

# 2015 ROSTER VERIFICATION

## State Guidelines

Jan. 30, 2015

This document outlines the 2015 Roster Verification Guidelines from the Ohio Department of Education to inform the spring 2015 roster verification process and to guide school districts, community schools and joint vocational schools in fully verifying instructional relationships among teachers, subjects and students. These guidelines include: 1) when the process occurs, 2) who will be involved, 3) how to document instructional responsibility and 4) how to handle many special situations so that teachers can verify rosters using the most complete information available.

### Scope

#### WHAT:

The purpose of roster verification is to ensure instructional responsibility among teachers, subjects and students is reliably captured. Instructional responsibility refers to the instructional relationship between a teacher and each student for a particular subject. Teachers verify instructional responsibility by:

- Verifying the list of classes (and subjects) they are teaching;
- Confirming the list of students in each class roster; and
- Assigning a percentage of instruction given to each student for the duration of each course.

**Currently, the primary purpose of roster verification is to provide teacher-verified roster data that will be used to develop EVAAS value-added reports. These reports will be included in the electronic Teacher and Principal Evaluation System (eTPES) to be used for teacher evaluation.**

#### WHO: Participating Individuals

- **Statewide**, all licensed/certified teachers planning and/or providing instruction for students in:
  - Grades 4, 5, 6, 7 and 8 Math and English Language Arts;
  - Grades 5 and 8 Science;
  - Grade 6 Social Studies;
  - English I for high school credit;
  - Algebra I for high school credit;
  - Integrated Math I for high school credit;
  - Physical Science for high school credit.
- Any district, community school or joint vocational school participating in approved vendor value-added services with Battelle for Kids are expected to include teachers who are planning and/or providing instruction in the applicable subjects/courses. If you have questions about whether or not your district, community school or joint vocational school is participating in one of these programs, please contact a school administrator or [Battelle for Kids](#).
- Teachers in team-teaching situations who are collaborating in student instruction for a course should participate in roster verification.
- The following instructional staff should **not** participate in roster verification:
  - Substitute teachers who hold both short-term or long-term substitute positions; and
  - Tutoring program staff or instructional support staff who **did not** plan and/or provide direct instruction for students.
- When a teacher's roster for a high school course with a state end-of-course test includes students from multiple grade levels, all students in the class should be verified on the roster. Doing so will permit teachers to review their classes in their entirety. However, students scheduled to graduate prior to 2018 on these rosters will not

be included in value-added calculations.

- The superintendent has the responsibility to affirm that verified data will be used in the value-added analysis at the teacher level.
- Community schools that are not involved with Race to the Top are not required to participate in roster verification. Community schools that want to receive teacher-level value-added reports must participate in roster verification.

**WHEN:**

**2015 Roster Verification Process Timeframe**

<b>Training for Principals</b>	<b>March 23 – April 2</b>	Principals will be trained on how to use the BFK• Link® system
<b>Training for Teachers</b>	<b>April 15 – April 28</b>	Teachers will be trained on how to use the BFK• Link® system via online webinars

<b>School Setup Period</b>	<b>March 23 – April 14</b>	Principals and support teams can log into BFK• Link® to: <ul style="list-style-type: none"> <li>• Verify the staff list and staff assignments</li> </ul>
<b>Teacher Linkage Period</b>	<b>April 15 – May 12</b>	Teachers can log into BFK• Link® to: <ul style="list-style-type: none"> <li>• Verify classes and subjects or courses they taught;</li> <li>• Review their class rosters;</li> <li>• Include student membership in their classes;</li> <li>• Assign percentage of instruction they provided each student.</li> </ul> Principals/support teams should: <ul style="list-style-type: none"> <li>• Monitor teacher completion;</li> <li>• Review submitted classes (instructional responsibility) and approve them;</li> <li>• Monitor alerts.</li> </ul>
<b>Principal Approval Period</b>	<b>May 13 – June 5</b>	Principals should: <ul style="list-style-type: none"> <li>• Perform final review of classes</li> <li>• Review staff instructional responsibilities and alerts before giving final approval.</li> </ul>

## Handling Special Cases

### Teachers assigned after the school year has started

Teachers who assumed responsibility for a class after the school year has started will verify their class rosters beginning in the month they began providing instruction.

### Teachers who are no longer employed

Teachers who are no longer employed as teachers in any Ohio public school – for whatever reason – are not included in roster verification. Principals should delete the rosters of these teachers during the school setup phase.

### Number of Full-Time Students

Teachers who are required to participate in roster verification (i.e., those teaching the subjects/courses described above) should complete the process regardless of the number of students they have taught during the school year. Ohio's value-added provider will calculate minimum requirements for full-time students and sufficient test scores during the analysis phase of value-added report production.

### Teachers on Extended Leave

Schools have a few options for how to handle class rosters for teachers not present during the time of roster verification. If the teacher is expected to return during the review and approval period, the teacher can meet with the school administrator and provide the information for the administrator to verify and submit the roster. If district, community school or joint vocational school policy permits, teachers can verify rosters from a remote computer while on extended leave.

### Team Teaching Assignments

Team teaching describes a situation where more than one teacher shares the responsibility for planning and/or delivering instruction. Teachers should claim a percentage that reflects their own instructional responsibility for each student they have taught. Each teacher on the team will individually verify a class roster.

### Substitutes

Substitute teachers, whether long-term or short-term, do **not** participate in roster verification as they are not subject to the Ohio Teacher Evaluation System. Principals are responsible for ensuring that substitute teachers do **not** verify rosters. Contract status determines whether the teacher is a substitute or not.

### Missing Students in Class Roster

Teachers shall add students missing from the class roster by doing a thorough search using the "Add Missing Student" feature in BFK•Link®, the Web application that facilitates roster verification. If the teacher does not find the student after this search, he or she should contact the principal or a support team member, who should contact the Management Council of the Ohio Education Computer Network or Battelle for Kids' application support to have the student added to the master database. They will need to provide legal first, middle and last name, district, community school or joint vocational school student ID, state student ID (SSID), birth date, and grade level of the student. Once the support team adds the student to the database, the teacher will be able to add the student to the appropriate class rosters.

**If a student comes into a district, community school or joint vocational school after the spring administration of the state assessments, the student should not be added to the teacher's roster.**

### Educator State ID Usage

A teacher's Ohio Educator State ID is required for the roster verification process. If a teacher cannot be located in BFK•Link®, a new staff account should be created with a valid Ohio Educators State ID. The Ohio Educator State ID is located in the upper left corner of the educator's license, which the teacher or a licensure e-signer can search for in the ODE.CORE application within SAFE. With a birth date and complete name, you also can search for the [educator state ID here](#).

## Student Data

The names of students used to populate the roster verification application come from the State Student Identifier System (SSID). To ensure a consistent name match between what is used in roster verification in the spring, and value-added reports in the fall, we strongly recommend districts, community schools and joint vocational schools make regular updates to their records in the State Student Identifier System. Typically, the district, community school or joint vocational school staff member who handles Educational Management Information System (EMIS) data can make changes to the State Student Identifier System (SSID) file. If needed, information technology centers can assist districts with this activity. **Student names in the BFK•Link® system will be updated on April 14, May 1 and following the close of roster verification.**

## Student Attendance

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. Daily student attendance within a teacher's individual class, however, should not be taken into consideration during roster verification. As per House Bill 59, the Ohio Department of Education will remove any student from the analysis who has a total of 45 days or more of excused or unexcused absences during the academic year.

## Enrollment

Students enrolled for a majority (more than half) of the instructional days available in a given month should be included in roster verification.

## Educational Service Center Rosters

Designated educational service center supervisors or directors will perform roster verification administrative functions – school setup, the monitoring of teacher roster verification and the review and approval process – for all educational service center rosters composed of students from multiple districts. In cases where an educational service center roster is composed of students exclusively from one district, the building principal will perform these roster verification administrative functions. Educational service center rosters should be reviewed carefully. If rosters are inadvertently deleted or not loaded, educational service center supervisors or teachers may need to enter the data directly into BFK•Link®.

## Teachers Not Participating in Roster Verification

Teachers employed by alternative education providers such as the Positive Education Program, Educational Alternatives and the Marsh Foundation should not participate in roster verification.

## Content Alignment and Roster Verification

A teacher should only verify rosters for those classes that are aligned with state learning standards and state tests for the subjects or courses cited in the section titled "WHO: Participating Individuals" on page 1. Classes not aligned to appropriate grade-level learning standards and state tests should not be verified.

## Algebra I or Integrated Math I for High School Credit Taken Before High School

As cited above, teachers with classes aligned to corresponding state learning standards and state tests participate in roster verification. Classes awarding high school credit to students taking Algebra I or Integrated Math I courses aligned with state learning standards and assessments are no different. Rosters containing students in these classes – regardless of their grade level – must be verified in the class or subject they are taking. The double-testing waiver Ohio received for 2014-2015 requires students below ninth grade who are taking high school-level courses for high school credit to take the state end-of-course tests that match the high school-level courses. Further, these students are prohibited from taking the state tests for the courses at their current grade levels.

## Teachers of Language Arts

Language arts teachers should verify rosters if the teacher is responsible for content defined in Ohio's English language arts standards.