
ACCOUNTABILITY STUDENT VERIFICATION (ASV) SYSTEM REFERENCE GUIDE



Updated: July 16, 2018

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1.0 Overview of Document

The purpose of this document is to provide a reference guide to help school and district officials understand the Accountability Student Verification (ASV) System and its uses with the Delaware School Success Framework (DSSF), and how the student rosters are used to determine the students who will be included in the calculation of the final accountability ratings.

2.0 Accountability Student Verification (ASV) Process

To support the transition to the DSSF, the Delaware Department of Education (DDOE) developed a system to verify the students that will be counted in a school's or district's accountability rating. Use of the Accountability Student Verification (ASV) System to improve transparency and increase efficiency in the production of accountability ratings so that students, parents, teachers, administrators, policymakers, and the general public have an accurate account of educational performance.

ASV is built on the same platform as the Educator of Record Roster Verification System (RVS). The ASV draws upon data in eSchoolPLUS and RVS to automatically generate rosters for each school in the state for students in grades K-12. ASV then communicates with a number of other databases, including homeschool and private school enrollment and the Dropout Verification System (DVS), to increase the accuracy of a student's placement for accountability purposes. A significant amount of the information included in the ASV System is verified through other internal DDOE processes (e.g., the September 30 count), thereby limiting the number of students that need to be reviewed.

Students identified in this system encompass the base list of students who are used in the calculation of the metrics described above. All students have additional validation of their full academic year (FAY).

2.1 ASV Contact Information

For access to or technical questions regarding the ASV System, please contact the Data Management Workgroup—[Adrian Peoples](#) or [Jennifer Koester](#).

For information regarding policy, please contact the Performance Management Workgroup—[Chantel Janiszewski](#).

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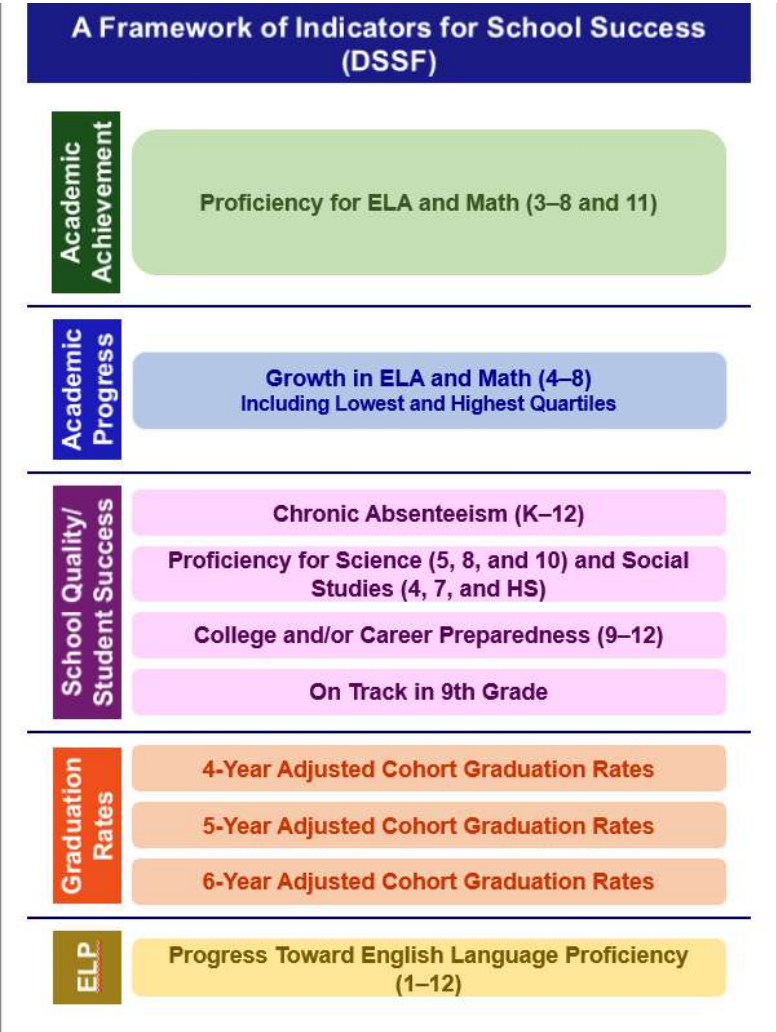
3.0 Delaware School Success Framework (DSSF) Overview

3.1 Introduction to the DSSF

The DSSF is a comprehensive accountability system that measures and publicly reports on multiple areas of school success. This document provides detailed descriptions of the indicators and measures included, the source of the data used, and method of aggregating the metrics to produce accountability ratings.

Federal law requires a single, statewide system of accountability and supports for all public schools and districts. Building on the work begun by the Accountability Framework Working Group in summer 2014, the DDOE engaged with multiple stakeholders across the state, including the Measures of Student Success and Public Reporting group, the Governor’s ESSA Advisory Committee, and the DSSF Discussion Group, to revisit and refine its comprehensive and authentic structure for measuring school and district performance, incorporating multiple academic and nonacademic measures related to college and career readiness for all students.

As a result of extensive stakeholder engagement, the 2017-2018 DSSF is comprised of the following indicators and measures:



3.2 Calculation and Aggregation Rules

Performance results for each measure are dependent on a school meeting the minimum-n of 15 students. If a school has less than 15 students for any measure. The indicators of the DSSF are aggregated on a 500-point scale reflecting different values for elementary/middle, high schools, and high schools that serve grades beyond 9-12 (e.g., a grades 6-12 school). Each indicator (e.g., Academic Achievement), will receive a text-based rating based on the aggregated performance on the measures in that particular area. The ESSA-approved indicator weights for ES (K-5), MS (6-8), HS (9-12) and HS Plus (for schools that serve additional grades beyond 9-12, i.e. 6-12) and associated points are as follows. High School weighting will be applied to single high school districts as well as districts serving multiple high schools serving grades 9-12 only. High School Plus weighting will be applied to all other districts.

Elementary (grades K-5)/Middle School (grades 6-8)

Metric Area/Metrics	Weight	Points
Academic Achievement	30%	150
Proficiency ELA (grades 3-8)	15%	75
Proficiency Math (grades 3-8)	15%	75
Academic Progress	40%	200
Growth in ELA (grades 4-8)	15%	75
Growth in Math (grades 4-8)	15%	75
Growth of lowest quartile ELA (grades 4-8)	2.5%	12.5
Growth of highest quartile ELA (grades 4-8)	2.5%	12.5
Growth of lowest quartile Math (grades 4-8)	2.5%	12.5
Growth of highest quartile Math (grades 4-8)	2.5%	12.5
School Quality/Student Success	20%	100
Chronic Absenteeism	10%	50
Proficiency Science (grades 5 and 8)	5%	25
Proficiency Social Studies (grades 4 and 7)	5%	25
Progress toward English Language Proficiency	10%	50
Total	100%	500

High School (grades 9-12)

Metric Area/Metrics	Weight	Points
<i>Academic Achievement</i>	30%	150
Proficiency ELA	15%	75
Proficiency Math	15%	75
<i>School Quality/Student Success</i>	40%	200
Chronic Absenteeism	5%	25
Proficiency Science (grade 10)	5%	25
Proficiency Social Studies (HS)	5%	25
College and/or Career Preparedness (9-12)	15%	75
On Track in 9 th Grade (grade 9)	10%	50
<i>Graduation Rate</i>	20%	100
4-Year Cohort Graduation Rate	15%	75
5-Year Cohort Graduation Rate	3%	13
6-Year Cohort Graduation Rate	2%	12
<i>Progress toward English Language Proficiency</i>	10%	50
<i>Total</i>	100%	500

High School Plus (For districts and for schools with variant grade configurations that include grades 9-12, e.g. 6-12)

Metric Area/Metrics	Weight	Points
Academic Achievement	20%	100
Proficiency ELA (grades 3-8 and 11)	10%	50
Proficiency Math (grades 3-8 and 11)	10%	50
Academic Progress	25%	125
Growth in ELA (grades 4-8)	10%	50
Growth in Math (grades 4-8)	10%	50
Growth of lowest quartile ELA (4-8)	1.25%	6.25
Growth of highest quartile ELA (4-8)	1.25%	6.25
Growth of lowest quartile Math (4-8)	1.25%	6.25
Growth of highest quartile Math (4-8)	1.25%	6.25
School Quality/Student Success	25%	125
Chronic Absenteeism (K-12)	2.5%	12.5
Proficiency Science (5, 8 and Biology)	5%	25
Proficiency Social Studies (4, 7 and HS)	5%	25
College and/or Career Preparedness (9-12)	7.5%	37.5
On Track in 9 th Grade (grade 9)	5%	25
Graduation Rate	20%	100
4-Year Cohort Graduation Rate	15%	75
5-Year Cohort Graduation Rate	3%	13
6-Year Cohort Graduation Rate	2%	12
Progress toward English Language Proficiency	10%	50
Total	100%	500

Elementary (grades K-5)/Middle School (grades 6-8)

Metric Area/Metrics	Weight	Points
Academic Achievement	30%	150
Proficiency ELA (grades 3-8)	15%	75
Proficiency Math (grades 3-8)	15%	75
Academic Progress	40%	200
Growth in ELA (grades 4-8)	15%	75
Growth in Math (grades 4-8)	15%	75
Growth of lowest quartile ELA (grades 4-8)	2.5%	12.5
Growth of highest quartile ELA (grades 4-8)	2.5%	12.5
Growth of lowest quartile Math (grades 4-8)	2.5%	12.5
Growth of highest quartile Math (grades 4-8)	2.5%	12.5
School Quality/Student Success	20%	100
Chronic Absenteeism	10%	50
Proficiency Science (grades 5 and 8)	5%	25
Proficiency Social Studies (grades 4 and 8)	5%	25
Progress toward English Language Proficiency	10%	50
Total	100%	500

DSSF Rating will be based ONLY on those measures for which there are enough students (15+) to receive a score:

- NO point redistribution to other measures
- NO point approximation based on other indicator performance

For Example School A to the left:

- No points for Science or Social Studies (in pilot)
- No points for EL (not enough students)
- So the max points available is 400 as opposed to 500

Please refer to the 2017-2018 DSSF Technical and Operations Manual for details and additional information regarding the calculation of accountability ratings.

4.0 ASV Application Overview

ASV is built on the same platform as the Educator of Record Roster Verification System (RVS). The ASV draws upon data in eSchoolPLUS and RVS to automatically generate rosters for each school in the state for students in grades K-12. The ASV tool then communicates with a number of other databases, including homeschool and private school enrollment and the Dropout Verification System (DVS), to increase the accuracy of a student's placement for accountability purposes. A significant amount of the information included in the ASV is verified through other internal DDOE processes (for instance, September 30 count), thereby limiting the number of students that need to be reviewed.

Students identified in this system encompass the base list of students who are used in the calculation of the metrics described above. All students have additional validation of their full academic year (FAY).

4.1 Purpose

ASV will be used to identify all students who will be used in the calculation of some metrics used for the DSSF.

4.2 Measure Definitions

4.2.1 Academic Achievement

- Proficiency in English Language Arts (ELA), Mathematics
- Participation in ELA, Mathematics

4.2.2 Academic Progress (Grades 4-8)

- Growth in ELA
- Growth in Mathematics

4.2.3 School Quality/Student Success

- On Track Attendance (Chronic Absenteeism)(K-12)
- Proficiency in Science, Social Studies
- College and/or Career Preparedness (12th grade)
- On track in 9th Grade (9th grade)

4.2.4 Graduation Rate (HS and HS+ Only)

- Four-year Cohort Graduation Rate
- Five-year Cohort Graduation Rate
- Six-year Cohort Graduation Rate

4.2.5 Progress toward English Language Proficiency (K-12)

- Progress toward English Language Proficiency

4.3 Uses

Students identified in this system will provide the base list of students who will be used to calculate the measures for DSSF. All students will be identified in the application this year as full academic year (FAY). This will be validated by accountability schools during the annual ASV verification window.

4.4 ASV User Access

ASV has several different levels of access—state-, district-, and school-level access. Those district-/school-level are assigned appropriate roles. User accounts have automatically been established for the following groups of individuals:

- Directors, assistant superintendents, and superintendents
- All district-level supervisors
- All principals and assistant principals

4.5 Access to ASV Application

The ASV application is accessed via the Identity Management System (IMS) from the DDOE homepage. This application requires a user ID and password access assigned by your District Information Security Officer (ISO). ISOs are responsible for giving any district- or school-level personnel access to the ASV application.

If you have any questions about ASV, please contact Adrian Peoples via e-mail at adrian.peoples@doe.k12.de.us or call (302) 735-4090. If he is not available, other data managers may be able to assist.

5.0 ASV Processing a Roster

This application is designed to further streamline the review of rosters, submission of appeals, and the upload of required supporting documentation.

This guide gives the user a quick reference on how to access the ASV application and how to review, submit appeals, upload documentation, and submit a roster.

The following steps are outlined in this document to process rosters:

Step	Operation
1	Log in to Identify 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	Submitting a Roster

5.1 Accessing ASV Application

Below are steps to access the ASV application:

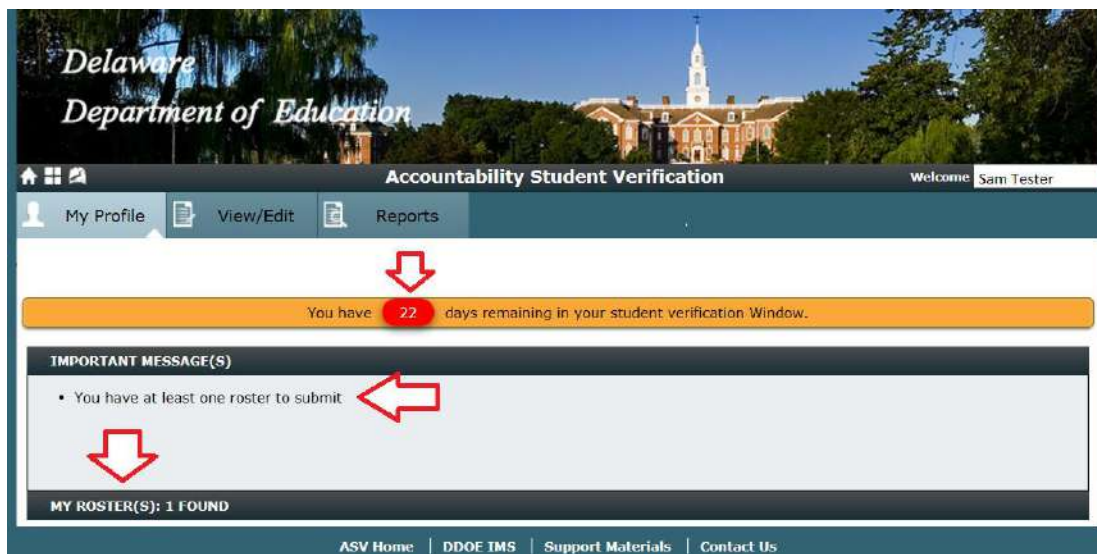
5.1.1 Step 1 – Log in to IMS



- Click on the link to ASV icon:



- The home page for the Accountability Student Verification System



MY ROSTER(S): 1 FOUND

District-/School-Level Roster Review

The district-level user will be presented a dropdown list of the school(s) within their reporting district. The school-level user will automatically be defaulted to their home school. It will be 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 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 withdraw records.

5.1.2 Step 2 – New 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 inclusion/exclusion, upload of documents, and reporting. We strongly recommend following these procedures to successfully create rosters for the ASV process:

Step	Description/ Location	Operation
A	View Roster	Select the View tab to access school rosters to which you have access.
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. In the dropdown box select a student. 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 emails or paper submissions will be accepted. All uploads must contain the ASV Cover Sheet identifying all students who have any appeals.

5.1.2.1 Step A – View Roster(s)

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



IMPORTANT MESSAGE(S)

MY ROSTER(S): 1 FOUND

Select a school:

View	Name	Applicable	Why	Submitted	Approved
🔍	2015 ASV Roster: Test School	Yes		No	No

Who is included on this roster for a specific school?

- This includes all K–12 students, as the accountability system requires student-level 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 withdraw records.

This roster will show all students who have currently been assigned to the accountability school. This screen provides a reminder for where to appeal any demographics or inclusions.

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:

Roster:

Submitted: No

Decision: No Decision Made

Decision Made On: Not Applicable

What can I do? View/Edit

Show only excluded 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

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 – (in this case it is DDOE)
 - Decision/Decision Made on – identifies when this was acted upon
 - What can I do? – identifies what the user can do to the roster
- Filter Options – allows the filtering of the student roster by the following:
 - Students – options include All Students or by specific alphabetic searches

- Excluded Students – students 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 rosters

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, first name
- Grade – indicates grade that the student is currently enrolled
- Race/Eth. – specifies the students identified race/ethnicity code
- SWD – specifies if the student has been identified with a students with disabilities code
- EL – identifies if a student receives EL services
- In/Out – indicates if the student is included/excluded from this roster list
- Membership (days) – specifies total number of school days
- Attendance (days) – specifies total number of days student was in attendance at accountability school
- Appealed – (Yes/No) have there been any appeals submitted for specific student
- Approved – indicates date roster was approved by DDOE

Students are originally added to the roster for the following reasons:

Identified Reasons	Description
Accountability school explicitly set	Student had this school identified as accountability school in eSchoolPLUS.
Student enrolled after unit count	Student was enrolled in school/district after September 30.
Included on approved RSV roster	Student was approved on the RVS roster in the spring— these students are automatically approved and cannot be modified.
Student enrolled at unit count	Student was enrolled at the time of unit count (September 30).

5.1.2.2 Step B – Print Roster(s)

The user can select the Reports tab.



Then, select the **Roster Students (All)** report from the report list.

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

🔍
Roster Students (All)

Printing School Roster Report/Export

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



If a user is assigned to only one school, that specific school code field will be the default. If the user is assigned to multiple schools, a school must be selected from the dropdown menu. It is

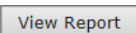
recommended to print a report for review on legal paper (8½ x 14). It is also recommended to save this report in Excel.



- 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 have 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 button  to generate the report.

ID	Name	Race	Grade	SWD	ELL	In/Out	Reason
AAAA	Student A	African American	01	No	No	Included	Student enrolled at unit count
BBBB	Student B	African American	01	No	No	Included	Student enrolled at unit count
CCCC	Student C	African American	02	No	No	Included	Student enrolled at unit count

- The students who have incorrect demographic data will have data updated and will maintain the INCLUDED status.
- Those that are identified as NOT INCLUDED may require documentation. This must be uploaded to the DDOE, Office of Data Management for review.


This roster can be printed or exported 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

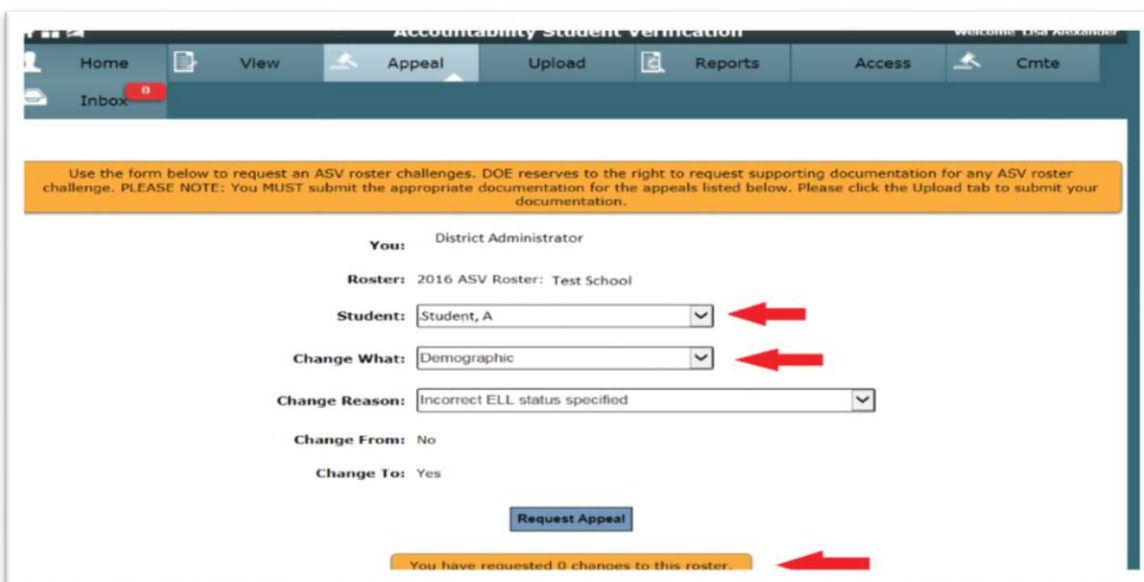
The printer icon  can be selected to print the roster for the selected school. This allows the user to print the roster for review and verification. The report shown on the screen will be the final printed version.

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

5.1.2.3 Step C – Appeal Student Demographic or Inclusion Changes

Demographic Appeals

If a user has identified that demographic(s) for a student are not correct or should be/not be included on the roster, click the box and this will allow the student reason to be edited.



The screenshot shows the 'Accountability Student Verification' system interface. The 'Appeal' tab is selected. A yellow banner at the top reads: 'Use the form below to request an ASV roster challenges. DOE reserves to the right to request supporting documentation for any ASV roster challenge. PLEASE NOTE: You MUST submit the appropriate documentation for the appeals listed below. Please click the Upload tab to submit your documentation.' Below this, the user is identified as 'District Administrator' and the roster as '2016 ASV Roster: Test School'. The form contains the following fields: 'Student' (dropdown menu with 'Student, A' selected), 'Change What' (dropdown menu with 'Demographic' selected), and 'Change Reason' (dropdown menu with 'Incorrect ELL status specified' selected). Below these are 'Change From: No' and 'Change To: Yes' options. A blue 'Request Appeal' button is located below the form. At the bottom, a yellow status bar indicates 'You have requested 0 changes to this roster.' Red arrows point to the 'Student' and 'Change What' dropdown menus, the 'Request Appeal' button, and the status bar.

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 graduated and no longer receiving services	NOT INCLUDED
Student transferred to Groves	NOT INCLUDED
Student incarcerated	NOT INCLUDED
Student transferred to another Delaware public school	NOT INCLUDED
Student transferred to other education placement (e.g. Job Corps)	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
Student actively enrolled at the end of the year	INCLUDED
Student is enrolled here and should be included	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 in Step D – Upload Documents.
- The user clicks the appropriate option for that specific student.

- The user then selects 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, as outlined in Section 5.1.2.4 – Step D – Upload Documentation for Appeals.

5.1.2.4 Step D – Upload Documentation for Appeals

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.

Appeal Type	Appeal Reason	Documentation Required
I/E	Student is deceased	No documentation is required.
I/E	Student graduated and no longer receiving services	Scanned copy of high school diploma
I/E	Student transferred to Groves	Groves enrollment documentation
I/E	Student incarcerated	No documentation is required.
I/E	Student transferred to another Delaware public school	Please submit a copy of enrollment record from eSchoolPLUS and/or DELSIS with explanation relating to the student's correct school.
I/E	Student transferred to other education placement (e.g. Job Corps)	Please submit the appropriate withdrawal form
I/E	Student transferred out-of-country	No documentation is required.
I/E	Student transferred to a home school	Withdraw form and DDOE HOme School Verification Letter
I/E	Student transferred to a private school	Request for records from receiving school
I/E	Student transferred out-of-state	Request for records from receiving school
I/E	Student actively enrolled at the end of the year	No documentation is required
I/E	Student is enrolled here and should be included	Please submit a copy of enrollment record from eSchoolPLUS and/or DELSIS showing current enrollment.
D	Incorrect number of attendance days specified	Please submit the appropriate documentation based on additional guidance provided. Contact the Department of Education for said guidance.
D	Incorrect ELL status specified	Delsis/eSchoolPLUS record
D	Incorrect grade specified	Please submit a copy of enrollment record from eSchoolPLUS with explanation relating to the student's correct grade.
D	Incorrect number of membership days specified	Please submit the appropriate documentation based on additional guidance provided. Contact the Department of Education for said guidance.
D	Incorrectly identified as an ELL student in Monitoring Window	No documentation is required
D	Incorrect race/ethnicity specified	Delsis/eSchoolPLUS records
D	Incorrect SWD status specified	Delsis/eSchoolPLUS records
D	Incorrectly identified as an EXEMPT ELL student	No documentation is required

**For appeals related to the On Track Attendance measure to be considered, required documentation for *extenuating circumstances* is as follows:

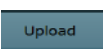
- Students who are homebound (if local policy requires that this is counted as an excused absence)
 - Signed doctor's note indicating dates of treatment
- Students who are out of school for the treatment of medical conditions that do not allow for homebound instruction (e.g., concussions) should be excluded from the calculation
 - Signed doctor's note indicating dates of treatment
- Students who are placed in alternative residential facilities (e.g., Dover Behavioral Health)
 - Letter from the admitting facility with signature indicating dates of service
- Students who are out of school for a death in the family
 - Parent and/or guardian note with signature indicating dates of absence
- In accordance with the [Interstate Military Compact](#), students who are out of school as a result of a parent's active deployment
 - Signed parent and/or guardian note indicating dates of absence(s) with Superintendent's signature as an assurance
- Students who are out of school for reasons specifically and directly related to homelessness
 - Signed note from the Homeless Liaison indicating dates of absence(s)
- Students who are out of school for reasons specifically and directly related to foster care
 - Signed note from the Foster Care Liaison indicating dates of absence(s)
- Students who are out of school for scheduled court appearance(s)
 - Court-issued documentation indicating date(s) of appearance(s)

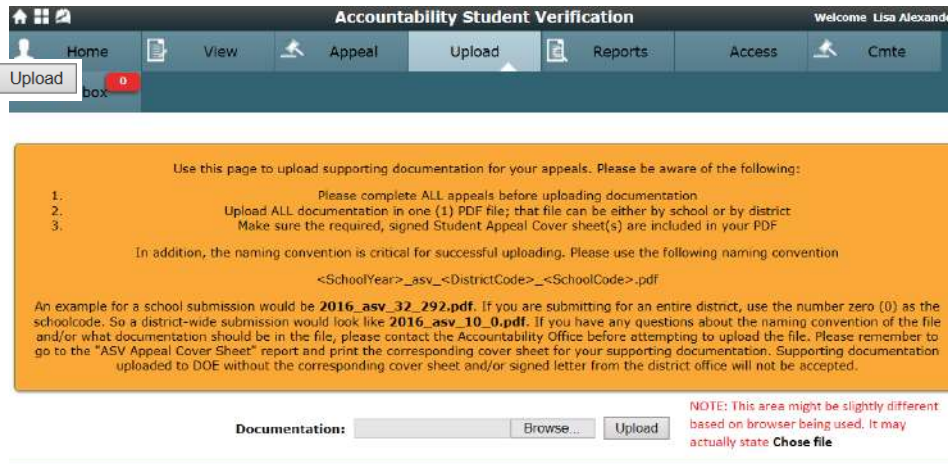
Please refer to the 2017-2018 DSSF Technical and Operations Manual for additional details regarding the calculation of the On Track Attendance measure.


Note: For appeals relating to students who have withdrawn, confirmation of enrollment in another school is required. This includes providing the DELSIS record for enrollment in a Delaware public school or a request for records from a Delaware nonpublic or out-of-state school.

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. This will also identify the required documentation (or if needed for each appeal).
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 front page 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.

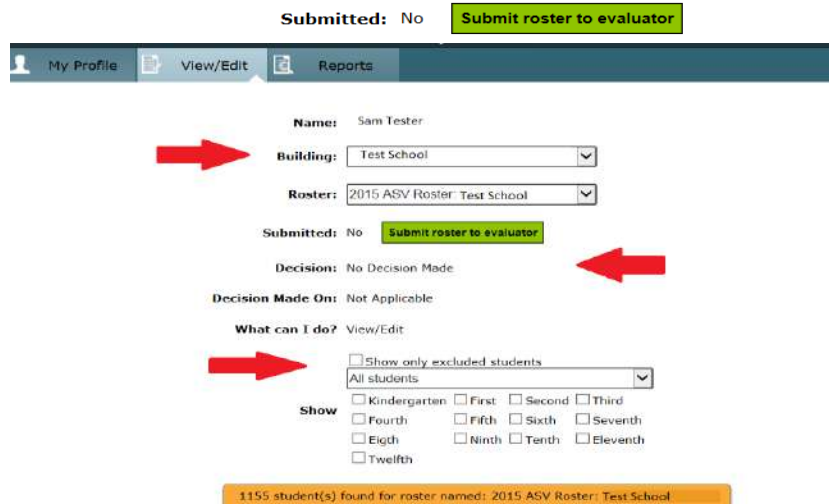
Once the supporting documentation has been created, select the **Upload** menu  and the upload screen will be displayed:



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.

5.1.3 Step 3 – Submitting Rosters

Once a user has selected the students they need to exclude, they must click the green Submit roster to evaluator button.

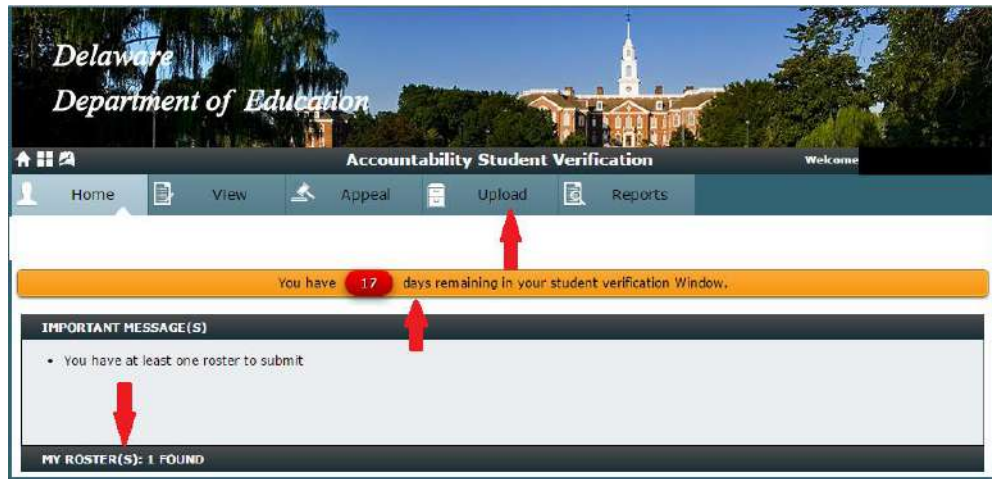


The entire roster should be reviewed before submitting it to DDOE for verification/approval.

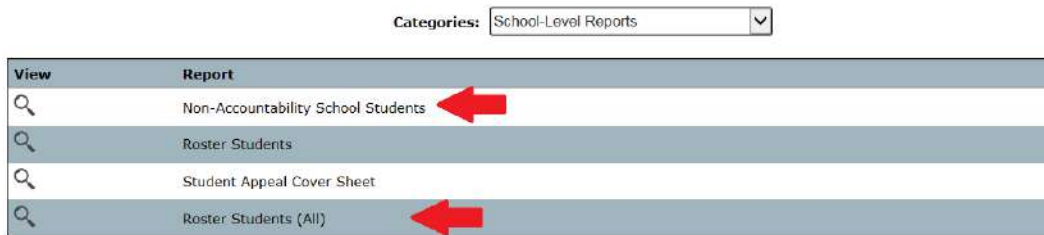
Once all rosters are submitted by the user and they are returned as approved, the work in ASV is complete.

6.0 ASV Reports Overview

The home page for the Accountability Student Verification System



6.1 Reports Link on the Home Page



All school and district personnel have the option of four reports that are available at the school level for accountability schools. There are four reports that are available on this reports menu.

- Non-Accountability School Students Report – This report generates a list by non-accountability school of any students who are not correctly associated with a defined accountability school. All of these students must be updated and assigned to an accountability school.
- Roster Students Report – This report identifies a list of students for a specific school. The rosters are only available at the school level.
- Student Appeal Cover Sheet Report – This report creates a roster of students who are identified for exclusion or have a data issue that needs to be resolved. If any documentation is required, it is annotated on this cover sheet. This document must accompany all exclusion requests.
- Roster Students (All) Report – This report provides a list of students for an entire district/charter. This report is primarily for district administrators.

6.2 Printing School Roster Report/Export

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



- School Code – If a user is assigned to only one school, then that school code field is the default for that user. If a user is assigned to multiple schools, a school must be selected from the dropdown menu.

- Show – The Show menu has filter options for the School Roster Report. Filter options include:

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 were modified and are waiting for approval to be excluded or need a demographic issue corrected
Excluded	Lists students identified for exclusion from the accountability roster for a specific reason

A student roster will be displayed based on search criteria. Below is a sample roster based on the (Select All) option.

- View Report – Select the **View Report** button to generate the report.

Accountability Student Verification System
2015 ASV Roster: Test School A


ID	Name	Grade	In/Out	Reason	Approved	By	When
	Student, A	07	Included	Included on approved RVS roster	Yes	RVS	
	Student, B	08	Included	Student enrolled after unit count			
	Student, C	06	Included	Included on approved RVS roster	Yes	RVS	
	Student, D	06	Included	Student enrolled after unit count			
	Student, E	07	Included	Included on approved RVS roster	Yes	RVS	
	Student, F	07	Included	Accountability school explicitly set			
	Student, G	07	Included	Student enrolled after unit count			
	Student, H	06	Included	Student enrolled at unit count			
	Student, I	06	Included	Student enrolled at unit count			
	Student, K	08	Included	Included on approved RVS roster	Yes	RVS	

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.

6.2.1 Printing a Roster

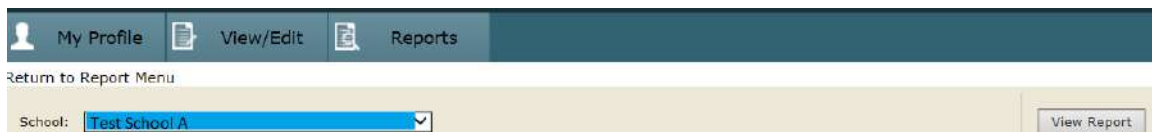
The printer icon  can be selected to print the roster for the selected school. This will allow the user to print the roster for review and verification. The report shown on the screen will be the final printed version. This report must be printed on 8½ by 14 inch paper.

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

6.2.2 Printing Student Appeal Cover Sheet Report/Export

A cover sheet must be included when submitting all necessary documentation or data updates/requests to DDOE. Select the  button to generate a report.

If a user is assigned to only one school, then that school code field is the default for that user. If a user is assigned to multiple schools, a school must be selected from the dropdown menu.



Select the  button to generate the report.

Delaware Department of Education Accountability Student Verification Report: Appeal Cover Sheet

Test School A | 2015 Accountability Year

We request that the Department of Education review the accountability status of the following students based on the reasons specified below and the supporting documentation provided.

Signature: _____ Date: _____

ID	Name	Appeal Reason	Documentation Required
	Student, A	Student transferred out-of-state	Please submit a copy of enrolling school's request for the student's records.
	Student, B	Student transferred out-of-state	Please submit a copy of enrolling school's request for the student's records.
	Student, X	Student transferred out-of-state	Please submit a copy of enrolling school's request for the student's records.
	Student, AB	Student transferred out-of-state	Please submit a copy of enrolling school's request for the student's records.
	Student, CC	Student transferred out-of-state	Please submit a copy of enrolling school's request for the student's records.
	Student, XY	Student transferred out-of-state	Please submit a copy of enrolling school's request for the student's records.

Please refer to the list above for identified reasons a student is being appealed.


- 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.

6.2.3 Printing Student Appeal Cover Sheet

The printer icon  can be selected to print the roster for a school. This will allow the user to print the cover sheet to use for submission of the required documentation. The report shown on the screen will be the final printed version.


This appeal cover sheet and supporting documentation must be **submitted by August 25, 2017**.

6.2.4 Printing District/Charter Roster Report/Export

A student roster for a school can be generated for the full district or charter school by using the Student Roster (All) option.

If a user is assigned to only one school, then that school code field is the default for that user. If a user is assigned to multiple schools, a school must be selected from the dropdown menu.

Return to Report Menu

Show: 

- 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 is 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 button to generate the report.

Accountability Student Verification System
2015 ASV Roster: **District A**


ID	Name	Grade	In/Out	Reason	Approved	By	When
	Student, A	07	Included	Included on approved RVS roster	Yes	RVS	
	Student, B	08	Included	Student enrolled after unit count			
	Student, C	06	Included	Included on approved RVS roster	Yes	RVS	
	Student, D	06	Included	Student enrolled after unit count			
	Student, E	07	Included	Included on approved RVS roster	Yes	RVS	
	Student, F	07	Included	Accountability school explicitly eat			
	Student, G	07	Included	Student enrolled after unit count			
	Student, H	06	Included	Student enrolled at unit count			
	Student, I	06	Included	Student enrolled at unit count			
	Student, K	08	Included	Included on approved RVS roster	Yes	RVS	

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.

6.2.5 Printing a Student Roster (All)

The printer icon  can be selected to print the roster for the specific or 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 will be printed on 8½ by 14 inch paper.

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

Please see Roster Students Report for sample layout.

7.0 ASV Business Rules

1. The identified students within the September 30 Unit Count provide the starting list.
2. Identify active students within DELSIS 2.0 (meaning no exit date).
3. Delete all DELSIS students where the student ID and school match with the unit count students.
 - a. Eliminates all students from the DELSIS set who never left their unit count school the entire year.
4. Update the Unit Count Student set with the accountability school identified in the DELSIS student set (if that school is different).
 - a. Updates/sets the accountability school in the Unit Count set for those students whose accountability was explicitly set
5. Update the Unit Count Student set with the current school identified in the DELSIS student set (if that school is different).
 - a. Updates/sets the school in the Unit Count set for all students who changed schools after unit count and never exited.
6. Delete all DELSIS students where the student id and school match with the (updated) unit count students
 - a. Eliminates additional students from the DELSIS set whose transience has been updated in the unit count set
7. Add any students not identified in the DELSIS/Unit Count match that were previously updated.
 - a. Add students who enrolled after unit count and never exited.
8. Unit Count set because the basis for all rosters.
9. Go to eSchoolPLUS looking for Exit Codes.
 - a. Sets the inclusion status for all students who have been properly exited from the school's roster
10. 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.

8.0 History of Changes

This section summarizes the history of changes made to the ASV Reference Guide.

Date	Section(s)	Description
5/2016		Manual created
7/10/2017		Deleted Paragraph 4.2 Enhancements for 2016 Deleted 5Essentials Survey reference from Context Measures
7/11/2017		Clarified documentation required for appeals
7/24/2017		Updated file naming convention from 2016 to 2017
6/27/2018	1.0 and 3.0	Updated document to reflect changes to DSSF under ESSA
7/16/2018		Updated the Inclusion/Exclusion list and the required documentation table