



Department of Education



**Using the Roster Verification System (RVS)
How-To Guide:
Setup eSchoolPLUS Prerequisites for RVS**

**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:

- Pupil Accounting Coordinators
- Other School/District Staff with the appropriate levels of access to eSchoolPLUS

RVS rosters are based on eSchoolPLUS data. At the time this document was written the following subjects and grades are required to have rosters in RVS:

- Group 1 Educators (i.e. educators teaching ELA and/or Math subjects)
- Grades 4-8

There are certain fields in eSchoolPLUS that MUST be complete in order for RVS to successfully create rosters. This document details how to ensure the prerequisite eSchoolPLUS information is present.

How to Set Prerequisite eSchoolPLUS Information for RVS

1. The PHRST Employee ID must be in Financials Employee Number field on Staff District Information Screen. Log into eSchoolPLUS, select Registration Center, Staff Information, select the staff member and enter the PHRST Employee ID in the Financials Employee Number field.

The screenshot shows the 'Staff District Information' form. At the top, there are buttons for 'Save', 'Search', 'List', 'New', and 'New Staff Building'. Below these are several text input fields: 'Staff ID:*' (value: 0), 'Title:' (dropdown arrow), 'First Name:*' (value: 0), 'Middle Name:', 'Last Name:*' (value: Staff), and 'Staff Maiden/Birth Certificate Name:'. Below these fields is a tabbed interface with tabs for 'nation', 'Class List', 'Qualification', and 'District-Defined'. The 'District-Defined' tab is active. Under this tab, there are several fields: 'Social Security Number:', 'Gender:' (radio buttons for Female and Male), 'Birth Date:' (calendar icon), 'Hispanic/Latino Ethnicity:' (radio buttons for Yes, No, and Unanswered), 'Race:' (dropdown arrow and 'More...' button), 'Federal code:', 'Email Addresses:', 'Login ID:', 'Substitute Login ID:', 'Last Substitute Date:' (calendar icon), and 'Financials Employee Number:' (value: 123456). A red arrow points to the 'Financials Employee Number' field.

The Cognos report called HQT PHRST ID Verification can be used to create a list of teachers with missing PHRST IDs. It is in Cognos in Public Folders, Standard DOE Public Reports, DOE HQT Verification Report.

- Teachers and students must be scheduled in courses.
- Math and ELA courses must have Math or ELA department on the Master Schedule Course Information screen. Login into eSchoolPLUS, select Scheduling Center Master Schedule, Master Schedule, select the course and enter a Department in the Department field that indicates that the course is Math or ELA.

Master Schedule Course Information

Save Search List New

Building: 290023 - Alfred G. Waters Middle School [Class List](#)
Course: 6001 [Course Catalog](#)
Course Section: 3 [Conflicts](#)
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Course Information

Description: English Language Arts 6 **Department:** ENG 

If you would like new sections of courses that are created in the Master Schedule to already have the department code, enter the department code in each the course in the course catalog. Log into eSchoolPLUS, go to Scheduling Center, District Course Setup or Building Course Setup (depending on which one your district is using), Course Catalog, select the course, and enter a Department in the Department field that indicates that the course is Math or ELA.

Building Course Catalog

Save Search List New Section List

Building: 370739 - Delmar Middle School ILC **Course:** 001

Course Name: ILC Lang. Arts X

Course Description: ILC Language Arts

Course Status: Y-Active

Department: ELA 

The Cognos report called Master Schedule Details Report with Pri and Sec Staff can be used to create a list of all Math and ELA classes based on department code. It is in Cognos in Public Folders, Standard DOE Public Reports, Scheduling Reports.

Each district creates their own department codes. To verify which departments are set up as Math or ELA for your district, log into eSchoolPLUS, go to Administration, System Setup, Validation Tables and Departments. The departments with Math or ELA is in the Perf PLUS Code field will be included in RVS rosters.

Departments List - Registration Validation Table							
ENG	English	1		ELA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGSE	SpecEd English	1		ELA	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESL	English Secondary Language	1		ESL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

[Adrian Peoples](#), RVS System Questions (302) 735-4161

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