

FREQUENTLY ASKED QUESTIONS

Spring 2015 Roster Verification Process

Jan. 30, 2015

In addition to the **2015 Roster Verification State Guidelines**, school leadership should also review these *Frequently Asked Questions* in preparation for the roster verification process.

Using the BFK•Link® roster verification Web application, teachers verify the following three pieces of class roster information:

1. I taught these students (verify the students who received instruction);
2. During these months (verify when students were receiving instruction);
3. For n% of instruction (verify a percentage of sole or shared instructional responsibility).

Teachers: Teachers to Include, Teaching Assignment Situations, and Teacher Leave

1. Should we include our intervention specialists, Title 1 teachers, literacy coaches, gifted teachers, special education teachers, tutors, home instruction teachers, etc.?

Statewide, participating individuals include: all licensed/certified teachers responsible for planning and/or providing instruction in the subjects/courses cited in the Roster Verification Guidelines. If the teacher is responsible for planning for and/or providing **direct** instruction to the student, then the teacher should link. Conversely, tutoring program staff or instructional support staff who did not plan and/or provide **direct** instruction do not participate in linkage.

2. How do districts, community schools and joint vocational schools handle student teachers?

Student teachers do **not** complete Roster Verification. A **teacher of record** is responsible for the effects of instruction. More information around the definition of “Teacher of Record” can be found [here](#).

3. Should we include teachers who work across districts?

Yes. However, because access to rosters is controlled via email addresses issued by individual districts, these teachers will need to verify rosters using separate email addresses supplied by each district they serve.

4. Should we include a teacher who works in one district serving students from multiple districts?

Yes. However, the teacher may need to have their principal and/or support team member add these students to the database so the teacher can add them to their class rosters. Students are typically loaded in their home district, but can be manually added to additional districts.

Please note: Educational service center rosters composed of students from multiple districts and taught by educational service center teachers are being reviewed and approved by Educational Service Center personnel in spring 2015.

5. Since substitutes are not required to complete roster verification, who claims instructional responsibility for the students during those months?

The roster verification application permits students to be unclaimed for one or more months; however, the system will issue an underclaimed student alert. Principals and support team members should review these alerts for accuracy.

Students: Classroom Size, Transient Students, and Specific Student Subgroups

6. What is the minimum number of students required in a class to produce a teacher value-added report?

Answers to this question follow, however Roster Verification State Guidelines call for teachers to complete the roster verification process regardless of the number of students they have taught during the school year. For more detailed information please visit [Ohio's Value-Added technical document](#) to learn more.

For the Multivariate Response Model approach used in Ohio:

Currently, the only subjects/courses with required state testing using the Multivariate Response Model are Grades 4-8 math and English language arts. For subjects/courses using this model, the teacher must be linked to the equivalent of at least six full-time students, five of whom must have prior test score data in the same subject and student cohort to receive a teacher value-added report. Students are assigned a full-time equivalent percentage based on the number of months they are in a teacher's classroom and based on whether the teacher is solo teaching or team teaching. The number of full-time equivalent students must equal at least six (*e.g., In the case of team-teaching at 50 percent instruction, a minimum of 12 students are needed for the entire year in each grade and subject.*)

For the Univariate Response Model approach used in Ohio:

Currently, the only subjects/courses with required state testing using the Univariate Response Model are Grades 5 and 8 Science, Grade 6 Social Studies, and the following courses taken for high school credit: English I, Algebra I, Integrated Math I and Physical Science. For subjects/courses using this model, the teacher must be linked to at least 10 full-time students, each with at least three prior achievement test scores to receive a teacher value-added report.

7. Do value-added reports include students who moved out of the district before testing?

Yes, as long as the student moved to another Ohio public district. All state assessment results taken by students in public schools in Ohio are available for teacher value-added analysis. Teachers should verify the actual months of instruction provided as well as the percentage of instruction provided to receive the "credit" appropriate for the learning of that student.

8. Should we include students taking alternate assessments on a teacher's roster?

Yes. As long as a student is enrolled in a class and is on the roster, the teacher should account for that student in roster verification. Alternate assessments are not currently included in the value-added analysis, however.

Technical: Data Used, Instructional Percentages, Student Names and Adding Students

9. What data are used to pre-populate the roster verification application?

By default, the data displayed in the roster verification application has been populated with available Educational Management Information System or Student Information System roster data for each participating district, community school or joint vocational school.

10. What are the instructional percentage options in the roster verification application?

Values for teacher instruction are available in 10 percent increments beginning with 20 percent. (In other words, a teacher cannot verify rosters for 25 or 65 percent of the instructional time; the percentage must be 20 percent or larger and be equally divisible by 10.) Instructional values of less than 20 percent are not statistically significant; therefore, any instruction less than 20 percent is not captured.

11. Will the roster verification application permit a student’s total instruction for each grade/subject (for one or more months) to be less than 100 percent?

Yes, however an alert will be generated and principals or support team members will review alerts for accuracy. For example, this can occur when enrolling late or withdrawing early.

12. Should we submit spelling corrections of students’ names to the help desk during the roster verification process?

No. If principals/teachers notice incorrect spellings of students’ names, they will not be corrected for roster verification purposes. However, a district, community school or joint vocational school should work with its Information Technology Center to correct the spelling in the Statewide Student Identifier (SSID) system so that the correct name is linked to the teacher when the value-added report is generated. Instructions on how to update the spelling of a student’s name can be found [here](#).

13. What information do you need to add a missing student to a class roster?

Teachers should first do an exhaustive search by clicking “Add Student” in BFK• Link®. (*Hint: If you don’t find the student, try searching for just the first letter of the first and/or last name in case of spelling errors.*) A teacher should review and confirm a student’s first name, last name, grade and state Statewide Student Identifier (SSID) in the roster verification application before adding a name to a class roster.

If the student is not found in this search, the teacher should contact the principal or support team member. The principal or support team member will need to contact application support at Battelle for Kids or the Management Council of the Ohio Education Computer Network to have the student added to the master database. They will need to provide legal first, middle and last name, district student ID, Statewide Student Identifier (SSID), birth date and grade level of the student. The support staff will then add the student to the database. Following this, the teacher will be able to add the student to the appropriate class rosters.

TIP: If you anticipate or notice a system-wide issue with missing students, please contact the roster verification support desk using the “Contact Support” link in the Resources section of the BFK• Link® application.

Staff Account Questions

14. An Ohio Educator State ID is required to create a new or missing staff account to access the Roster Verification application. What should I use if the staff member does not have an Ohio Educator State ID?

Since the Roster Verification process requires verification of rosters by licensed or certified staff, all teachers should have an Ohio Educator State ID. This is their state educator license number that starts with two alpha characters followed by seven digits (e.g., OH1234567). In rare cases, Educational Service Center teachers who do not have an Ohio Educator State ID should use their Human Resources employee ID.

TIP: If an educator needs to locate their Ohio Educators State ID, use the [Educator Profile search tool](#).

15. Does the school principal and support team have administrative rights to add staff accounts and/or reset account passwords for staff to login?

Yes. During the School Set-up Period, review the pre-loaded staff list using the “Review teacher and classes” link. The principal and support team members will be able to:

- Add missing staff (including their email addresses to simultaneously create a login account).
- “Create User Accounts” by adding email addresses to existing staff members in the database. **This is required for staff to have a login account.**
- Set a building-wide initial password that will need to be communicated to staff with new accounts. New users will be required to change their password on their first login. Anyone with existing accounts can use the “Forgot Password?” link on the login page to reset their password.

Tip: Have available a list of your staff members including their first and last names, dates of birth, work email addresses and their Ohio Educator State IDs.

16. What if an existing staff account has an incorrect name and/or an Ohio Educator State ID?

Please contact the roster verification support desk using the “Contact Support” link in the Resources section of the roster verification application for assistance.

Participation Questions: Online Courses, Post-Secondary Enrollment Options and Home Instruction

17. Should rosters involving students taking online coursework be included in roster verification?

Yes, rosters associated with the courses identified in the roster verification guidelines should be aligned to the teacher of record for online courses. If there is no teacher of record, the student(s) will not appear on a roster. However the student(s) will still take state tests aligned with these classes and those scores will still count for district and building report cards.

18. Should Post-Secondary Enrollment Option rosters be included in roster verification?

No, only licensed or certified teachers employed by an educational service center or state-supported school participate in roster verification. College professors – in their role as collegiate instructors teaching a Post Secondary Enrollment Options class – are not included in the list of individuals participating in roster verification. Students receiving instruction in the subjects or courses cited in the Roster Verification Guidelines through Post Secondary Enrollment Options will, however, take state tests aligned with these classes and those scores will still count for district and building report cards.

19. Should students on home instruction due to medical reasons be included on a roster?

If the instructor of record is a licensed or certified teacher providing instruction in any of the subjects/courses cited in the Roster Verification Guidelines and the student on home instruction was enrolled for a majority of the instructional days available in given month, the student should be included on a roster. Whether students are excluded from value-added calculations as a result of missing 45 days or more—per House Bill 59—is a function of statistical analysis that takes place after roster verification data has been collected.