PVAAS PENNSYLVANIA

Guide to Implementation:

PVAAS Roster Verification and Act 13 Teacher-Specific Reporting

Resources for All Phases of a Successful Implementation

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DEPARTMENT OF EDUCATION

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Contents

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PVAAS Roster Verification Phases

The goal of the PVAAS roster verification process is to provide PVAAS teacher-specific reporting based on accurate data. This process allows teachers and administrators to document and verify that students are linked accurately to teachers—for the correct state assessment and the appropriate proportion of instructional responsibility for each student. The process is completed using the PVAAS web-based roster verification system, provided to LEAs by PDE. This is a secure, web-based system with additional levels of authentication to ensure security of PVAAS teacher-specific reporting. An audit trail is created for all changes made to any individual teacher's roster, which includes the date and time of all changes, as well as the PVAAS account linked to the change.

Each verification phase below has a specific start date and end date in the spring of each school year. These dates are generally announced each fall for the next roster verification process the following spring. You may find the most current dates by visiting the PDE PVAAS Roster Verification webpage. As the process moves from one phase to the next, the primary responsibility for roster verification shifts from LEA/district and school administrators to teachers, back to school administrators, and then finally back to LEA/district administrators. Phase dates cannot be changed or extended. However, there is flexibility within the system for rosters to move between teachers, school administrators, and LEA/district administrators. Roster verification ends at the close of the final phase (LEA Verification); this is a hard deadline.

> **A Note to Charter Schools:** The PIMS Staff Student Subtest Collection is optional for charter schools as they are not required to implement Act 13, PA's Educator Effectiveness System. However, if a charter school submits data into the PIMS Staff Student Subtest Collection, they must verify rosters in the PVAAS RV system to receive accurate PVAAS teacher-specific reporting. Students are often "shared" across LEAs during a school year. If rosters are not verified by teachers and admins at a charter school, the charter school must delete all rosters from the RV system. This ensures that one LEA's rosters are not impacted by another LEA's unverified rosters.

1. Preview Phase, by School

a. LEAs/districts can access the PVAAS roster verification system to ensure all teachers have roster(s) that represent each state assessed grade, subject, and/or Keystone content area for which they have instructional responsibility, including the correct administration window for Keystones (Summer, Winter, and/or Spring). This may save time during the next step, the Teacher Verification phase.

b. When the Preview phase closes, it will automatically roll over to the Teacher Verification phase.

2. Teacher Verification Phase

a. Each teacher verifies (or adds) their rosters for the correct state assessed subjects, grades, and/or Keystone content areas, including the correct administration window for Keystones (Summer, Winter, and/or Spring).

b. Each teacher verifies that the correct students are attributed to them for each state assessed subject, grade, and/or Keystone content area.

c. Each teacher adds and/or removes students on their roster.

d. Each teacher verifies the % Student + Teacher Enrollment and % Full/Partial Instruction for each student for each state assessment, editing these values if necessary.

e. When the Teacher Verification phase closes, the system will roll over to the School Administrator Verification phase at that time.

3. School Administrator Verification Phase

a. School Admin account holders (principals) and School User(s) with Roster Approver access verify all teacher rosters (teachers, grades/subjects/course, students, % Student + Teacher Enrollment, % Full/Partial Instruction).

b. The principal can start this process early and verify any completed teacher rosters submitted prior to the official opening of this phase.

c. Principals work with teachers to address overclaiming and underclaiming of students *within the LEA*.

d. When the School Administrator Verification phase closes, the system will roll over to the LEA Verification phase at that time.

4. LEA Verification Phase

e. The PVAAS District Admin account holder (Superintendent or their designee) and/or District User(s) with Roster Approver access verify all schools' rosters: teachers, grades/subjects/course, students, % of Student + Teacher Enrollment, and % of Full/Partial Instruction. These persons work with principals to address overclaiming and underclaiming of students *within the LEA*.

f. During this phase, the District Admin or District Roster Approver may review/edit, approve, and submit the LEA's/district's rosters to SAS EVAAS. **Please note that after rosters are submitted to SAS EVAAS (even if prior to the end of the LEA Verification phase), the rosters are final and cannot be returned to your LEA/ district.** We encourage LEAs/districts to wait until the end of the phase to submit in case changes are needed!

g. When the LEA Verification phase closes, the system will roll over to SAS EVAAS at that time. Again, once rosters are with SAS EVAAS, they are final and cannot be returned to your LEA/district.

PVAAS Roster Verification Resources

PVAAS Roster Verification is critical, as PVAAS teacher-specific data counts toward the PVAAS growth three-year rolling average – a score used in an educators' Act 13 final evaluation under Teacher-Specific Data. Also, PVAAS will calculate the Achievement %Proficient/Advanced metric for Act 13 Teacher-Specific Data. LEAs can choose to utilize the PVAAS-calculated %P/A metric or handle that calculation locally. Various resources to support you through the roster verification process can be found on the PDE PVAAS Roster Verification webpage.

These resources include:

- How to Build PVAAS Rosters Manually
- How to Use the PVAAS Roster Verification Phases Effectively
- PIMS Collections for PVAAS

Additional professional learning opportunities are available to support you:

Roster Verification e-Learning

Navigate to the PVAAS login page. Find the "Professional Learning" heading near the bottom left of the screen, and click on the link, e-Learning.

On the e-Learning page, click on the applicable e-Learning for Roster Verification.

Roster Verification Webinars

Several webinars are offered throughout the year and recorded to assist you in both preparing for roster verification and implementing the tasks during the roster verification process.

For more information on these webinars, including dates, times, and registration, please visit the Roster Verification page.

Lessons Learned:
School Admin to School Admin

(From previous Post-Roster Verification Surveys to School Admins and School Roster Approvers)

> *Be patient, take your time, and
> pace yourself throughout the process.*

Manage Your Data

- Work on this process throughout the year; some LEAs track information throughout the entire school year.

- Make sure information in your local Student Information System (SIS) is as accurate as possible. Maintain records of all school days up to testing windows to verify SIS is calculating % Student + Teacher Enrollment correctly.

- Create a tracking system/report from your SIS for enrollment and withdrawal dates, intervention entry and exit dates, etc. Create a calendar for the number of days instruction, days off, etc. until testing windows open for each state assessment.

- Work closely with your PIMS Administrator. Make sure data goes into PIMS correctly and with accuracy. Use reports from PIMS to check accuracy prior to the PIMS collection closing.

Make Use of All Resources Available

- Use all resources and supports; participate in offered statewide webinar(s) – live or recorded – and view the online Roster Verification e-Learning.

- Call or email the PVAAS Statewide Team for PDE if you have questions. They are helpful, knowledgeable, and specific to your needs; Email pdepvaas@iu13.org or Call 717-606-1911.

Be Proactive: Use the Time Wisely

- Proactively verify all rosters and data during the Preview Phase to solve as many issues as possible prior to the Teacher Verification Phase. This will make the process much easier for teachers!

- Designate a person as a Roster Verifier, to assist you.

- Start early in the phase/process. Don't procrastinate. Set aside uninterrupted time to do verification of teachers' rosters.

- Keep detailed notes of why changes were made on rosters as the online system only tracks the change, who made the change, and when the change was made – not why!

Collaborate with Other Administrators

- Have an LEA/District Admin who is the "go to" person and expert on the process.

- Work with LEA/district-level administrators (and other principals and the PIMS Administrator) to be sure there is consistency across the schools in the LEA/district about determinations

Work Closely with Your Teachers

- Train all teachers in this process. Make sure – early on! – those teachers know how to log into the PVAAS system and know their username and password.

- Allow sufficient time for teachers to meet and collaborate throughout the process. Have planned faculty meetings or staff development time for teachers to work through the process and percentages together. Encourage and support regular education teachers and specialists (Special Education, Title I, etc.) to work together on percentages.

- Meet with teachers as grade-level or department-level teams and do the verification together as a teacher/admin team.

- Meet with teachers individually for questions as some teachers will not ask questions in a group setting.

- Keep teachers informed of the process.

Lessons Learned:
LEA/District Admin to LEA/District Admin
(From previous Post-Roster Verification Surveys to School Admins and School Roster Approvers)

"

There are 4 keys to this process – Communication, Collaboration, Coordination, and Consistency.

Prepare Your Data

- Ensure the local Student Information System (SIS) and the person responsible for the SIS in your LEA/district are accurately capturing all data needed.
- Make sure data is complete and accurate in PIMS.
- Prepare ahead of time and do as many changes and as much work as possible during the Preview Phase.
- Start early; begin as soon as possible in each phase.

Prepare Your Staff

- Provide professional learning to all staff involved in the process; it will save time in the long run!
- Participate in webinars held by the PVAAS Statewide Team for PDE.

Work Together

- It is helpful to meet as an Admin team first, then meet with each administrator individually for building-specific concerns.
- Work through details and determinations as a team.
- Provide work sessions for School Admins to work together during the process.
- Make time to meet with teachers and School Admins during their RV phases.

Use the Resources

- Make full use of all resources and the roster verification webinars provided by the PVAAS Statewide Team for PDE.
- View the Roster Verification e-Learning.
- Use the SAS EVAAS Help Desk – "Contact Us" link on PVAAS website, https://pvaas.sas.com.
- Follow the checklists that are provided within the PVAAS Online Help. Ensure all staff in your LEA/district who are involved in the RV process access the checklists.

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)

6 **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*

5 **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.

SPRING

FALL

WINTER

1 **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

2 **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.

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

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

4 **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

3 **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.

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8 | *For questions, contact pdepvaas@iu13.org.*

LEA/District Implementation Checklist

This LEA/District Implementation Checklist is designed to help administrators prepare for the PVAAS roster verification process and PVAAS teacher-specific reporting. The checklist was developed using the experiences of Pennsylvania LEA/district and school administrators. Please keep in mind that the information contained in the checklist is NOT intended to be followed in sequential order. Some tasks may need to occur simultaneously. Some LEAs/districts may have additional tasks not represented on this checklist.

PIMS and SIS/LEA Information Systems · *(See PDE PIMS Webpage for additional details)*

Actions	Considerations
☐ **TASK 1:** Determine which staff will need access to PVAAS. Assess your LEA's/district's PVAAS accounts. ☐ **TASK 2:** Ensure that all teachers who are verifying rosters have a PVAAS **School User** account. Ensure that each principal holds the PVAAS **School Admin** account for each school. Each account needs to include the user's PPID. ☐ **TASK 3:** Is a process established to deactivate accounts when staff leave your LEA's/district's employment, or no longer need access to your LEA's/district's PVAAS reporting? If not, establish one. ☐ **TASK 4:** Access the PVAAS Online Help for more information or assistance on managing accounts (top right of any page within the PVAAS site).	• See PDE PIMS Manual on the PDE website. • Establish understanding that each PVAAS user must have their own PVAAS account. LEAs/districts determine who has access to some or all of the PVAAS system. Allowing inappropriate access to confidential student-level and teacher-level data to staff may be considered professional misconduct.
☐ **TASK 5:** Determine which job description code/role to assign to each person, per the roles defined in the PIMS Manual for PVAAS user accounts. ☐ **TASK 6:** Submit PIMS Staff template starting each fall, as per the available PIMS collection schedule, to ensure timely PVAAS account creation. (See the PIMS calendar for the current school year.)	• Staff template is generally available starting fall of each school year • See PIMS Manual on the PIMS Manuals and Calendar webpage for file and field details • See PIMS Calendar on PIMS Manuals and Calendar webpage for submission due dates for Staff Template Collections
☐ **TASK 7:** Update student enrollment regularly to maximize utility of the PVAAS system.	• Student template is generally available starting fall of each school year • See PIMS Manual on the PIMS Manuals and Calendar webpage for file and field details • See PIMS Calendar on PIMS Manuals and Calendar webpage for submission due dates for Student Enrollment Collections • Student Enrollment updates during the Roster Verification process can be submitted according to the schedule posted on the PDE PVAAS Roster Verification webpage. (See the current year *"PIMS Collections for PVAAS"* webpage)

Actions	Considerations
☐ **TASK 8:** Determine how to store and utilize the two percentages in calculating overall Instructional Responsibility.	• See PIMS Manual on the PIMS Manuals and Calendar webpage
☐ **TASK 9:** Complete all annual, cyclical work to support instructional responsibility calculations. Actual steps depend on LEA's/district's previous decisions related to calculation.	• Course-to-assessment mapping, including weighting system when necessary • Assignment of teachers and students to courses • Scheduling of elementary "courses" • Modification of reports to teachers, administrators and PDE
☐ **TASK 10:** Determine how your LEA/district will document % Full/Partial Instruction when shared responsibility changes during a grade/subject/ course. This is defined in PIMS as "Percentage of Shared Instruction (Instructional Responsibility Weight).	• See PIMS Manual on the PIMS Manuals and Calendar webpage
☐ **TASK 11:** Choose default value in the absence of data for the two variables for Instructional Responsibility.	• See PIMS Manual on the PIMS Manuals and Calendar webpage
☐ **TASK 12:** Report instructional responsibility percentages to PIMS in Staff Student Subtest template.	• See PIMS Manual on the PIMS Manuals and Calendar webpage • Staff Student Subtest collection, "C6 PVAAS" is open for submission throughout the school year and is typically due in March. • Specific due dates are included on the schedule posted on the PDE PVAAS Roster Verification webpage. (See the current year *"PIMS Collections for PVAAS" webpage*) • Submit and correct early so that you have time to deal with potential complications related to submission formats, SIS report bugs, DQE rules, & reports analysis. Update near the end of the window to get the data as accurate and current as possible. There is no extension for this collection!

Preparing for PVAAS Roster Verification and Teacher-Specific Reporting

Actions	Considerations
☐ **TASK 1:** Identify lead LEA/district administrator to direct and monitor planning for the implementation of PVAAS Roster Verification and PVAAS teacher-specific reporting. The lead administrator collaborates with key LEA/district staff to develop a comprehensive plan.	• Key individuals may include, but may not be limited to: Assistant Superintendent, Director of HR, Director of Special Education, Supervisor of ESL, building level principals, teacher leaders, and Association representation.
☐ **TASK 2:** Gather feedback and information from participating teachers and administrators to assist in streamlining the process for current school year based on feedback from previous school year.	• Find out what support and professional learning would be most helpful for LEA/district-wide implementation of PVAAS roster verification and teacher-specific reporting in current school year based on feedback from previous school year.
☐ **TASK 3:** Provide in-depth training to principals on the PVAAS roster verification process.	• Use the PVAAS Roster Verification e-Learning, which can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning,* in the Professional Learning section near the bottom left of the login page. • View available webinars and resources. See "PVAAS Roster Verification Resources" in this document.
☐ **TASK 4:** Determine which teachers in your LEA/district are eligible for PVAAS teacher-specific reporting in the current school year ensuring consistency across schools in the LEA/district.	• Make sure key staff are involved in these decisions such as, but not limited to: Assistant Superintendent, Director of HR, Director of Curriculum & Instruction, Director of Special Education, building level administrators, department chairs/content leaders, Association representation. • Provide staff eligible for a PVAAS teacher-specific score with a PVAAS School User account to access the PVAAS system. See PIMS Manual on the PIMS Manuals and Calendar webpage for details on PVAAS account creation via the PIMS Staff Template. • Ensure that all teachers know whether they will be among those completing PVAAS roster verification and eligible for PVAAS teacher-specific reporting based on current school year. • Provide in-depth training to these teachers on the PVAAS roster verification process via the PVAAS Roster Verification e-Learning. This e-Learning can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page.
☐ **TASK 5:** Develop a plan for when and how teachers and administrators will work to complete the PVAAS roster verification process.	• Review PVAAS Roster Verification dates on the PDE PVAAS Roster Verification webpage. • Determine plan for LEA/district completion of PVAAS roster verification. • Communicate this information to staff involved in a timely manner.

Actions	Considerations
☐ **TASK 6:** Review PVAAS Roster Verification Key Concepts and Topics resource with all administrative staff.	• Visit PVAAS Online Help to access this resource. (Online Help is accessible by clicking on Help in the blue menu bar when logged into the PVAAS website.)
☐ **TASK 7:** Review previous school year administrative decisions relative to determining teachers' % of instructional responsibility. Discuss scenarios and develop any additional LEA/district guidelines for teacher input and consideration for current school year processes.	• Visit PVAAS Online Help to access the Roster Verification Key Concepts and Topics resource. (Online Help is accessible by clicking on Help in the blue menu bar when logged into the PVAAS website.)
☐ **TASK 8:** Review, amend, and clarify LEA/district enrollment and withdrawal policies and procedures in order to provide accurate data for determining % of concurrent student and teacher enrollment. Ensure student enrollment and un-enrollment is being documented consistently across the LEA/district. Provide staff training as necessary to ensure accurate implementation in LEA/district data systems.	• Visit PVAAS Online Help to access the Roster Verification Key Concepts and Topics resource. (Online Help is accessible by clicking on Help in the blue menu bar when logged into the PVAAS website.) • Review section on % Student + Teacher Enrollment as one of the two variables used to determine overall % Instructional Responsibility for each student.
☐ **TASK 9:** Develop communication and decision-making plan for determining teachers' % of instructional responsibility in situations such as co-teaching, inclusion, flexible grouping within multi-tiered systems of support (RtII), etc. Include teachers in these discussions!	• Visit PVAAS Online Help to access the Roster Verification Key Concepts and Topics resource. (Online Help is accessible by clicking on Help in the blue menu bar when logged into the PVAAS website.) • See sections on % Full/Partial Instruction as one of the two variables used to determine overall % Instructional Responsibility for each student.
☐ **TASK 10:** Provide refresher professional learning to previous teaching staff on PVAAS roster verification to ensure awareness of all staff. Ensure that teachers, school administrators, and LEA/district administrators are aware of their pending involvement with the PVAAS roster verification process. Be sure to identify teachers new to the LEA/district or new to roster verification and provide training as needed.	• Use the PVAAS Roster Verification e-Learning. This e-Learning can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page.
☐ **TASK 11:** Provide in-depth training to NEW teachers who will be receiving PVAAS teacher-specific reporting on the PVAAS roster verification process.	• Use the PVAAS Roster Verification e-Learning. This e-Learning can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page.
☐ **TASK 12:** Provide in-depth training to NEW administrators who will oversee Roster Verification, especially at the LEA/district level.	• View available webinars and resources. See "PVAAS Roster Verification Resources" in this document. • Use the PVAAS Roster Verification e-Learning. This e-Learning can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page.
☐ **TASK 13:** Provide professional learning to all staff on PA's Educator Effectiveness System.	• See PDE Materials on Educator Effectiveness System on the PDE Educator Effectiveness webpage.

Actions	Considerations
☐ **TASK 14:** Ensure all staff understand the role and impact of PVAAS in the PA Educator Effectiveness System.	• See PDE Materials on Educator Effectiveness System on the PDE Educator Effectiveness webpage.

☐ **TASK 15:** Ascertain and confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across LEA/district and building level administrators.
 	
  ☐ *Ensure that all building principals have the skills and knowledge to access pertinent PVAAS reports and use PVAAS in developing building goals and system improvement actions.*
 	
  ☐ *This is foundational knowledge for anyone who will be using PVAAS teacher-specific reporting.*
	• Use the PVAAS Roster Verification e-Learning. This e-Learning can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page. Provide training and support as necessary.
	• Develop a plan for administrators to utilize free, online 24/7 e-Learning to enhance their understanding. These modules can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page.
	• For more information on PVAAS professional learning opportunities, including topics, dates/times, and registration, please visit the PDE PVAAS Professional Learning webpage.

☐ **TASK 16:** Ascertain and confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across all teachers. This is foundational knowledge for anyone who will be using PVAAS teacher-specific reporting.	• Provide training and support as necessary. • Provide opportunities for all staff to access PVAAS reports and use PVAAS in looking back (reflecting and evaluating) and looking ahead (planning).
☐ **TASK 17:** Plan for teachers and respective building administrators to receive professional learning on PVAAS teacher-specific reporting upon release of the reporting.	• Develop a plan for teachers to utilize free, online 24/7 e-Learning to enhance their understanding. These modules can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page. • For more information on PVAAS professional learning opportunities, including topics, dates/times, and registration, please visit the PDE PVAAS Professional Learning webpage and click on the link for Professional Learning Opportunities.
☐ **TASK 18:** Participate in webinars (live or recorded) or view PVAAS e-Learning to learn about the PVAAS teacher-specific reports and see actual examples of PVAAS teacher-specific reports.	• For more information on PVAAS professional learning opportunities, including topics, dates/times, and registration, please visit the PDE PVAAS Professional Learning webpage and click on the link for Professional Learning Opportunities. • Use the PVAAS Teacher-Specific Reports e-Learning. This e-Learning can be accessed by visiting the PVAAS login page and clicking on the link, *e-Learning*, in the Professional Learning section near the bottom left of the login page.
☐ **TASK 19:** Plan to participate in professional learning sessions on PVAAS teacher-specific reporting.	• For more information on PVAAS professional learning opportunities, including topics, dates/times, and registration, please visit the PDE PVAAS Professional Learning webpage and click on the link for Professional Learning Opportunities.

Visit **education.pa.gov/pvaas** for additional resources on this topic.