



*Department of Education*



# **Using the Roster Verification System (RVS) How-To Guide: Appeal a Roster**

**Compiled by:  
DOE Roster Verification Support Team  
Technology Resources and Educator Supports**

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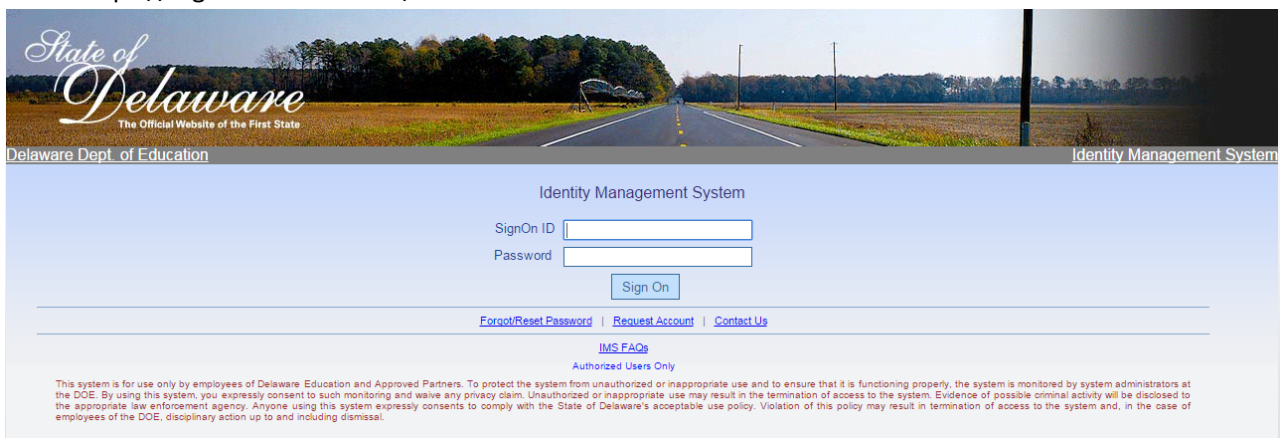
## Who Should Use This Guide

This guide designed for the following users:

- Building Administrators
- District Administrators

## Open RVS

1. Go to <https://login.doe.k12.de.us/>



The screenshot shows the login page for the Delaware Dept. of Education Identity Management System. The header features the 'State of Delaware' logo and a scenic background image of a road. The main content area is a light blue box with the title 'Identity Management System'. It contains two input fields: 'SignOn ID' and 'Password', followed by a 'Sign On' button. Below the button are links for 'Forgot/Reset Password', 'Request Account', and 'Contact Us'. At the bottom, there is a link for 'IMS FAQs' and a small disclaimer text.

2. Enter username and password
3. Click RVS Icon



## Submit an Appeal

1. Click the Appeals tab

The screenshot shows the Delaware Department of Education Roster Verification System. The header features the department's name and a banner image of a school building. Below the header is a navigation bar with tabs for Reports, Results, and Appeals. The Appeals tab is selected. A welcome message for Susan Frampton is displayed. Below the navigation bar, there are radio buttons for 'Request' (selected) and 'Approve'. An orange informational box states: 'This form allows evaluators to submit an appeal based on a roster inclusion or exclusion error. Appeals must be originated by the evaluator. DOE reserves to the right to request supporting documentation for any RVS roster appeal. Please only submit an appeal if a decision will change an educator's overall Student Improvement Component rating.' The form fields include: 'You: Susan Frampton', 'Requesting: Add (and Include) Student to Roster' (dropdown), 'For Whom: Alisa Cavaliero' (dropdown), 'Roster: 2017 ELA Roster (Alisa Cavaliero)' (dropdown), 'Student ID: ' (text input), 'Required Documentation: Please submit an explanation for the addition and any other available documentation', and 'Comment: ' (text area). An orange box at the bottom provides contact information for Maria Stecker. A 'Request Appeal' button is located below the contact information. A final orange box at the bottom states: 'You have requested 4 changes to rosters and/or students.'

Delaware  
Department of Education

Roster Verification System

Welcome Susan Frampton

Reports Results Appeals

Show:  
☒ Request ☐ Approve

This form allows evaluators to submit an appeal based on a roster inclusion or exclusion error. Appeals must be originated by the evaluator. DOE reserves to the right to request supporting documentation for any RVS roster appeal. Please only submit an appeal if a decision will change an educator's overall Student Improvement Component rating.

You: Susan Frampton

Requesting: Add (and Include) Student to Roster

For Whom: Alisa Cavaliero

Roster: 2017 ELA Roster (Alisa Cavaliero)

Student ID:

Required Documentation: *Please submit an explanation for the addition and any other available documentation*

Comment:

Please submit the appropriate documentation to DOE via email to maria.stecker@doe.k12.de.us or state mail care of Maria Stecker. Your requests cannot be processed without the appropriate supporting documentation. Thank you.

Request Appeal

You have requested 4 changes to rosters and/or students.

2. Select an Appeal that you would like to make by choosing an option from the Requesting dropdown list

# Delaware Department of Education

Roster Verification System

Welcome Susan Frampton

Reports
 Results
 Appeals

Show: ☒ Request ☐ Approve

This form allows evaluators to submit an appeal based on a roster inclusion or exclusion error. Appeals must be originated by the evaluator. DOE reserves the right to request supporting documentation for any RVS roster appeal. Please only submit an appeal if a decision will change an educator's overall Student Improvement Component rating.

You: Susan Frampton

Requesting:

Add (and Include) Student to Roster

For Whom:

Include Student Based on Administrator Decision  
Include Student Based on Enrollment  
Exclude Student Based on Attendance < 85%  
Exclude Student Based on Student Withdrawal  
Exclude Student Based on Alternative Placement  
Exclude Student Based on Not Educator Specialty  
Exclude Student Based on Not Educator of Record  
Exclude Student Based on Administrator Decision  
Include (Previously Excluded) Roster

Roster:

Exclude Student Based on Attendance < 85%  
Exclude Student Based on Student Withdrawal  
Exclude Student Based on Alternative Placement  
Exclude Student Based on Not Educator Specialty  
Exclude Student Based on Not Educator of Record  
Exclude Student Based on Administrator Decision  
Include (Previously Excluded) Roster

Student ID:

Exclude Student Based on Attendance < 85%  
Exclude Student Based on Student Withdrawal  
Exclude Student Based on Alternative Placement  
Exclude Student Based on Not Educator Specialty  
Exclude Student Based on Not Educator of Record  
Exclude Student Based on Administrator Decision  
Include (Previously Excluded) Roster

Required Documentation:

Approve (Previously Unsubmitted) Roster  
Approve (Previously Submitted but Unapproved) Roster  
Exclude (Previously Included and Approved) Roster  
Exclude (Submitted For Exclusion) Roster

Comment:

any other available

Please submit the appropriate documentation to DOE via email to maria.stecker@doe.k12.de.us or state mail care of Maria Stecker. Your requests cannot be processed without the appropriate supporting documentation. Thank you.

Request Appeal

You have requested 4 changes to rosters and/or students.

Please note that the information you will be asked to enter may change based on the type of appeal you are requesting.





3. Select the educator and roster for which the appeal is applicable

#### 4. Click the Request Appeal button

Please submit the appropriate documentation to DOE via email to maria.stecker@doe.k12.de.us or state mail care of Maria Stecker. Your requests cannot be processed without the appropriate supporting documentation. Thank you.

Request Appeal

You have requested 4 changes to rosters and/or students.

Name	Request	Roster	Student	Documentation	Approved	When
 Alisa Cavaliero	Exclude Student (Admin Decision)	2017 ELA Roster	Wilt, Talon	Please submit an explanation of administrator decision and any other available documentation	No	1/1/0001
 Alisa Cavaliero	Exclude Student (Admin Decision)	2017 MATH Roster	Wilt, Talon	Please submit an explanation of administrator decision and any other available documentation	No	1/1/0001
 Susan Kunzweiler	Add Student	2017 ELA Roster	West, Alayna	Please submit an explanation for the addition and any other available documentation	No	1/1/0001
 Susan Kunzweiler	Add Student	2017 MATH Roster	West, Alayna	Please submit an explanation for the addition and any other available documentation	No	1/1/0001

Once you request an appeal, all appeals that you have requested and their approval status are shown at the bottom of the screen.

## Questions/Comments

Please direct any questions/comments to the DOE RVS Support Team. We are available for technical assistance to all districts and charter schools. We can be reached by phone or email.

RVS System Questions: Adrian.Peoples@doe.k12.de.us or (302) 735-4161

RVS Policy Questions: Seher.Ahmad@doe.k12.de.us