Act 13 Roster Verification
By Season

Act 13 Administrators can use this seasonal calendar as a guide to prepare for PVAAS Roster Verification (RV) and Teacher-Specific Reporting. For more details, visit PDE's PVAAS Roster Verification information.

🔔 **JUNE:** *LEA/District submits rosters*

(After submission, rosters are final and cannot be changed)

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Complete RV Process
- ☐ Teachers and school admin work together to verify rosters for accuracy
- ☐ LEA/District Roster Verifier(s) approves/finalizes submitted rosters

🔔 **APRIL:** *RV Opens*

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Prepare Staff for RV
- ☐ Participating staff complete RV e-Learning to ensure understanding of the RV process
- ☐ Use the RV Admin Preview phase to verify all staff and courses have populated from the PIMS upload
- ☐ **MAY/JUNE:** Submit Gap Enrollment/PIMS submissions
- ☐ Follow RV Checklists for each phase.

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Prepare Leadership
- ☐ Identify Act 13 and RV lead LEA/District Administrator(s)
- ☐ Gather feedback based on prior RV experience from teachers and leaders
- ☐ Consult PVAAS Professional Learning resources for teacher-specific reporting

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Prepare for Release
- ☐ Professional learning for staff on PA's Educator Effectiveness System
- ☐ Teachers and school admins participate in professional learning on PVAAS teacher-specific reporting
- ☐ Lead administrator(s) participates in webinars, views PVAAS e-Learning, and views examples of teacher-specific reports
- ☐ View Educator Effectiveness resources on PDE SAS Portal.

SPRING

FALL

WINTER

🔔 **FALL:** *Act 13 teacher-specific measures (Growth & Achievement) are released in PVAAS/PEERS*

🔔 **MARCH:** *Submit Staff Student Subtest to PIMS for RV pre-population*

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Prepare PIMS Data
- ☐ Determine how the SIS can calculate concurrent enrollment
- ☐ Make final determinations and report linkages between students, teachers, and state assessments, including % full/partial instruction and % student + teacher enrollment
- ☐ LEA/District Admin & PIMS Admin review the Staff Student Subtest template for accuracy
- ☐ Run SSS error reports in PIMS and make corrections
- ☐ Provide PIMS team with RV training

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Make Program Decisions
- ☐ Decide which teachers could have teacher-specific data and will participate in RV
- ☐ Determine which rosters each teacher needs
- ☐ Determine how instructional responsibility will be shared
- ☐ Communicate plan for instructional responsibility & enrollment with schools
- ☐ Develop a plan for teachers and admins to complete the RV process
- ☐ Provide school admins in-depth training on RV decisions and process
- ☐ Review RV resources.

For questions, contact pdepvaas@iu13.org.
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