

2014 ROSTER VERIFICATION

State Guidelines

April 4, 2014

This document outlines the 2014 Roster Verification guidelines from the Ohio Department of Education (ODE) to inform the spring 2014 Roster Verification process and to guide school districts in fully verifying teacher-student linkage. These guidelines include: when the process occurs, who will be involved, how to document instructional attribution, and how to handle many special situations so that teachers can link with their students using the most complete information available.

Scope

WHAT:

The purpose of roster verification is to ensure that the instructional attribution among teachers, subjects and students is reliably captured. Instructional attribution refers to the instructional linkage between a teacher and each student for a particular subject. Teachers verify instructional attribution by:

- Verifying the list of classes (and subjects) they are teaching,
- Confirming the list of students in each class roster, and assigning a percentage of instruction given to each student for each school term.

Currently, the primary purpose of roster verification is to provide teacher-verified roster data that will be used to develop EVAAS value-added reports. These reports will be included in the electronic Teacher and Principal Evaluation System (eTPES) to be used for teacher evaluation.

WHO: Participating Individuals

- **Statewide**, all licensed/certified teachers planning and providing instruction for students in grades 4, 5, 6, 7 and 8 in Math and Reading – including teachers employed by educational service centers and state-supported schools who teach these grades and subjects – should participate in roster verification.
- Any districts participating in Battelle for Kids' extended testing programs are expected to include teachers providing planning and instruction in the applicable extended testing grades and subjects. If you have questions about whether or not your district is participating in one of these programs, please contact a school administrator.
- Teachers in team teaching situations who are collaborating in student instruction for a course should participate in roster verification.
- The following instructional staff should **not** participate in roster verification because they do not link to students:
 - Substitute teachers who hold both short-term or long-term substitute positions; and
 - Tutoring program staff or instructional support staff who **did not** plan and/or provide direct instruction for students.
- The superintendent has the responsibility to affirm that verified data will be used in the value-added analysis at the teacher level. Superintendents will be informed via letter from the Ohio Department of Education.
- Community schools that are not involved with Race to the Top are not required to participate in roster verification. If these schools want to receive teacher-level value-added reports, they may elect to participate in Roster Verification.

WHEN:

2014 Roster Verification Process Timeframe

Training for Principals	March 31 – April 14	Principals will be trained on how to use the BFK• Link® system
Training for Teachers	April 16 – May 12	Teachers will be trained on how to use the BFK• Link® system via WebEx

School Setup Period	March 31 – April 15	Principals and support teams can log into BFK• Link® in order to: <ul style="list-style-type: none">• Verify the staff list and staff assignments
Teacher Linkage Period	April 16 – May 13	Teachers can log into BFK Link to: <ul style="list-style-type: none">• Verify classes and subjects or courses they taught• Review their class rosters• Include student membership in their classes• Assign percentage of instruction they provided each student. Principals/support teams should: <ul style="list-style-type: none">• Monitor teacher completion• Review submitted classes (student attribution) and approve them• Monitor alerts
Principal Approval Period	May 14 – June 3	Principals should: <ul style="list-style-type: none">• Perform final review of classes• Review staff attributions and alerts before giving final approval.

Handling Special Cases

Teachers assigned after the school year has started

Teachers who assumed responsibility for a class after the school year has started will verify their class rosters beginning in the month they began providing instruction.

Teachers who are no longer employed

Teachers who are no longer employed as teachers for whatever reason are not included in roster verification. If a new teacher has been assigned to instruct the classes, this teacher should verify the rosters and claim instruction for the length of time he or she provided instruction for at least the majority of the month. If a new teacher has not been assigned, principals are encouraged to verify these rosters to complete the verification process.

Number of Full-Time Students

Teachers who are required to participate in roster verification (i.e., those teaching grades and subjects described above) should complete the process regardless of the number of students they have taught during the school year. Ohio's value-added provider will calculate minimum requirements for full-time students and sufficient test scores during the analysis phase of value-added report production.

Teachers on Extended Leave

Schools have a few options for how to handle class rosters for teachers not present during the time of roster verification. If the teacher is expected to return during the Review and Approval period, the teacher can meet with the school administrator and provide the information for the administrator to verify and submit the roster. If district policy permits, teachers can verify rosters from a remote computer while on extended leave.

Team Teaching Assignments

Team teaching describes a situation where more than one teacher shares the responsibility for planning and delivering instruction. Teachers should claim a percentage that reflects their own instructional responsibility for each student they have taught. Each teacher on the team will individually verify a class roster.

Substitutes

Substitute teachers, whether long-term or short-term, do **not** participate in roster verification as they are not subject to the Ohio Teacher Evaluation System. Principals are responsible for ensuring that substitute teachers do **not** link. Contract status determines whether the teacher is a substitute or not.

Missing Students in Class Roster

Teachers shall add students missing from the class roster by doing a thorough search using the "Add Missing Student" feature in BFK• Link®. If the teacher does not find the student after this search, he or she should contact the principal or support team member. The principal or support team member will need to contact MCOECN or BFK application support to have the student added to the master database. They will need to provide legal first, middle and last name, district student ID, state student ID (SSID), birth date, and grade level of the student. MCOECN or BFK application support will then add the student to the database. Following this, the teacher will be able to add the student to the appropriate class rosters.

If a student comes into a district after the spring administration of the Ohio Achievement Assessment, the student should not be added to the teacher's roster.

State ID Usage

A teacher's Ohio state ID is required for the roster verification process. If a teacher cannot be located in the Link tool, a new staff account should be created with a valid Ohio state ID. The state ID is located in the upper left corner of the educator's license. It can also be viewed in the CORE system.

Student Data

The names of students used to populate the roster verification application come from the State Student Identifier System managed by IBM. To ensure a consistent name match between what is used in roster verification in the spring, and value-added reports in the fall, we strongly recommend districts make regular updates to their records in the State Student Identifier System. Typically, the district staff member who handles Educational Management Information System (EMIS) data can make changes to the IBM file. If needed, information technology centers can assist districts with this activity. **Student names in the**

BFK• Link® system will be updated on April 15th, May 2nd and following the close of the 2014 Roster Verification on June 3rd.

Student Attendance

As long as a student is enrolled in a class and is on the roster, the teacher should account for that student in roster verification. Daily student attendance within a teacher's individual class, however, should not be taken into consideration during roster verification. As per House Bill 59, the Ohio Department of Education will remove any student from the analysis who has a total of 45 total days of excused or unexcused absences during the academic year.

Enrollment

Students enrolled for a majority (more than half) of the instructional days available in a given month should be included in roster verification.

Content Alignment and Roster Verification

A teacher should only verify rosters for those classes that are aligned to Ohio's standards. Classes that are not aligned to the appropriate grade-level assessment should not be verified.

Algebra I and Geometry Courses in Grades 6, 7 and 8

Whether these classes are linked depends upon the level of alignment of these courses to the Ohio Achievement Assessment, as well as the district's extended reporting participation and administration of an Algebra I / Geometry End of Course (EOC) exam.

Case 1: The class is a "hybrid" seventh or eighth grade math course that includes some content covered in the grade 7 or 8 standards and also includes additional content to expose students to "algebra." In this case, the teacher **should** verify rosters.

Case 2: The class is a traditional high school level "Algebra" or "Geometry" course for which high school credit is issued. The course is not aligned with the Ohio standards for that grade level of students in the class. If the teacher is not administering the ACT End of Course Exam, the teacher should **delete** that course's roster.

Case 3: The class is a traditional high school level "Algebra" or "Geometry" course for which high school credit is issued. The course is not aligned with the Ohio standards for that grade level. If the teacher **IS** administering the ACT End of Course Exam, the teacher should verify that course's roster for the purpose of getting an extended testing report.

Language Arts

Language arts teachers should verify rosters if the teacher is responsible for **reading** content in the Ohio standards.