – Students who have been identified by the system or the user to be excluded from this roster (and reason why).
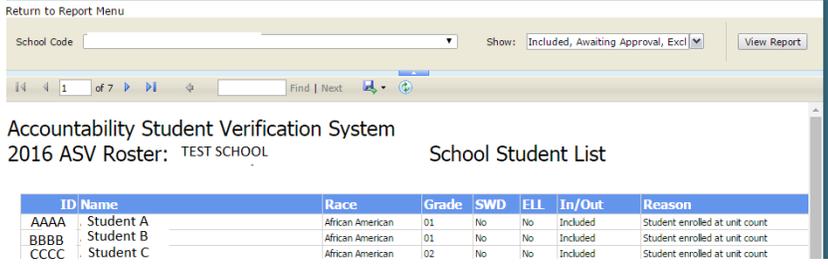 - By Grade – Allows for the filter by a specific grade(s) for the roster.

Review of Student Roster List

- Student Identification – Identifies a student who will/will not be included this roster.
- Student Name – Identifies the student by last and first name.
- Grade – Indicates the grade in which the student is currently enrolled.

- Race/Eth. – Specifies race/ethnicity code of the student.
- SWD – Indicates the student is identified with a students with disabilities code.
- ELL – Identifies if a student receives ELL services.
- In/Out – Indicates that the student is included/excluded from this roster list.
- Membership(days) – Indicates the total number of school days.
- Attendance(days) – Specifies the total number of days student was in attendance at accountability school.
- Appealed – (Yes/No) Identifies if have there been any appeals submitted for a specific student.
- Approved – Shows the date the roster was approved by DDOE.

Step B: Print Roster(s)

- Select the reports tab and run the Roster Students (All) report.
- Roster Students (All) – This report will provide a list of students for an entire district/charter. This report is primarily for district administrators.

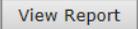| Application Area	Sample Report

Printing School Roster Report/Export

A student roster for a school can be generated by either a district or school user. Select the view button to generate a report.

If a user is assigned to only one school, then that school code field will be the default. If the user is assigned to multiple schools, a school must be selected from the dropdown list. It is recommended to print a report for review on 8½-by-14-inch paper. *It is also recommended to export and save this report in Excel.*

- Show – Allows the roster to be filtered.

Options	Description
(Select All)	Includes all students in the roster report.
Included	Shows only students who are identified to be included in the roster.
Awaiting Approval	Identifies all students that have been modified and are waiting for approval to be excluded or a demographic issue needs to be corrected.
Excluded	Student has been identified for a specific reason to be excluded from the accountability roster.

A student roster will be displayed based on search criteria. The sample roster below shows the (Select All) option.

Select the [View Report] button to generate the report.

Following is a list of reasons a student can be included/excluded from the roster:

Identified Reasons:	Included/Excluded
Student is deceased	NOT INCLUDED
Student transferred to Groves	NOT INCLUDED
Student incarcerated	NOT INCLUDED
Student incorrectly assigned to this school	NOT INCLUDED
Student transferred out of country	NOT INCLUDED
Student transferred to a home school	NOT INCLUDED
Student transferred to a private school	NOT INCLUDED
Student transferred out of state	NOT INCLUDED
Accountability school explicitly set	INCLUDED
Reassigned here based on approved appeal	INCLUDED
Student enrolled after unit count	INCLUDED
Incorrect ELL status specified	INCLUDED
Incorrect grade specified	INCLUDED
Incorrect SES determination	INCLUDED
Incorrect race/ethnicity specified	INCLUDED
Incorrect SWD status specified	INCLUDED
Included on approved RVS roster	INCLUDED
Student enrolled at unit count	INCLUDED

- The students who have incorrect demographic data will have data updated and will maintain the INCLUDED status.
- Students identified as NOT INCLUDED may require documentation. This must be sent to DDOE, Data Management Workgroup.

This roster can be printed or exported to a file in several different ways:

Options
XML file with report data
CSV
PDF
MHTML (web archive)
Excel
TIFF file
Word

Each of these options can be used to generate a sample of the roster. The CSV and Excel options can be downloaded into Excel or other supported software.

Printing a Roster

The printer icon 🖨 can be selected to print the roster for the selected school. This will allow the user to print the roster for review and verification. The report shown on the screen will be the final printed version. This report should be printed on 8½-by-14-inch paper.

The entire roster should be reviewed before submitting it to DDOE for verification/approval.

Step C: Appeal Student Demographic or Inclusion/Exclusion

If a student's demographics are not correct or if a student should be/not be included on a school's roster, click the Appeal button, and this will allow the reason to be edited.

Application Area	Appeals Screen Sample
Appeal	
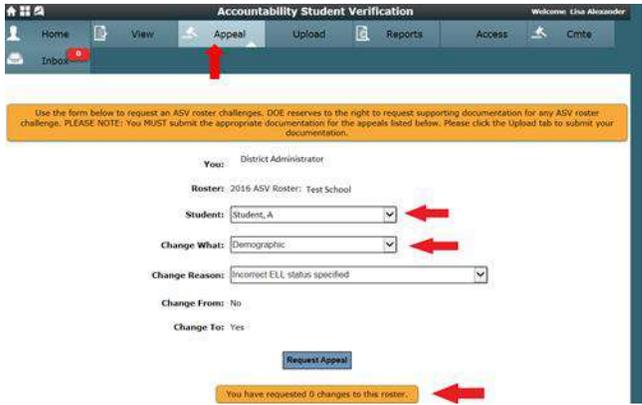
Select Information to Enter Appeal

- Student – Select student who needs an appeal entered.
- Change What – Select what appeal is to be submitted—demographic or included/excluded students identified race/ethnicity code.

Demographic appeals include the following:

Identified Reasons	Included/Excluded
Incorrect ELL status specified	INCLUDED
Incorrect grade specified	INCLUDED
Incorrect number of attendance days specified	INCLUDED
Incorrect number of memberships days specified	INCLUDED
Incorrect race/ethnicity specified	INCLUDED
Incorrect SWD status specified	INCLUDED
Incorrectly identified as EL student in monitoring window	INCLUDED
Incorrectly identified as EXEMPT EL student	INCLUDED

Inclusion/Exclusion Appeals

- Student – Select student who needs an appeal entered.
- Change What – Select what appeal is to be submitted—demographic or included/excluded students identified race/ethnicity code.

Inclusion/exclusion reasons:

Identified Reasons	Included/Excluded
Student is deceased	NOT INCLUDED
Student transferred to Groves	NOT INCLUDED
Student incarcerated	NOT INCLUDED
Student incorrectly assigned to this school	NOT INCLUDED
Student transferred out of country	NOT INCLUDED
Student transferred to a homeschool	NOT INCLUDED
Student transferred to a private school	NOT INCLUDED
Student transferred out of state	NOT INCLUDED
Student is enrolled here and should be included	INCLUDED
Accountability school explicitly set	INCLUDED
Reassigned here based on approved appeal	INCLUDED
Student enrolled after unit count	INCLUDED
Included on approved RVS roster	INCLUDED

- Students who have incorrect demographic data will have data updated and will maintain INCLUDED status.
- Students who are identified as NOT INCLUDED may require documentation. This must be submitted electronically as described in Step D – Upload Documents.
- The user clicks the appropriate option for that specific student.
- The user then selects Request Appeal [Request Appeal] button at the bottom of the screen. A list of all requested appeals appears at the bottom of the screen. This list shows all appeals entered by school.

| | You have requested 2 changes to this roster. | | | | | | |

	Student	Request	From	To	Approved	By	When
🗑	Student A	Incorrect ELL status specified	No	Yes	No Decision		1/1/0001
🗑	Student C	Inclusion Change	Student enrolled at unit count	Student is enrolled here and should be included	No Decision		1/1/0001

After all appeals have been created/requested, the supporting documentation must be submitted for all appeals that require documentation.
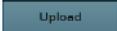
Step D: Upload Documentation for Appeals   `Upload`

If a user has identified that demographic(s) for a student are not correct or the student should be/not be included on their roster, each of these appeals may require supporting documentation. Refer to the required supporting documentation list below. This has been updated since last year's ASV process.

Appeal Type	Appeal Reason	Documentation Required
I/E	Student is deceased	No documentation required
I/E	Student transferred to Groves	Groves enrollment documentation
I/E	Student incarcerated	No documentation needed
I/E	Student incorrectly assigned to this school	DELSIS enrollment record from receiving school
I/E	Student transferred out of country	No documentation required
I/E	Student transferred to a homeschool	Withdraw form and DDOE Homeschool Verification Letter
I/E	Student transferred to a private school	Records request from receiving school
I/E	Student transferred out of state	Records request from receiving school
I/E	Student is enrolled here and should be included	DELSIS or eSchool enrollment record
I/E	Accountability school explicitly set	No documentation required
I/E	Reassigned here based on approved appeal	No documentation required
I/E	Student enrolled after unit count	No documentation required
I/E	Included on approved RVS roster	No documentation required
I/E	Student enrolled at unit count	No documentation required
D	Incorrect EL status specified	DELSIS or eSchool record
D	Incorrect grade specified	DELSIS or eSchool record
D	Incorrect number of attendance days specified	eSchool enrollment and absence records
D	Incorrect number of memberships days specified	eSchool enrollment
D	Incorrect race/ethnicity specified	DELSIS or eSchool record
D	Incorrect SWD status specified	DELSISor eSchool record
D	Incorrectly identified as EL student in monitoring window	DELSIS or eSchool record
D	Incorrectly identified as EXEMPT EL student	eSchool record

The following steps must be completed to submit all supporting documentation:

1. Generate the Student Appeal Cover Sheet. Save this report as a PDF. This report will provide a list of all students who have an appeal(s) submitted and required documentation.
2. Organize all supporting documentation in order as it appears on the Student Appeal Cover Sheet.
3. Combine all documents into one PDF. The Student Appeal Cover Sheet should be the first page of the document for this submission.
4. The file should be named: 2017_ASV_XX_YY.pdf, where XX represents the district code and YY represents the school code.
5. The document is now ready for upload.

Once the supporting documentation has been created, select the Upload button [Upload] and the upload screen will be displayed:
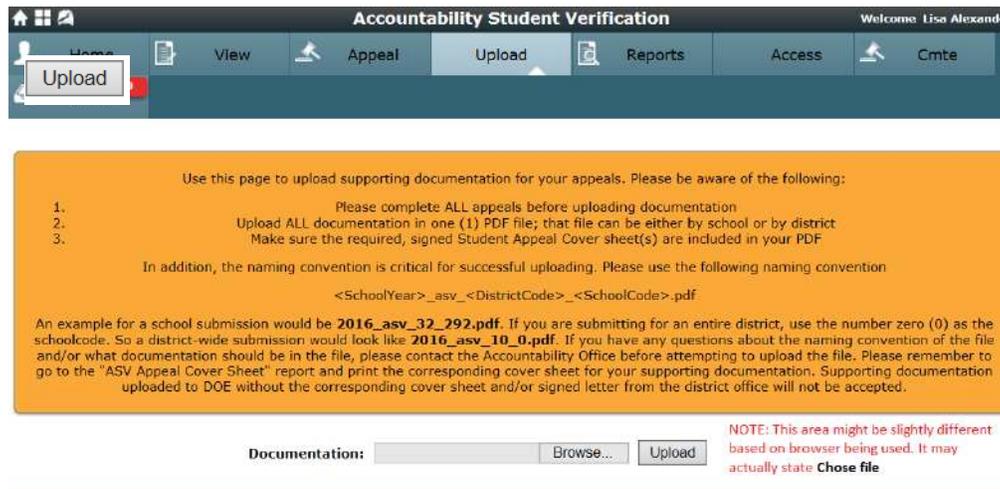
Browse or choose the file to be uploaded. Select the file and once it shows on this screen, select the button to actually upload the supporting documentation.

Step 3: Submit Roster

Once a user has selected all students that need appeals entered and submitted the Student Appeals Cover Sheet and required documentation, a roster must be submitted to DDOE for review. On the VIEW Roster screen, select the roster to be submitted. Click on the **Submit roster to evaluator** for submission to DDOE.

If a roster has been submitted, no additional appeals may be added. Once all rosters have been submitted by the user, all appeals will be reviewed by DDOE and either approved or returned to school for further review. If the roster is approved, the work for ASV roster submission is complete.

Key Dates/Timeline

ASV opens for review of students to be identified in specific accountability schools	July 17, 2017
ASV closes for all rosters All rosters and appeals must be entered by this time	August 25, 2017
All ASV required appeals documentation must be submitted	August 25, 2017
All ASV rosters will be reviewed and approved	August 29, 2017

Questions/Comments

Please direct any questions/comments to the DOE AVS Support Team. The team members are Chantel Janiszewski, Jennifer Koester, and Adrian Peoples. Jennifer and Adrian are available for technical assistance to all districts and charter schools. Team members can be reached by email or by calling (302) 735-4090. Chantel Janiszewski is available for general accountability and Delaware School Success Framework (DSSF) questions.