



**Roster Verification System (RVS)
Technical Assistance Manual
Group 1 Educators: Measure A
(Teachers and Administrators)
SY 2019-2020**

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Technology Resources and Educator Supports**

February 2020

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Introduction

The policies contained within this document were assembled to assist educators, schools and school districts in preparing their spring rosters for the purpose of calculating Measure A for Group 1 educators (including teachers and administrators). As part of DPAS-II, Student Improvement Component and Teacher of Record (TOR) policies and systems are critical for successful implementation. In March and April, all “teachers of record” (Group I Educators, Measure A) for Math and English Language Arts students will verify their student rosters in an online system so that the correct students are linked to the correct teacher for Measure A ratings. The software application, Roster Verification System (RVS), also allows administrators to verify their own rosters for the same purpose. The Technology Resources and Data Development workgroup and the Educator Support team have been working on the development and improvements of this application since the Fall of 2012. The application will appear behind the Identity Management System (IMS).

Policy

The RVS software application in IMS is necessary as a result of Title 14 of the Delaware Code. The following section of Delaware Code has been used to guide the design of RVS and to derive the parameters for its use by Delaware educators.

- **14 DE Code, § 1270. The Delaware Performance Appraisal System II**
<http://delcode.delaware.gov/title14/c012/sc07/index.shtml>
 - “...If a student has missed more than 15% of the class time, the student's performance evaluation shall not be used in evaluating a teacher under this chapter.”

It is noted here that section 1270 is general guidance provided to Local Education Agencies (LEA). Policies and procedures to determine the definitions for implementation are made at the local level by the local school board and district leadership.

RVS was developed in order to meet all requirements of Code, Regulation, DPAS-II, and policies with regard to “Teacher of Record” (also referred to in the software application as Educator of Record) so that all Student Improvement Component Measure A calculations will be made in an accurate manner.

System Requirements for RVS Alignment

The Roster Verification System depends upon accurate data in two systems – **eSchoolPLUS** and **Data Service Center’s (DSC) DPAS Online Platform**. Data from these two systems are linked in order to populate student-teacher linkages as well as educator-evaluator linkages, therefore the accuracy of the

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data is imperative for a smooth implementation of the roster verification process.

eSchoolPLUS Requirements

All districts and charter schools should complete their master schedules for each school within an LEA. Each school has been instructed by the Department to schedule both English Language Arts classes and Math classes for all students, including those at the elementary level. **All teachers considered the teachers of record for Math and ELA must have their PHRST employee identification in eSchoolPLUS.**

DPAS Online Evaluation System Requirements

RVS uses the evaluator and educator assignments determined within the state-approved DSC DPAS online evaluation system. An LEA must enter all pertinent information into the approved online evaluation system including ***PHRST employee identification numbers, educator group numbers, and educator/evaluator relationships***. The Department of Education will load all other necessary information.

RVS Quality Control in 2019-20

In an effort to build in an additional quality control measure, the 2019-20 rosters will be created on March 16, 2020. On March 16, 2020, all of the data within for ELA and Math for grades 4-8 will be loaded into the RVS database. This will be a one-time loading of the data.

The purpose is to allow LEA staff the opportunity to ensure that every educator who should have a roster (or rosters) does before RVS opens.

These reports can currently be accessed by opening RVS (in IMS) and running the ***School ERS Assignment Structure*** or ***District ERS Assignment Structure*** report. Note that RVS is not opening early. Therefore, you will not see student level data represented in the report at this time.

If you find an educator does not have a roster loaded, it could be for one of the following reasons:

- Their employee ID number in your evaluation system online platform (DSC), PHRST is missing, is incorrect, or does not match the employee ID in the other systems.
- Their educator group in your evaluation system online platform is incorrect (not Group 1).
- **If a teacher is missing a roster in RVS due to missing data LEAs MUST correct the missing information and allow RVS to retrieve the missing roster overnight.**

If changes need to be made, please make them in the DSC DPAS online platform and/or in eSchoolPLUS before March 18, 2020. RVS will attempt to build new rosters based on these changes nightly.

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Using RVS

Definitions:

- **My Profile (tab)** – gives details about the user logged in to RVS through IMS.
- **View/Edit Roster (tab)** – where educators verify rosters.
- **Reports (tab)** – where educators can print reports including final verified rosters for their records.
- **“Educator of Record”** – any teacher or administrator that will need to verify a roster for Student Improvement Component calculations.
- **Included** – means the student or the roster is included for the Component V calculation.
- **Approved** – means the student or the roster is approved by the administrator/evaluator to be included in calculations.
- **Awaiting approval** – means the student or the roster is awaiting approval by the administrator/evaluator.
- **View Only (for administrators)** – means that administrator/evaluator is not assigned to evaluate that educator and cannot change/approve the roster.
- **Edit (for administrators)** – means that administrator/evaluator is assigned to evaluate that educator and can change/approve the roster.

Directions: Teachers Verifying Rosters

Step 1: Log into IMS

- Click on the link to RVS.

Step 2: Once in RVS

- At the top of the page there is a “ticker” that will count down the days during which an educator may verify their rosters.
- The Educator of Record class roster(s) appear for English Language Arts and Mathematics.
- A *teacher* will work with rosters by clicking on the magnifying glass in front of the roster.
- To the left of each roster name is a “view” icon (magnifying glass). Click the icon to the view the roster.

** The goal is to validate lists of students educators instruct, per subject.*

Step 3: Excluding students from your roster

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- If an educator feels an entire roster should not be considered, s/he may select an entire roster to submit for exclusion by selecting “For Exclusion” then clicking the “Submit to Evaluator” button.
- To exclude one student from a roster, click the “Edit” icon to the left of the student’s name.
- A drop-down menu indicates the options available for excluding student(s) from a roster (less than 85% attendance, alternative placement, student officially withdrawn, not assigned Educator of Record, discussion with Evaluator requested). Please note that “Discussion with Evaluator Requested” should be reserved for use in extreme situations.
- The educator will click the appropriate option for that specific student.
- Once the educator makes the appropriate selection, the educator will click the “Save” icon that appears to the left of the student’s name.

Step 4: Submitting Roster(s)

- Once an educator has selected all students that they wish to exclude, they must select “For Approval” just below the roster name, then click the “Submit to Evaluator” button.
- Each roster must be submitted for verification/approval by their evaluator or submitted for exclusion for verification/approval by their evaluator.
- Once all rosters have been submitted by the educator, work in RVS is complete.

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Directions: Administrators/Evaluators Approving Rosters

Step 1: Log into IMS

- Click on the link to RVS.

Step 2: Once in RVS

- The administrator/evaluator will click on available assignments.
- At the top of the page there is a “ticker” that will count down the days left until an educator must verify their rosters.
- The administrator/evaluator may click on the magnifying glass to view the rosters if the far right column says “View Only”.
- The administrator/evaluator may click on the magnifying glass to edit the rosters for approval if the far right column says “Edit”.
- The “Inbox” tab tells the administrator/evaluator how many teachers are ready for roster approval. (*The number only appears when the teacher has verified all of their rosters.*)

Step 3: Approving teacher rosters

- An administrator/evaluator may view teacher roster individually or combine all rosters by clicking the box next to the phrase “Combine All Rosters”.
- Within each roster, the administrator/evaluator must approve all individual students that a teacher has marked as excluded.

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- After an administrator has combined the rosters of the teachers, they may click the box next to the phrase “Show only Excluded Students.” Please note that “Discussion with Evaluator Requested” should be reserved for use in extreme situations such as severe trauma to a child and/or his/her life.
- The administrator/evaluator must approve the exclusion of all rosters that an educator has selected to exclude.
- To edit a student, an administrator/evaluator may click on the “Edit” box to the left of the student.
- In the approved column, the administrator must click on “Approve” or “Not Approve” the teacher’s exclusion reason.
- Then, the administrator/evaluator must click on the check mark to the left of the student.
- Once all excluded students have been approved or not approved, the administrator/evaluator may click the blue “Approve ALL Students Across ALL Rosters” button.
- Administrators/Evaluators must approve all submitted rosters. An evaluator must approve/not approve each student an educator selected for exclusion.

Step 4: Adding a student to a roster

- If a student is missing or there is no roster for an educator, the administrator/evaluator will have to add the student’s name to the roster and/or create a roster so the teacher can review it. Teachers will not have the ability to add or create rosters. This can only be done by the administrator/evaluator. The screen below will only be available to administrators/evaluators.
- The administrator/evaluator must select the roster of the teacher to which a student needs to be added.
- The administrator/evaluator must click on the blue “Add Student to this Roster” button.
- The administrator/evaluator will enter the student ID into the line.
- Then the administrator/evaluator will click the blue “Show Student” button.
- Then the administrator/evaluator will click the blue “Add Student” button at the bottom of the screen.

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Directions: Administrators/Evaluators Building Rosters

Step 1: Log into IMS

- Click on the link to RVS.

Step 2: Once in RVS

- Select the “Build” tab at the top of the screen to build a roster to your exact specification.
- The administrator will have several options to select from in order to build their Measure A roster. These options represent the possible ways that students could be grouped.
- The administrator/evaluator may enter the reports menu to run a report to see which students teachers have excluded from their rosters after the teacher window closes on April 13, 2020 and all teacher verification is complete.
- The administrator/evaluator may create more than one roster. For example, this may be necessary if an administrator is responsible for their Measure A for more than one grade level of students.

Step 3: Excluding students from your roster

- Once an administrator/evaluator has created their rosters, they may elect to exclude a student from their roster.
- In the “View/Edit Roster” tab to the left of each student’s name is a box. If an administrator/evaluator feels that a student should not be included on their roster, they will click the box.
- A drop-down menu indicates the options available for excluding student(s) from a roster (less than 85% attendance, alternative placement, student officially withdrawn, not assigned educator of record, discussion with evaluator requested). Please note that “discussion with evaluator requested” should be reserved for use in extreme situations such as severe trauma to a child and/or his/her life.
- The administrator/evaluator will click the appropriate option for that specific student.
- Once the administrator/evaluator makes the appropriate selection, they will click the “Save” icon that appears to the left of the student’s name.

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Step 4: Submitting Roster(s)

- Once an administrator/evaluator has built their roster and selected all students that they wish to exclude, they must select “For Approval” just below the roster name, then click the “Submit to Evaluator” button.
- Each roster must be submitted for verification/approval by their evaluator or submitted for exclusion for verification/approval by their evaluator.

Tips and Reminders

Before/During Student Assessment

- The goal is to validate lists of students educators instruct, per subject.
- All data must be complete and accurate in the district or charter school's educator evaluation system online platform (DSC's DPAS application) for RVS to accurately use the information. Complete and accurate data includes PHRST employee ID for both the educator and the evaluator, educator group number, District Code, School Code, and subject taught (mathematics and/or ELA). If any of these pieces of information are incomplete, missing, or not recognized as valid by RVS, it will ignore the data to ensure bad or incorrect mappings do not occur.
- Building administrators should ensure that all educators who should have a roster (or rosters) does before RVS opens (see quality control process below).
- It is recommended that districts and charter schools set internal deadlines for different administrator types in order for final district administrator approval to take place before the June 5th deadline.

After Student Scores are Returned

- RVS Measure A Reports become complete when all student assessment scores on a given roster have been returned from the assessment vendor. The date at which an RVS Measure A Report will become complete will vary for each educator.
- Evaluators should not finalize the Measure A rating for an educator until all scores are present.
- Evaluators should not attempt to approximate scores or ratings using DSARA (Delaware Student Assessment Reporting & Analysis).

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- Should a school reset or reopen the assessment for a student, it is possible for a student's score to change (target met or not met) and subsequently impact a teacher's overall Measure A rating. Administrators should only finalize Measure A ratings after they have ensured that there are no pending student assessment resets or reopens.

Key Dates/Timeline

- February 10 – March 13, 2020 – Administrators review Group 1 educator counts ahead of official RVS opening
- March 16, 2020 rosters will be loaded into RVS
- **March 18, 2020 RVS will open for Group 1 teachers, administrators, and evaluators to verify rosters**
- April 30, 2020 RVS will close for teachers
- June 5, 2020 RVS will close for administrators/evaluators
- September 30, 2020 RVS closes (all appeals must be finalized).

Questions/Comments

Please direct any questions/comments to the DOE RVS Support Team. We are available for technical assistance to all districts and charter schools. We can be reached by phone or email.

[Adrian Peoples](#), RVS System Questions (302) 735-4161

[Seher Ahmad](#), RVS Policy Questions

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