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Florida Interim Final Report

Executive Summary:

The Florida Teacher Student Data Link project includes one major project, the Roster Verification Tool (RVT), that was implemented in two phases. This tool was a crucial piece of Florida's teacher evaluation revisions using the new value-added growth model. The RVT is also required as part of SB 736, the Student Success Act. This legislation requires annual evaluations for teachers and administrators based in part on student achievement results from the Florida Comprehensive Assessment Test (FCAT).

Project narratives for each of the project(s):

I. The Roster Verification Tool Project

The roster tool was developed in-house and implemented statewide. It allowed teachers to verify the district roster for each of the courses to be used in their teacher evaluation system.

Major Accomplishments

Major accomplishments include the development of the roster verification application (Roster Verification Tool) and process, the successful completion of a pilot in three districts, and subsequent application improvements. Training materials were also developed for the RVT. (See pages 6-13 for the District Guide to the Fall 2011 Florida Department of Education Roster Verification Tool, see pages 14-18 for the Teacher Guide to the Fall 2011 Florida Department of Education Roster Verification Tool, and see pages 19-24 for the School Guide to the Fall 2011 Florida Department of Education Roster Verification Tool.) The RVT was piloted in the fall of 2011 and implemented statewide in the spring of 2012. Diagram 1 on page 4 depicts the RVT process. The survey of schools and teachers in the pilot districts showed positive results (see page 5). Survey comments were used to fine-tune the RVT prior to statewide deployment.

Lessons Learned

The creation of the application itself and the verification process development were manageable. However, initial challenges centered on different roster scenarios that were unexpected and differences in the data provided by the districts. In several instances, the RVT did not provide functionality to do some of the requested edits. For example, the tool did not allow for changes to course, adding a new course, etc. Often these errors should have been resolved by the district(s) prior to reporting the data up to the state.

Next Steps

The RVT will continue to be implemented statewide for the 2012-13 school year, including verification in the fall and spring. It will again be used for teacher evaluations. No major upgrades to the system are planned.

Florida has developed the White Paper on Proposed Roster Collection and Verification Process (see pages 25-26) and requested input from local education agencies as they move forward with roster verification efforts. A cross-state conference call was held in December 2012 with over 50 district and school participants to gather feedback on the RVT white paper and diagram. The feedback is being used to improve the tool and process.

II. Roster Verification Tool Phase 2

Florida has noted that several of the new Race to the Top (RTTT) tools will require roster data (staff, student, course). The state is trying to determine a process and tool to allow districts and teachers to keep the rosters up to date and feed these new RTTT tools in one streamlined process. This would require a new data collection period and several updates to the existing roster tool to handle the increased requirements. The enhanced tool will make year-round roster verification available to all districts and schools with near real-time functionality and enable the transition from a roster verification process to a more comprehensive data movement process. This will serve to help capture the day-to-day transactions and more accurate dosage information. Diagram 2 on page 27 shows the Phase 2 process.

Florida requested a no-cost extension to June 30, 2013, which was approved to use the TSDL Project funds to make improvements to the roster verification tool and methodology. Part of the funding will support a developer/business analyst contract position to scope out the business requirements and perform development work.

Major Accomplishments

The roster verification enhancement application is developing well with a demo and screen shots planned for Spring 2013. The project team has become solidified, with Assistant Deputy Commissioner Kit Goodner taking on the role of project sponsor. The Accountability, Research and Measurement (ARM) Division will be the long-term owner of the roster verification process and application including district assistance; i.e., the business owner of the database on a SQL server. They are discussing testing in the spring or summer with a subset of pilot districts to prepare for statewide roll out in Fall 2013. Summer testing will not have high mobility of students, but the goal is to test upload capability, and this will be achievable.

Next Steps

Florida is planning a pilot of the web upload functionality with processing on the FLDOE server and has been working through the timing and data issues.

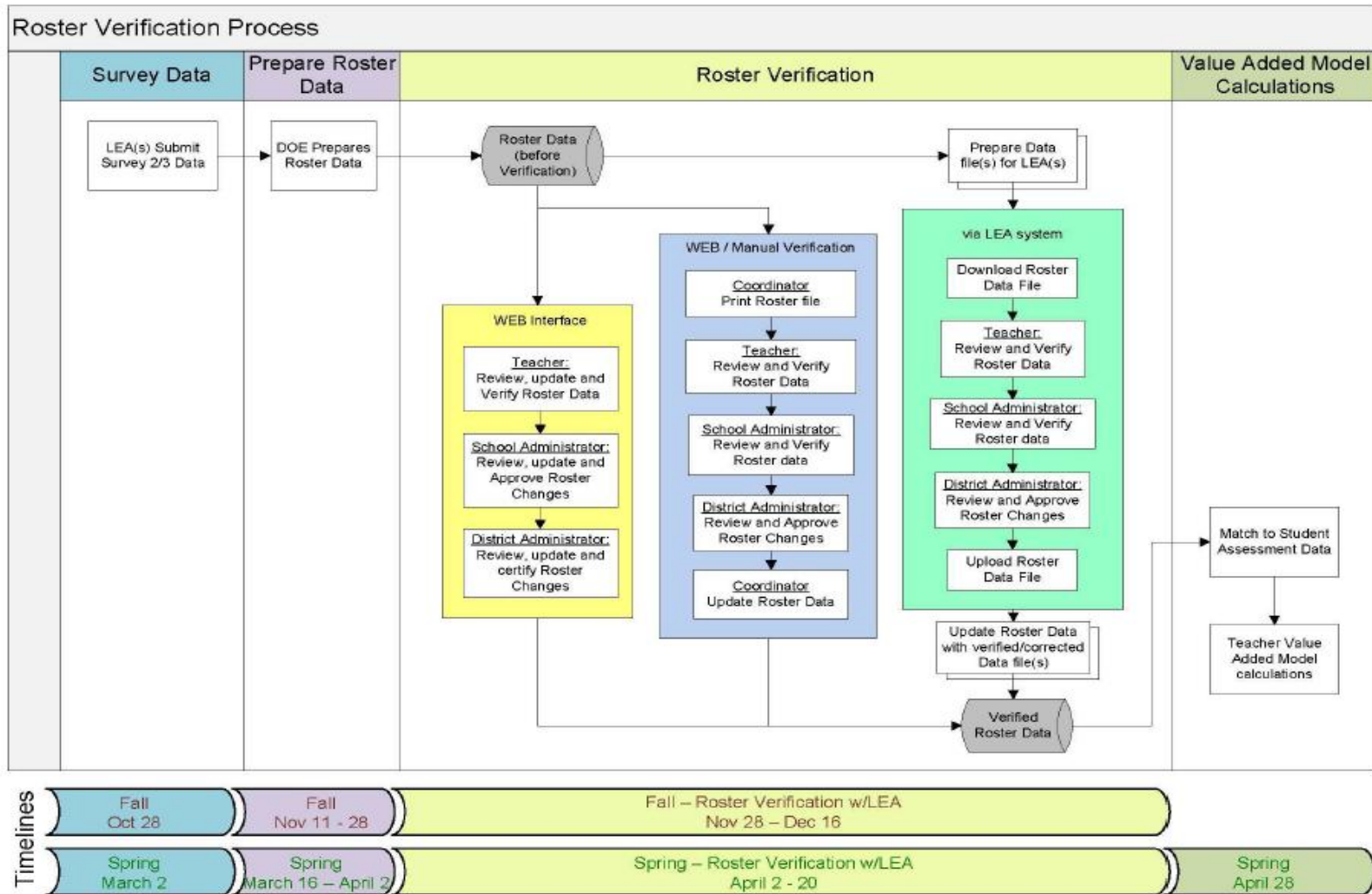
Conclusion:

At the time of this report, Florida DOE was working to return the remaining Teacher-Student Data Link Project funds. As a result, CELT received a no-cost extension to the TSDL Project and final report.

Once the funding issues are resolved, this report will be finalized including any additional accomplishments, lessons learned and next steps.

Diagram 1

2011-12 ROSTER VERIFICATION PROCESS



**Results from FLDOE Survey of TSDL Pilot: Schools and Teachers
 Provided at District Debrief January, 2012**

School Survey Responses

	<u>Count</u>	<u>%</u>
Overall Experience of the Roster Verification Tool		
Very Easy	4	29%
Easy	7	50%
Fair	1	7%
Confusing	1	7%
Very Confusing	-	0%
No Response	1	7%
Experience reviewing and updating your class rosters		
Very Easy	3	21%
Easy	7	50%
Fair	3	21%
Difficult	-	0%
Very Difficult	-	0%
No Response	1	7%
Were the online instructions and/or user guides helpful		
Extremely	3	21%
Yes	4	29%
Somewhat	3	21%
Not Very	2	14%
Not at all	-	0%
No Response	2	14%

Teacher Survey Responses

	<u>Count</u>	<u>%</u>
Overall Experience of the Roster Verification Tool		
Very Easy	207	58%
Easy	109	31%
Fair	22	6%
Confusing	9	3%
Very Confusing	-	0%
No Response	8	2%
Experience reviewing and updating your class rosters		
Very Easy	215	61%
Easy	90	25%
Fair	26	7%
Difficult	6	2%
Very Difficult	-	0%
No Response	18	5%
Were the online instructions and/or user guides helpful		
Extremely	109	31%
Yes	168	47%
Somewhat	20	6%
Not Very	2	1%
Not at all	5	1%
No Response	51	14%

District
Guide to the
Fall 2011
Florida Department of
Education
Roster Verification Tool

Overview

Section 1012.34(8), Florida Statutes requires the State Board of Education to establish a process to permit instructional personnel to review the class roster for accuracy and to correct any mistakes relating to the identity of students for whom the individual is responsible. To accomplish this requirement, the Florida Department of Education (FDOE) has created an online Roster Verification Tool to allow districts, schools, and teachers view class rosters. Through the tool, changes can be made and approved as needed.

For the Fall 2011 semester, volunteer pilot districts will participate in completing the Roster Verification Tool.

This document contains step-by-step instructions for *district* users to complete the online verification tool, important descriptions and explanations for the different sections of the tool, and step-by-step instructions for district users. Please refer to all sections as you complete the online tool. Districts should be aware that they must create school coordinators before schools may begin.

Timeline

The Fall 2011 Roster Verification Tool will open for all districts on Wednesday, December 7, 2011. Districts can set specific school and/or teacher deadlines to allow time to review school data before final submission.

Fall 2011 Roster Verification Tool		
Verification	Date Tool Opens for Districts	Due Date (to FDOE)
Fall 2011 Tool based on rosters as of October 14, 2011	Wednesday, December 7, 2011	Wednesday, January 18, 2012

Contact

If you need assistance or have questions about the tool, you may contact the Florida Department of Education at ClassRoster@fldoe.org.

District - User Login

Once the online tool is opened, districts should receive the URL and login information from the state. One district coordinator will be created per district and the coordinator will need to set up additional district and school logins.

Step 1: Log in and Change Your Password

Districts must contact the state to receive the initial username and password.

For the initial login the district must use the default username and password (not case sensitive). Upon login, the district coordinator will be required to provide the following information: First Name, Last Name, Job Title, Phone, User Name, email and password. Once this information is saved, the district coordinator will be logged out and asked to log back in using the newly created username and password. This initial coordinator account created for the district will be the primary point of contact. The name, email and phone number of the initial coordinator will be displayed for all school users of that district.

Step 2: Create additional district users and/or coordinators (district coordinators only)

From the district main menu, select the first link, "Manage District Logins" where you may then select Add new user. To set up a new district user, you will be required to have the following information: First Name, Last Name, Job Title, Phone, User Name, email and temporary password. The user may also be established as a coordinator and/or read only access if required by selecting the appropriate box. This information may be edited by any district coordinator through the tool as needed.

Once the user record is successfully saved, you will need to notify the user of the username and password that was established. Upon initial login, the new user will be required to reset their password.

Step 3: Open school access

If districts plan to have schools access this tool to manage or view their rosters, districts must open access to the tool for the selected schools.

From the district main menu, select the second link, "School List" where you will find a list of schools in your district. To open access to the tool check the box in the Login Access column for each school you wish to open. If you wish to open all schools at once, you may use the quick set button at the top of the table, "Check Open Access for All". **You must click Save Changes before your selection will take effect.** This will be verified by a red message at the top of the page.

Districts may also limit school access to Read Only and/or Teacher Comment Only by selecting these boxes in the appropriate columns.

Step 4: Create school users and/or coordinators

If you plan to have schools access this tool to manage or view their rosters, you must create school-level logins. There are two types of school logins: a school coordinator and a school user. Both types can manage rosters and teacher logins, but a coordinator can create additional users and designate additional coordinators if needed. Only a school coordinator has authority to submit the final verified roster. There must be at least one coordinator at each school. Districts have two options to set up school logins.

Option 1: Districts create a user account for each school; however this may be time consuming for medium or large sized districts. Because each school is required to have a designated coordinator, the first school user added needs to be the coordinator.

- a. Click on the "Logins" link next to each school.
- b. Click the "Add new user" button. Register an individual user account, which requires name, title, phone, username, e-mail address, and temporary password. Click the "Save User" button.
- c. Ensure the box under the "Login Access" column is checked to open the tool for the selected users. Clearing this checkbox will block the user from accessing the tool.
- d. Use the "Edit" column to change user information if needed. Click the "Save Changes" button when you are finished.

Option 2: Allow schools to register their own individual user accounts.

- a. Check the boxes under the "Login Access" column for each school you wish to grant access to the tool. This will give access to the school to login to the system using a default user name and password to create a login for the school coordinator. Once the schools are selected, you must click the "Save Changes" button for your selection to take effect.
- b. Once the tool is opened to the schools, the district must notify the school coordinator of the tool URL and the default username and password.
- c. When the school coordinators log in with their temporary credentials, they will be required to create a new permanent login for the school coordinator.
- d. Once the school coordinator login is created, the default login will no longer work and the system will be accessed using the new login from that point forward.
- e. The school coordinator will be able to create additional school-level logins and designate additional coordinators, if necessary.

Step 5: Create teacher users

If you plan to have teachers access this tool to manage or view their rosters, you must create teacher logins. Teacher logins may be created by either the district coordinator or school coordinator. Please note that the school login access must be checked open in order for any teachers to have access to the tool.

From the main menu, select "school list" and then click on the link "teachers" for the appropriate school. Each teacher must have an email address entered in the table in order for login access to be opened. Once the email addresses are entered, check the box for "login access" next to the selected teachers. If you wish to open access to all teachers at once, you may use the quick set button at the top of the table, "Check Login Access for All". **You must click Save Changes before your selection will take effect.** This will be verified by a red message at the top of the page.

Teacher access may also be limited to Read Only by selecting the box in the appropriate columns. If needed, teacher passwords may also be reset to the default password from this screen.

District - Review and Verify Rosters

Please note, this tool allows you the opportunity to review and verify the accuracy of class rosters of teachers from your district, as of October 14, 2011. Your district reports student and staff data throughout the year, with two major data collections occurring in the Fall and Spring of each year. October 14, 2011 corresponds to the close of reporting week for the Fall collection (i.e., Survey 2). This tool includes the data that was provided by your district during that time period.

Please use this tool as an opportunity to confirm that the information is an accurate reflection of the class roster at that time. The tool allows you the option of adding students who are missing from a teacher's class roster and removing students who were not part of a teacher's class roster if necessary. Please keep in mind that this review and modification is in regard to a teacher's roster as of October 14, 2011. Any changes that have occurred to a teacher's roster since October 14, 2011 should not be made through this tool.

In an attempt to make the system as flexible as possible, the rosters for each class can be verified and edited at the district level, school level, or by the teacher. It is up to the district to determine what works best for them.

Class Rosters - Review Class Rosters by School, Teacher and/or Period

From the Main Menu, districts may select the link "Class Rosters" which will allow them to search for class rosters by school, teacher and/or period. From the table, the district can view if the teacher has reviewed roster and if changes have been submitted.

If additional changes need to be made to a roster, open the specific roster by clicking "roster" on the list. From the Review roster page, students may be added or deleted as needed. Students that are added or deleted by the district or school are automatically approved in the tool.

Districts are able to approve or deny changes from this screen, but the user must open each roster individually. It is recommended to review rosters through the Roster Changes link described below. Once the district has opened the selected roster, changes may be made as described below.

- To approve a suggested change, click "Save comments and removal checks"
- To deny a removal or addition, uncheck the box next to the student and click "Save comments and removal checks".

Roster Changes - Review Class Rosters by School, Teacher and/or Period by approval status

To quickly review the changes on the class rosters, select "Roster Changes" and select the school, teacher, and/or period of choice. You may also search by approval status (approved, pending, denied) and Orphaned Status.

Again, any changes submitted by teachers must be approved by either the district or school in order for them to take effect.

Note: due to potential of multiple teachers per course, the table does not include teacher information. To view the teacher, select "check schedule" in the Conflict column, and then the "roster" link from the detail pane.

District - Submit Complete Rosters

Once the district, schools, and teachers have submitted all changes, it is recommended that you use the "Export All Changes to Excel" function from the Main Menu to print all data that has been entered in the tool. Review this information with others at your district to confirm that everyone agrees that this data is accurate.

The "Submit Complete Rosters" link will provide any warnings of potentially orphaned students and changes that are still in pending status. Changes that are in pending status at the time of submission will NOT be taken into account. Return to the main menu and make additional changes if necessary.

Clicking "submit" will close access to the tool for all district, school, and teacher users and will notify the Florida Department of Education that you have completed your roster verification process. You may be contacted if necessary.

Roster Verification Tool User Access

1. District Coordinator – Has rights to:

- Create new district users
- Control log in access (open/closed) for district users
- Restrict district users to read only
- Edit district user information
- Open login access to school coordinators
- Limit school access to read-only
- Limit teachers to comment only
- Open login access to teacher users
- Limit teacher user access to read-only
- Reset teacher password to default

2. School Coordinator– Has rights to:

- Create new school users
- Control log in access (open/closed) for school users
- Restrict school users to read only
- Edit school user information
- Open login access to teacher users
- Limit teacher user access to read-only
- Reset teacher password to default

3. District User – Has rights to:

- View log in access for district users
- Open login access to school coordinators
- Limit school access to read-only
- Limit teachers to comment only
- Open login access to teacher users
- Limit teacher access to read-only
- Reset teacher password to default

4. School User

- View log in access for school users
- Open login access to teachers
- Open login access to teacher users
- Limit teacher access to read-only
- Reset teacher password to default

**Teacher
Guide to the
Fall 2011
Florida Department of
Education
Roster Verification Tool**

Overview

Section 1012.34(8), Florida Statutes requires the State Board of Education to establish a process to permit instructional personnel to review the class roster for accuracy and to correct any mistakes relating to the identity of students for whom the individual is responsible. To accomplish this requirement, the Florida Department of Education (FDOE) has created an online Roster Verification Tool to allow districts, schools, and teachers view class rosters. Through the tool, changes can be made and approved as needed.

For the Fall 2011 semester, volunteer pilot districts will participate in completing the Roster Verification Tool.

This document contains step-by-step instructions for *teacher* users to complete the online verification tool, important descriptions and explanations for the different sections of the tool, and step-by-step instructions for teacher users. Please refer to all sections as you complete the online tool. Teachers should be aware that the district or school must open access to the tool before the temporary login information will be active.

Timeline

The Fall 2011 Roster Verification Tool will open for all districts on Wednesday, December 7, 2011. Districts can set specific school and/or teacher deadlines to allow time to review school data before final submission.

Fall 2011 Roster Verification Tool		
Verification	Date Tool Opens for Districts	Due Date
Fall 2011 Tool based on rosters as of October 14, 2011	Wednesday, December 7, 2011	Please contact your school coordinator for due date.

Contact

If you need assistance or have questions about the tool please contact your school coordinator. The school coordinator contact email and phone number is displayed at the bottom of each page in the online tool.

Teacher – Login Instructions

Step 1: Obtain default login information

Teachers will receive information on how to log into the tool from your district or school coordinator. Please contact your school coordinator if you have any questions.

Step 2: Initial Login

Enter your default username and password. Upon initial login, you will be required to create a new password. The new password must be between 8 and 15 characters long and include at least one number. Passwords are not case sensitive.

Teacher – Review, Modify, and Verify Rosters Instructions

Please note, this tool allows you the opportunity to review and verify the accuracy of your class rosters as of October 14, 2011. Your district reports student and staff data throughout the year, with two major data collections occurring in the Fall and Spring of each year. October 14, 2011 corresponds to the close of reporting week for the Fall collection (i.e., Survey 2). This tool includes the data that was provided by your district during that time period.

Please use this tool as an opportunity to confirm that the information is an accurate reflection of your class roster at that time. The tool allows you the option of adding students who are missing from your class roster and removing students who were not part of your class roster if necessary. Please keep in mind that this review and modification is in regard to a teacher's roster as of October 14, 2011. Any changes that have occurred to your roster since October 14, 2011 should not be made through this tool.

To begin reviewing your class rosters

From the main menu, select the first link, "Class Rosters" where you may then view all class rosters to which you are assigned. Click on the link "Roster" to view the specific students assigned to that roster.

To add additional students to a roster:

If a student was on your roster on October 14, 2011, but is not listed on your roster in the tool you may add that student to your roster.

At the top of the screen, there is a section titled Add Student to Roster. First select the grade level of the new student (select all if you are unsure). The tool will then load a list of students at your school that can be added to your roster. Select the student's name that you wish to add and click "View Selected Student Details". The tool will provide students name, ID, date of birth, gender and race to help ensure the appropriate student was selected. If the correct student was selected, you may click "Add to Roster".

Note that the tool will attempt to identify if the student is already on another teacher roster for the selected period. The district and/or school coordinators will resolve this issue.

The successfully added student is added to the bottom of your roster and is noted as pending until approved by the district and/or school coordinators. Changes that are not approved by the school and/or district will not be taken into account.

To remove a student from a roster:

If a student was NOT in your class on October 14, 2011, but is listed on your roster in the tool you may request to remove that student from your roster.

In the selected roster, check the box next to the appropriate student's name in the column "Request Removal from Roster". You may select as many students as needed. Once the students that are to be removed are selected, you must click "Save comments and removal checks" at the bottom of the table. A message will appear at the top of the screen confirming your changes and the students requested for removal will be moved to the bottom of your roster and highlighted in red.

The students requested to be removed will remain pending until approved by the district and/or school coordinators. Changes that are not approved by the school and/or district will not be taken into account. The district and/or school coordinators will ensure the student is added to the appropriate class as needed.

To leave comments on a roster:

You may leave comments in the tool for your school and district to read to aid in their review of your changes. Type your comments into the text box at the bottom of the roster review page and click "Save comments and removal checks". Only one comment will be saved but you may modify or add to your comments as needed.

To verify your rosters:

Once you have completed making the additions, deletions, and comments on a roster, you may mark the roster as verified. While this will help note to others that you have reviewed and verified each roster, this step is not required. In each roster, click the button "Click to verify that the roster above is accurate". You will still be able to make changes to the roster if needed.

Teacher - Submit Complete Rosters

Once you have reviewed all your rosters and made the necessary changes, click "Submit Complete Rosters" from the main menu to submit the rosters and complete the process. Again, please note that all changes made to your rosters must be approved by the school and/or district before being taken into account.

Clicking the "Submit" button on this page will send notice to the school coordinator that you have completed your roster verification process. This will also close your access and you will no longer be able to make changes. You may be contacted if necessary.

Upon successful submission, you will be asked if you would like to complete an anonymous survey to provide feedback on the roster verification tool.

**School
Guide to the
Fall 2011
Florida Department of
Education
Roster Verification Tool**

Overview

Section 1012.34(8), Florida Statutes requires the State Board of Education to establish a process to permit instructional personnel to review the class roster for accuracy and to correct any mistakes relating to the identity of students for whom the individual is responsible. To accomplish this requirement, the Florida Department of Education (FDOE) has created an online Roster Verification Tool to allow districts, schools, and teachers view class rosters. Through the tool, changes can be made and approved as needed.

For the Fall 2011 semester, volunteer pilot districts will participate in completing the Roster Verification Tool.

This document contains step-by-step instructions for *school* users to complete the online verification tool, important descriptions and explanations for the different sections of the tool, and step-by-step instructions for school users. Please refer to all sections as you complete the online tool. Schools should be aware that the district must open access for the schools before the temporary login information will be active.

Timeline

The Fall 2011 Roster Verification Tool will open for all districts on Wednesday, December 7, 2011. Districts can set specific school and/or teacher deadlines to allow time to review school data before final submission.

Fall 2011 Roster Verification Tool		
Verification	Date Tool Opens for Districts	Due Date
Fall 2011 Tool based on rosters as of October 14, 2011	Wednesday, December 7, 2011	Please contact your district coordinator for due date.

Contact

If you need assistance or have questions about the tool please contact your district coordinator. The district coordinator contact email and phone number is displayed at the bottom of each page in the online tool.

School - User Login

Schools will receive login information from your districts once the tool is open for school use. One school coordinator will be created and the coordinator will need to set up additional school logins.

Step 1: Log in and Change Your Password

Schools should contact your district to receive the initial username and password.

Upon initial login, the school coordinator will be required to provide the following information: First Name, Last Name, Job Title, Phone, User Name, email and password. Once this information is saved, the school coordinator will be logged out and asked to log back in using the newly created username and password. This initial coordinator account created for the school will be the primary contact. The name, email and phone number of the initial coordinator will be displayed for all teacher users.

Step 2: Create additional school users and/or coordinators (school coordinators only)

From the main menu, select the first link, "Manage School Logins" where you may then select Add new user. To set up a new user, you will be required to have the following information: First Name, Last Name, Job Title, Phone, User Name, email and temporary password. The user may also be established as a coordinator and/or read only access if required by selecting the appropriate box. This information may be edited by any school coordinator through the tool as needed.

Once the user record is successfully saved, you will need to notify the user of the username and password that was established. Upon initial login, the new user will be required to reset their password.

Step 3: Open teacher access

If the school plans to have teachers access this tool to manage or view their rosters, schools must open access to the tool.

From the main menu, select the second link, "Manage Teacher Logins" where you will find a list of teachers at your school. Teacher email addresses are required for access to this tool. The teacher email addresses that were available are pre-loaded into the tool however these can be changed if needed. If no email address is loaded, the school must manually enter the email address before access to the tool may be opened.

To open access to the tool check the box in the Login Access column for each teacher you wish to open. If you wish to open all teachers at once, you may use the quick set button at the top of the table, "Check Open Access for All". **You must click Save Changes before your selection will take effect.** This will be verified by a red message at the top of the page.

Schools may also limit teacher access to Read Only by selecting the boxes in the appropriate column. If needed, teacher passwords may also be reset to the default password from this screen.

School - Review and Verify Rosters

Please note, this tool allows you the opportunity to review and verify the accuracy of class rosters of teachers from your school, as of October 14, 2011. Your district reports student and staff data throughout the year, with two major data collections occurring in the Fall and Spring of each year. October 14, 2011 corresponds to the close of reporting week for the Fall collection (i.e., Survey 2). This tool includes the data that was provided by your district during that time period.

Please use this tool as an opportunity to confirm that the information is an accurate reflection of the class roster at that time. The tool allows you the option of adding students who are missing from a teacher's class roster and removing students who were not part of a teacher's class roster if necessary. Please keep in mind that this review and modification is in regard to a teacher's roster as of October 14, 2011. Any changes that have occurred to a teacher's roster since October 14, 2011 should not be made through this tool.

Class Rosters - Review Class Rosters by Teacher and/or Period

From the Main Menu, school users may select the link "Class Rosters" which will allow you to search for class rosters by teacher and/or period at your school. From the table, you can view if the teacher has reviewed roster and if changes have been submitted. Please note that the district or school must approve teacher changes in order for the changes to take effect.

If the school would like to make changes to a roster, open the specific roster by clicking "roster" on the list. From the Review roster page, students may be added or deleted as needed. Students that are added or deleted by the district or school are automatically approved in the tool.

The school coordinator also has the ability to lock teachers out of the tool and view if the district has locked teachers from the tool.

All Roster Changes - Review Class Rosters by Teacher and/or Period by approval status

To quickly review the changes on the class rosters, select "Roster Changes" and select the school, teacher, and/or period of choice. You may also search by approval status (approved, pending, denied) and Orphaned Status.

Again, any changes submitted by teachers must be approved by either the district or school in order for them to take effect.

Note: due to potential of multiple teachers per course, the table does not include teacher information. To view the teacher, select "check schedule" in the Conflict column, and then the "roster" link from the detail pane.

School - Submit Complete Rosters

Once your school and teachers have submitted all changes, please review all information with others to confirm that everyone agrees that this data is accurate.

The "Submit Complete Rosters" link will provide any warnings of potentially orphaned students and changes that are still in pending status. Return to the main menu and make additional changes if necessary.

Clicking "submit" will close access to the tool for all school and teacher users and will notify your district that you have completed your roster verification process. You may be contacted if necessary.

Roster Verification Tool User Access

1. School Coordinator– Has rights to:

- Create new school users
- Control log in access (open/closed) for school users
- Restrict school users to read only
- Edit school user information
- Open login access to teacher users
- Limit teacher user access to read-only
- Reset teacher password to default

2. School User

- View log in access for school users
- Open login access to teachers
- Open login access to teacher users
- Limit teacher access to read-only
- Reset teacher password to default

White Paper on Proposed Roster Collection and Verification Process
Florida Department of Education
November 9, 2012

INTRODUCTION

The purpose of this White Paper is to provide you with additional information and resources regarding several new Race to the Top (RTTT) tools for teachers and the process being planned to collect roster data to populate these tools. The Department has identified five RTTT tools that are being developed to support instruction and that depend on matching of staff, student, and course information (roster data) to work most effectively for individual teachers. In an effort to populate these five RTTT tools with the most accurate, up-to-date data, the Department is planning to implement a single collection and update process for these tools. The Department is collecting district input now on how this process can work best to support teachers' customized use of the tools, while minimizing reporting time where possible. The RTTT tools and the new roster data collection process will be piloted in the Spring of 2013 and will be implemented statewide for the 2013-14 school year.

Note regarding the Roster Verification Tool (RVT) used for ensuring accurate Value-Added Model (VAM) data: For the 2012-13 school year, we will use the same RVT that was implemented last Spring for the purposes of the VAM used for teacher evaluations. For the 2012-13 school year, the RVT will be available to school districts to review data for **both** Survey 2 and Survey 3. We anticipate the tool being available for the verification of Survey 2 data throughout the months of December and January, and for the verification of Survey 3 data throughout the months of April and May. Districts will be notified once specific dates for the verification windows are set.

RACE TO THE TOP TOOLS REQUIRING ROSTER DATA

The Department has identified five tools that will require staff, student, and course information to create rosters. Two of these applications are currently in use by districts, Florida Assessments for Instruction in Reading (FAIR) and the VAM. The other three applications are the Florida Interim Assessment Item Bank and Test Platform, the Common Core State Standards (CCSS) Formative Assessments and Lesson Study Toolkits in English/Language Arts, and the CCSS Tutorial for Students.

1. FAIR

The existing FAIR tool currently populates teachers' rosters from Survey 8 at the beginning of each school year. The Department is updating assessment items to align with the CCSS.

2. RVT for VAM

The VAM is currently populated using roster data from a semiannual RVT. The new process will allow users to keep the rosters up-to-date throughout the year rather than verification semiannually. See note above.

3. Florida Interim Assessment Item Bank and Test Platform

This item bank and test platform will be available at multiple levels to allow for state, district, classroom, and public use. The item bank and test platform will provide access to high quality assessment items for Hard-to-Measure content areas (such as physical education, world languages, and fine arts) in addition to assessment items for mathematics and English/language arts based on the CCSS and items for social studies and science based on the Next Generation Sunshine State Standards. Districts and educators may create assessments to measure student learning gains using the item bank and test platform as a tool to select assessment items and to administer computer-based tests.

4. CCSS Formative Assessments and Lesson Study Toolkits in English/Language Arts

This project will result in teacher toolkits and classroom activities for CCSS in English/language arts. K-8 teachers may use the toolkits, activities, and formative assessments to learn about students' existing skills, knowledge, misconceptions, and reasoning. By the 2013-14 school year, student and teacher support tools to implement the CCSS will be accessible to all students and teachers in Florida. In addition, formative assessment resources will be available in all Florida schools to support instruction and gauge student progress on CCSS in English/language arts. By 2013-2014, all participating LEAs will fully implement lesson study supported by high-quality, web-based resources.

5. CCSS Tutorial for Students

This project will provide tutorials for students to support their mastery of English/language arts and mathematics CCSS and Next Generation Sunshine State Standards in civics and certain science courses. These tutorials will be further supported with a series of corresponding mini-assessments for teacher use.

PROPOSED ROSTER COLLECTION AND VERIFICATION PROCESS

Phase I: Baseline Roster – The Department is considering modifying the existing Survey 8 which is submitted by school districts at or just prior to the opening of school. These modifications would allow collection of staff, student, and course records needed for population of the Roster Tool. This data would be submitted by the district through the existing survey collection process. When the data for each district has been received by the Department, the records will be loaded into the Roster Tool, creating a baseline. At this point, the RTTT tools will be populated with the roster data that is in the Roster Tool at the required frequency (to be determined).

Phase II: Roster Updates – As roster data changes throughout the school year, districts will have two options to keep the data accurate.

Option 1 – Updates made directly in the Roster Tool by teachers, schools, and/or districts.

The Roster Tool will allow users to make updates to the rosters as necessary (adding students who are missing from a teacher's class roster and removing students who were not part of a teacher's class roster). If the district desires, they will have the option to review and/or approve the teacher's changes prior to the changes being uploaded to the RTTT tools. The updated roster data in the Roster Tool will be sent to the RTTT tools on a recurring basis (frequency is yet to be determined).

Option 2 – Incremental/batch updates to the Roster Tool by schools and/or districts.

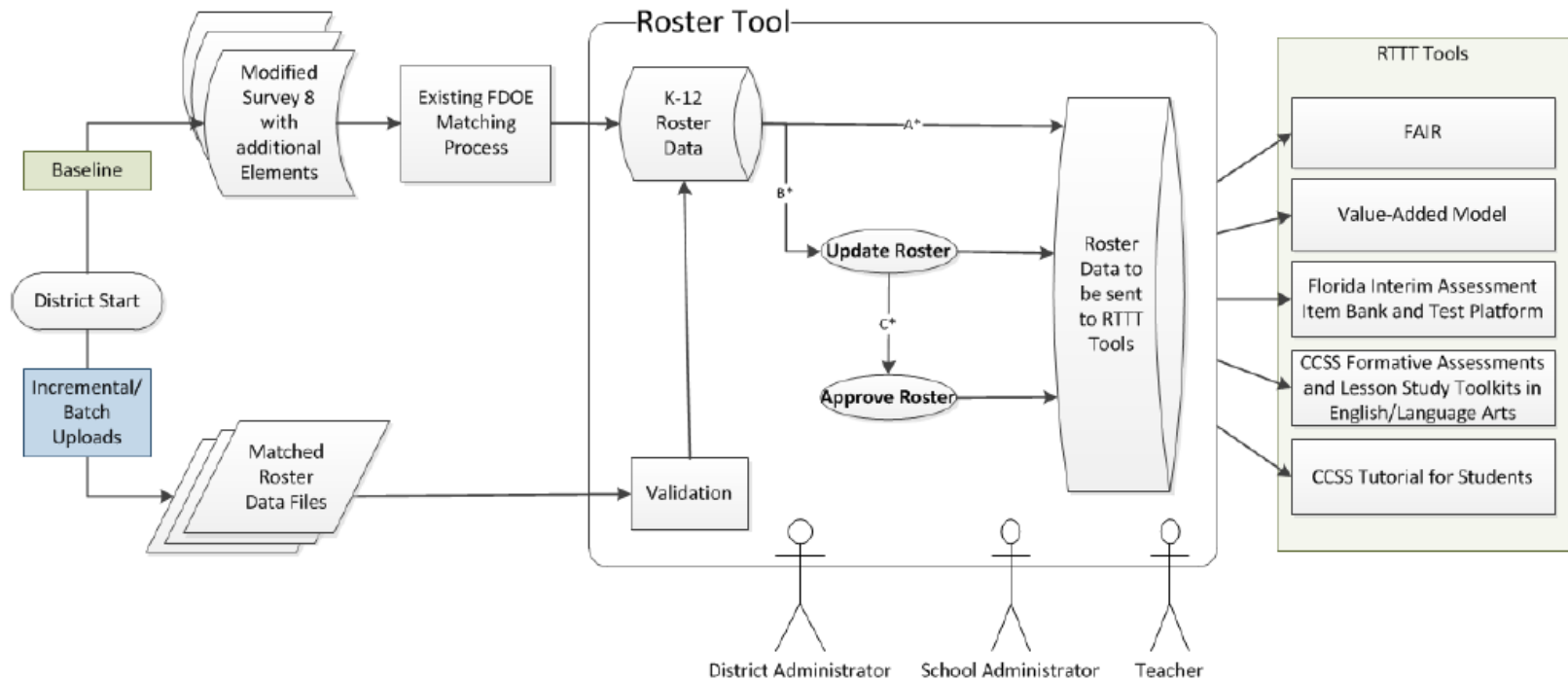
If larger quantities of updates are required or for incremental changes, the district may choose to do a batch upload directly to the Roster Tool. This will require the district to review the data files closely to ensure that data uploaded will meet the validation criteria for the data elements. Again, any new updates made via a batch upload will be sent to the RTTT tools on a recurring basis (frequency is yet to be determined).

REQUEST FOR DISTRICT INPUT

The merit of this initiative is that districts will be able to submit and maintain roster data through a single process to populate multiple RTTT tools, as opposed to dealing with multiple vendors and processes. These new RTTT tools will be valuable to teachers for use in the classroom and this process will eliminate the need for teachers to manually enter class rosters into each individual tool. The Department seeks to collect district input on this proposed new process and Roster Tool by November 30, 2012. To provide input or if you have questions on this proposal, contact Education Information and Accountability Services at askeias@fldoe.org or 850-245-0400.

Diagram 2

Proposed Phase 2 2013-2014



A* - Any Roster Data that is currently uploaded will be sent to the RTTT tools. No changes have been made from what was uploaded/submitted.
B* - Roster Data has been updated in the Roster Tool by a district, school, or teacher user. Any updates made will be sent to the RTTT tools.
C* - Roster Data has been updated in the Roster Tool by a teacher user, however, it must be approved by a school or district administrator before it will be sent to the RTTT tools.