

PVAAS

ROSTER VERIFICATION CHECKLIST

SCHOOL YEAR 2014-2015

School/District Admins – LEA Preview Window

LEA/District Admin, have you:

- Checked to be sure all schools are listed in the roster verification application? If a school is missing, contact the PDE PVAAS Statewide team immediately (BEFORE the end of the Preview window) at pdepvaas@IU13.org.

Have School/District Admins:

- Assigned “Verifier” roles to those who will share responsibility for reviewing all rosters at the school/district/LEA levels?
 - Caution: This role should only be assigned to those with authority for roster verification.
 - You can choose to temporarily assign this verifier role during the Preview window, and then remove the extra permission of roster verifier when the preview window is closed.
 - “School Verifier” can only add and delete teachers if they have also been granted Account Management privileges.
- Ensured that ALL teachers who have full or partial responsibility for instruction of assessed eligible content (with the exception of grade 3) have PVAAS School User accounts within the PVAAS roster verification system?
 - Have you added and deleted teachers as needed? Note: Only School Admins and School Verifiers with Account Management privileges can add and delete teachers.
- Ensured that ALL teachers who have full or partial responsibility for instruction of assessed eligible content (with the exception of grade 3) have the necessary rosters (PSSA and/or Keystone) within the PVAAS roster verification system?
 - Have you added and deleted rosters as needed?
 - Does each teacher who has first semester Keystone courses and/or second semester Keystone courses/full-year courses have a roster for each respective Keystone testing window (Winter tested and Spring tested)?
- Ensured the correct students are on EACH teacher’s rosters?
 - Have you added and deleted students as needed?
 - Adjusted % **Student + Teacher Enrollment** and **Full or Partial % Instruction** as needed?

Teachers – Teacher Verification Window

Have you...

- Ensured you have a roster for EACH state-assessed grade, subject, and course for which you have full or partial responsibility for the eligible content as assessed by the PSSA and/or Keystone exams?
 - Have you added and deleted rosters as needed?
 - If you have first semester Keystone courses and/or second semester Keystone courses/full-year courses, do you have a roster for each (Winter tested and Spring tested)?
- Ensured that all students for which you provide full or partial instruction are included on the roster for each state-assessed grade, subject, or course?
 - Have you added and deleted students from each roster as needed?
- Verified and/or edited the % **Student + Teacher Enrollment** for EACH student on EACH roster?
- Verified and/or edited the **Full or Partial % of Instruction** for EACH student on EACH roster?

- Resolved all issues of overclaimed students within your school with the assistance of your School Admin, if needed?
- Completed the verification of all data for all rosters?
- Submitted all rosters to your School Admin by the end of the Teacher Verification window? (Rosters can be submitted prior to the end of the Teacher Window.)
 - Have you included a note or comment to your school administrator about any issues you were unable to resolve or that need attention?

School Admins – School Admin Verification Window

Have you...

- Verified that ALL teachers have a roster for EACH state-assessed grade, subject, and course for which they have full or partial responsibility for the assessed eligible content as assessed by a PSSA and/or Keystone exam?
 - Have you added and deleted rosters as needed?
- Verified that ALL students for which teachers provide full or partial instruction are included on rosters for each respective state-assessed grade, subject, or course?
 - Have you added and deleted students as needed?
- Verified the % Total Instructional Responsibility (**% Student + Teacher Enrollment and Full or Partial % of Instruction**) for each student on each roster is accurate?
- Verified that all issues of underclaimed students are correct and legitimate?
 - This includes reviewing students who have been removed from rosters to ensure accuracy of this information.
- Resolved all issues of overclaimed students with the teachers involved WITHIN your school and across schools in your LEA?
 - This includes all overclaimed students within your LEA AND any students shared simultaneously with another LEA.
- Returned to teachers any rosters that required changes? Then, re-verified those rosters?
- Completed all rosters for teachers unable/unavailable to complete the roster verification process during the Teacher Verification window?
- Submitted all rosters to your District Admin by the end of the School Admin Verification window? (School Admins/Verifiers do not have to wait until the end of the school verifier window to submit rosters to the district/LEA).

LEA/District Admins – LEA/District Admin Verification Window

Have you...

- Verified that ALL schools have submitted rosters for all teachers who have instructional responsibility in a state-assessed grade, subject, or course?
- Verified that EACH teacher in EACH school who has instructional responsibility in a state-assessed grade, subject, or course has a roster for each state-assessed grade, subject, or course?
 - Does the number of teachers with rosters represent the number of teachers in your LEA who have responsibility for content specific instruction of state-assessed grades, subjects, or courses?
 - Have any groups of teachers been excluded that DO have responsibility in your LEA for instruction in a state-assessed grade, subject, or course (special Education, intervention specialists, Title I teaches, math/reading specialists, gifted teachers, ELL teachers, online instructors, etc.)?
 - Does each teacher who has first semester Keystone courses and/or second semester Keystone courses/full-year courses have a respective roster for each (Winter tested and Spring tested)?

- Verified that ALL issues of underclaimed students are correct and legitimate?
 - This includes reviewing students who have been removed from rosters to ensure accuracy of this information.
 - Review proportion of students from various subgroups (high achieving, low achieving, IEP, ED, ELL, minority, etc.) removed to identify any concerns about incorrect removal or underclaiming of students.
- Resolved all issues of overclaimed students with the School Admins and teachers involved?
 - This includes all overclaimed students within your LEA AND any students shared simultaneously with another LEA.
- Returned to School Admins any rosters that required changes? Then, re-verified those rosters?
 - Have your School Admins communicated to teachers (suggest via email for a history of this communication) any changes to a teacher's roster during the District Admin window as rosters cannot be returned to the teacher during the District Admin window.
- Submitted all rosters by the end of the District Admin Verification window?

Questions?

Email pdepvaas@iu13.org