



Roster Verification System (RVS)

At-A-Glance
February 2020

Frequently Asked Questions

What is RVS?

The Roster Verification System (RVS) is an online system (inside of IMS) that allows Delaware's Group 1 teachers and administrators the opportunity to complete an automated web-based roster verification process for one measure of their Component V educator evaluation rating (Measure A for teachers and administrators). Roster verification ensures that all students who should be considered for the educator's evaluation are present on his or her roster.

Who needs to complete RVS?

While school leaders conduct some form of roster verification with all educators as part of Component V, only Group 1 teachers and administrators who receive a Measure A: Statewide Student Growth Measures rating utilize the state's RVS system. A Group 1 teacher includes any educator who instructs ELA and/or mathematics for at least 10 students in grades four (4) through eight (8). Administrators receive a Measure A rating if they are responsible for 20 or more students taking the state assessment.

Frequently Asked Questions

What is the RVS timeline?

- February 10 - March 13, 2020 Administrators review Group 1 educator counts ahead of official RVS opening
- On March 16, 2020 rosters will be loaded into RVS from warehouse
- On March 18, 2020 RVS will open for Group 1 teachers, administrators, and evaluators to verify rosters
- On April 30, 2020 RVS will close for teachers
- On June 5, 2020 RVS will close for administrators/evaluators
- September 30, 2020 –RVS closes (all appeals must be finalized)

Where can I find technical assistance?

Technical assistance (including how-to manuals and contact information) are available on the RVS webpage of the DDOE website: <https://www.doe.k12.de.us/Page/2088>

Two Phases Of RVS: Before/During & After Student Assessment

Before/During Student Assessment	After Student Scores Are Returned
Group 1 Teachers: <ul style="list-style-type: none">- Review and submit rosters	Group 1 Teachers: <ul style="list-style-type: none">- Review Measure A report
Administrators: <ul style="list-style-type: none">- Build rosters from approved teacher or administrator rosters	Administrators: <ul style="list-style-type: none">- Review Measure A report
Evaluators (of teachers and administrators): <ul style="list-style-type: none">- Ensure all Group 1 teachers are present with the correct subject(s) identified inside of RVS before the system opens for teachers- Review and approve rosters	Evaluators: <ul style="list-style-type: none">- Review Measure A report- Determine discretion (if applicable)- Submit appeals for students who remained on roster but should not have

RVS Process: At-A-Glance

March 16, 2020

[----- Before June 5, 2020 -----]

Step 0 –
Rosters
Loaded Into
RVS

Step 2 –
Evaluators
Approve
Teacher
Rosters

Step 4 –
Administrators'
Evaluators
Approve
Administrator
Rosters

Step 1 –
Teachers
Review and
Submit
Rosters

Step 3 –
Administrators
Build Rosters
from Approved
Teacher
Rosters

Step 5 –
Review
Measure A
Reports

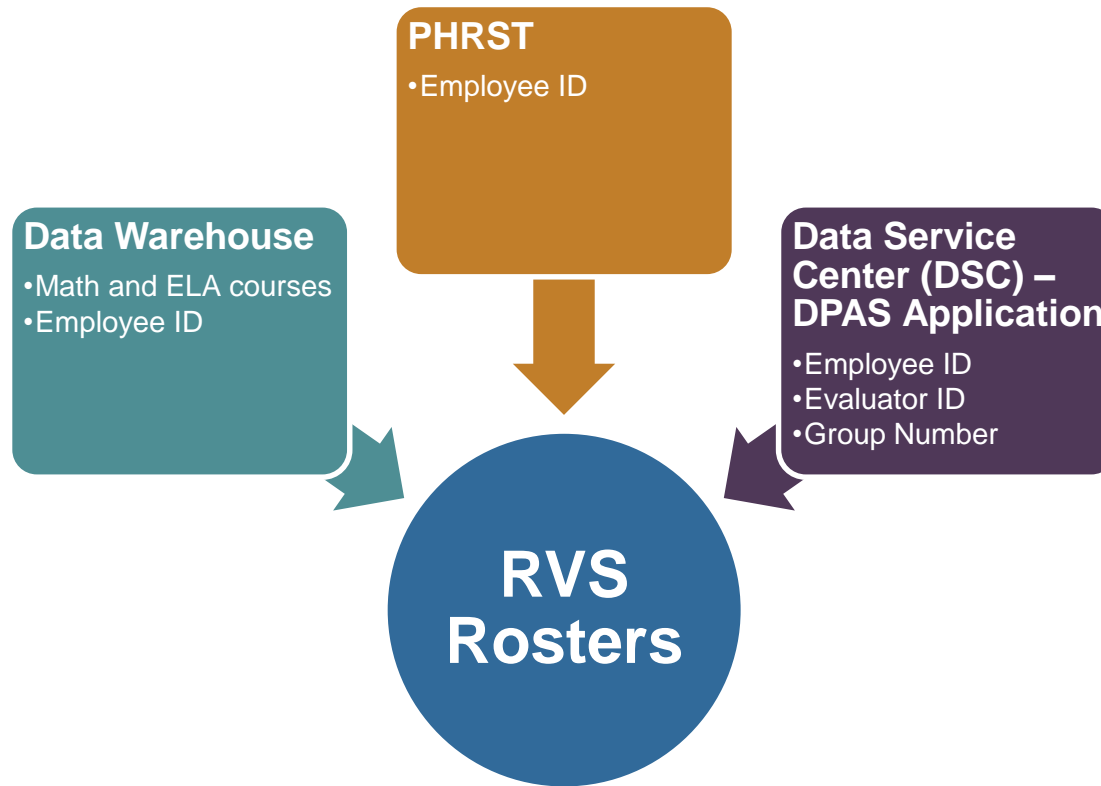
March 18 – April 30, 2020

Late Spring – Fall 2020*

* RVS Measure A Reports become complete when all student assessment scores on a given roster have been returned from the assessment vendor. The date at which an RVS Measure A Report will become complete will vary for each educator.

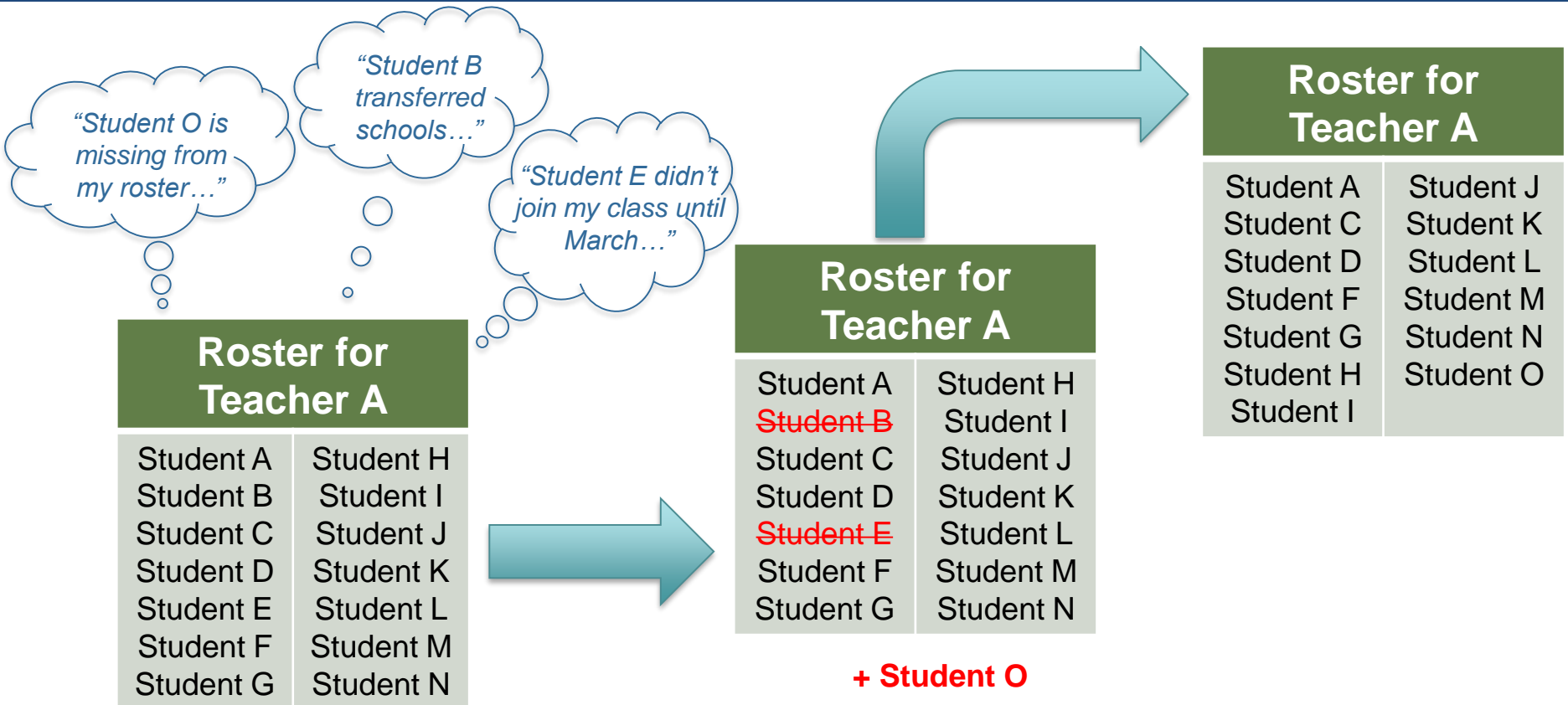
** This year we have added a step before Rosters being loaded into RVS i.e. administrators should review Group 1 educator counts before RVS officially opens. This step should occur between February 10 and March 13, 2020

Step 0: Rosters Loaded into RVS



Early in each calendar year, rosters are loaded into RVS by reconciling data provided by the data warehouse, PHRST, and Data Service Center's (DSC) DPAS application. Districts and schools have the opportunity to ensure that every educator who should have a roster (or rosters) does before RVS opens. These reports can be accessed in RVS by running the School ERS Assignment Structure or District ERS Assignment Structure report.

Step 1: Teachers Review and Submit Rosters for Evaluator Approval



Group 1 teachers review their rosters inside of RVS to ensure that all students who should be on the roster are accounted for. Teachers may request to have students removed from the roster for a limited number of reasons including if a student has missed more than 15% of class time or if a student transferred schools. Should a student need to be added, an evaluator must make this request on the teacher's behalf.

Step 2: Evaluators Approve Teacher Rosters

Roster for Teacher A

Student A	Student J
Student C	Student K
Student D	Student L
Student F	Student M
Student G	Student N
Student H	Student O
Student I	

Roster for Teacher B

Student P	Student W
Student Q	Student X
Student R	Student Y
Student S	Student Z
Student T	Student AA
Student U	Student BB
Student V	Student CC

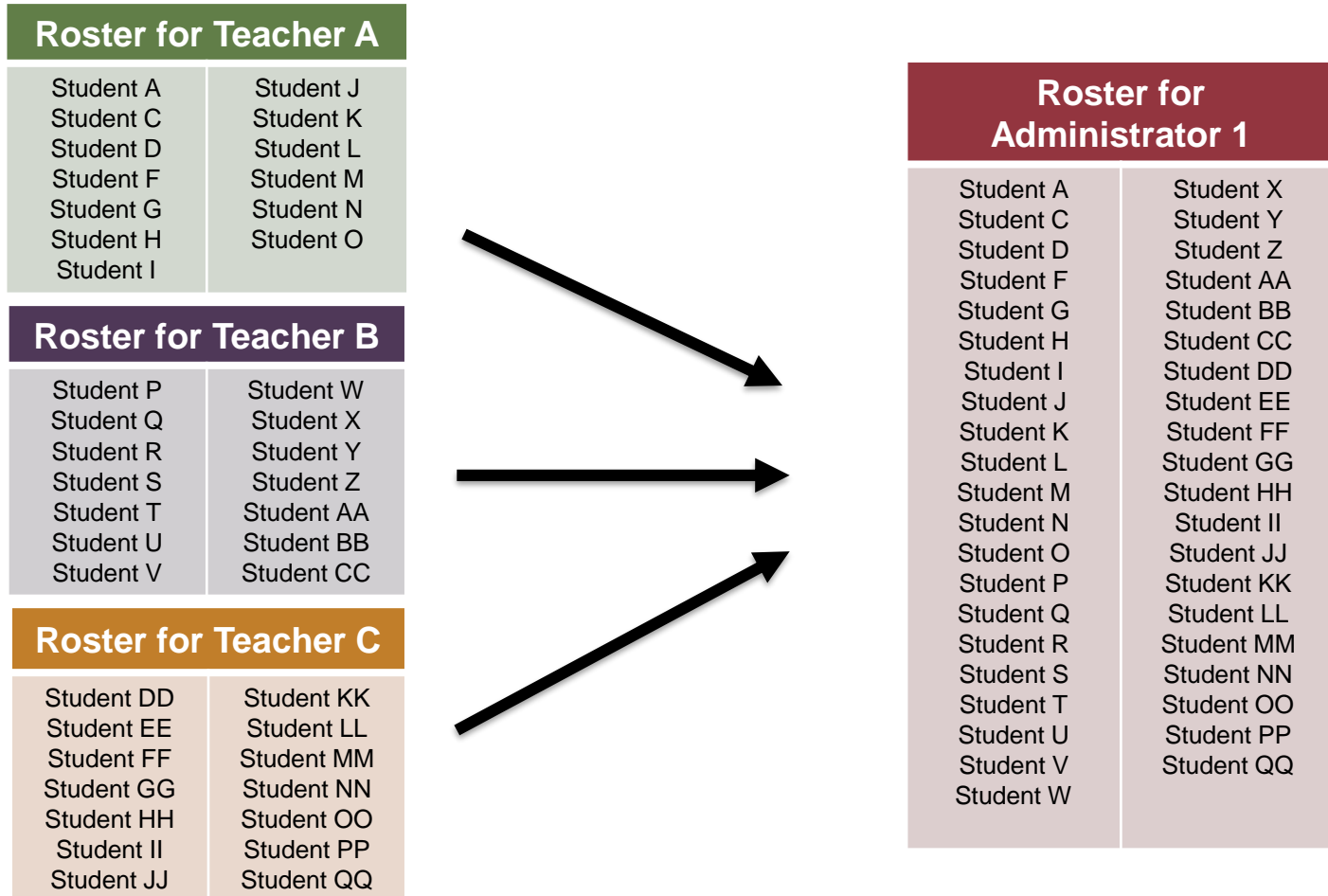
Roster for Teacher C

Student DD	Student KK
Student EE	Student LL
Student FF	Student MM
Student GG	Student NN
Student HH	Student OO
Student II	Student PP
Student JJ	Student QQ



Evaluators review the rosters that teachers have submitted inside of RVS. Evaluators must approve these rosters in order to finalize the RVS process for their teachers.

Step 3: Administrators Build Rosters from Approved Teacher Rosters



Administrators who receive a Measure A: Statewide Student Growth Measures rating on their evaluation build their rosters inside of RVS using approved teacher rosters. Administrators may add students that teachers have excluded.

Step 4: Evaluators Approve Administrator Rosters

Roster for Administrator 1	
Student A	Student X
Student C	Student Y
Student D	Student Z
Student F	Student AA
Student G	Student BB
Student H	Student CC
Student I	Student DD
Student J	Student EE
Student K	Student FF
Student L	Student GC
Student M	Student HH
Student N	Student II
Student O	Student JJ
Student P	Student KK
Student Q	Student LL
Student R	Student MM
Student S	Student NN
Student T	Student OO
Student U	Student PP
Student V	Student QQ
Student W	

Roster for Administrator 2	
Student 1	Student 22
Student 2	Student 23
Student 3	Student 24
Student 4	Student 25
Student 5	Student 26
Student 6	Student 27
Student 7	Student 28
Student 8	Student 29
Student 9	Student 30
Student 10	Student 31
Student 11	Student 32
Student 12	Student 33
Student 13	Student 34
Student 14	Student 35
Student 15	Student 36
Student 16	Student 37
Student 17	Student 38
Student 18	Student 39
Student 19	Student 40
Student 20	Student 41
Student 21	

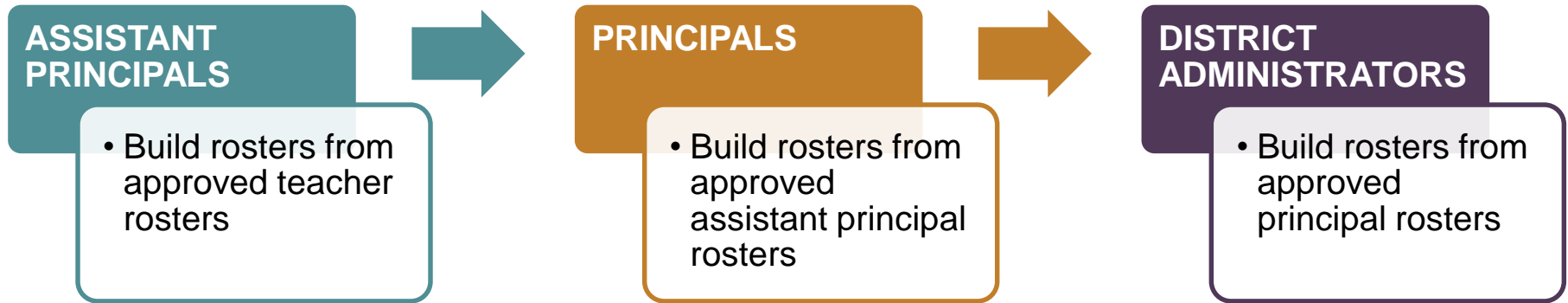
Roster for Administrator 3	
Student BB	Student BX
Student BC	Student BY
Student BD	Student BZ
Student BF	Student BAA
Student BG	Student BBB
Student BH	Student BCC
Student BI	Student BDD
Student BJ	Student BEE
Student BK	Student BFF
Student BL	Student BGG
Student BM	Student BHH
Student BN	Student BII
Student BO	Student BIJ
Student BP	Student BJK
Student BQ	Student BLL
Student BR	Student BMM
Student BS	Student BNN
Student BT	Student BOO
Student BU	Student BPP
Student BV	Student BQQ
Student BW	

Roster for Administrator 4	
Student CB	Student CX
Student CC	Student CY
Student CD	Student CZ
Student CF	Student CAA
Student CG	Student CBB
Student CH	Student CCC
Student CI	Student CDD
Student CJ	Student CEE
Student CK	Student CFF
Student CL	Student CGG
Student CM	Student CHH
Student CN	Student CII
Student CO	Student CIJ
Student CP	Student CKK
Student CQ	Student CLL
Student CR	Student CMM
Student CS	Student CNN
Student CT	Student COO
Student CU	Student CPP
Student CV	Student CQQ
Student CW	



Evaluators (supervisory administrators) review the rosters that administrators have submitted inside of RVS. Evaluators must approve these rosters in order to finalize the RVS process for their administrators.

Cascading Administrator Approvals



Administrator RVS occurs in a cascading fashion. In order for a district administrator to build a roster for their Measure A component, all of the principals the individual oversees must complete RVS. In order for a principal to complete RVS, all of the assistant principals the individual oversees must complete RVS by building rosters for approval. Therefore, it is not possible for a superintendent to complete RVS until all other administrator rosters in the district have been approved. **It is recommended that districts and charter schools set internal deadlines in order for final district administrator approval to take place before the deadline.**

Step 5: Review Measure A Reports

DPAS-II Student Improvement Component Measure A Report

Date Created: 7/11/2017

Last Updated: 7/11/2017

TEACHER NAME:

EMPLOYEE ID:

GRADE: 7

SUBJECT: ELA

SCHOOL YEAR: 2016-17

DISTRICT: APPOQUINIMINK SCHOOL DISTRICT

SCHOOL: WATERS (ALFRED G.) MIDDLE SCHOOL

The Student Improvement Component Measure A rating herein is based on student performance on the state assessment and is applicable only to Group 1 Educators in the school year specified above.

TOTAL NUMBER OF STUDENT GROWTH TARGETS* MET: 61

TOTAL NUMBER OF STUDENT GROWTH TARGETS*: 108

PERCENT OF STUDENT GROWTH TARGETS* MET: 56 %

MEASURE A RATING:

SATISFACTORY

VERIFIED ROSTER DETAILS:

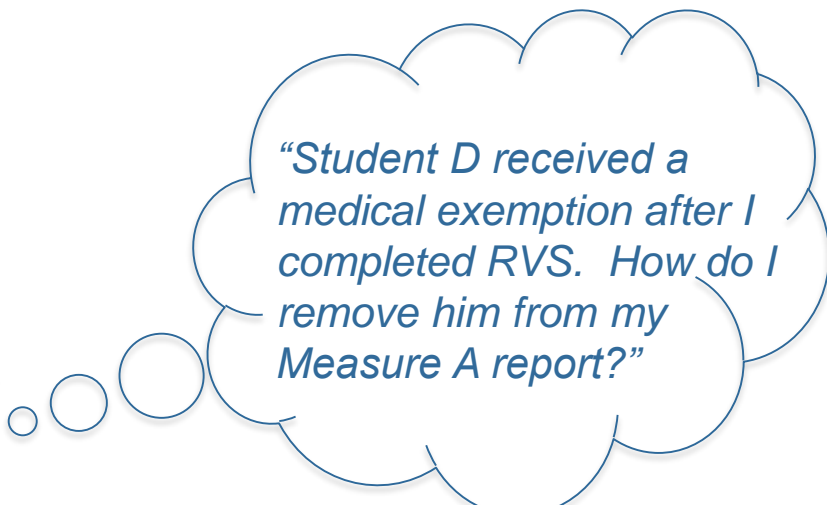
Student ID	Student Name	SWD Status	ELL Status	Subject	Target Score*	Actual Spring Score	Was the Target Met?
		No	No	ELA	2562	2474	NOTMET
		No	No	ELA	2661	2700	MET

RVS Measure A Reports become complete when all student assessment scores on a given roster have been returned from the assessment vendor. The date at which an RVS Measure A Report will become complete will vary for each educator. In the interim, the bottom of the report (where student-level scores are present) will begin to populate as results are returned. The top of the report (the rating and statement of how many students met their growth targets) will not populate until all scores are returned.

- Evaluators should not finalize the rating for an educator until all scores are present.
- Evaluators should not attempt to approximate scores or ratings using DSARA (Delaware Student Assessment Reporting & Analysis).
- Should a school reset or reopen the assessment for a student, it is possible for a student's score to change (target met or not met) and subsequently impact a teacher's overall Measure A rating. Administrators should only finalize Measure A ratings after they have ensured there are no pending student assessment resets or reopens.

Roster Verification System Appeals

Teacher A Measure A Report	
Student A	NOTMET
Student B	MET
Student C	MET
Student D	NOSCORE
Student E	MET
Student F	MET
Student G	NOTMET
Student H	MET
Student I	MET



“Student D received a medical exemption after I completed RVS. How do I remove him from my Measure A report?”

Should an educator want to appeal his or her Measure A rating based on a roster inclusion or exclusion error, there is a form inside of RVS that allows he or she to do so. Appeals must be originated by the evaluator. DOE reserves the right to request supporting documentation for any RVS roster appeal. **Appeals should only be submitted if a decision will change an educator’s overall Student Improvement Component rating.**

Tips and Reminders

Before/During Student Assessment

- The goal is to validate lists of students educators instruct, per subject.
- All data must be complete and accurate in the district or charter school's educator evaluation system online platform (DSC's DPAS application) and in eSchoolPLUS for RVS to accurately use the information. Complete and accurate data includes PHRST employee ID for both the educator and the evaluator, educator group number, District Code, School Code, and subject taught (mathematics and/or ELA). If any of these pieces of information are incomplete, missing, or not recognized as valid by RVS, it will ignore the data to ensure bad or incorrect mappings do not occur.
- Building administrators should ensure that all educators who should have a roster (or rosters) does before RVS opens.
- It is recommended that districts and charter schools set internal deadlines for different administrator types in order for final district administrator approval to take place before the May 31st deadline.

Tips and Reminders

After Student Scores are Returned

- RVS Measure A Reports become complete when all student assessment scores on a given roster have been returned from the assessment vendor. The date at which an RVS Measure A Report will become complete will vary for each educator.
- Evaluators should not finalize the Measure A rating for an educator until all scores are present.
- Evaluators should not attempt to approximate scores or ratings using DSARA (Delaware Student Assessment Reporting & Analysis).
- Should a school reset or reopen the assessment for a student, it is possible for a student's score to change (target met or not met) and subsequently impact a teacher's overall Measure A rating. Administrators should only finalize Measure A ratings after they have ensured that there are no pending student assessment resets or reopens.

Technical Assistance:

Throughout Roster Verification System Process

Document Name	Audience	Description
2020 Technical Assistance Manual	Group 1 Teachers Building Administrators District Administrators	Detailed overview of the RVS-process included information on using RVS
RVS At-A-Glance PowerPoint	Group 1 Teachers Building Administrators District Administrators	High-level overview of the RVS-process with key dates

RVS Technical Assistance documents available: <https://www.doe.k12.de.us/Page/2088>

Technical Assistance:

Before/During Student Assessment Administration

Document Name	Audience	Description
How-To: View/Edit an Existing Roster	Group 1 Teachers Building Administrators District Administrators	This guide explains step-by-step how to view or edit an existing roster. The document assumes at least one roster already exists for the user.
How-To: Approve Submitted Rosters	Building Administrators District Administrators	This guide explains step-by-step how to approve submitted rosters. This document assumes at least one roster has been submitted to your Inbox.
How-To: Build a Roster	Building Administrators District Administrators	This guide explains step-by-step how to build a roster after 100% of team rosters have been approved.
How-To: View RVS Report – Inbox Analysis	Group 1 Teachers Building Administrators District Administrators	This guide explains how to identify the teachers and administrators RVS believes that you evaluate based on the information sent from Data Service Center (DSC).
How-To: View RVS Report – ERS Assignment Structure	Group 1 Teachers Building Administrators District Administrators	This guide explains how to display the evaluator/teacher relationships defined in Data Service Center (DSC) and sent to RVS nightly.

RVS Technical Assistance documents available: <https://www.doe.k12.de.us/Page/2088>

Technical Assistance: After Student Scores are Returned

Document Name	Audience	Description
How-To: View RVS Report – Student Score Completion	Group 1 Teachers Building Administrators District Administrators	This guide shows how to access a report showing the educators with approved students on their rosters AND whether official assessment scores have been received for the corresponding subject(s).
How-To: View RVS Report – Student Growth Measure A	Group 1 Teachers Building Administrators District Administrators	This guide explains how to view the Student Growth Component Measure A report (with students) for the current school year.
How-To: Appeal a Roster	Building Administrators District Administrators	This guide explains how to submit an appeal based on a roster inclusion or exclusion error.

RVS Technical Assistance documents available: <https://www.doe.k12.de.us/Page/2088>

Contact Information

Name	Role	Email	Phone
Adrian Peoples	System Questions	Adrian.Peoples@doe.k12.de.us	302-735-4161
Seher Ahmad	Policy Questions	Seher.Ahmad@doe.k12.de.us	-