



# Roster Verification System (RVS)

Technical Assistance Document Overview

February 2020



Delaware  
Department of Education

# 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	<a href="mailto:Adrian.Peoples@doe.k12.de.us">Adrian.Peoples@doe.k12.de.us</a>	302-735-4161
Seher Ahmad	Policy Questions	<a href="mailto:Seher.Ahmad@doe.k12.de.us">Seher.Ahmad@doe.k12.de.us</a>	-