

Curriculum Verification and Results (CVR) Reporting Portal Implementation Guide

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1. INTRODUCTION

1.1 Purpose of this Guide

Changes in federal and state education initiatives are increasing the need for the use of data as states and Local Education Agencies (LEAs) are being held accountable for the effectiveness of their education programs. As a result, states are establishing methods of evaluating teacher effectiveness based on student performance. To accomplish this, a state education agency (SEA) must define what the ‘teacher-of-record’ is, establish an accurate teacher-student data link and provide their Local Education Agencies (LEAs) with a process to verify class rosters. To help ensure that the correct teacher and students are associated with each other, the use of a roster verification tool, which uses the state’s teacher-of-record definition, is critical.

Through a grant provided by the Bill & Melinda Gates Foundation, a project was launched to establish a process for defining the teacher-of-record and compiling the best practices for establishing a teacher-student data link (www.tsdl.org). Five states participated in this project, one of which was the state of Louisiana. The Louisiana Department of Education (LDOE) developed the Curriculum Verification and Results reporting portal v2.0 (CVR) as a roster verification tool which provides Local Education Agency (LEA) school administration and instructional staff with the capability to review and modify their teacher rosters. This implementation guide is intended to be a roadmap and resource for other SEAs who wish to implement their own roster verification tool. CVR offers a foundation on which SEAs can build upon and the contents of this implementation guide can help equip SEAs in their development efforts.

2. CVR OVERVIEW

2.1 Background History

The Curriculum Verification and Results (CVR) Reporting Portal was created in 2009 to allow the Louisiana State Department of Education to verify class rosters submitted to them by Local Education Agencies (LEAs). The CVR was designed to support the State's value added initiative program that was underway.

The developers of the CVR determined that a method was needed to enable teachers to verify their student class rosters and class schedules before these data are used to contribute to their value added assessments. The developers examined other state reports that were being used for value added purposes to determine the best method for some of the CVR functions (reporting results). The CVR was then programmed and developed within the Department of Education's Information Management (IT) department.

The first model of the CVR was tested with 24 local schools who volunteered to verify rosters from the 2008-2009 school year. Changes to the CVR were made based on suggestions and feedback from personnel in these schools.

In 2010, the Louisiana Legislature passed into law Act 54, which requires 50% of a teacher's evaluation to be based on student growth. Due to this legislation, the CVR became a critical component in collecting data that will be used for the teachers who will receive value added results. Statewide implementation of the CVR began in April 2010, when the State Department asked that teachers, in grades 4-9, teaching a core content course, access the CVR to verify rosters. At this time, participation by LEAs was still voluntary.

In April of 2010, roughly 90% of LEAs had some teacher participation during roster verification on the CVR. Teachers had four weeks to verify rosters and principals had an additional week after teachers to check the accuracy of teachers' verified data. Over the course of these five weeks, the CVR Helpdesk received approximately 8,000 emails. From these emails, a list of frequently asked questions/problems/concerns was generated and used to make modifications to the CVR.

For the school year 2010-2011, verification on the CVR was still optional for LEAs. The CVR will be open statewide for all LEA teachers, in grades 4-8 and some teachers in grades 9-12 (change in grade level due to the availability of value added results) teaching core content courses.

2.2 CVR Description

The Curriculum Verification and Results (CVR) Reporting Portal is a critical component for collecting data to fulfill requirements set forth in Louisiana's State Law, Act 54, and the value added initiative.

The value added initiative will assess changes in student achievement across a school year in classes and schools, allowing educators to identify where students are making the most and least progress. This improves on current assessments that reflect end of year achievement, but not growth over the year. When value added scores are available for teachers, they will be a component of teacher evaluations.

In the spring each year, teachers instructing core content courses (as determined for value added purposes) in grades 4-8, and a few additional 9-12 grade courses, will be asked to verify, and if necessary, make changes to the class rosters that have been submitted to the State. Enabling teachers to verify which students they will be held accountable for is an important step in assuring that data are accurate.

The CVR will give teachers access to a roster for each core content course (as determined for value added purposes) that they taught for the current year. Teachers will be able to make changes by stating that a student moved from the class or was never in the class, or that they did not teach that class. They also have the option to add students who were omitted from the roster. Teachers will receive their own value added results on the CVR.

Principals will also be asked to access the CVR to verify and confirm any changes that the teachers in his/her school have made to their rosters. This is another measure to ensure accuracy. Principals will receive value added results on the CVR of all teachers receiving a value added score within their school.

LEA CVR Data Managers will have access to the CVR to assist personnel using the CVR within their LEA.

LEA Superintendents will have access to the CVR to view LEA personnel value added results.

The CVR is populated from data that are submitted annually, from each LEA within the state, through the state's K-12 longitudinal data system, the Louisiana Educational Accountability Data System (LEADS). The amount of time that will be required to complete the roster verification process will depend on the accuracy of the data collected and potentially updated during the LEADS/CVR collection period. The State will generate the CVR rosters from these data.

Once the verification process is complete, any changes that need to be made will be applied to the CVR dataset and not to the State LEADS database. From this data, analyses will be conducted to produce value added scores for teachers. These scores will

then be reported on the CVR to the appropriate persons.

2.3 CVR Purpose

The Curriculum Verification and Results (CVR) Reporting Portal is a critical component for collecting data to fulfill requirements set forth in Louisiana's State Law, Act 54, and the value added initiative. Act 54 requires that 50% of a teacher's evaluation be based on student growth.

Value added assessment is a data tool for schools and teachers. It uses student data to predict how much an individual student is likely to achieve each school year and then compare predicted growth to actual growth at the end of the year. Results are aggregated at the teacher and school levels separately.

The CVR's main purpose is to collect accurate data and report results from value added assessments back to the appropriate personnel.

3. IMPLEMENTING A ROSTER VERIFICATION PROCESS

3.1 Process Overview

The CVR is populated from data that are submitted annually, from each LEA within the state through the Louisiana Educational Accountability Data System (LEADS). The State will generate the CVR rosters from these data. The amount of time that will be required to complete the roster verification process will depend on the accuracy of the data collected in LEADS October 1st collection, and potentially updated during the LEADS/CVR collection period.

The following is an overview of how to implement a Roster Verification Process. The timeline flows from LEAs submitting data to the State, the view only (review) process for the state-level data, the second upload (refresh) of CVR to teachers and principals verifying class rosters through the CVR Portal.

October:	LEAs submit October 1 data to the state.
February:	View only process opens to determine necessity of second data upload for CVR.
March:	LEAs who participate in the second data upload for CVR submit more current data.
April-May (1st week):	Teachers have access to verify class rosters.
April-Mid May:	Principals have access to verify teacher's class roster changes. CVR Data Managers have access to the CVR.

After the LEAs have decided that their data are ready for use, and after Spring testing each year, teachers instructing core content courses (as determined for value added purposes) in grades 4-8 and additional courses in grades 9-12 verify, and if necessary, make changes to the class rosters that have been submitted to the State. Teachers are able to make changes by stating that a student moved from the class or was never in the class or that they did not teach that class. They also have the option to add students who were omitted from the roster. Teachers will receive their own value added results on the CVR.

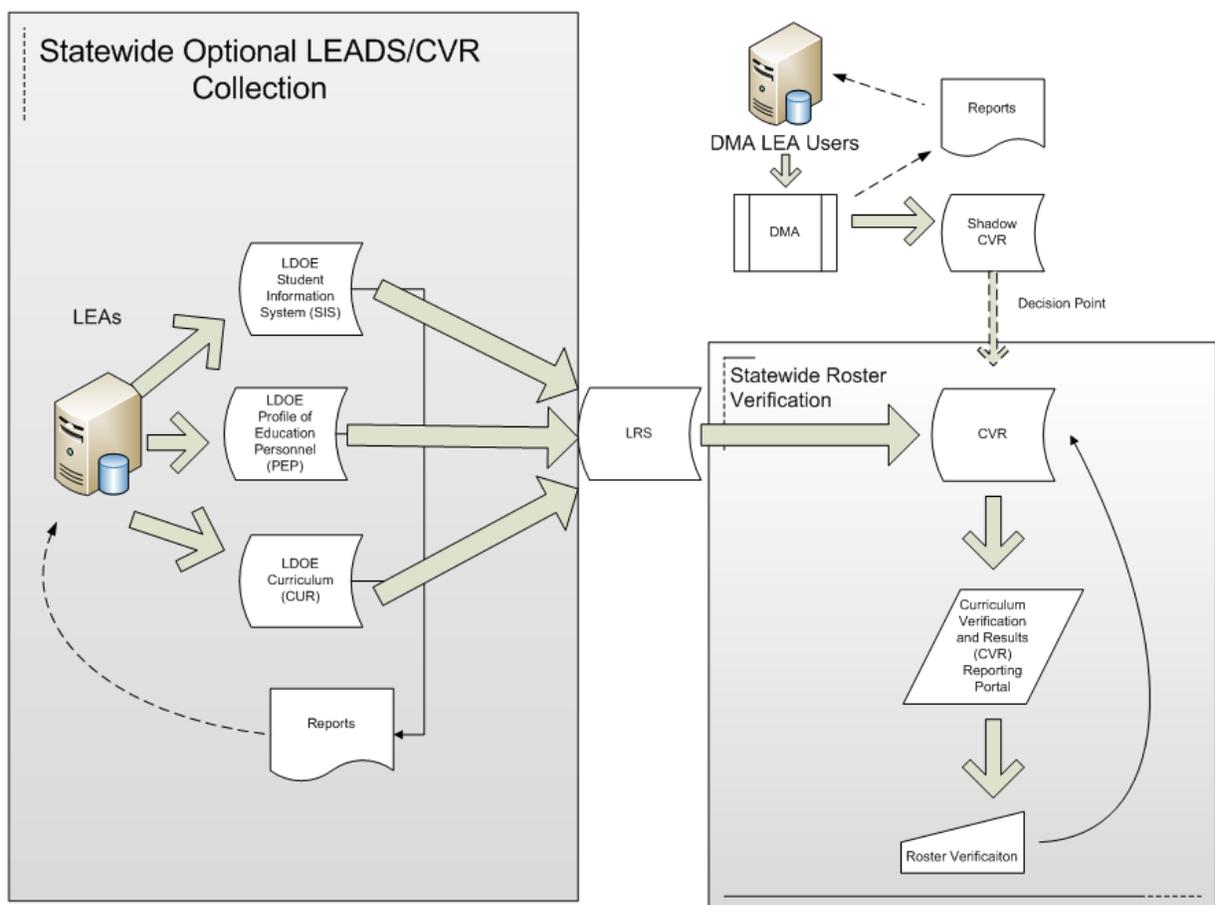
Also, to ensure the accuracy of data, principals will access the CVR to verify and confirm any changes that the teachers in his/her school have made to their rosters. Others having access to the CVR are the LEA CVR Data Managers who assist personnel within their LEA using the CVR and the LEA Superintendents who will be able to view LEA personnel value added results.

Once the verification process is complete, analyses of these data will be conducted to produce value added scores for teachers. These scores will then be reported on the CVR to the appropriate persons.

Each of the steps in the process of implementing a Roster Verification System will be covered in more detail in the following sections of this document:

- 3.2. Process Diagram
- 3.3. Project Plan
- 3.4. Data Schema
- 3.5. Process Schedule
- 3.6. Process Communication Plan

3.2 Process Diagram



3.3 Project Plan

Process/Deliverable
Louisiana CVR v2 Project Plan
Phase 0 - Project Management
Develop/finalize project charter
Approve project charter
Develop project kickoff materials
Conduct project kickoff
Develop project plan
Conduct weekly project status meetings/calls
Conduct project wrap up
Phase 1 -- Process Diagram for CVR v2
Develop process diagram to show the inputs, outputs, steps and decision points for CVR v2
Phase 2 - Business Requirements for CVR v2
Develop business requirements for CVR v2 including use case identification
Define the functions it will perform, the types of users and the roles they will have in using the tool, the security requirements and the types of information to be provided
Phase 3 - Conceptual Design for Use of Integrated CVR v2
Develop conceptual design for use of CVR v2 data systems including user interface examples/screen shots for each point of access
Phase 4 - Data Model for CVR v2
Develop data model to support the data needs of the CVR v2
Phase 5 - Functional Requirements for Educator Data Integration
Develop functional requirements for CVR v2 to meet the business requirements

Phase 6 - Technical Requirements for Educator Data Integration
Develop technical specifications for implementation of CVR v2
Phase 7 - Integration Software Development
Change the ADD Student from current (select school and grade) to a text box in which only the student name is needed and a search is performed. Student would appear with information of school/grade to select
Create a message line on the opening/registration page that can be updated or changed as needed for LDOE to display any messages about the portal for teachers and principals
Develop a page/access for Data Management personnel within the LEA so they can access the portal and provide technical assistance to their schools. Should have administrative access
Design the Administration Page, under Login Account, to be able to select only those cases which are deactivated/activated to make it easier to find them
Determine how to ensure that administrators have ability to add additional students from their LEA to rosters. (This might require a new process that addresses the need for multiple verification steps so that only actual dual-enrollment students are double counted.)
Change principals view of Update (changes only). Add Class Name and Course Code so principal will be able to identify class immediately
Change Print function to print rosters with changes made
Extend Session length
Allow registration without using full SSN
Allow access for LEA Superintendents, LEA CVR Data Coordinators, and others who act as school director (without title of principal)
Create a 'Deactivate/Reset' button for users having difficulty registering
Develop an indicator that the teacher and principal can click to represent that they have verified the rosters
Establish the ability to add classes/teachers that were not uploaded as of Oct. 1 to fix teachers who are misplaced. (This might require a new process that addresses the need for multiple verification steps.)
Phase 8 - Test at SEA level
Develop pilot use cases for SEA level functions

Develop pilot evaluation criteria for SEA level use of CVR v2
Conduct pilot/test for SEA use of CVR v2
Document evaluation/validation of SEA use cases
Phase 9 - View Only Process Open
Open CVR for LEAs to view current rosters to make decision whether or not to send second, optional LEADS upload
Phase 10 - Optional 2nd LEADS Upload
Enable LEA CVR Data Managers to upload new, current information for LEADS to populate the CVR if needed
Phase 11 - Value Added Awareness, Education, Integration & Review Plan
Create definition of Value-Added as part of overall plan
Phase 12 - Develop Training Materials and User Documentation
Develop training materials, user documentation, and promotion materials.
Phase 13 - Train the Trainer Sessions
Conduct Train-the-trainer sessions for SEA staff
Conduct Train-the-trainer sessions for LEA Superintendents and CVR Data Coordinators
Conduct Train-the-trainer sessions for school principals and teachers
Phase 14 - Web Presence and Communications
Develop a Web presence for CVR-v2 that has the marketing materials and important links to the software
Develop marketing materials for CVR-v2 to include brochures and a communications plan and protocol for all information related to the CVR and Value Added
Phase 15 - Roster Verification Open
Enable teachers to access and verify rosters
Enable principals to access and verify that teacher roster verifications are accurate and complete

3.4 Data Schema

Curriculum Verification and Results Portal (CVR) 11/12/2010			
Table Name	Column Name	Column Size	Data Type
AchievementRangeLimits	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	ResultsCategoryCd	1	Char
	SubjectAreaCd	1	Char
	AchievementResultLimitQty		"decimal(4,1)"
ApplicationStatistics	StatisticsDate	8	Char
	UnsuccessfulRegistrationCnt		Int
Course	BegSchSessYr	4	Char
	CourseCd	6	Char
LEA Administrator	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SocSecNum	9	Char
	UserGroupName	75	Varchar
	LastName	20	Varchar
	FirstName	15	Varchar
MiddleName	15	Varchar	
ErrorMessage	ErrorDateTime	8	Datetime
	PersonalLoginCd	12	Varchar
	ErrorMessageTxt	500	Varchar
LoadStatus	SubmitDateTime	8	Datetime
	SubmitEndDateTime	8	Datetime
	LoadStatusCd	1	Char
	RecordsCopiedToDataBaseCnt		Int
	UserId	12	Varchar
	BegSchSessYr	4	Char



	ProcPeriodCd	1	Char
	VersionNum	1	Char
	CompletionPct		Int
	LoadErrorDesc	250	Varchar
PersonalLoginAccount	UserSocSecNum	9	Char
	UserSponsorCd	3	Char
	UserLastName	20	Varchar
	UserFirstName	15	Varchar
	UserMiddleName	15	Varchar
	UserGroupName	75	Varchar
	PersonalLoginCd	12	Varchar
	Question1Num	1	Char
	Question2Num	1	Char
	EmailAddress	75	Varchar
	LastSuccessfulLoginDateTime	8	Datetime
	SuccessfulLoginCnt		Int
	UnsuccessfulLoginCnt		Int
	StatusCd	1	Char
	PersonalPasswordHashTxt	28	Char
	PersonalPasswordMinus1HashTxt	28	Char
	PersonalPasswordMinus2HashTxt	28	Char
	PasswordLastChangedDateTime	8	Datetime
	Question1AnswerHashTxt	28	Char
	Question2AnswerHashTxt	28	Char
ProcessingPeriod	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	TeacherVerificationBeginDateTime	8	Datetime
	TeacherVerificationEndDateTime	8	Datetime
	PrincipalVerificationBeginDateTime	8	Datetime
	PrincipalVerificationEndDateTime	8	Datetime
	HelpMessageDate	8	Datetime
SchoolAdministrator	BegSchSessYr	4	Char

	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SiteCd	6	Char
	PrincipalSocSecNum	9	Char
	PrincipalLastname	20	Varchar
	PrincipalFirstname	15	Varchar
	PrincipalMiddleName	15	Varchar
ScreenMessage	EffectiveDate	8	Datetime
	ExpirationDate	8	Datetime
	Message1Txt	300	Varchar
	Message2Txt	300	Varchar
Site	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SiteCd	6	Char
	SiteName	50	Varchar
Sponsor	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SponsorName	50	Varchar
TeacherClassRosterVerification	KeyClassRoster		Int
	LastUpdateDateTime	8	Datetime
	LastUpdateUserIdCd	12	Varchar
TeacherResults	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SiteCd	6	Char
	TeacherSocSecNum	9	Char
	ResultsCategoryCd	1	Char
	SubjectAreaCd	1	Char
	ResultsDetailCd	1	Char
	AchievementResultQty		"decimal(4,1)"

	AchievementResultPct	2	Smallint
	AchievementResultRangeQty		"decimal(3,1)"
UserVerification	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SiteCd	6	Char
	UserSocSecNum	9	Char
	VerificationCompleteDate	8	Datetime
VerifiedClass	BegSchSessYr	4	Char
	ProcPeriodCd	1	Char
	SponsorCd	3	Char
	SiteCd	6	Char
	TeacherSocSecNum	9	Char
	ClassCd	20	Char
	CourseCd	6	Char
	CourseName	60	Varchar
	TeacherLastName	20	Varchar
	TeacherFirstName	15	Varchar
	TeacherMiddleName	15	Varchar
	ClassAddedDateTime	8	Datetime
	TeacherDidNotTeachThisClassFlg	1	Char
	LastUpdateDateTime	8	Datetime
	LastUpdateUserIdCd	12	Varchar
	KeyClassRoster		Int
VerifiedClassRoster	KeyClassRoster		Int
	StudentIdNum	9	Char
	StudentLastName	20	Varchar
	StudentSuffixName	3	Varchar
	StudentFirstName	15	Varchar
	StudentMiddleName	15	Varchar
	StudentSexCd	1	Char
	StudentBirthDt	8	Datetime

StudentAddedDateTime	8	Datetime
StudentAddedByUserIdCd	12	Varchar
StudentNotInClassFlg	1	Char
StudentMovedFromClassFlg	1	Char
LastUpdateDateTime	8	Datetime
LastUpdateUserIdCd	12	Varchar

3.5 Process Schedule

The following is the schedule Louisiana uses to implement a Roster Verification Process.

YEAR ONE:	
October	LEAs submit LEADS data—as of October1.
February	View only process will open to determine necessity of optional, second LEADS upload (LEADS/CVR).
March	LEAs that participate in the second LEADS upload (LEADS/CVR) will submit more current data.
*Mid April—First Week in May	Teachers will have access to verify class rosters.
*Mid April—Second Week in May	Principals will have access to verify teachers' class roster changes. Data Managers will have access to the CVR.
YEAR TWO:	
October 1–March1	Statewide release of Value Added results.
*Roster verification dates change yearly, as this process will always occur immediately following state testing.	

3.6 Project Communications Plan

Audience	Key Message	Desired Outcome	Date to Issue Communication	Method of Communication	Person Responsible for the Communication
LEA Superintendents	Roster verification is critical for the value added requirements	Superintendents view reports and manage verification participation	1. January 2011 2. April 2011	Email	1. SEA CVR Coordinator, sent from State Supt's office 2. SEA CVR Coordinator
LEA CVR Data Managers	LEADS/CVR is an optional second, data upload of the complete set of an LEA's class schedule data if the data given in LEADS October 1 st is considered unfit for the April verification process.	Reduce the number of emails sent to state for help with CVR; more current data are sent from LEAs to upload into CVR for April	1. December (schedule trainings) January 12-18, CVR training 2. February (view data process opens) 3. March (upload option) 4. April (roster verification opens)	email/webinars	SEA CVR Coordinator
Principals	Principals are responsible for reviewing teacher roster verification.	All principals verify teacher rosters to ensure accurate data	1. January (set trainings) 2. February (view data process opens) 3. April (roster verification opens)	Email	SEA CVR Coordinator
Teachers	Teachers are responsible for verifying individual class rosters for accuracy.	Teachers teaching core content courses, grades 4-8, verify class rosters to produce more accurate data	1. January (set trainings) 2. February (view data process opens) 3. April (verification opens)	email/webinars	School Principal
State Education Agency	Purpose and process of CVR	Knowledge of the CVR to be able to answer questions and/or direct questions to proper personnel	1. December (set trainings) January 5-6, CVR training 2. February (view data process opens) 3. March (optional upload ongoing) 4. April (roster verification opens)	email/meetings/webinars	SEA CVR Coordinator



4. CVR USER GUIDE

4.1 Introduction

The CVR User Guide provides a description of what the CVR is and its purposes. The CVR is broken into sections based on the separate user groups. Each section goes over, in detail, the specific functions that are available in the portal. Screen shots are provided to allow for more accurate description of the portal and the functions.

The Appendix holds several full examples of various reports available for users in the CVR. The user guide displays a list of frequently asked questions for users to refer to when questions arise. Throughout the guide, contact information for issues pertaining to the CVR is provided.

4.2 Audience(s) for User Guide

The User Guide has four main audiences. These groups are:

1. LEA Superintendents
2. LEA CVR Data Managers
3. Principals (in schools with grade levels 4-8)
4. Teachers (grades 4-8, teaching core content courses)

The User Guide is broken into sections based on the different user groups. Although these four groups are the only groups who will have access to the CVR, the User Guide's Introduction and Frequently Asked Questions section may be useful for other school personnel who are assisting the CVR user groups.

4.3 User Guide

4.3.1 CVR Registration

All current school year superintendents, principals, and teachers will have access to the CVR. Access is determined by data submitted to the State in the Profile of Educational Personnel (PEP) database. LEA CVR Data Managers will be locally assigned and the State will manually create access for these individuals.

Only teachers who instruct core content (as determined for value added purposes), in grades 4-8, will have classroom rosters to verify. Information on these classes is populated in the CVR using the data submitted to the State in the Curriculum (CUR) database.

4.3.2 Steps for Registering

- A secure link to access the CVR for registration is available to LEA staff.

- The first page is a welcome page.
- Any important messages will be posted here regarding CVR.
- Click on the 'Continue to Registration/Login Page' to proceed.



Welcome to the Curriculum Verification and Results Reporting Portal.

If this is your first visit here you will be required to register on the next page. If you have already registered, please continue to the next page and log in. If you are not a teacher, principal, district superintendent, and/or district data manager of the state of Louisiana please exit the site now.

[Continue to Registration / Login Page](#)

- On your first visit to the portal, **PLEASE** review the CVR User Guide either through this document or by watching a quick video. Then click on the 'Register' button on the right side of the screen.
- If you have already registered, you may login with your 'Personal Login Code' and 'Password' (remember passwords are case sensitive).



This web site requires you to log in.

Login here if you have previously registered.

Personal Login Code: [I forgot my Code](#)

Password: [I forgot my Password](#)

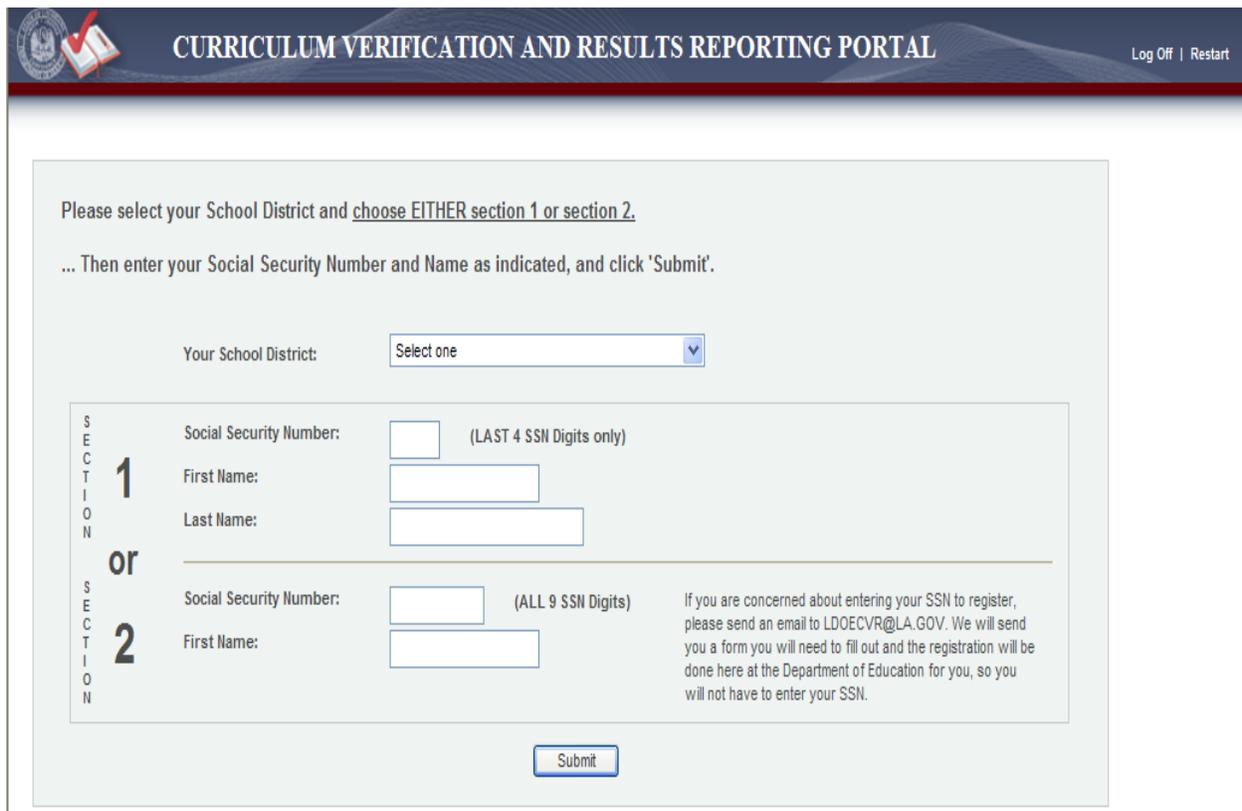
Change Password Change Email Address

Please view the User Guide before you register.

[User Guide](#) [User Guide Video](#)

You must register before using this web site for the first time.

- First, select your school district from the drop down box.
- When registering, you will have three separate options from which to choose:
PLEASE NOTE: If you are having trouble registering, FIRST, please check with your LEA CVR Data Manager to make sure you are using the correct first and last name reported to the State in the PEP database.
 1. You may register by entering the last four digits of your social security number, first name, and last name; or
 2. You may register by entering your full social security number and first name; or
 3. If you are concerned about using any part of your social security number to register, please email the Louisiana Department of Education (LDOE) at LDOECVR@la.gov . A form will be mailed to you to fill out so that registration can be done in-house by the LDOE.
- Click 'Submit' to continue.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Please select your School District and choose EITHER section 1 or section 2.

... Then enter your Social Security Number and Name as indicated, and click 'Submit'.

Your School District:

SECTION 1

Social Security Number: (LAST 4 SSN Digits only)

First Name:

Last Name:

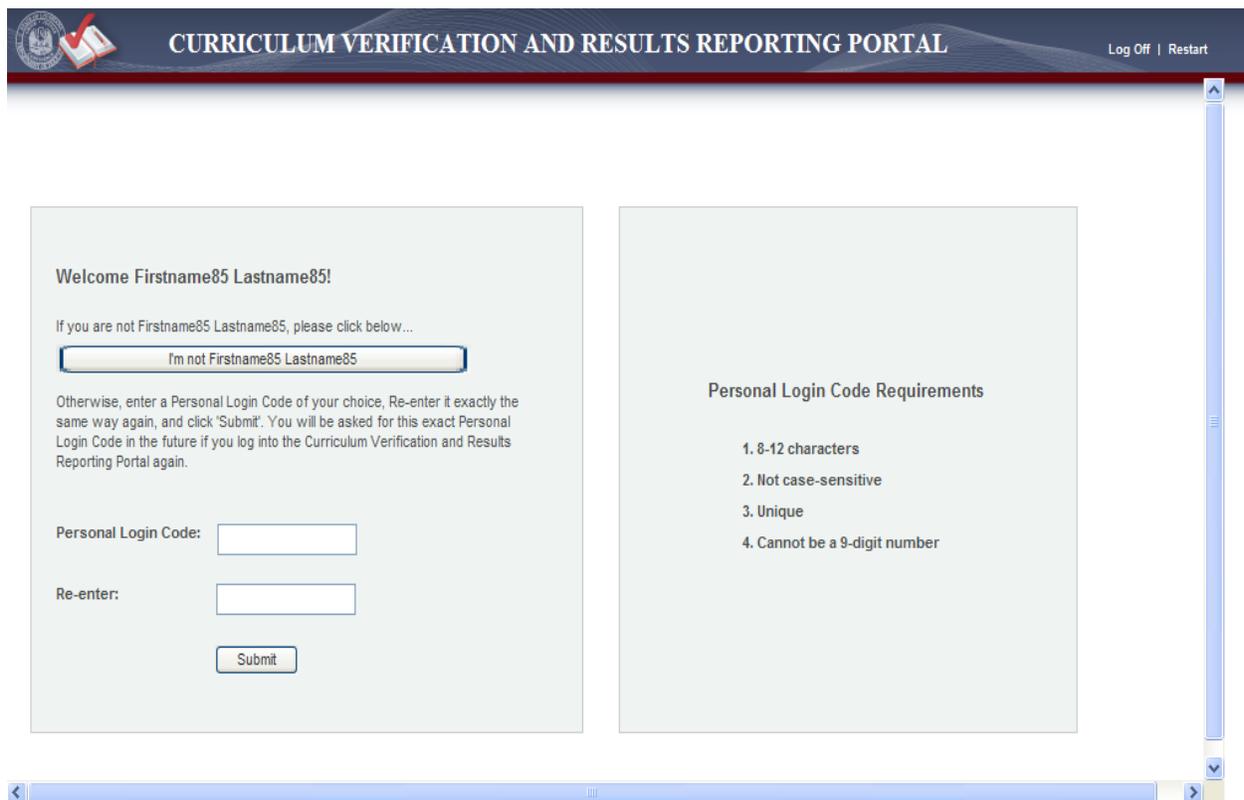
SECTION 2

Social Security Number: (ALL 9 SSN Digits)

First Name:

If you are concerned about entering your SSN to register, please send an email to LDOECVR@LA.GOV. We will send you a form you will need to fill out and the registration will be done here at the Department of Education for you, so you will not have to enter your SSN.

- You will then be asked to create a 'Personal Login Code.' Choose a 'Personal Login Code' that you will remember. See the restrictions/requirements for your login code on the right side of the screen.
 - Keep your 'Personal Login Code' confidential, as you are responsible for it.
 - This is the 'Personal Login Code' you must use each time you wish to access the portal.
- Click 'Submit' to continue.



The screenshot shows the login page of the Curriculum Verification and Results Reporting Portal. The header includes the Louisiana Department of Education logo, the portal title, and links for 'Log Off' and 'Restart'. The main content area is split into two columns. The left column contains a welcome message, a link for users who are not logged in, a text box for the Personal Login Code, a re-enter text box, and a 'Submit' button. The right column lists the requirements for the Personal Login Code: 1. 8-12 characters, 2. Not case-sensitive, 3. Unique, and 4. Cannot be a 9-digit number.

CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Welcome Firstname85 Lastname85!

If you are not Firstname85 Lastname85, please click below...

[I'm not Firstname85 Lastname85](#)

Otherwise, enter a Personal Login Code of your choice, Re-enter it exactly the same way again, and click 'Submit'. You will be asked for this exact Personal Login Code in the future if you log into the Curriculum Verification and Results Reporting Portal again.

Personal Login Code:

Re-enter:

Personal Login Code Requirements

1. 8-12 characters
2. Not case-sensitive
3. Unique
4. Cannot be a 9-digit number

- Next, you will be asked to create a 'Password.' Choose a 'Password' that you will remember. See the restrictions/requirements for your 'Password' on the right hand side of the screen.
 - Keep your 'Password' confidential as you are responsible for it.
 - This is the 'Password' you must use each time you wish to access the portal.
- Click 'Submit' to continue.



Please enter a Password of your choice then Re-enter it exactly the same way.

Passwords are case sensitive.

Password:

Re-enter:

Personal Password Code Requirements

1. 8-50 characters
2. Case-sensitive
3. Hashed with random salt before being stored in database
4. Expires after 90 days
5. Cannot be the same as any of the three most recent prior passwords
6. Must include a character in at least 3 of these 4 groups:
 - a. Upper case letters (A-Z)
 - b. Lower case letters (a-z)
 - c. Base 10 digits (0-9)
 - d. Non alphanumeric characters found on the top row of the keyboard (!@#\$%^&*()-_+=)

- You will then be asked to create two ‘Security Answers.’ Make sure to record the answers you provide to these two questions. If you forget your login code/password, you will be asked to provide these answers to re-register with a new login code/password.
- Click ‘Submit’ to continue.



Please choose two questions and enter the answer to each question. These will be used in case you forget your password.

Question 1:

Answer:

Question 2:

Answer:

- The final step in the registration process is to provide an email address.
 - This email address will be used to notify you if there are any changes made to your account.
 - If you do not have an email account, check the box below the 'Submit' button.
- Click 'Submit' to continue.



Please enter your Email Address.

Your Email Address will only be used to notify you of any change to your account.

Email Address:

Re-enter:

I do not have an Email Address

- Once you have successfully completed your registration, you will be able to continue into the portal.
- Click the 'Continue' button to proceed.



Welcome Firstname85 Lastname85!

You have successfully registered.

Please click 'Continue' to enter the Curriculum Verification and Results Reporting Portal.

4.3.3 Accessing the CVR

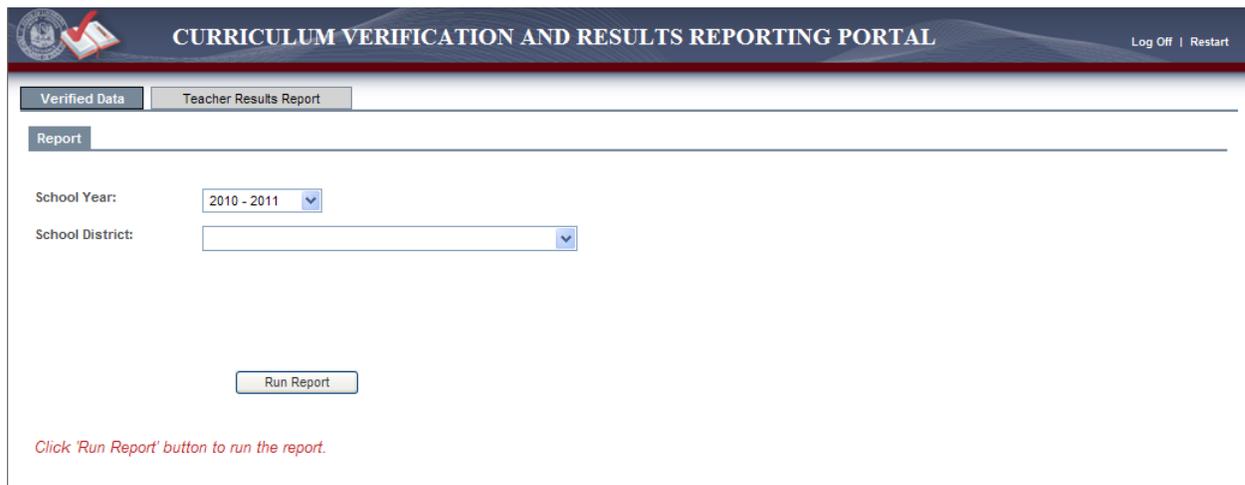
- A secure link to access the CVR for registration is available to LEA staff.
- You will need to enter your 'Personal Login Code' and 'Password' to enter the portal.
- If you forget your 'Personal Login Code', click on the 'I forgot my Code' button and follow the directions for creating a new login code.
- If you forget your 'Password', click on the 'I forgot my Password' button and follow the directions for creating a new password.

4.3.4 CVR for Superintendents

Current year LEA Superintendents, as identified in PEP, the State's personnel database, will have access to the CVR. Superintendents will be able to generate reports to keep track of the roster verification progress within their LEA. Superintendents will also be able to view all teacher value added results within their LEA.

4.3.4.1 Verification Progress Reports

- Click on the 'Verified Data' tab at the top of the page.
- Make sure the appropriate school year is selected in the drop down menu for 'School Year.'
- Make sure the appropriate school district is selected in the drop down menu for 'School District.'
 - Note: you will have access only to your own school district.
- Click the 'Run Report' button to generate the report.



Log Off | Restart

Verified Data | Teacher Results Report

Report

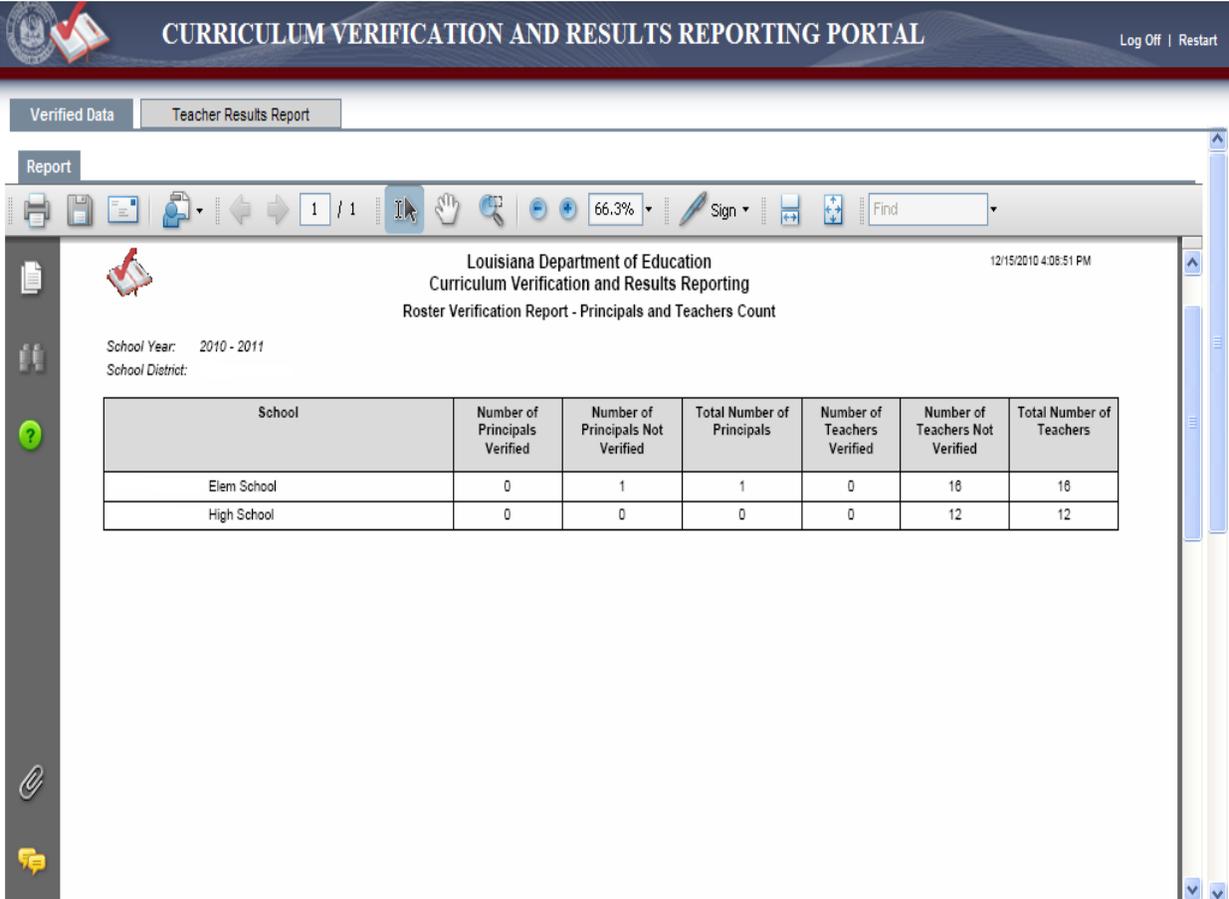
School Year: 2010 - 2011

School District:

Run Report

Click 'Run Report' button to run the report.

- Reports will be broken down by individual schools who verify data within your LEA.
- The report will inform you of the total number of principals and teachers who have data to verify at the school, the number of principals and teachers within the school who have verified data, and the number of principals and teachers who have not verified data within the school.
- The report is generated in a PDF format and can then be printed and/or saved.
- An example of the PDF file can be seen in Appendix B.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Verified Data | **Teacher Results Report**

Report

1 / 1 | 66.3% | Sign | Find

Louisiana Department of Education
Curriculum Verification and Results Reporting
Roster Verification Report - Principals and Teachers Count

School Year: 2010 - 2011
School District:

School	Number of Principals Verified	Number of Principals Not Verified	Total Number of Principals	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers
Elem School	0	1	1	0	16	16
High School	0	0	0	0	12	12

4.3.4.2 Teacher Results Reports

- Superintendents will have access to all teachers within their LEA, and only their LEA, who receive a value added result.
- Results may be viewed in two separate formats:
 - Results may be viewed at the individual teacher level, or
 - Results may be viewed for all teachers at the school level.

Viewing Individual Teacher Result Reports

- Click on the 'Teacher Results Report' tab at the top of the page.
- Click on the 'View by Teacher' tab.
- Select the appropriate school year in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school in the drop down box for the 'School' of the teacher you wish to view.
- Select the teacher's name from the drop down box for 'Teacher' for the teacher whose results you would like to view.
- Select the result category you would like to view for that teacher in the drop down box directly above the results table.
 - You will have the option to view teacher results by 'Overall Content Achievement Results' and results broken down by content for the following categories: Achievement Groups, Students with Disabilities, Lunch Status, and Limited English Proficiency Status.

Verified Data | **Teacher Results Report**

View By Teacher | View All Teachers

Student Teacher Achievement Result (STAR) Report
Summary Sheet

School Year:

School District:

School:

Teacher:

-Overall Achievement Results-

Content	Student Teacher Achievement Result (STAR)	Percentile
Social Studies	0.0	51

What is the Student Teacher Achievement Result (STAR) Report?

The report describes the extent to which students taught by a specific teacher achieved the level of educational performance on standardized tests that would be expected based on their prior achievement. Teachers were compared to other teachers statewide who taught in the same content area.

Achievement Result: The difference between students' actual level of achievement and the level that would be expected based on the students' prior achievement and demographic characteristics. An average teacher would have a result of zero, indicating that students achieved what would be expected. A positive number represents a positive influence on a student's achievement, whereas a negative number represents a negative influence on a student's performance.

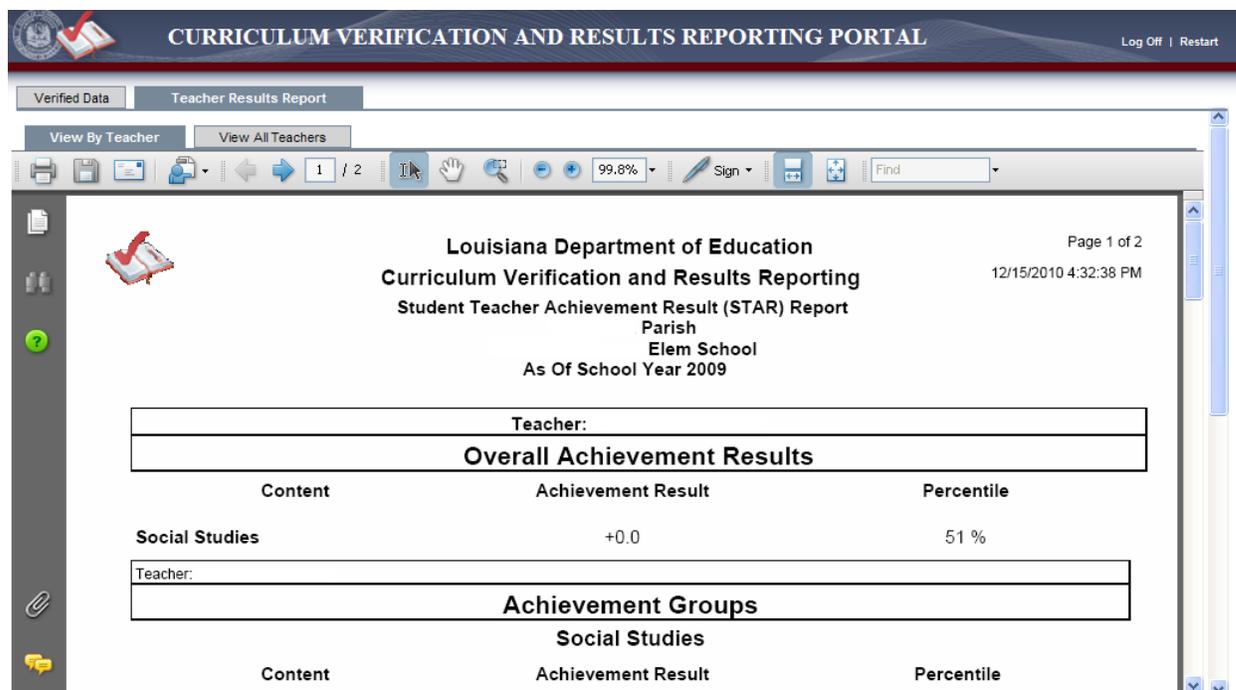
Percentile: The percent of teachers in the State whose Achievement Result (AR) falls below your result. For example, a percentile of 65% represents an AR that is higher than 65% of other teachers.

In the Drop Down Box you may also select to see your results for some individual categories. These categories include: Achievement groups (High, Average, Low), Students with Disabilities, Students with Free/Reduced Lunch status, and Limited English Proficient students. Please note, not all teachers will have results in all categories. Only those categories for which results are available will appear in the drop down box.

Print Teacher

Print All Teachers

- You will have the option to print the individual teacher report.
 - Click on the 'Print Teacher' tab below the report.
 - A PDF document will be generated that you can then save and/or print.
 - To print all the teacher results for that results category, for that school, click the 'Print All Teachers' tab and a PDF file will be generated that you can then save and/or print.
 - An example of a full, individual teacher report can be seen in Appendix C.



The screenshot displays the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. The main content area shows a report for 'Social Studies' with the following data:

Content	Achievement Result	Percentile
Social Studies	+0.0	51 %

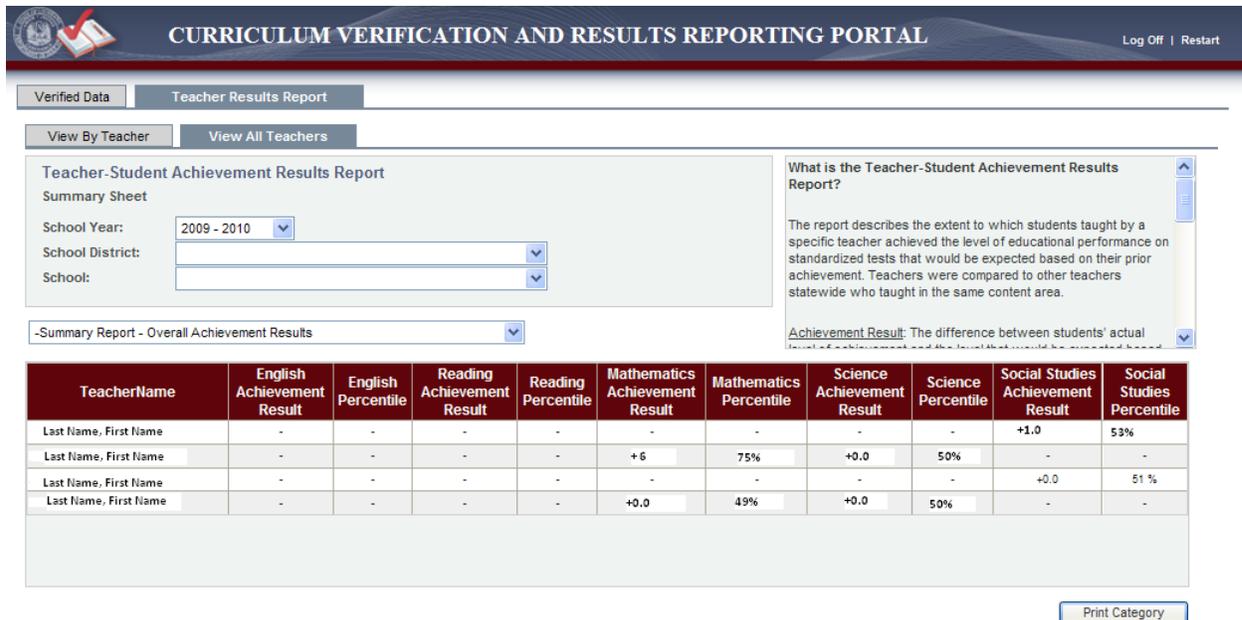
The report also includes sections for 'Overall Achievement Results' and 'Achievement Groups' (Social Studies), each with a 'Teacher:' field for identification.

Viewing All Teacher Results Report for a School

- Click on the ‘Teacher Results Report’ tab at the top of the page.
- Click on the ‘View All Teachers’ tab.
- Select the appropriate school year in the drop down box for ‘School Year.’
- Select the appropriate school district, if necessary, in the drop down box for ‘School District.’
- Select the appropriate school in the drop down box for the ‘School’ for which you wish to view all teacher results.
- Select the result category you would like to view for teachers in the drop down box directly above the results table.
 - You will have the option to view teacher results by ‘Overall Content Achievement Results’ and results broken down by content for the following categories: Achievement Groups, Students with Disabilities, Lunch Status, and Limited English Proficiency Status.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of results. Click on the next page number to view the next table of results.

- You will have the option to print the school-level teacher report.
 - Click on the ‘Print Category’ tab below the report.
 - A PDF document will be generated that you can then save and/or print.
 - An example of a school-level all teachers report can be seen in Appendix D.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. It includes a navigation bar with 'Verified Data' and 'Teacher Results Report' tabs. Below this, there are options to 'View By Teacher' or 'View All Teachers'. The main area is titled 'Teacher-Student Achievement Results Report Summary Sheet' and contains dropdown menus for 'School Year' (set to 2009 - 2010), 'School District', and 'School'. A dropdown menu below these is set to '-Summary Report - Overall Achievement Results'. To the right, there is a text box explaining the report and a definition for 'Achievement Result'. At the bottom, there is a table with columns for Teacher Name, English Achievement Result, English Percentile, Reading Achievement Result, Reading Percentile, Mathematics Achievement Result, Mathematics Percentile, Science Achievement Result, Science Percentile, Social Studies Achievement Result, and Social Studies Percentile. A 'Print Category' button is located at the bottom right of the table area.

TeacherName	English Achievement Result	English Percentile	Reading Achievement Result	Reading Percentile	Mathematics Achievement Result	Mathematics Percentile	Science Achievement Result	Science Percentile	Social Studies Achievement Result	Social Studies Percentile
Last Name, First Name	-	-	-	-	-	-	-	-	+1.0	53%
Last Name, First Name	-	-	-	-	+6	75%	+0.0	50%	-	-
Last Name, First Name	-	-	-	-	-	-	-	-	+0.0	51 %
Last Name, First Name	-	-	-	-	+0.0	49%	+0.0	50%	-	-

4.3.5 CVR for LEA CVR Data Managers

Current year LEA CVR Data Managers are identified by selecting those data managers who are in charge of student, SIS, personnel (PEP) and curriculum (CUR) data, unless the SEA was informed of another individual for the position. LEA CVR Data Managers will be able to generate reports to keep track of the roster verification progress within their LEA, add or remove full classes for teacher rosters, view teacher rosters, and assist with deactivated accounts. LEA CVR Data Managers will be the first in line as a resource to their principals and teachers in the LEA.

4.3.5.1 Adding and/or Removing Classes

- Select the 'Class List' tab at the top of the page.
- Select the appropriate school year in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school in the drop down box for the 'School' of the teacher you wish to view.
- Select the teacher's name from the drop down box for 'Teacher' for the teacher from who you need to add or remove a class.
- That teacher's classes will then appear in a table at the bottom.
- You will have the option to remove this class from the teacher's list
 - Click on the box under 'Teacher Did Not Teach Class.'



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL

Log Off | Restart

Class List
Student List
Verified Data
Login Account

Update ?

School Year: 2010 - 2011

School District: .

School: .

Teacher: .

Class List for Teacher Add Class

Teacher Did Not Teach Class	Class	Course	Course Name	Teacher Name
<input checked="" type="checkbox"/>	005137	120300	LANGUAGE ARTS; ELEMENTARY GRADES	
<input type="checkbox"/>	005141	160300	MATHEMATICS; ELEMENTARY GRADES	
<input type="checkbox"/>	240	120310	READING; ELEMENTARY GRADES	
<input type="checkbox"/>	005146	150800	SCIENCE; ELEMENTARY GRADES	
<input type="checkbox"/>	005144	220000	SOCIAL STUDIES; ELEMENTARY GRADES	

Review the classes for correct teacher; click the CheckBox in column one and the 'Submit' button for incorrect entries. Or Select another Teacher to continue. NOTE that SORTING by column headings will UNDO any outstanding (unsubmitted) changes, so SUBMIT outstanding CHANGES BEFORE SORTING! Likewise, Submit any outstanding changes before clicking the 'Add Class' button.

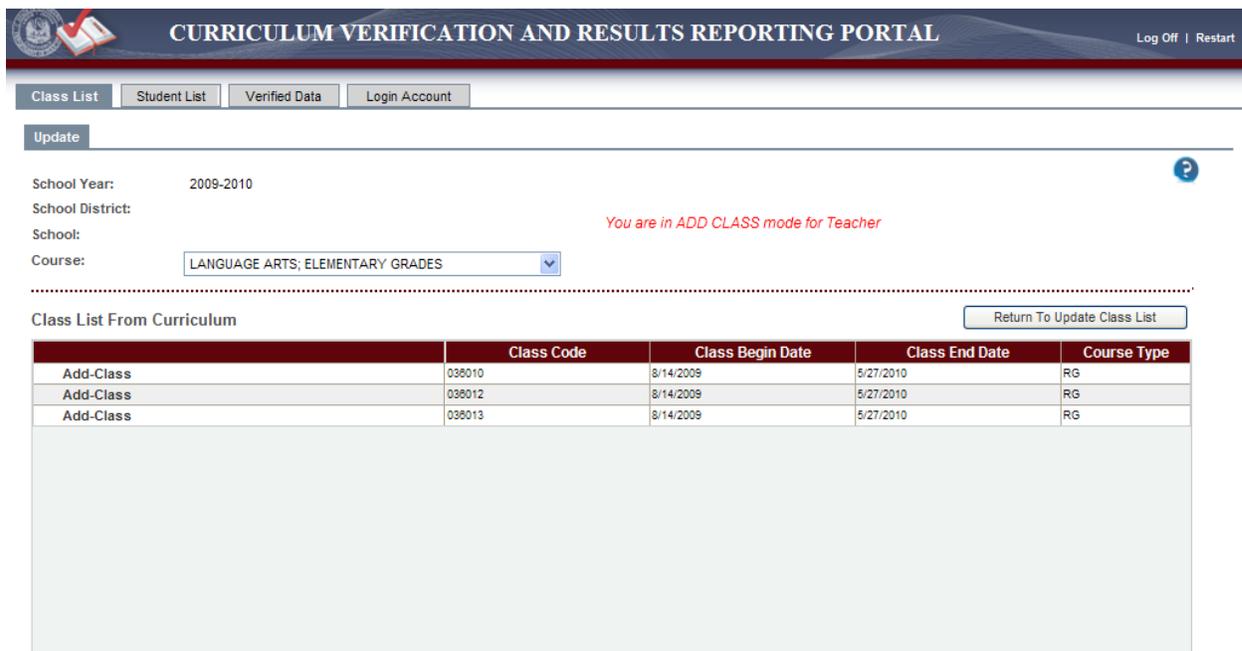
Submit

- Or you can add a class to the teacher’s list.
 - Click on the ‘Add Class’ tab on the right side.
 - From the drop down box, select the course to find a specific class to add to the teacher’s roster.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes available to add. Click on the next page number to view the next table of classes.

- From the list, click the ‘Add-Class’ text on the left side of the table to add the appropriate class for that teacher.
- Once you are finished, click the ‘Return To Update Class List’ to return to the teacher’s class list.

When a class is added, teachers will need to manually enter students to create the roster.



Log Off | Restart

Class List Student List Verified Data Login Account

Update

School Year: 2009-2010

School District:

School: *You are in ADD CLASS mode for Teacher*

Course: LANGUAGE ARTS; ELEMENTARY GRADES

Class List From Curriculum Return To Update Class List

	Class Code	Class Begin Date	Class End Date	Course Type
Add-Class	038010	8/14/2009	5/27/2010	RG
Add-Class	038012	8/14/2009	5/27/2010	RG
Add-Class	038013	8/14/2009	5/27/2010	RG

Choose the Course from which you want to select a class. Then click 'Add-Class' to add a class to this teacher. When finished adding classes, click 'Return To Update Class List'.

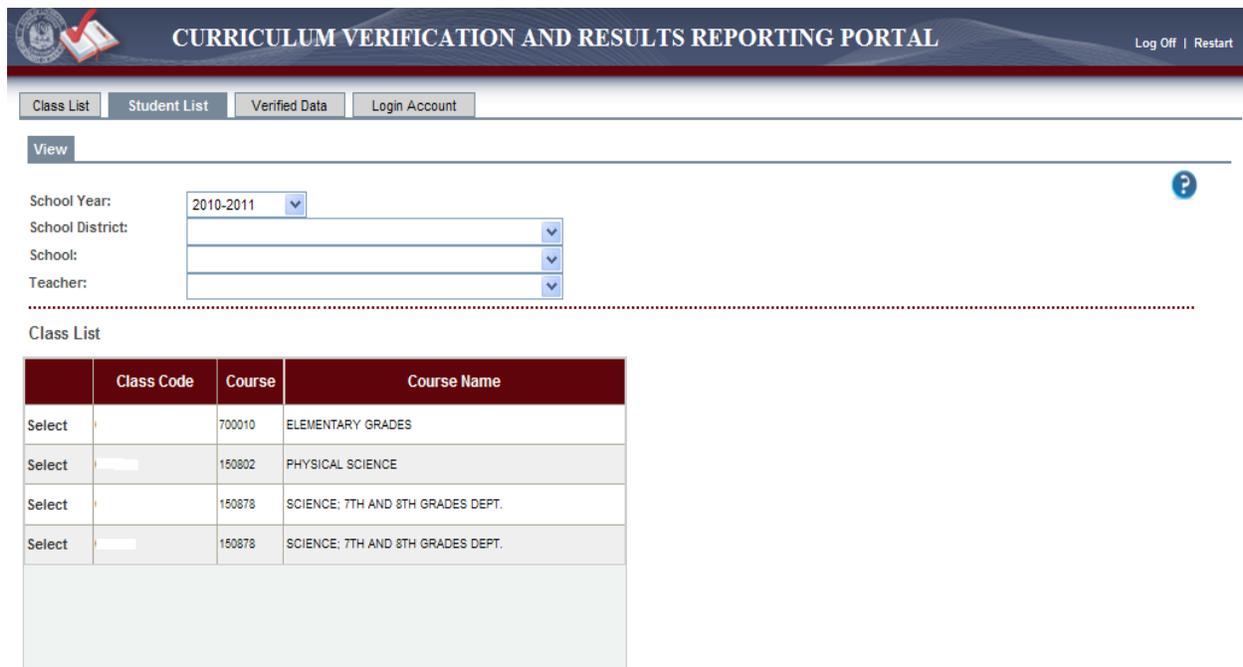
4.3.5.2 Viewing Teacher Rosters

- Select the 'Student List' tab at the top of the screen
- Select the appropriate school year in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school in the drop down box for the 'School' of the teacher you wish to view.
- Select the teacher's name from the drop down box for 'Teacher' whose rosters you would like to view. That teacher's classes will then appear in a table at the bottom.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes. Click on the next page number to view the next table of classes.

- Click on the 'Select' text on the left to display the roster for that specific class.
 - The roster will appear on the right side of the screen.

Note: CVR Data Managers will not be able to make changes to the class roster, but they will be able to view rosters.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' with the 'Student List' tab selected. The interface includes dropdown menus for 'School Year' (2010-2011), 'School District', 'School', and 'Teacher'. Below these is a 'Class List' table with the following data:

	Class Code	Course	Course Name
Select		700010	ELEMENTARY GRADES
Select		150802	PHYSICAL SCIENCE
Select		150878	SCIENCE: 7TH AND 8TH GRADES DEPT.
Select		150878	SCIENCE: 7TH AND 8TH GRADES DEPT.

Click 'Select' to display Student List


CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL
Log Off | Restart

Class List
Student List
Verified Data
Login Account

View
?

School Year: ▼

School District: ▼

School: ▼

Teacher: ▼

Check Box Instructions: **Not In Class:** only check this box if the student was never assigned to this class. **Moved From Class:** check this box only if the student was assigned to this class, but moved out of the class before

Class List

	Class Code	Course	Course Name
Select		700010	ELEMENTARY GRADES
Select		150802	PHYSICAL SCIENCE
Select		150878	SCIENCE; 7TH AND 8TH GRADES DEPT.
Select		150878	SCIENCE; 7TH AND 8TH GRADES DEPT.

Student List for Class Add Student

Name	Sex	Birth Date	Not In Class	Moved From Class
Last Name, First Name	M	7/25/1995	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	11/9/1996	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	11/9/1993	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	1/13/1996	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	4/10/1995	<input type="checkbox"/>	<input type="checkbox"/>

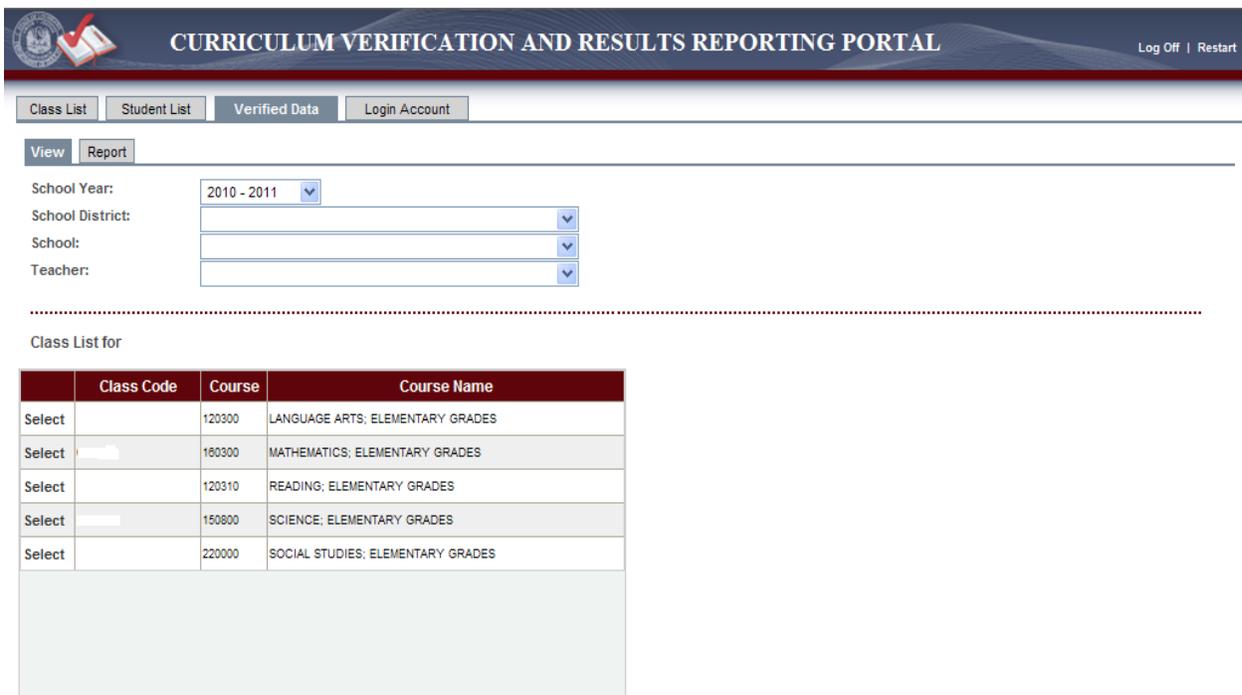
Submit

4.3.5.3 Viewing Verified Data and Verification Roster Reports

Viewing Verified Data

- Select the 'Verified Data' tab at the top of the screen.
- Select the 'View' tab on the left.
 - This view will allow you to see the data that the teacher has submitted/will be submitting for the portal.
- Select the appropriate school year in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school in the drop down box for the 'School' of the teacher you wish to view.
- Select the teacher's name from the drop down box for 'Teacher' whose verified rosters you would like to view. That teacher's classes will then appear in a table at the bottom.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes. Click on the next page number to view the next table of classes.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs: 'Class List', 'Student List', 'Verified Data', and 'Login Account'. Below these, there are sub-tabs for 'View' and 'Report'. The 'View' tab is active, showing a form with the following fields:

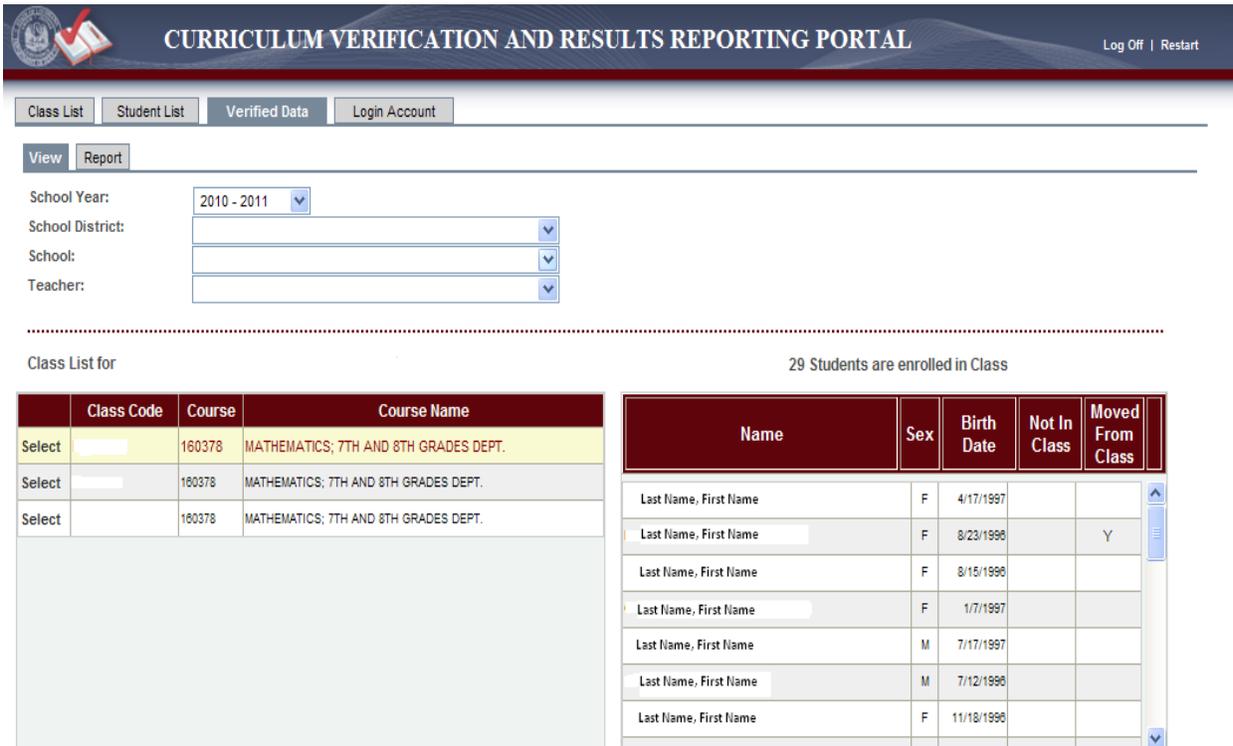
- School Year: 2010 - 2011 (dropdown menu)
- School District: (dropdown menu)
- School: (dropdown menu)
- Teacher: (dropdown menu)

Below the form, there is a section titled 'Class List for' followed by a table with the following data:

	Class Code	Course	Course Name
Select		120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select		180300	MATHEMATICS; ELEMENTARY GRADES
Select		120310	READING; ELEMENTARY GRADES
Select		150800	SCIENCE; ELEMENTARY GRADES
Select		220000	SOCIAL STUDIES; ELEMENTARY GRADES

- Click on the ‘Select’ text for a class to display the verified roster for that class.
 - The roster will appear on the right side of the screen.
 - Any changes to the roster will appear under the column of the change. If a student was added to the roster, that student’s name will appear in **green**.

Note: the change in this roster indicates that the second student was marked as moving from this class, as indicated by the ‘Y’ in that column.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs: 'Class List', 'Student List', 'Verified Data', and 'Login Account'. Below these are 'View' and 'Report' buttons. The main area contains search filters for 'School Year' (set to 2010 - 2011), 'School District', 'School', and 'Teacher'. Below the filters, it indicates 'Class List for' and '29 Students are enrolled in Class'. There are two tables displayed:

	Class Code	Course	Course Name
Select		160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.
Select		180378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.
Select		180378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.

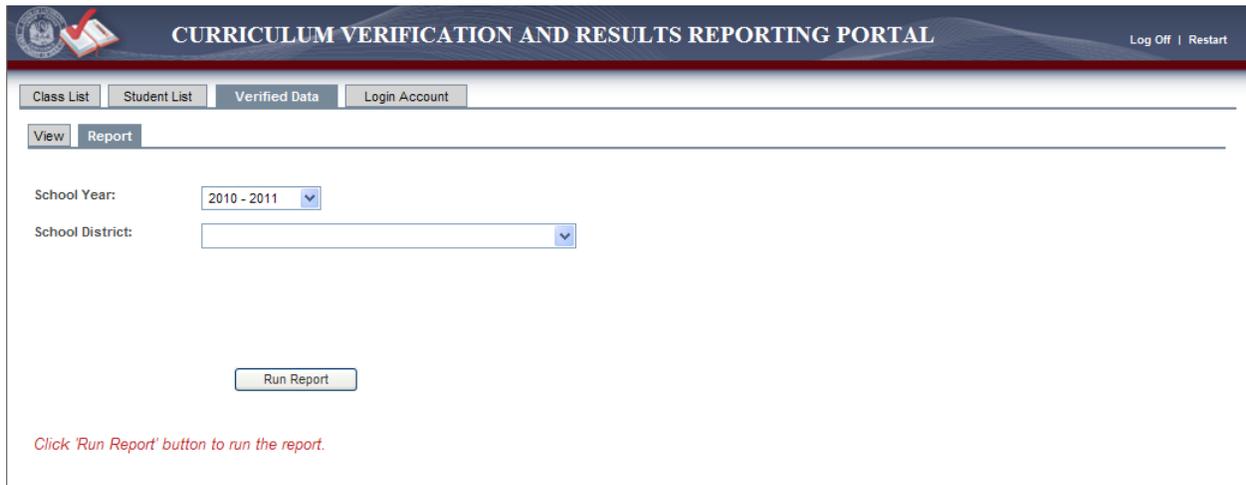
Name	Sex	Birth Date	Not In Class	Moved From Class
Last Name, First Name	F	4/17/1997		
Last Name, First Name	F	8/23/1998		Y
Last Name, First Name	F	8/15/1998		
Last Name, First Name	F	1/7/1997		
Last Name, First Name	M	7/17/1997		
Last Name, First Name	M	7/12/1998		
Last Name, First Name	F	11/18/1998		

Verification Progress Reports

- Click on the 'Verified Data' tab at the top of the page.
- Click on the 'Report' tab.
- Make sure the appropriate school year is selected in the drop down menu for 'School Year.'
- Make sure the appropriate school district is selected in the drop down menu for 'School District.'

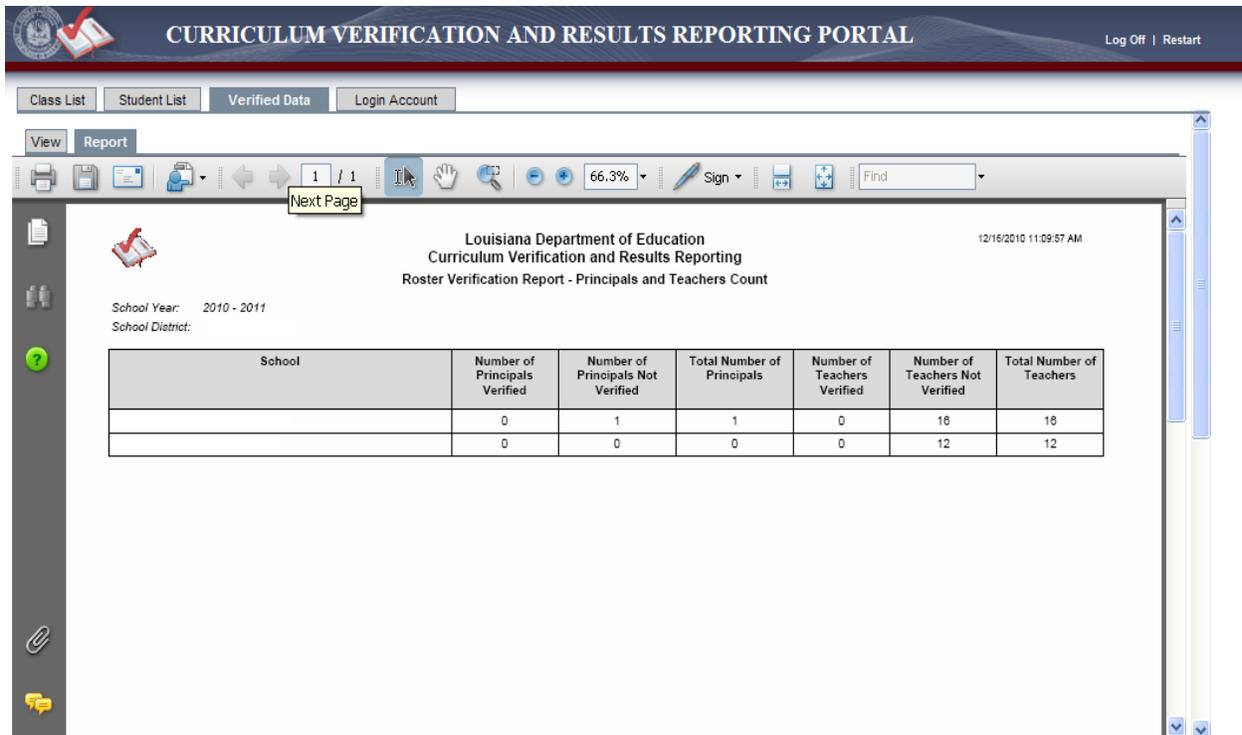
Note: you will only have access to your own school district.

- Click the 'Run Report' button to generate the report.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there is a navigation bar with the Louisiana Department of Education logo on the left and 'Log Off | Restart' on the right. Below the navigation bar are four tabs: 'Class List', 'Student List', 'Verified Data', and 'Login Account'. The 'Verified Data' tab is currently selected. Below the tabs, there are two sub-tabs: 'View' and 'Report', with 'Report' being the active one. The main content area contains two dropdown menus: 'School Year' with '2010 - 2011' selected, and 'School District' which is currently empty. Below these dropdowns is a 'Run Report' button. At the bottom of the form area, there is a red italicized instruction: 'Click 'Run Report' button to run the report.'

- Reports will be broken down by individual schools that verify data within your LEA.
- The report will inform you of the total number of principals and teachers who have data to verify at the school, the number of principals and teachers within the school who have verified data, and the number of principals and teachers who have not verified data within the school.
- The report is generated in a PDF format and can then be printed and/or saved.
- An example of the PDF file can be seen in Appendix E.



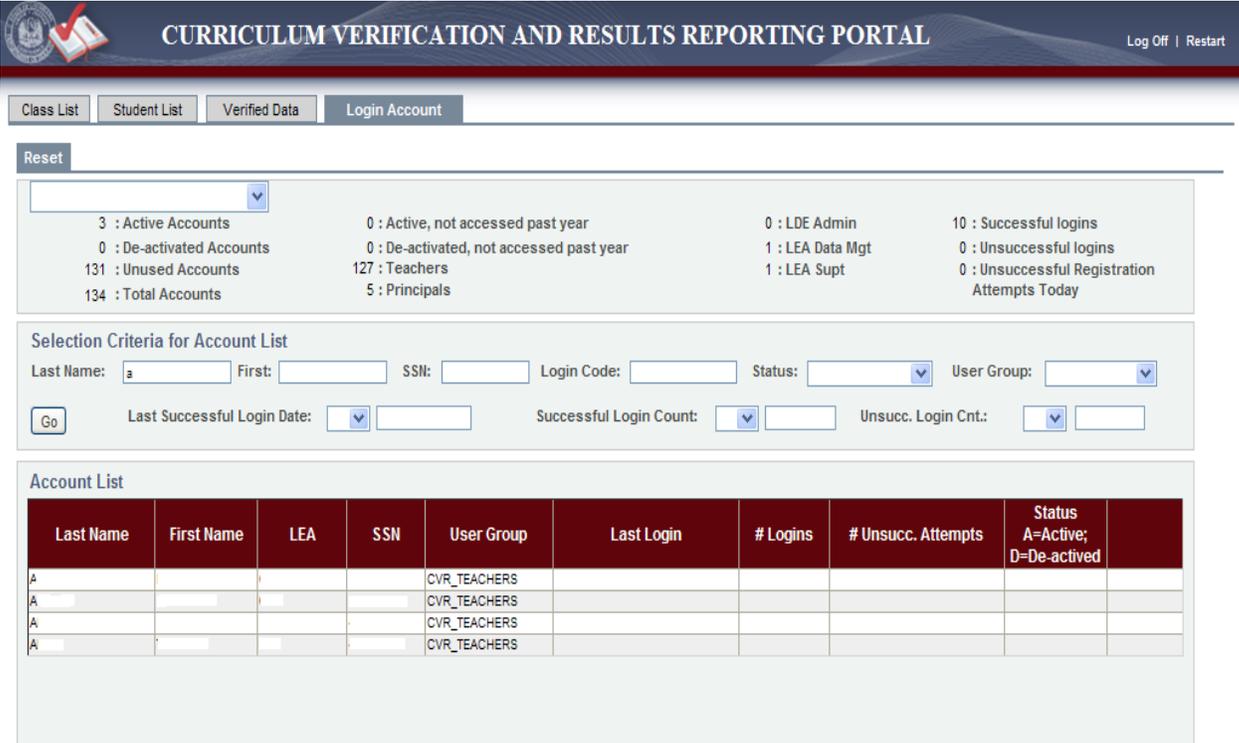
The screenshot displays the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. The main content area shows a 'Roster Verification Report - Principals and Teachers Count' for the school year 2010-2011. The report includes a table with the following data:

School	Number of Principals Verified	Number of Principals Not Verified	Total Number of Principals	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers
	0	1	1	0	16	16
	0	0	0	0	12	12

4.3.5.4 Re-Setting Deactivated Accounts

- Select the 'Login Account' tab at the top of the screen.
- At the top of the table, make sure the appropriate 'School District' name appears in the drop down box. If you work for more than one LEA, select the School District for which you would like to see statistics or for which you need to reset an account.
- To find an account, you must type in either the account user's last name or social security number and any other fields you know.
 - If the full last or first name is unknown, these fields will accept partial information (i.e., you can type an 'A' in the last name field and everyone with a last name beginning with an 'A' will be displayed).
- Click the 'Go' tab to generate user accounts that match the criteria you entered.
- A list of accounts matching the criteria will be displayed with the Last Name, First Name, LEA number, SSN, User Group, and other account statistics.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of names. Click on the next page number to view the next table of names.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Class List | Student List | Verified Data | **Login Account**

Reset

3 : Active Accounts	0 : Active, not accessed past year	0 : LDE Admin	10 : Successful logins
0 : De-activated Accounts	0 : De-activated, not accessed past year	1 : LEA Data Mgt	0 : Unsuccessful logins
131 : Unused Accounts	127 : Teachers	1 : LEA Supt	0 : Unsuccessful Registration Attempts Today
134 : Total Accounts	5 : Principals		

Selection Criteria for Account List

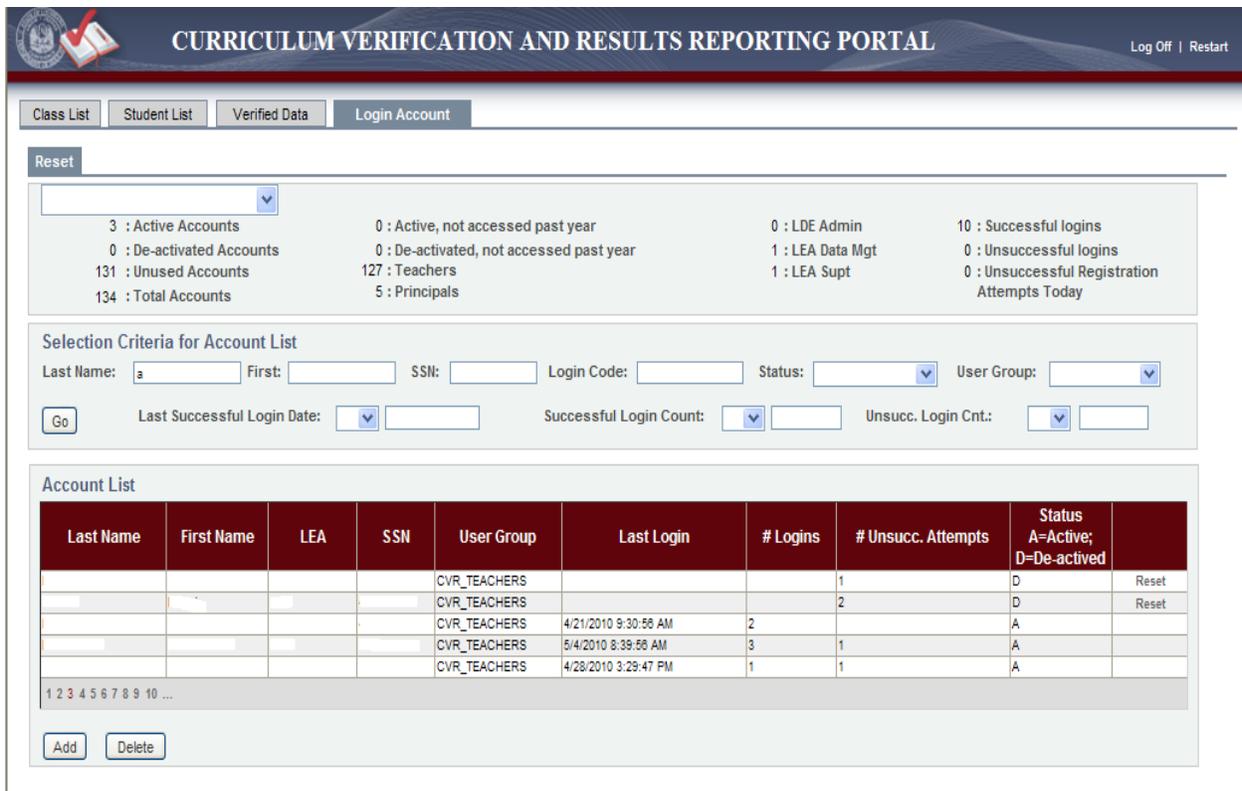
Last Name: First: SSN: Login Code: Status: User Group:

Last Successful Login Date: Successful Login Count: Unsucc. Login Cnt.:

Account List

Last Name	First Name	LEA	SSN	User Group	Last Login	# Logins	# Unsucc. Attempts	Status A=Active; D=De-actived
A				CVR_TEACHERS				
A				CVR_TEACHERS				
A				CVR_TEACHERS				
A				CVR_TEACHERS				

- Displayed columns can be sorted by clicking on the column title.
- If the account is active, there will be an 'A' under the Status column.
- If the account has been deactivated there will be a 'D' under the Status column; and the option to Reset the account will appear on the right side.
 - To reset the account, click on the 'Reset' text tab.
 - The user will then need to create a new login and password for their account.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Class List | Student List | Verified Data | **Login Account**

Reset

3 : Active Accounts 0 : Active, not accessed past year 0 : LDE Admin 10 : Successful logins
 0 : De-activated Accounts 0 : De-activated, not accessed past year 1 : LEA Data Mgt 0 : Unsuccessful logins
 131 : Unused Accounts 127 : Teachers 1 : LEA Supt 0 : Unsuccessful Registration Attempts Today
 134 : Total Accounts 5 : Principals

Selection Criteria for Account List

Last Name: First: SSN: Login Code: Status: User Group:

Last Successful Login Date: Successful Login Count: Unsucc. Login Cnt.:

Account List

Last Name	First Name	LEA	SSN	User Group	Last Login	# Logins	# Unsucc. Attempts	Status A=Active; D=De-activated	
				CVR_TEACHERS			1	D	Reset
				CVR_TEACHERS			2	D	Reset
				CVR_TEACHERS	4/21/2010 9:30:56 AM	2		A	
				CVR_TEACHERS	5/4/2010 8:39:56 AM	3	1	A	
				CVR_TEACHERS	4/28/2010 3:29:47 PM	1	1	A	

1 2 3 4 5 6 7 8 9 10 ...

4.3.6 CVR for Principals

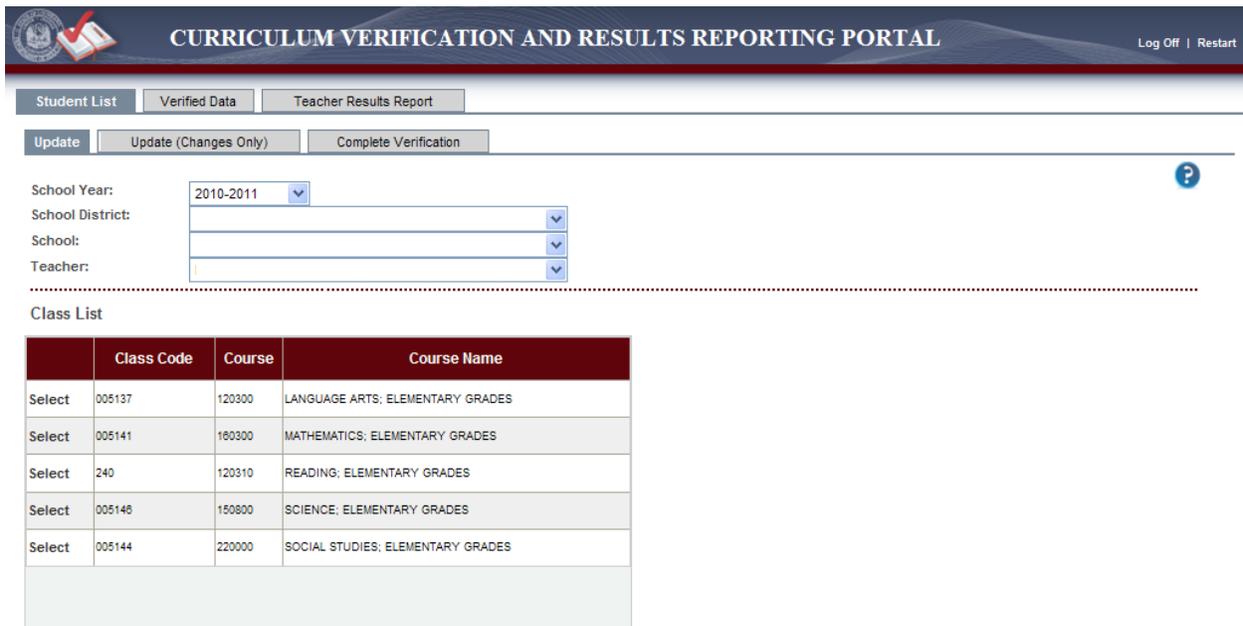
Current year principals, as identified in the State's PEP (personnel) database, will have access to the CVR. Principals will be able to make changes to teacher rosters, view changes to rosters made by teachers, view verified data, and generate reports to keep track of the roster verification progress within their school. Principals will also be able to view all teacher value added results within their school.

4.3.6.1 Roster Verification

Individual Teacher Rosters

- Principals can view each teacher’s roster individually and make any changes necessary.
- Select the ‘Student List’ tab at the top of the page.
- Select the ‘Update’ tab below the ‘Student List’ tab.
 - This will give you the option to view teacher rosters individually.
- Select the appropriate school year in the drop down box for ‘School Year.’
- Select the appropriate school district, if necessary, in the drop down box for ‘School District.’
- Select the appropriate school, if necessary, in the drop down box for the ‘School’ of the teacher you wish to view.
- Select the teacher’s name, whose rosters you would like to view, from the drop down box for ‘Teacher.’
- That teacher’s classes will then appear in a table at the bottom.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes. Click on the next page number to view the next table of classes.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs: 'Student List' (selected), 'Verified Data', and 'Teacher Results Report'. Below these are 'Update' options: 'Update (Changes Only)' and 'Complete Verification'. The form includes dropdown menus for 'School Year' (set to 2010-2011), 'School District', 'School', and 'Teacher'. A 'Class List' table is displayed below the form.

	Class Code	Course	Course Name
Select	005137	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	005141	160300	MATHEMATICS; ELEMENTARY GRADES
Select	240	120310	READING; ELEMENTARY GRADES
Select	005146	150800	SCIENCE; ELEMENTARY GRADES
Select	005144	220000	SOCIAL STUDIES; ELEMENTARY GRADES

Click 'Select' to display Student List

- Click on the ‘Select’ text on the left to display the roster for a specific class.
 - The roster will appear on the right side of the screen.
- To make a change, look through the roster and determine if:
 - The student was in that class for the entire length of the class, if so, do nothing.
 - If the student was never actually in the class, or the student was added to roster by mistake, check the box next to the student’s name under the ‘Not in Class’ column, or
 - If the student was in the class, but moved before completion of the course, check the box next to the student’s name under the ‘Moved from Class’ column.

CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL
Log Off | Restart

Student List
Verified Data
Teacher Results Report

Update
Update (Changes Only)
Complete Verification

School Year:

School District:

School:

Teacher:

Check Box Instructions: **Not In Class:** only check this box if the student was never assigned to this class. **Moved From Class:** check this box only if the student was assigned to this class, but moved out of the class before May 11, 2011.

Class List

	Class Code	Course	Course Name
Select	005137	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	005141	160300	MATHEMATICS; ELEMENTARY GRADES
Select	240	120310	READING; ELEMENTARY GRADES
Select	005146	150800	SCIENCE; ELEMENTARY GRADES
Select	005144	220000	SOCIAL STUDIES; ELEMENTARY GRADES

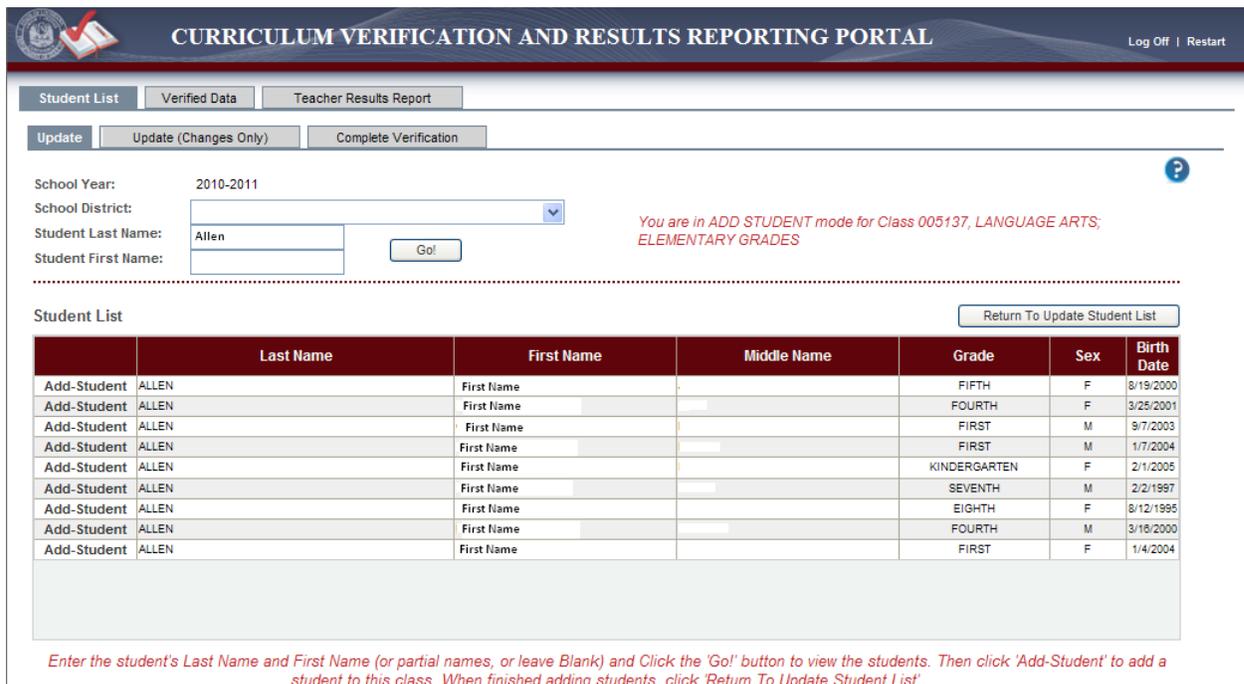
Student List for Class 005137 Add Student

Name	Sex	Birth Date	Not In Class	Moved From Class
Last Name, First Name	M	1/17/2001	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	F	6/17/2000	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	11/22/2000	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	8/29/2001	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	8/15/1999	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	F	5/26/2000	<input type="checkbox"/>	<input type="checkbox"/>

21 Students. If you have no changes, ‘Select’ another Class.
Any changes will not be saved unless you click ‘Submit’.

Submit

- If a student is missing from a roster, that student can be added by clicking on the 'Add Student' tab above the roster.
 - On the 'Add Student' page, make sure the correct school district is selected.
- Note:** students can only be added from within the same school district for confidentiality reasons. Students moving in from out of your school district do not need to be added to your roster.
- Type in either the whole or partial Student Last Name and/or Student First Name in the appropriate text boxes
 - Click on 'Go.'
 - A list of students matching the set criteria will be generated in a table below (see image below).
- Note:** If there are small numbers at the bottom of the table this means there are multiple pages of names. Click on the next page number to view the next table of names.
- To add the student to the roster, click on the 'Add-Student' text to the left of the student's name. The student will then appear on the roster in **green**.
 - When you are finished adding students to that roster, click on the 'Return to Update Student List' tab to return to the roster.
- When all necessary changes have been made, click on the 'Submit' tab below the roster to submit changes.
 - Click the 'Select' text next to another class to check for changes in other classes.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Student List | Verified Data | Teacher Results Report

Update | Update (Changes Only) | Complete Verification

School Year: 2010-2011

School District:

Student Last Name:

Student First Name:

You are in ADD STUDENT mode for Class 005137, LANGUAGE ARTS; ELEMENTARY GRADES

Student List Return To Update Student List

	Last Name	First Name	Middle Name	Grade	Sex	Birth Date
Add-Student	ALLEN	First Name		FIFTH	F	8/19/2000
Add-Student	ALLEN	First Name		FOURTH	F	3/25/2001
Add-Student	ALLEN	First Name		FIRST	M	9/7/2003
Add-Student	ALLEN	First Name		FIRST	M	1/7/2004
Add-Student	ALLEN	First Name		KINDERGARTEN	F	2/1/2005
Add-Student	ALLEN	First Name		SEVENTH	M	2/2/1997
Add-Student	ALLEN	First Name		EIGHTH	F	8/12/1995
Add-Student	ALLEN	First Name		FOURTH	M	3/18/2000
Add-Student	ALLEN	First Name		FIRST	F	1/4/2004

Enter the student's Last Name and First Name (or partial names, or leave Blank) and Click the 'Go!' button to view the students. Then click 'Add-Student' to add a student to this class. When finished adding students, click 'Return To Update Student List'.

All Roster Changes Made by Teachers

- Select the 'Student List' tab at the top.
- Select the 'Update (Changes Only)' tab below the 'Student List' tab.
- Select the appropriate school year in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school, if necessary, in the drop down box for the 'School' of the teacher you wish to view.
- A table with the list of all changes made by teachers in that school will be displayed.
 - If the student was added to the roster, a 'Y' will be listed in the column, along with teacher name, class code, course name, student name,
 - If the student was marked as not being in that class (the box below this column will be checked), or
 - If the student was marked as moving from the class (the box below this column will be checked).

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of changes. Click on the next page number to view the next table of changes.


CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Student List
Verified Data
Teacher Results Report

Update
Update (Changes Only)
Complete Verification

School Year:

School District:

School:

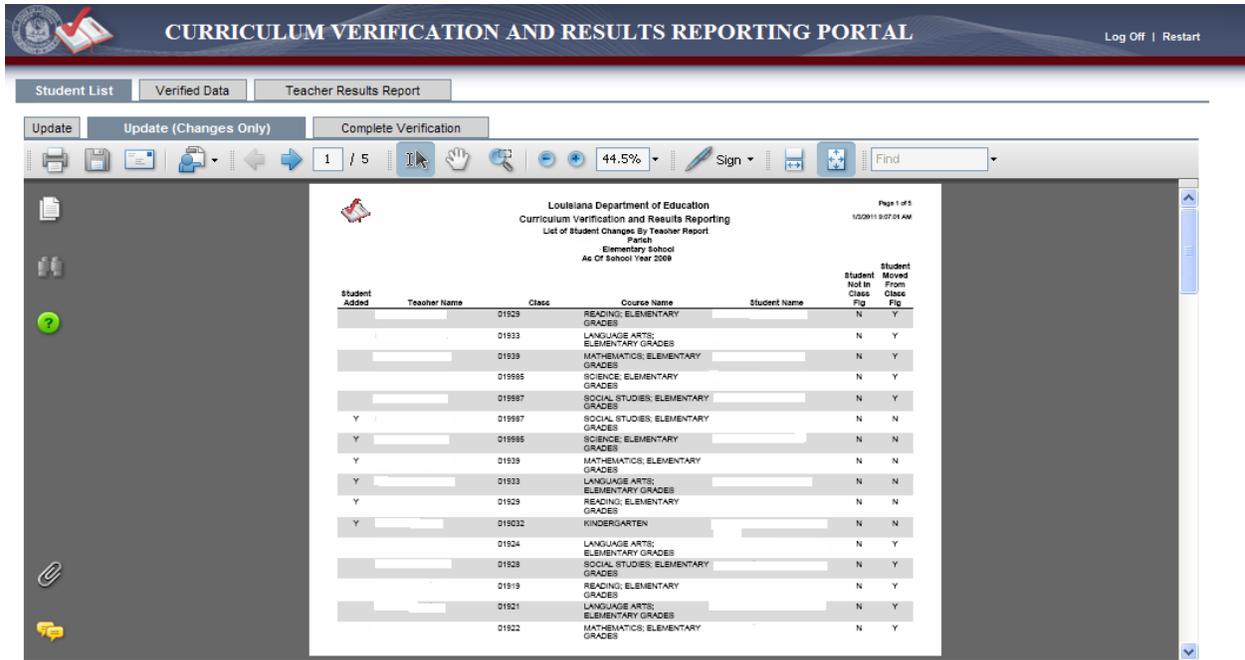
Check Box Instructions: **Not In Class:** only check this box if the student was never assigned to this class. **Moved From Class:** check this box only if the student was assigned to this class, but moved out of the class before May 11, 2011.

List of Student Changes by Teacher

Student Added	Teacher Name	Class	Course Name	Student Name	Not In Class	Moved From Class
	Last Name, First Name	01929	READING; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Last Name, First Name	01933	LANGUAGE ARTS; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Last Name, First Name	01939	MATHEMATICS; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Last Name, First Name	019985	SCIENCE; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Last Name, First Name	019987	SOCIAL STUDIES; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Y	Last Name, First Name	019987	SOCIAL STUDIES; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input type="checkbox"/>
Y	Last Name, First Name	019985	SCIENCE; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input type="checkbox"/>
Y	Last Name, First Name	01939	MATHEMATICS; ELEMENTARY GRADES	Last Name, First Name	<input type="checkbox"/>	<input type="checkbox"/>

1 2 3 4 5 6 7 8 9
Print Changes

- You have the option to print all changes made by teachers.
 - Click on the 'Print Changes' tab below the table
 - You can then either save the PDF file or print the file.
- A full example of a report is available to view in Appendix F.

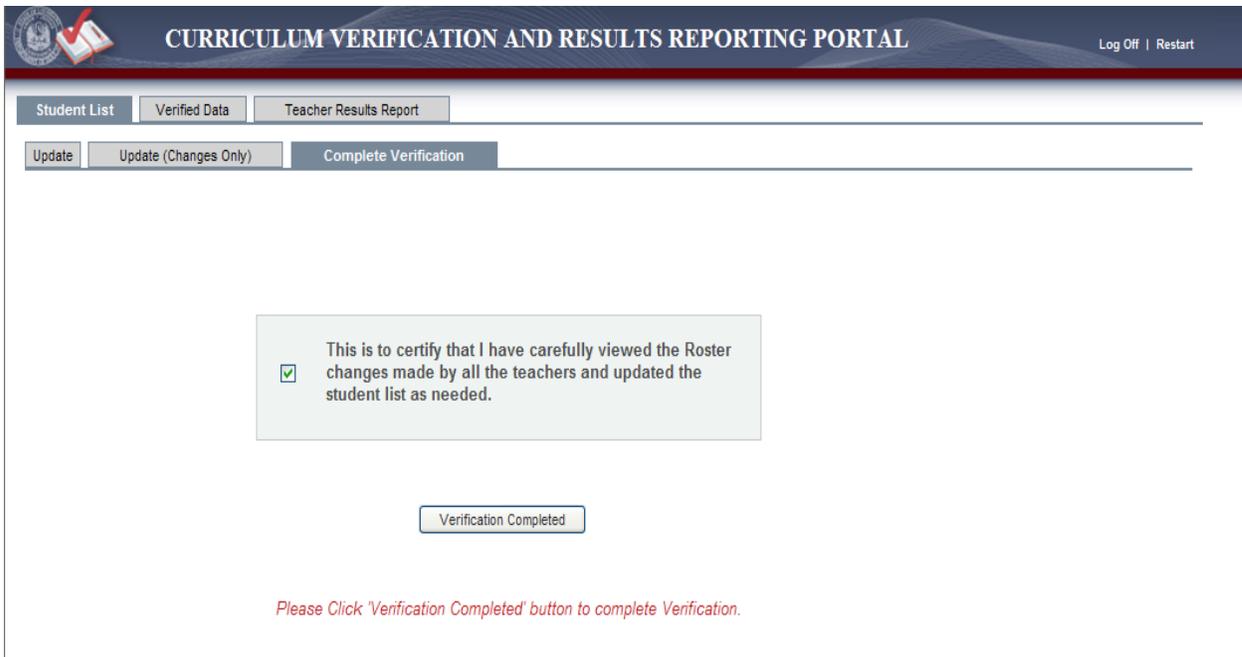


Student Added	Teacher Name	Class	Course Name	Student Name	Student Moved Not in Class	Student Moved From Class
		01929	READING; ELEMENTARY GRADES		N	Y
		01933	LANGUAGE ARTS; ELEMENTARY GRADES		N	Y
		01939	MATHEMATICS; ELEMENTARY GRADES		N	Y
		01995	SCIENCE; ELEMENTARY GRADES		N	Y
		01997	SOCIAL STUDIES; ELEMENTARY GRADES		N	Y
Y		01997	SOCIAL STUDIES; ELEMENTARY GRADES		N	N
Y		01995	SCIENCE; ELEMENTARY GRADES		N	N
Y		01939	MATHEMATICS; ELEMENTARY GRADES		N	N
Y		01933	LANGUAGE ARTS; ELEMENTARY GRADES		N	N
Y		01929	READING; ELEMENTARY GRADES		N	N
Y		01902	KINDERGARTEN		N	N
		01924	LANGUAGE ARTS; ELEMENTARY GRADES		N	Y
		01928	SOCIAL STUDIES; ELEMENTARY GRADES		N	Y
		01919	READING; ELEMENTARY GRADES		N	Y
		01921	LANGUAGE ARTS; ELEMENTARY GRADES		N	Y
		01922	MATHEMATICS; ELEMENTARY GRADES		N	Y

- As a principal, you can override changes teachers have made to rosters.
 - These changes can either be made in the teacher's individual roster or they can be made when viewing all changes made by teachers.
 - If a student was added to the roster incorrectly, simply check on the 'Not in Class' box next to the student's name.
 - If a student was never in a class, but this was not marked, check on the 'Not in Class' box next to the student's name.
 - If a student moved from a class, but this was not marked, check on the 'Moved from Class' box next to the student's name.
 - If the student was incorrectly marked as 'Not in Class', uncheck this box.
 - If the student was incorrectly marked as 'Moved from Class', uncheck this box.
- Any changes a principal makes will override a teacher's changes. These changes will automatically be saved to the roster.

4.3.6.2 Verification Completion

- Once you have completed checking teacher rosters and making changes as necessary, you will need to verify your completion.
- Select the 'Student List' tab at the top.
- Select the 'Complete Verification' tab below the 'Student List' tab.
- Check the box to certify that you have completed verification.
- Click on the 'Verification Completed' tab to submit this information.



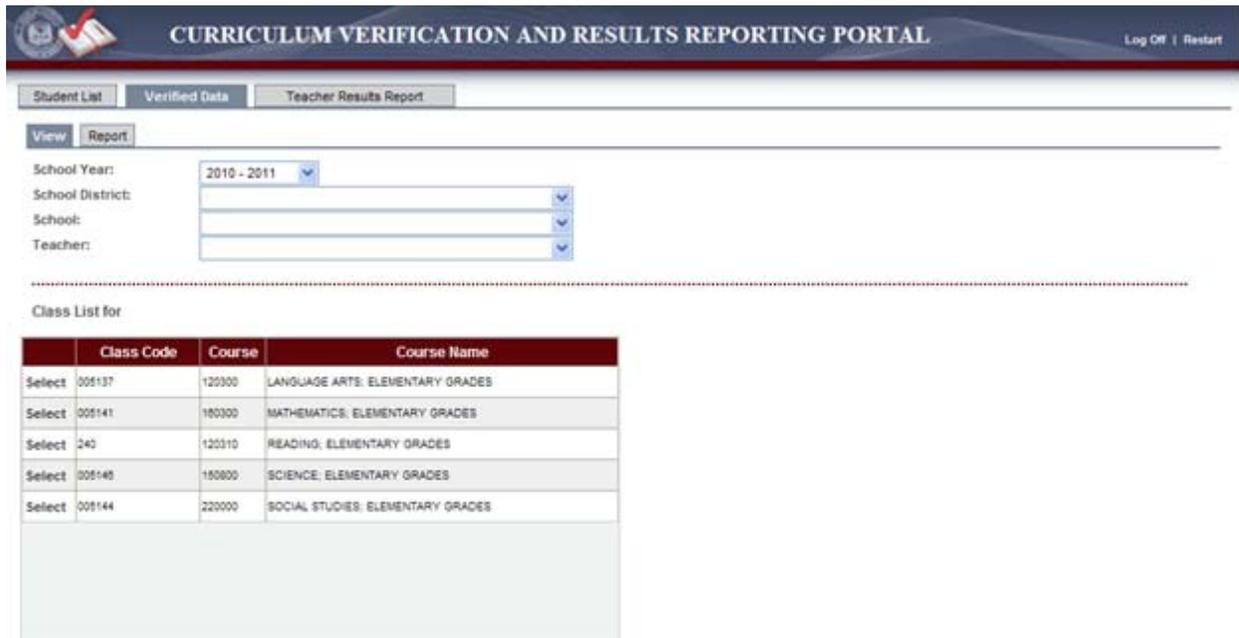
The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there is a navigation bar with 'Student List', 'Verified Data', and 'Teacher Results Report' tabs. Below this, there is a sub-navigation bar with 'Update', 'Update (Changes Only)', and 'Complete Verification' tabs. The 'Complete Verification' tab is active. In the center of the page, there is a text box with a checked checkbox and the text: 'This is to certify that I have carefully viewed the Roster changes made by all the teachers and updated the student list as needed.' Below this text box is a button labeled 'Verification Completed'. At the bottom of the page, there is a red text instruction: 'Please Click 'Verification Completed' button to complete Verification.'

4.3.6.3 Viewing Verified Data and Verification Roster Reports

Viewing Verified Data

- Select the 'Verified Data' tab at the top of the screen.
- Select the 'View' tab on the left.
 - This view will allow you to see the data that the teacher has submitted/will be submitting for the portal.
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school year, if necessary, in the drop down box for 'School Year.'
- Select the appropriate school, if necessary, in the drop down box for the 'School' of the teacher you wish to view.
- Select the teacher's name from the drop down box for 'Teacher' whose verified rosters you would like to view.
- That teacher's classes will then appear in a table at the bottom.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes. Click on the next page number to view the next table of classes.



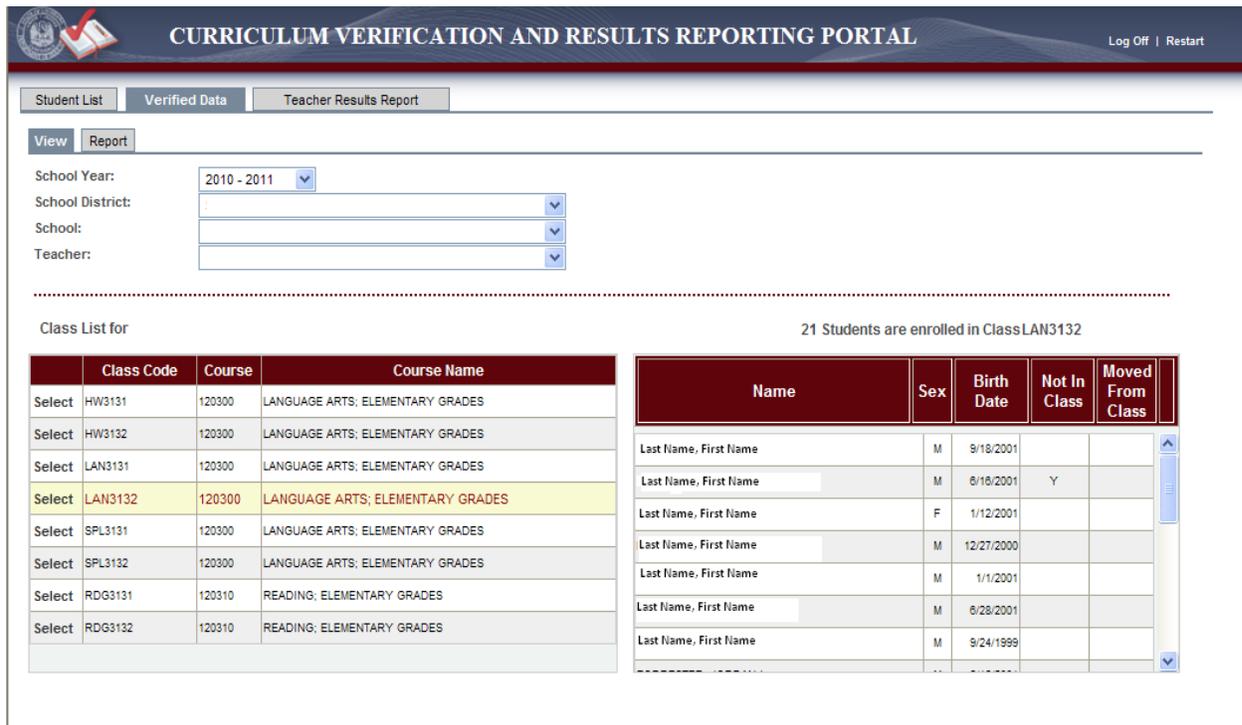
The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are tabs for 'Student List', 'Verified Data', and 'Teacher Results Report'. Below these are 'View' and 'Report' buttons. The 'Verified Data' section includes dropdown menus for 'School Year' (set to 2010 - 2011), 'School District', 'School', and 'Teacher'. Below this is a section titled 'Class List for' containing a table with columns for 'Class Code', 'Course', and 'Course Name'. Each row in the table has a 'Select' button in the first column.

	Class Code	Course	Course Name
Select	005137	120300	LANGUAGE ARTS: ELEMENTARY GRADES
Select	005141	160300	MATHEMATICS: ELEMENTARY GRADES
Select	240	120310	READING: ELEMENTARY GRADES
Select	005146	160800	SCIENCE: ELEMENTARY GRADES
Select	005144	220000	SOCIAL STUDIES: ELEMENTARY GRADES

Click Select to display Students List.

- Click on the ‘Select’ text for a class to display the verified roster for that class.
 - The roster will appear on the right side of the screen.
 - Any changes to the roster will appear under the column of the change. If a student was added to the roster, that student’s name will appear in **green**.

Note: The change in this class shows that the second student was marked as ‘Not in Class’ as indicated by a ‘Y’ in this column.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs for 'Student List', 'Verified Data', and 'Teacher Results Report'. Below these are 'View' and 'Report' buttons. The main area contains search filters for 'School Year' (set to 2010 - 2011), 'School District', 'School', and 'Teacher'. A 'Class List for' section displays a table of classes, with 'LAN3132' highlighted. To the right, a student roster table is shown for class LAN3132, with 21 students enrolled. One student's status is marked as 'Not In Class' with a 'Y' in the corresponding column.

Select	Class Code	Course	Course Name
Select	HW3131	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	HW3132	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	LAN3131	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	LAN3132	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	SPL3131	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	SPL3132	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	RDG3131	120310	READING; ELEMENTARY GRADES
Select	RDG3132	120310	READING; ELEMENTARY GRADES

Name	Sex	Birth Date	Not In Class	Moved From Class
Last Name, First Name	M	9/18/2001		
Last Name, First Name	M	8/16/2001	Y	
Last Name, First Name	F	1/12/2001		
Last Name, First Name	M	12/27/2000		
Last Name, First Name	M	1/1/2001		
Last Name, First Name	M	8/28/2001		
Last Name, First Name	M	9/24/1999		

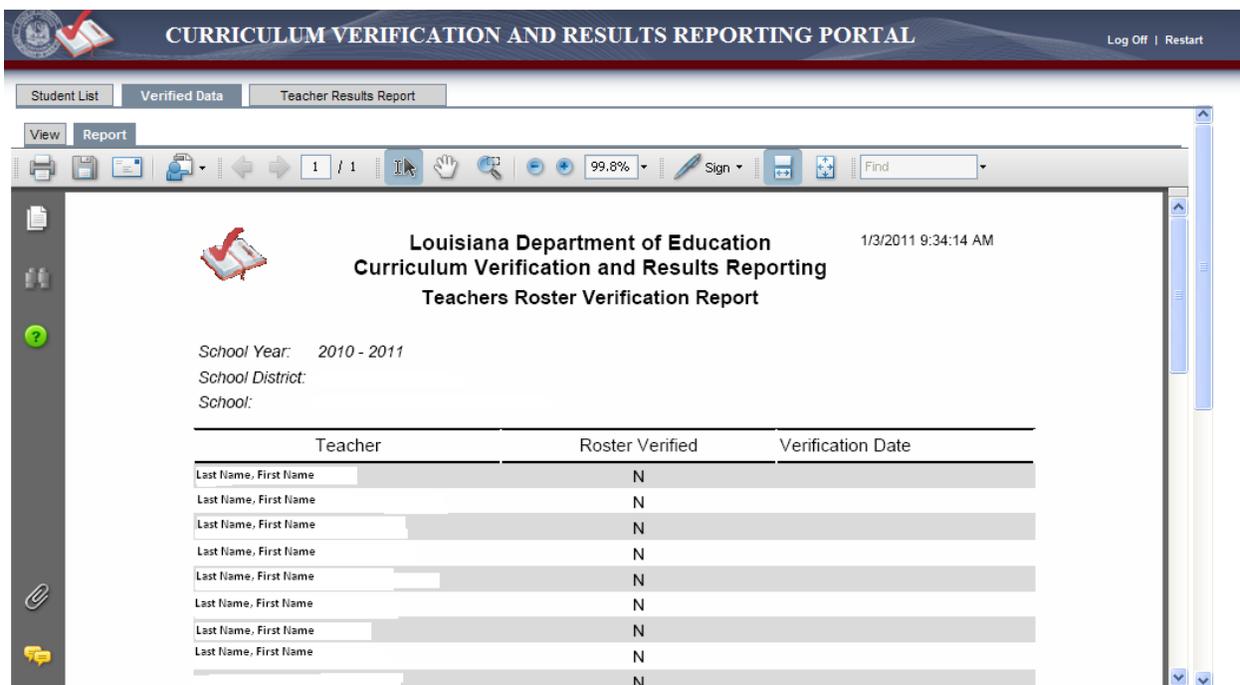
Verification Progress Reports

- Click on the 'Verified Data' tab at the top of the page.
- Click on the 'Report' tab.
- Make sure the appropriate school year is selected in the drop down menu for 'School Year.'
- Make sure the appropriate 'School District' is selected in the drop down menu for 'School District.'
- Click the 'Run Report' button to generate the report.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there is a navigation bar with tabs for 'Student List', 'Verified Data', and 'Teacher Results Report'. Below this, there are sub-tabs for 'View' and 'Report'. The main content area contains three dropdown menus: 'School Year' (set to '2010 - 2011'), 'School District', and 'School'. A 'Run Report' button is located below these fields. A red text instruction at the bottom reads: 'Click 'Run Report' button to run the report.'

- Reports will be broken down by individual teachers who verify data within your school.
- The report will inform you of whether or not a teacher has verified data by displaying an 'N' or 'Y' next to that teacher's name. An 'N' indicates a teacher has not verified data and a 'Y' indicates they have. If they have verified data, the date at which they completed verification will appear on the right side of the report.
- The report is generated in a PDF format and can then be printed and/or saved.
- An example of the PDF file can be seen in Appendix G.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Student List | **Verified Data** | Teacher Results Report

View | Report

1 / 1 | 99.8% | Sign

Louisiana Department of Education 1/3/2011 9:34:14 AM
Curriculum Verification and Results Reporting
Teachers Roster Verification Report

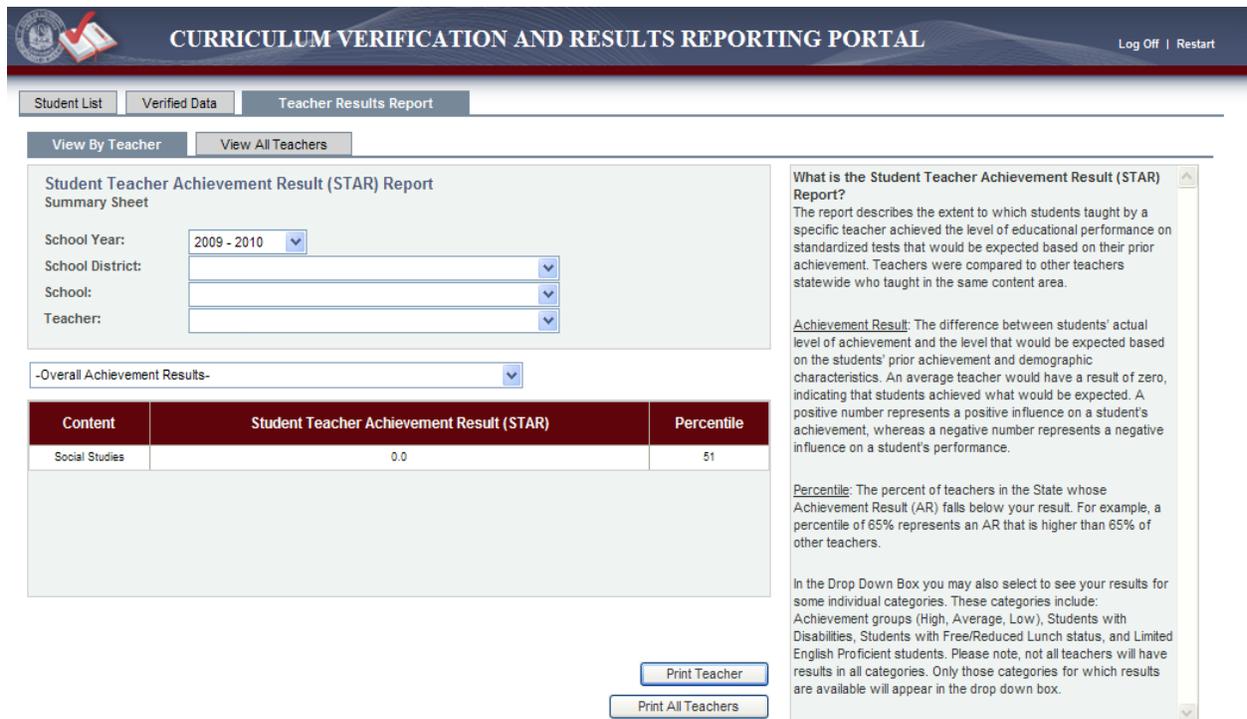
School Year: 2010 - 2011
School District:
School:

Teacher	Roster Verified	Verification Date
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	
Last Name, First Name	N	

4.3.6.4 Viewing Teacher Results Reports

Individual Teacher Results Reports

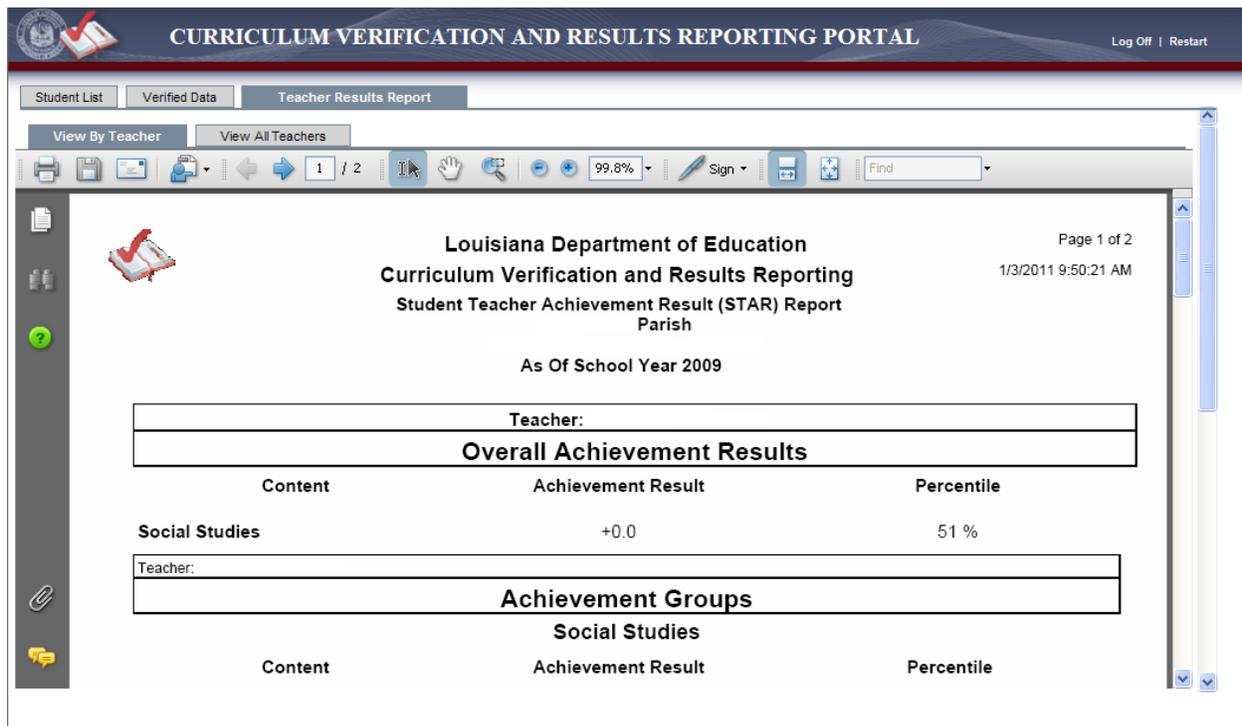
- Select the 'Teacher Results Report' tab at the top of the page.
- Select the 'View By Teacher' tab.
- Select the year for which you would like to view results in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school, if necessary, in the drop down box for 'School.'
- Select the teacher's name from the drop down box for 'Teacher' whose results report you would like to view.
- Select the result for which you would like to view for the teacher
 - 'Overall Achievement Results' or breakdowns in content for Achievement Groups, Students with disabilities, Free lunch status students, Limited English proficient students, or Non-shared student results



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. The 'Teacher Results Report' tab is selected. Under 'View By Teacher', the 'View All Teachers' option is active. The 'Student Teacher Achievement Result (STAR) Report Summary Sheet' is displayed with the following filters: School Year: 2009 - 2010, School District, School, and Teacher (all dropdown menus). Below the filters, a dropdown menu is set to '-Overall Achievement Results-'. A table shows the results for Social Studies with a STAR score of 0.0 and a Percentile of 51. To the right, a help box explains the STAR report and provides definitions for Achievement Result and Percentile. At the bottom, there are buttons for 'Print Teacher' and 'Print All Teachers'.

Content	Student Teacher Achievement Result (STAR)	Percentile
Social Studies	0.0	51

- You can print each teacher’s results reports individually by clicking on the ‘Print Teacher’ tab below the report.
 - This report will print all available results for that teacher.
- The report is generated in a PDF format and can then be printed and/or saved.
- A full printed report is available to view in Appendix C.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Student List | Verified Data | **Teacher Results Report**

View By Teacher | View All Teachers

1 / 2 | 99.8% | Sign | Find

Louisiana Department of Education Page 1 of 2
Curriculum Verification and Results Reporting 1/3/2011 9:50:21 AM
Student Teacher Achievement Result (STAR) Report
 Parish
 As Of School Year 2009

Teacher:

Overall Achievement Results

Content	Achievement Result	Percentile
Social Studies	+0.0	51 %

Teacher:

Achievement Groups

Social Studies

Content	Achievement Result	Percentile
---------	--------------------	------------

All Teacher Results Report

- Select the 'Teacher Results Report' tab at the top of the page.
- Select the 'View All Teachers' tab.
- Select the year for which you would like to view results in the drop down box for 'School Year.'
- Select the appropriate school district, if necessary, in the drop down box for 'School District.'
- Select the appropriate school, if necessary, in the drop down box for 'School.'
- Select the result for which you would like to view for the teacher.
 - 'Overall Achievement Results' or breakdowns in content for Achievement Groups, Students with disabilities, Free lunch status students, Limited English proficient students, or Non-shared student results
- A table with all teachers with available results in the school will be displayed at the bottom.
 - Results can be sorted by clicking on the title of each column

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of results. Click on the next page number to view the next table of results.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL

Log Off | Restart

Student List

Verified Data

Teacher Results Report

View By Teacher

View All Teachers

Teacher-Student Achievement Results Report
Summary Sheet

School Year:

School District:

School:

-Summary Report - Overall Achievement Results

What is the Teacher-Student Achievement Results Report?

The report describes the extent to which students taught by a specific teacher achieved the level of educational performance on standardized tests that would be expected based on their prior achievement. Teachers were compared to other teachers statewide who taught in the same content area.

Achievement Result: The difference between students' actual level of achievement and the level that would be expected based

TeacherName	English Achievement Result	English Percentile	Reading Achievement Result	Reading Percentile	Mathematics Achievement Result	Mathematics Percentile	Science Achievement Result	Science Percentile	Social Studies Achievement Result	Social Studies Percentile
Last Name, First Name	+5.0	78 %	-	-	+4.0	72 %	-	-	-	-
Last Name, First Name	+5.0	78 %	+3.0	71 %	-	-	-	-	-	-
Last Name, First Name	-	-	-	-	-8.0	21 %	-	-	-	-
Last Name, First Name	-	-	-	-	-7.0	23 %	+3.0	70 %	-10.0	16 %
Last Name, First Name	-	-	-	-	-	-	-3.0	38 %	-13.0	8 %
Last Name, First Name	-	-	-	-	-	-	+10.0	94 %	+1.0	54 %

1 2

- You can print this results report by clicking on the ‘Print Category’ tab below the report.
 - This report will print all available results for teachers in that category.
- The report is generated in a PDF format and can then be printed and/or saved.
- A full printed report is available to view in Appendix D.

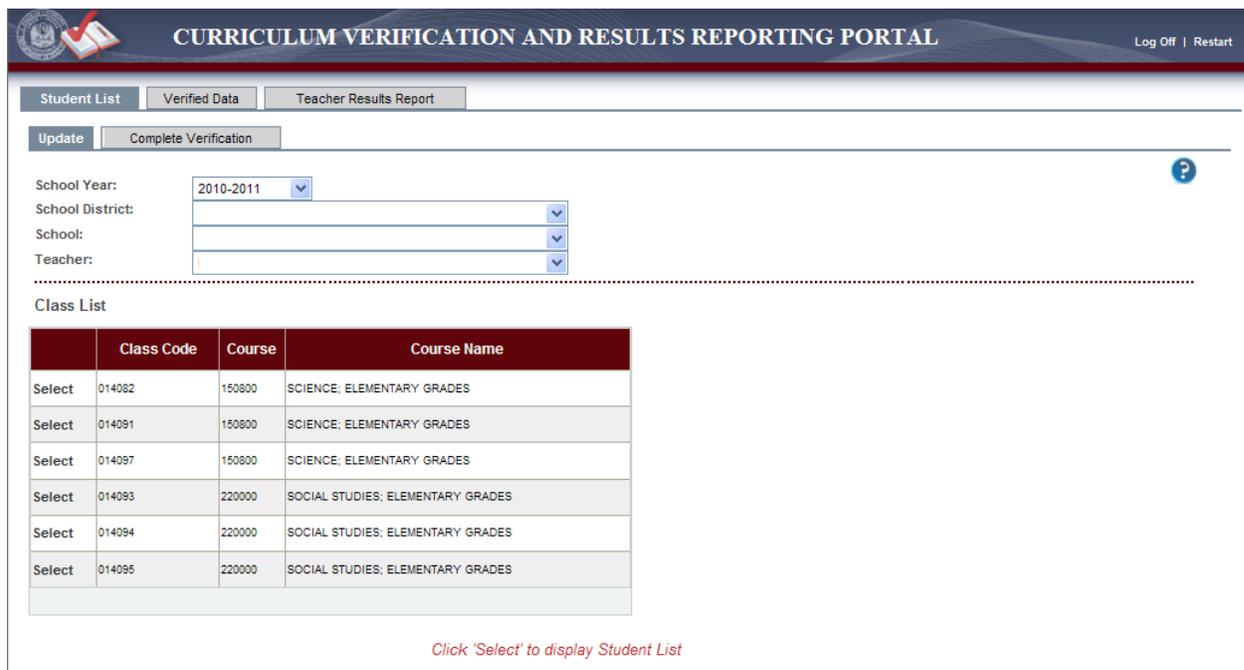
4.3.7 CVR for Teachers

Current year Teachers, as identified in the State’s personnel database, will have access to the CVR. Teachers will be able to make changes to class rosters, and view verified data. Teachers will also be able to view value added results available for themselves.

4.3.7.1 Roster Verification

- Select the ‘Student List’ tab at the top of the page.
- Select the ‘Update’ tab below the ‘Student List’ tab.
- Select the appropriate school year in the drop down box for ‘School Year.’
- Select the appropriate school district, if necessary, in the drop down box for ‘School District.’
- Select the appropriate school, if necessary, in the drop down box for the ‘School.’
- Teacher’s classes will then appear in a table at the bottom.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes. Click on the next page number to view the next table of classes.



The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs: 'Student List', 'Verified Data', and 'Teacher Results Report'. Below these are sub-tabs: 'Update' and 'Complete Verification'. The 'Update' sub-tab is active. The interface includes several dropdown menus for selection: 'School Year' (set to 2010-2011), 'School District', 'School', and 'Teacher'. A 'Class List' table is displayed below the filters, with columns for 'Class Code', 'Course', and 'Course Name'. Each row in the table has a 'Select' button in the first column. A red text instruction at the bottom of the screenshot reads: 'Click 'Select' to display Student List'.

	Class Code	Course	Course Name
Select	014082	150800	SCIENCE; ELEMENTARY GRADES
Select	014091	150800	SCIENCE; ELEMENTARY GRADES
Select	014097	150800	SCIENCE; ELEMENTARY GRADES
Select	014093	220000	SOCIAL STUDIES; ELEMENTARY GRADES
Select	014094	220000	SOCIAL STUDIES; ELEMENTARY GRADES
Select	014095	220000	SOCIAL STUDIES; ELEMENTARY GRADES

- Click on the ‘Select’ text on the left to display the roster for a specific class.
 - The roster will appear on the right side of the screen.
- To make a change, look through the roster and determine if:
 - The student was in that class for the entire length of the class; if so do nothing, or
 - If the student was never actually in the class, or the student was added to roster by mistake, check the box next to the student’s name under the ‘Not in Class’ column, or
 - If the student was in the class, but moved before completion of the course, check the box next to the student’s name under the ‘Moved from Class’ column.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL

Log Off | Restart

Student List
Verified Data
Teacher Results Report

Update
Complete Verification

School Year:

School District:

School:

Teacher:

Check Box Instructions: **Not In Class:** only check this box if the student was never assigned to this class. **Moved From Class:** check this box only if the student was assigned to this class, but moved out of the class before

Class List

	Class Code	Course	Course Name
Select	014082	150800	SCIENCE; ELEMENTARY GRADES
Select	014091	150800	SCIENCE; ELEMENTARY GRADES
Select	014097	150800	SCIENCE; ELEMENTARY GRADES
Select	014093	220000	SOCIAL STUDIES; ELEMENTARY GRADES
Select	014094	220000	SOCIAL STUDIES; ELEMENTARY GRADES
Select	014095	220000	SOCIAL STUDIES; ELEMENTARY GRADES

Student List for Class 014082 Add Student

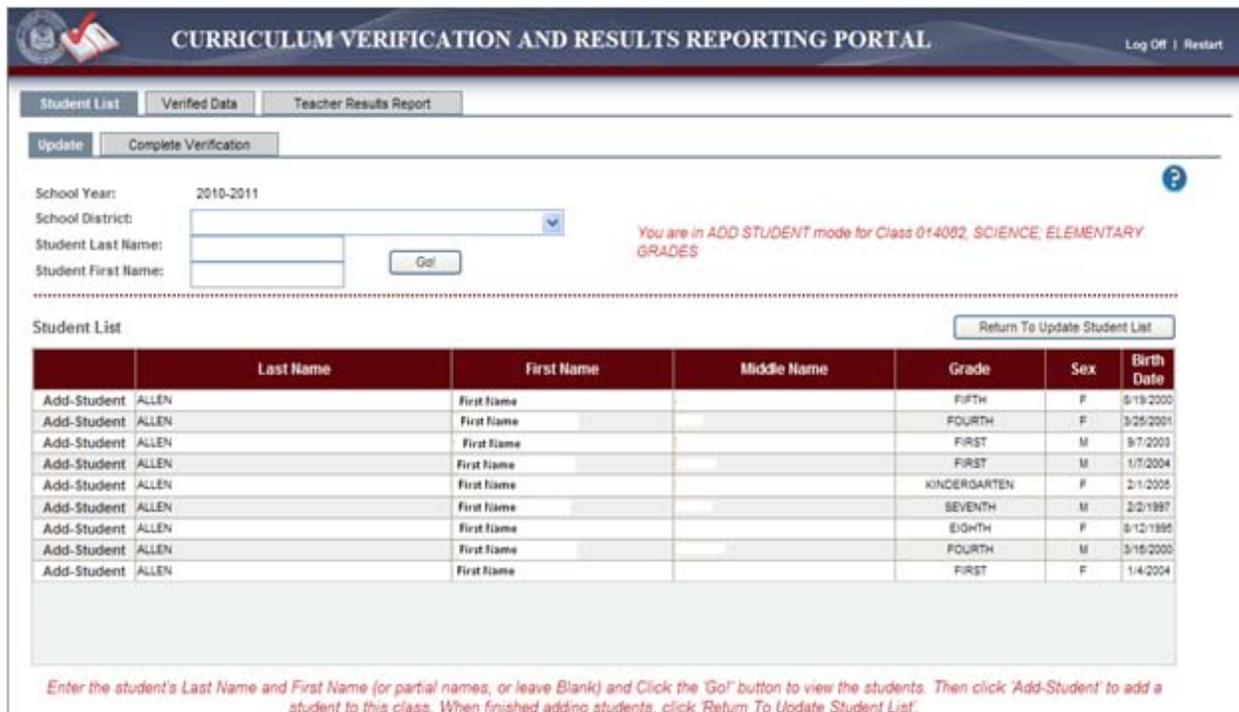
Name	Sex	Birth Date	Not In Class	Moved From Class
Last Name, First Name	F	5/30/2000	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	7/29/1999	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	F	12/19/1999	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	F	8/6/2000	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	11/29/1999	<input type="checkbox"/>	<input type="checkbox"/>
Last Name, First Name	M	7/9/1999	<input type="checkbox"/>	<input type="checkbox"/>

17 Students. If you have no changes, 'Select' another Class.

Any changes will not be saved unless you click 'Submit'.

Submit

- If a student is missing from a roster, that student can be added by clicking on the 'Add Student' tab above the roster.
 - On the 'Add Student' page, make sure your school district is selected.
- Note:** Students can only be added from within the same school district for confidentiality reasons. Students moving in from out of school district do not need to be added to your roster.
- Type in either the whole or partial Student Last Name and/or Student First Name in the appropriate text boxes.
 - Click on 'Go'.
 - A list of students matching the set criteria will be generated in a table below (see image below).
- Note:** If there are small numbers at the bottom of the table, this means there are multiple pages of names. Click on the next page number to view the next table of names.
- To add the student to the roster, click on the 'Add-Student' text to the left of the student's name. The student will then appear on the roster in **green**.
 - When you are finished adding students to that roster, click on the 'Return to Update Student List' tab to return to the roster.
- When all necessary changes have been made, click on the 'Submit' tab below the roster to submit changes.
 - Click the 'Select' text next to another class to check for changes in other classes.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL

Log Off | Restart

Student List Verified Data Teacher Results Report

Update Complete Verification

School Year: 2010-2011

School District:

Student Last Name:

Student First Name:

You are in ADD STUDENT mode for Class 014082, SCIENCE, ELEMENTARY GRADES

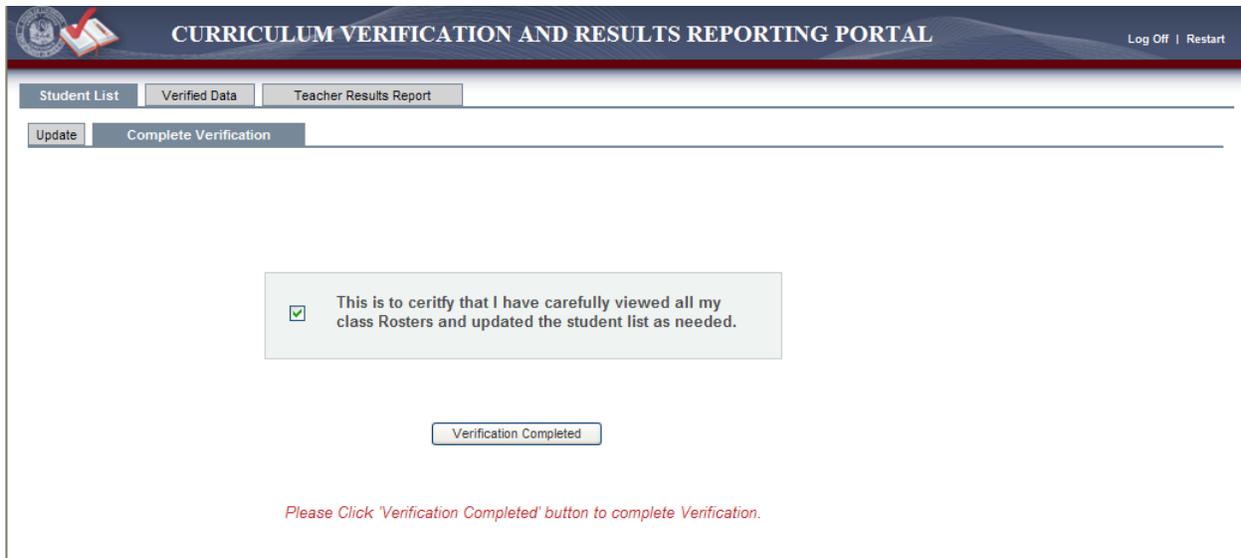
Student List

	Last Name	First Name	Middle Name	Grade	Sex	Birth Date
Add-Student	ALLEN	First Name		FIFTH	F	5/19/2000
Add-Student	ALLEN	First Name		FOURTH	F	3/25/2001
Add-Student	ALLEN	First Name		FIRST	M	9/7/2003
Add-Student	ALLEN	First Name		FIRST	M	1/7/2004
Add-Student	ALLEN	First Name		KINDERGARTEN	F	2/1/2005
Add-Student	ALLEN	First Name		SEVENTH	M	2/2/1997
Add-Student	ALLEN	First Name		EIGHTH	F	8/12/1995
Add-Student	ALLEN	First Name		FOURTH	M	3/15/2000
Add-Student	ALLEN	First Name		FIRST	F	1/4/2004

Enter the student's Last Name and First Name (or partial names, or leave Blank) and Click the 'Go!' button to view the students. Then click 'Add-Student' to add a student to this class. When finished adding students, click 'Return To Update Student List'.

4.3.7.2 Verification Completion

- Once you have completed checking all class rosters and making changes as necessary, you will need to verify your completion.
- Select the 'Student List' tab at the top.
- Select the 'Complete Verification' tab below the 'Student List' tab.
- Check the box to certify that you have completed verification.
- Click on the 'Verification Completed' tab to submit this information.

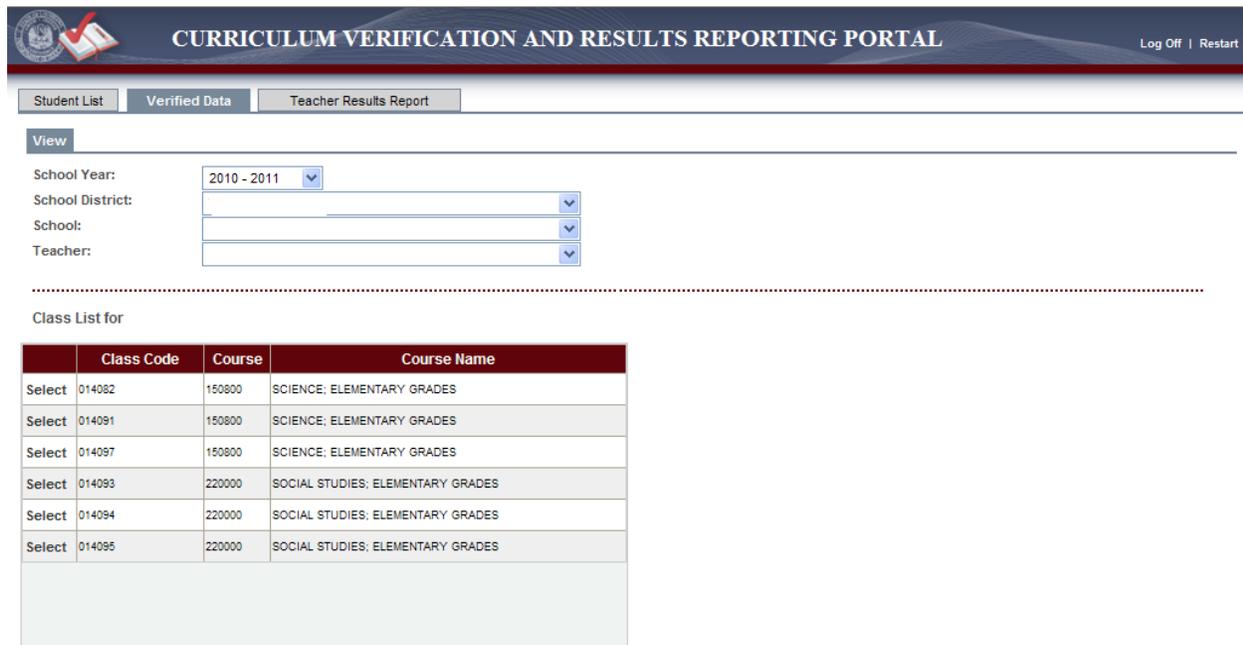


The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there is a navigation bar with 'Student List', 'Verified Data', and 'Teacher Results Report' tabs. Below this, there are 'Update' and 'Complete Verification' buttons. The main content area features a confirmation box with a checked checkbox and the text: 'This is to certify that I have carefully viewed all my class Rosters and updated the student list as needed.' Below the box is a 'Verification Completed' button. At the bottom, a red instruction reads: 'Please Click 'Verification Completed' button to complete Verification.'

4.3.7.3 Viewing Verified Data

- Select the 'Verified Data' tab at the top of the screen.
- Select the 'View' tab on the left.
 - This view will allow you to see the data that you have submitted or will be submitting for the portal.
- Select the appropriate 'School Year' in the drop down box for year.
- Select the appropriate school district, if necessary, in the drop down box for 'School District'.
- Select the appropriate school, if necessary, in the drop down box for 'School'.
- Classes will then appear in a table at the bottom.

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of classes. Click on the next page number to view the next table of classes.



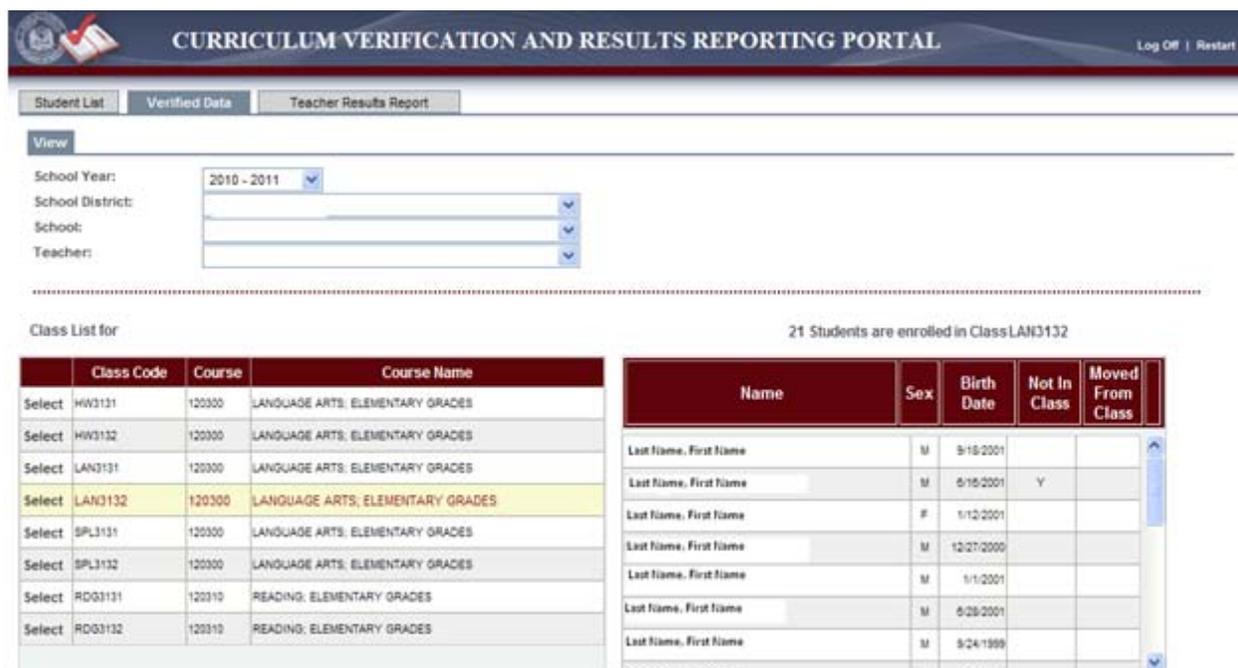
The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs for 'Student List', 'Verified Data', and 'Teacher Results Report'. Below these is a 'View' section with four dropdown menus for 'School Year' (set to 2010 - 2011), 'School District', 'School', and 'Teacher'. Below the filters is a 'Class List for' section containing a table with columns for 'Class Code', 'Course', and 'Course Name'. Each row in the table has a 'Select' button in the first column.

	Class Code	Course	Course Name
Select	014082	150800	SCIENCE; ELEMENTARY GRADES
Select	014091	150800	SCIENCE; ELEMENTARY GRADES
Select	014097	150800	SCIENCE; ELEMENTARY GRADES
Select	014093	220000	SOCIAL STUDIES; ELEMENTARY GRADES
Select	014094	220000	SOCIAL STUDIES; ELEMENTARY GRADES
Select	014095	220000	SOCIAL STUDIES; ELEMENTARY GRADES

Click Select to display Students List.

- Click on the ‘Select’ text for a class to display the verified roster for that class.
 - The roster will appear on the right side of the screen.
 - Any changes to the roster will appear under the column of the change. If a student was added to the roster, that student’s name will appear in **green**.

Note: The change in this class shows the second student was marked as ‘Not in Class’ as indicated by a ‘Y’ in this column.



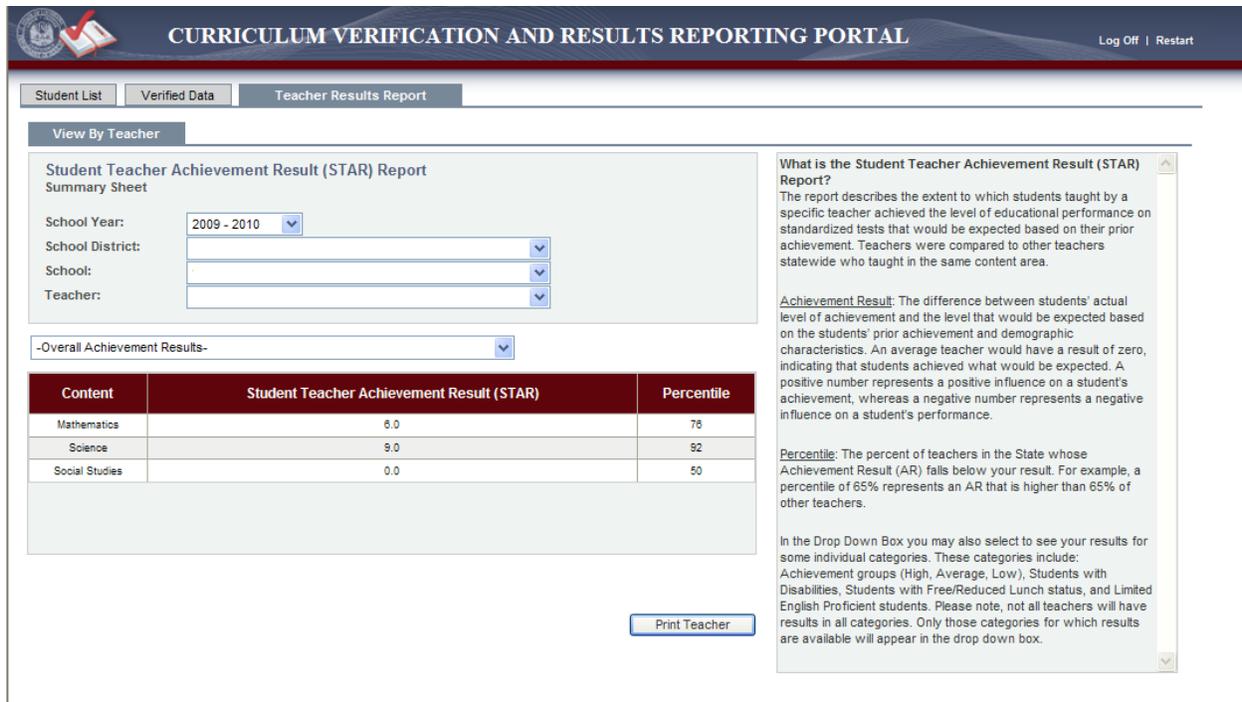
The screenshot shows the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs for 'Student List', 'Verified Data', and 'Teacher Results Report'. Below these are search filters for 'School Year' (set to 2010-2011), 'School District', 'School', and 'Teacher'. A 'View' button is also present. The main content area displays a 'Class List for' section with a table of courses. The course 'LAN3132' is highlighted in yellow. To the right of this table, a message states '21 Students are enrolled in Class LAN3132'. Below this message is a student roster table with columns for Name, Sex, Birth Date, Not In Class, and Moved From Class. The 'Not In Class' column contains a 'Y' for the second student, indicating they are no longer in the class.

Select	Class Code	Course	Course Name
Select	HW3131	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	HW3132	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	LAN3131	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	LAN3132	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	SPL3131	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	SPL3132	120300	LANGUAGE ARTS; ELEMENTARY GRADES
Select	RD03131	120310	READING; ELEMENTARY GRADES
Select	RD03132	120310	READING; ELEMENTARY GRADES

Name	Sex	Birth Date	Not In Class	Moved From Class
Last Name, First Name	M	9/18/2001		
Last Name, First Name	M	6/16/2001	Y	
Last Name, First Name	F	1/12/2001		
Last Name, First Name	M	12/27/2000		
Last Name, First Name	M	1/1/2001		
Last Name, First Name	M	6/26/2001		
Last Name, First Name	M	5/24/1999		

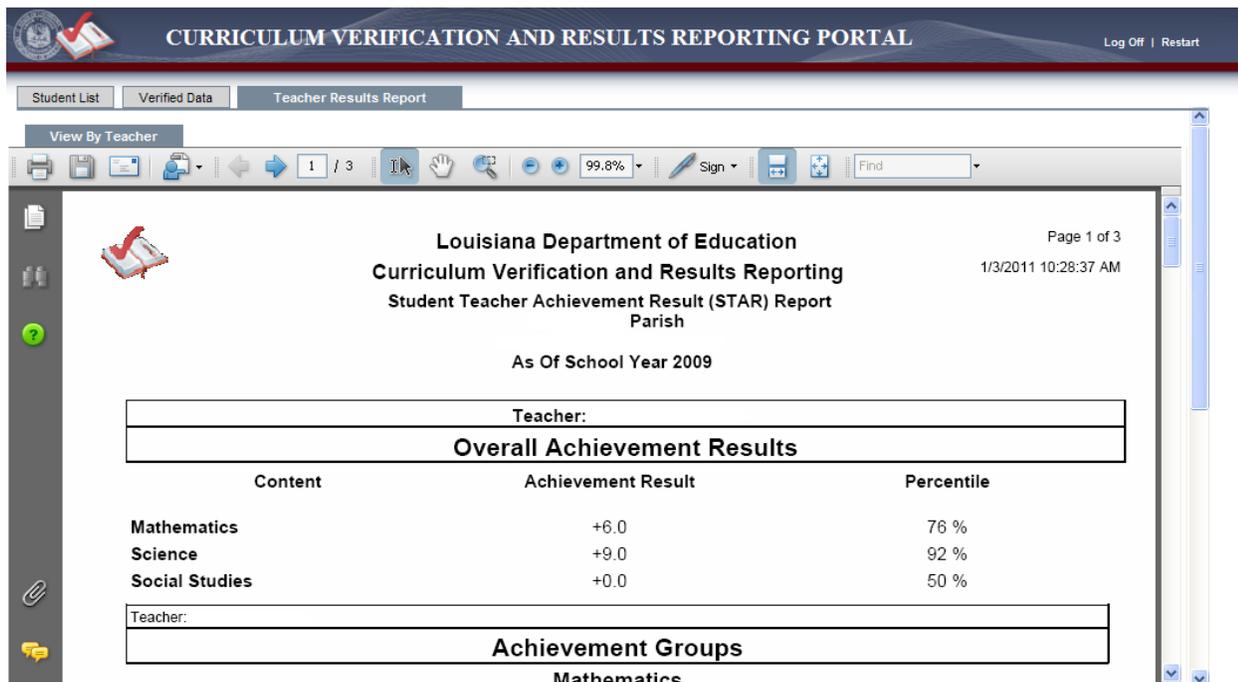
4.3.7.4 Viewing Teacher Results Reports

- Select the 'Teacher Results Report' tab at the top of the page.
- Select the year for which you would like to view results in the drop down box for 'School Year'.
- Select the appropriate school district, if necessary, in the drop down box for 'School District'.
- Select the appropriate school, if necessary, in the drop down box for 'School.'
- Select the result for which you would like to view.
 - 'Overall Achievement Results' or breakdowns in content for Achievement Groups, Students with disabilities, Free lunch status students, Limited English proficient students, or Non-shared student results



The screenshot displays the 'CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL' interface. At the top, there are navigation tabs: 'Student List', 'Verified Data', and 'Teacher Results Report'. Below the tabs, the 'View By Teacher' section is active. It contains a 'Student Teacher Achievement Result (STAR) Report Summary Sheet' with the following fields: 'School Year' (set to 2009 - 2010), 'School District', 'School', and 'Teacher'. Below these fields is a dropdown menu for '-Overall Achievement Results-'. A table displays the results for three content areas: Mathematics (STAR 6.0, Percentile 76), Science (STAR 9.0, Percentile 92), and Social Studies (STAR 0.0, Percentile 50). A 'Print Teacher' button is located below the table. To the right of the table is a help box titled 'What is the Student Teacher Achievement Result (STAR) Report?' which explains the report's purpose and defines 'Achievement Result' and 'Percentile'. The help box also lists individual categories available in the dropdown menu: Achievement groups (High, Average, Low), Students with Disabilities, Students with Free/Reduced Lunch status, and Limited English Proficient students.

- You can print the results report by clicking on the 'Print Teacher' tab below the report.
 - This report will print all available results.
- The report is generated in a PDF format and can then be printed and/or saved.
- A full printed report is available to view in Appendix C.



CURRICULUM VERIFICATION AND RESULTS REPORTING PORTAL Log Off | Restart

Student List | Verified Data | **Teacher Results Report**

View By Teacher

1 / 3 | 99.8% | Sign | Find

Louisiana Department of Education
Curriculum Verification and Results Reporting
Student Teacher Achievement Result (STAR) Report
Parish
 As Of School Year 2009

Page 1 of 3
1/3/2011 10:28:37 AM

Teacher:		
Overall Achievement Results		
Content	Achievement Result	Percentile
Mathematics	+6.0	76 %
Science	+9.0	92 %
Social Studies	+0.0	50 %
Teacher:		
Achievement Groups		
Mathematics		

4.3.8 Additional Information

If additional information is needed regarding the CVR, please contact the Louisiana Department of Education by email at: LDOECVR@LA.GOV .

Someone will respond to you generally within 2 hours, unless it is a weekend or after hours (5:00pm).

A list of Frequently Asked Questions is provided in Appendix A.

Thank you very much for all of your hard work, dedication, and time. Our goal is to create a world-class education system for all students in Louisiana. Without you, this goal would be impossible!



5. CVR TRAINING MATERIALS

5.1 Training Introduction

Training materials, including the User Guide and a PowerPoint used, are intended to be a resource for different users before, during, and after accessing the portal. If more information is needed regarding the portal, a helpdesk is available for any questions regarding the CVR.

5.2 Training Plan

The SEA provides separate trainings for different user groups. LEA CVR Data Managers were trained first so they could be a first line of resource with the CVR for superintendents, principals, and teachers in their LEAs. Seven separate webinars were hosted for these data managers to cover their role as the LEA CVR Data Manager and their functions within the portal. Screen shots were used for visual reference. Time was permitted throughout the training and after the presentation to cover questions and answers. The PowerPoint used for the presentation was offered to all attendees.

Superintendents, principals, and teachers had the option to attend one of three separate webinar trainings. Each webinar covered the different functions for the users within the portal. Screen shots were used for visual reference. Time was permitted throughout the training and after the presentation to cover questions and answers. The PowerPoint used for the presentation was offered to all attendees along with a link to the recorded webinar session.

Follow-up questions are continually being addressed through the CVR Helpdesk.

6. CONTACT INFORMATION

6.1 LDOE CVR Help email

Contact Information: LDOECVR@la.gov

APPENDIX A. FREQUENTLY ASKED QUESTIONS

1. Do I need to verify any data?
 - a. If you are a teacher instructing a core course in grades 4-8, then yes, you will have data to verify. Also, only teachers with students taking the regular State assessments will have value added data and therefore need to verify rosters.
2. How will students be linked to me for my value added data?
 - a. For a student to be linked to a teacher for their value added data, that student must have been instructed by that teacher for the whole year (up until State testing) or the whole length of the course in the case of semester/block classes. If a student moves out of the classroom in the middle of the course, that student will no longer be connected to that teacher, even if the student then returns at a later date. Teacher rosters, for this verification purpose, should include any students who the teacher instructed for the course and not any students who were mobile during that time.
3. Why are only grades 4-8 included in the CVR?
 - a. At this time, there is only a method for producing value added results at these grade levels using State assessments. Methods to produce value added results for other grades and non-tested subject areas are in the process of being evaluated and identified. Until then only grades 4-8 will be included on the CVR.
4. I am uncomfortable using any part of my social security number to register, is there anything I can do?
 - a. Yes, contact the Department of Education at LDOECVR@LA.GOV and indicate you do not want to use your social security number to register. A form will be sent to you that you can complete and return through email. Registration will be completed for you in-house at the Department of Education.
5. I am a current teacher, but the system does not recognize me as an authorized user, why?
 - a. You either are not included in your LEA/school's PEP (personnel) data or you are not teaching one of the core courses used on the CVR. PLEASE NOTE: If you are having trouble registering, FIRST, please check with your LEA CVR Data Manager to make sure that the correct first and last name you are using is what was entered in the PEP (personnel) database
 - b. If you think this is a mistake, please contact the Louisiana Department of Education at LDOECVR@LA.GOV and the matter will be investigated further.
6. I forgot my Personal Login Code and/or Password, what do I do?
 - a. Click on the appropriate tab ('I forgot my Code' or 'I forgot my Password') to reset your login code and/or password.
7. My account says it has been deactivated, what do I do?
 - a. You can either contact your local LEA CVR Data Manager or email the Department of

Education at LDOECVR@LA.GOV and your account will be reset. Once your account is reset, you will then have to re-register and create a new login and password.

8. There are no classes/data under the 'Student List' tab for me to verify, why?
 - a. If there is no data, either you do not have any core courses with students OR the verification period is not open. Check to make sure the portal is open for verification on the front page of the CVR. If the portal is open and you believe you should have data, please email the Department of Education at LDOECVR@LA.GOV.
9. What do the 'Not in Class' and 'Moved from Class' columns mean?
 - a. The 'Not in Class' check box column should be checked for a student who is listed on your roster, but was never actually assigned to the class. The reason could be that the student was accidentally put on the roster. The 'Moved from Class' check box column should be checked for a student who was in the classroom for any amount of time, but moved out of the classroom before the completion of the course.
10. I am missing an entire class or have an entire class that I did not teach on my roster.
 - a. If you are either missing an entire class or have a class listed on your roster that you did not teach, you can either contact your LEA CVR Data Manager or the Department of Education at LDOECVR@LA.GOV and the appropriate class will be added or removed. Please note that if a classroom must be added, the course will be added to your list, but you will need to go in and manually add the students to the roster for that course.
11. I am trying to add a student to my roster, but cannot find the student in the 'Add Student' function.
 - a. Make sure that the student you are trying to add is coming from the same LEA. You cannot add students coming from another LEA. If the student is coming from within the same LEA and you still can't find him/her, email the Department of Education at LDOECVR@LA.GOV and the matter will be investigated further.
12. Why can I not add students to my roster that moved in from another LEA and why do I not need to add them to my roster?
 - a. Students cannot be added from other LEAs because of confidentiality reasons. Personnel in one LEA are restricted access to another LEA's data. Also, if your LEA opted to do the second data upload, students moving into your LEA should have been captured in this data. It's also important to note that if a student moved into your LEA/school/classroom during the year and they were not there for the entire course length, the student will not be linked to you for your value added data anyway. Students must be linked with a teacher for an entire year/course length to be used in that teacher's value added data.

13. I want to speak to someone directly about the CVR.
 - a. Because of the number of requests we receive, we ask that all questions be emailed to the LEA CVR Data Manager or the Department of Education at LDOECVR@LA.GOV first to try and solve the issue. If the issue cannot be solved through email, you will be asked to provide a contact number and someone from the SEA will contact you at his/her earliest convenience.

APPENDIX B: SUPERINTENDENT'S VERIFICATION PROGRESS REPORT FOR DISTRICT



Louisiana Department of Education
Curriculum Verification and Results Reporting
Roster Verification Report - Principals and Teachers Count

1/3/2011 12:15:49 PM

School Year: 2010 - 2011

School District: Parish

School	Number of Principals Verified	Number of Principals Not Verified	Total Number of Principals	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers
Elem School	0	1	1	0	16	16
High School	0	0	0	0	12	12

APPENDIX C: FULL INDIVIDUAL TEACHER RESULTS REPORT



Louisiana Department of Education
Curriculum Verification and Results Reporting
Student Teacher Achievement Result (STAR) Report
Parish
Elementary School
As Of School Year 2009

Page 1 of 3
1/3/2011 12:47:52 PM

Teacher:		
Overall Achievement Results		

Content	Achievement Result	Percentile
English	+7.0	84 %
Mathematics	+1.0	55 %
Science	-7.0	14 %
Social Studies	+0.0	51 %

Teacher:		
Achievement Groups		

English		
Content	Achievement Result	Percentile
Average	+4.0	74 %
Low	+7.0	86 %

Mathematics		
Content	Achievement Result	Percentile
Average	-8.0	18 %
Low	+11.0	92 %

Science		
Content	Achievement Result	Percentile
Average	-7.0	13 %
Low	-3.0	32 %

Social Studies		
Content	Achievement Result	Percentile
Average	-7.0	23 %
Low	+11.0	90 %

Teacher:		
Students with Disabilities		

English		
Content	Achievement Result	Percentile
Without Disabilities	+3.0	69 %

APPENDIX D: ALL TEACHERS WITHIN SCHOOL RESULTS REPORT



Louisiana Department of Education
Curriculum Verification and Results Reporting

Page 1 of 1
1/3/2011 1:52:11 PM

Student Teacher Achievement Result (STAR) Report
Summary Report - Achievement Results Overall
Parish
Elementary
As Of School Year 2009

Teacher	English Achievement Result	English Percentile	Reading Achievement Result	Reading Percentile	Math Achievement Result	Math Percentile	Science Achievement Result	Science Percentile	Social Studies Achievement Result	Social Studies Percentile
Last Name, First Name	+0.0	51%	-	-	-2.0	42%	-	-	+1.0	57%
Last Name, First Name	+3.0	69%	-	-	+5.0	73%	-1.0	49%	+4.0	67%
Last Name, First Name	+2.0	65%	-	-	+7.0	80%	-8.0	17%	-	-
Last Name, First Name	+8.0	83%	-	-	+8.0	78%	+3.0	70%	-7.0	21%
Last Name, First Name	-5.0	27%	-	-	+4.0	69%	-5.0	21%	-8.0	20%

What is the Student Teacher Achievement Result (STAR) Report?

- The report describes the extent to which students taught by a specific teacher achieved the level of educational performance on standardized tests that would be expected based on their prior achievement. Teachers were compared to other teachers statewide who taught in the same content area.
- Achievement Result: The difference between students' actual level of achievement and the level that would be expected based on the students' prior achievement and demographic characteristics. An average teacher would have a result of zero, indicating that students achieved what would be expected. A positive number represents a positive influence on a student's achievement, whereas a negative number represents a negative influence on a student's performance.
- Percentile: The percent of teachers in the State whose Achievement Result (AR) falls below your result. For example, a percentile of 65% represents an AR that is higher than 65% of other teachers.
- In the Drop Down Box you may also select to see your results for some individual categories. These categories include: Achievement groups (High, Average, Low), Students with Disabilities, Students with Free/Reduced Lunch status, and Limited English Proficient students. Please note, not all teachers will have results in all categories. Only those categories for which results are available will appear in the drop down box.

APPENDIX E: DISTRICT CVR DATA MANAGER'S VERIFICATION PROGRESS REPORT



Louisiana Department of Education
Curriculum Verification and Results Reporting
Roster Verification Report - Principals and Teachers Count

1/3/2011 2:22:21 PM

School Year: 2010 - 2011

School District: Parish

School	Number of Principals Verified	Number of Principals Not Verified	Total Number of Principals	Number of Teachers Verified	Number of Teachers Not Verified	Total Number of Teachers
Elem School	0	1	1	0	16	16
High School	0	0	0	0	12	12

APPENDIX F: PRINCIPAL'S REPORT OF ALL CHANGES MADE



Page 1 of 1

Louisiana Department of Education
Curriculum Verification and Results Reporting
List of Student Changes By Teacher Report
Parish
High School
As Of School Year 2009

1/3/2011 2:

Student Added	Teacher Name	Class	Course Name	Student Name	Student Not in Class Flg	Student Moved From Class Flg
	Last Name, First Name	008012	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	Y
Y	Last Name, First Name	008011	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	Y	N
	Last Name, First Name	008012	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	Y
	Last Name, First Name	008078	ENGLISH; 6TH GRADE DEPT.	Last Name, First Name	N	Y
	Last Name, First Name	008079	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	Y
	Last Name, First Name	008078	ENGLISH; 6TH GRADE DEPT.	Last Name, First Name	N	Y
	Last Name, First Name	008079	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	Y
Y	Last Name, First Name	008080	ENGLISH; 6TH GRADE DEPT.	Last Name, First Name	N	N
Y	Last Name, First Name	008081	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	N
	Last Name, First Name	008079	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	Y
	Last Name, First Name	008078	ENGLISH; 6TH GRADE DEPT.	Last Name, First Name	N	Y
Y	Last Name, First Name	008079	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	N
Y	Last Name, First Name	008078	ENGLISH; 6TH GRADE DEPT.	Last Name, First Name	N	N
Y	Last Name, First Name	008080	ENGLISH; 6TH GRADE DEPT.	Last Name, First Name	N	N
Y	Last Name, First Name	008081	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	Last Name, First Name	N	N

