2013–2014 Linkage and Verification Period

April 21–25  **Campus Setup:** Principals and support team members must complete campus setup so that campus-based staff can complete the eligibility and categorization verification and student-teacher linkage (roster verification) process in the timeframe provided.

April 28–May 16  **Staff Verification and Student-Teacher Linkage (Roster Verification):** Eligibility and categorization verification for all campus-based staff; student-teacher linkage (roster verification) for all core foundation teachers.

May 19–23  **Principal Confirmation/Approval:** Review and approval of class rosters, eligibility, and categorization.

On April 21, the 2013–2014 ASPIRE Verification and Linkage Process will begin for principals and campus support team members. HISD uses information from this process to calculate teacher EVAAS and Comparative Growth reports, which are used in the teacher appraisal system and for ASPIRE Awards. Optional open-lab workgroups are being offered to assist principals, campus-based support teams, and teachers in completing this process as accurately and timely as possible.

The Campus Setup Period allows principals and support team members to prepare campuses for the Linkage and Verification Period by providing the opportunity to ensure all information is as accurate as possible prior to the linkage period for teachers. This allows teachers to provide their linkages in a timely and accurate manner.

Verification is a process for campus-based staff to review tentative 2013–2014 ASPIRE Award Program eligibility and award grouping (categorization) information. The task during this period is for campus-based staff to review the information and discuss problems or corrections with the principal or campus support team for resolution. Employees should also review their preliminary eligibility, including attendance, for accuracy. This is not the final ASPIRE award eligibility as some rules can only be computed upon completion of the school year.

Linkage is a process done to attribute instructional influence on student academic progress for core foundation teachers in grades 1–11 who provide instruction in Reading, Mathematics, Language Arts, Science, and Social Studies.

The Approval Period allows principals the final opportunity to review student-teacher linkages, ensure all core foundation teachers’ rosters have been completed, ensure that the appropriate students have been claimed, and clear all actionable alerts.

All student-teacher linkages submitted during this period are final. This information is used, along with test scores, to calculate teacher-level EVAAS and Comparative Growth analyses. These analyses cannot be recalculated once data has been submitted to SAS EVAAS® shortly after the linkage period has concluded. EVAAS and Comparative Growth information is used in the Teacher Appraisal and Development System, for other HISD staffing decisions, and in calculating incentive awards. It is extremely important, therefore, to complete, review and correct student-teacher linkages during the stipulated time period.