Roster Verification
Support Guide
2016

Updated as of March 7, 2016
# Roster Verification Support Guide/How to

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DISTRICT PREPARATION:
Be sure that the data for the district is current. Common areas that should be looked at prior to beginning the data load are:

Faculty/Staff Records
- E-mail domains
- Name changes
- Credential ID is the Ohio Educator State ID
- Positions – principals
- Multiple buildings – if in multiple buildings, be sure teacher is connected with each building

Student Records
- Name changes have been made in both SIS and EMIS
- Enrollment and withdrawal dates are current

Class Rosters
- All students enrolled in the district (even if educated elsewhere) must be on a roster. The teacher of record should be the teacher who is planning/providing the instructions. This may require a teacher to be added to the schedule so that the student can be assigned.
- Verify that courses are labeled with the correct EMIS code so they are linked to the correct test.
- If course is co-taught, be sure that both teachers have the correct rosters.
- Be sure that Title, Gifted, and Special Education teachers are all connected to appropriate class rosters.

Support Staff
- Each district must identify one point of contact for the RV process. This person will be the one who will be receiving communications throughout the RV process.
- If the district wants support staff to have access to the teacher records, they must be listed on the Cherwell RV process planning document

Administrators
- Building principals are the only one’s permitted to approve rosters. Assistant principals can have same permissions as support staff, but cannot approve.
- Only one principal per building can have approver permissions.

ITC Preparation
See Appendix for ITC checklist

Before the data load:
- Assist districts with verifying accurate records
  - Faculty records
  - Student records
During the Data Load Process

Monitor completion of Data Authorizations
The authorizations sent for each ITC are found on Data Load Progress dashboard. By clicking on the number, it will drill down to provide a list of districts for that category.

Request resending of Data Authorizations
- If you would like a message sent to your districts about completing the data authorization, please submit a RosterV Request on the RosterV Support site. (ITC Password: RV2016itc)

Extract SIS data
- Confirm that the data extract files/process is the most current
- Clean as many errors as possible
- Load data through the SIS loader for State Support Team to process into Link

Distribute ODE Guidelines/FAQ
ODE Guidelines and FAQ documentation are available in the appendix, on the RosterV Support site located at: https://www.ohio-k12.help/rosterv/rvitc/ and the ODE RV webpage.

Distribute RV timelines
Timeline graphic is available in the appendix.

- School Setup
  April 11 – April 26
- Teacher Roster Verification
  April 27 – May 17
- Principal Review and Approval
  May 18 – June 3

During Roster Verification Process
Assist districts who contact you as necessary or direct them to RVSST.
This document outlines the 2016 Roster Verification Guidelines from the Ohio Department of Education to inform the spring 2016 roster verification process and to guide school districts, community schools and joint vocational schools in fully verifying instructional relationships among teachers, grades/subjects and students. These guidelines include: 1) when the process occurs, 2) who will be involved, 3) how to document instructional responsibility and 4) how to handle many special situations so that teachers can verify rosters using the most complete information available.

**Scope**

**WHAT:**
Roster Verification is the process that facilitates validation of which teacher teaches what subject to which students in support of value-added student growth measures. Roster verification directly involves educators in the process that assigns instructional responsibility for the students they teach.

Roster Verification allows educators to verify the following four pieces of information:

1. The grades/classes/subjects they taught;
2. The students who received instruction from them;
3. The months during which students received instruction from them; and
4. The percentage of instructional responsibility they had for each student during the months selected (verifying sole – or a percentage of – shared instructional responsibility).

Currently, the primary purpose of roster verification is to provide teacher-verified roster data that will be used to develop EVAAS value-added reports. These reports will be included in the electronic Teacher and Principal Evaluation System (eTPES).

**WHO: Participating Individuals**

- **Statewide**, all licensed/certified teachers planning and/or providing instruction for students in:
  - Grades 4, 5, 6, 7 and 8 Math and English Language Arts;
  - Grades 5 and 8 Science;
  - Grade 6 Social Studies;
  - Algebra I for high school credit;
  - American History for high school credit;
  - Biology for high school credit;
  - English I & II for high school credit;
  - Geometry for high school credit; and
  - Integrated Math I & II for high school credit.

- All rosters associated with the grades and subjects cited above must be verified.

- Fundamentally, if there is a chance any student in a class will be taking an end-of-course state test all students on that class roster should be verified.

- Any district, community school or joint vocational school participating in approved vendor value-added services with Battelle for Kids are expected to include teachers who are planning and/or providing instruction in the applicable subjects/courses. If you have questions about whether or not your district, community school or joint vocational school is participating in one of these programs, please contact a school administrator or Battelle for Kids.
• Teachers in team-teaching situations who are collaborating in student instruction for a course should participate in roster verification.

• Teachers employed outside of the local school district, but contracted to provide instruction to students in the grades and subjects cited above should participate in roster verification through the district the students are attending.

• The following instructional staff should not participate in roster verification:
  o Substitute teachers who hold both short-term or long-term substitute positions; and
  o Tutoring program staff or instructional support staff who did not plan and/or provide instruction for students.

• When a teacher’s roster for a high school course with a state end-of-course test includes students from multiple grade levels, all students in the class should be verified on the roster. Doing so will permit teachers to review their classes in their entirety. However, students scheduled to graduate prior to 2018 on these rosters will not be included in value-added calculations.

• The superintendent has the responsibility to affirm that verified data will be used in the value-added analysis at the teacher level.

• Community schools that want to receive teacher-level value-added reports must participate in roster verification.

WHEN:
2016 Roster Verification Process Timeframe

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training for Principals</td>
<td>April 11 – April 22</td>
<td>Principals will be trained on how to use the BFK• Link® system</td>
</tr>
<tr>
<td>Training for Teachers</td>
<td>April 28 – May 4</td>
<td>Teachers will be trained on how to use the BFK• Link® system via online webinars</td>
</tr>
<tr>
<td>School Setup Period</td>
<td>April 11 – April 26</td>
<td>Principals and support teams can log into BFK• Link® to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify the staff list and staff assignments</td>
</tr>
<tr>
<td>Teacher Linkage Period</td>
<td>April 27 – May 17</td>
<td>Teachers can log into BFK• Link® to:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Verify classes and subjects or courses they taught;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review their class rosters;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Include student membership in their classes;</td>
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<tr>
<td></td>
<td></td>
<td>• Assign percentage of instruction they provided each student.</td>
</tr>
<tr>
<td>Principal Approval Period</td>
<td>May 18 – June 3</td>
<td>Principals/support teams should:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Monitor teacher completion;</td>
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<tr>
<td></td>
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<td>• Review submitted classes (instructional responsibility) and approve them;</td>
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<tr>
<td></td>
<td></td>
<td>• Monitor alerts.</td>
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<tr>
<td></td>
<td></td>
<td>Principals should:</td>
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<tr>
<td></td>
<td></td>
<td>• Perform final review of classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review staff instructional responsibilities and alerts before giving final approval.</td>
</tr>
</tbody>
</table>

Handling Special Cases

Teachers assigned after the school year has started
Teachers who assumed responsibility for a class after the school year has started will verify their class rosters beginning in the month they began providing instruction.

Teachers who are no longer employed
Teachers who are no longer employed as teachers in any Ohio public school – for whatever reason – are not included in roster verification. Principals should delete the rosters of these teachers during the school setup phase.

Number of Full-Time Students
Teachers who are required to participate in roster verification (i.e., those teaching the subjects/courses described above) should complete the process regardless of the number of students they have taught during the school year. Ohio’s value-added provider will calculate minimum requirements for full-time students and sufficient test scores during the analysis phase of value-added report production.

Teachers on Extended Leave
Schools have a few options for how to handle class rosters for teachers not present during the time of roster verification. If the teacher is expected to return during the review and approval period, the teacher can meet with the school administrator and provide the information for the administrator to verify and submit the roster. If district, community school or joint vocational school policy permits, teachers can verify rosters from a remote computer while on extended leave. Please note: teachers who plan and/or provide instruction only in the May/June time period are exempted from roster verification.

Team Teaching Assignments
Team teaching describes a situation where more than one teacher shares the responsibility for planning and/or delivering instruction. Teachers should claim a percentage that reflects their own instructional responsibility for each student they have taught. Each teacher on the team will individually verify a class roster.

Substitutes
Substitute teachers, whether long-term or short-term, do not participate in roster verification as they are not subject to the Ohio Teacher Evaluation System. Principals are responsible for ensuring that substitute teachers do not verify rosters. Contract status determines whether the teacher is a substitute or not.

Missing Students in Class Roster
Teachers shall add students missing from the class roster by doing a thorough search using the “Add Missing Student” feature in BFK•Link®, the Web application that facilitates roster verification. If the teacher does not find the student after this search, he or she should contact the principal or a support team member, who should contact the Management Council of the Ohio Education Computer Network or Battelle for Kids’ application support to have the student added to the master database. They will need to provide legal first, middle and last name, district, community school or joint vocational school student ID, state student ID (SSID), birth date, and grade level of the student. Once the support team adds the student to the database, the teacher will be able to add the student to the appropriate class rosters.

If a student comes into a district, community school or joint vocational school after the spring administration of the state assessments, the student should not be added to the teacher’s roster.

Educator State ID Usage
A teacher’s Ohio Educator State ID is required for the roster verification process. If a teacher cannot be located in BFK•Link®, a new staff account should be created with a valid Ohio Educators State ID. The Ohio Educator State ID is located in the upper left corner of the educator’s license, which the teacher or a
licensure e-signer can search for in the ODE.CORE application within SAFE. With a birth date and complete name, you also can search for the educator state ID here.

**Student Data**
The names of students used to populate the roster verification application come from the State Student Identifier System (SSID). To ensure a consistent name match between what is used in roster verification in the spring, and value-added reports in the fall, we strongly recommend districts, community schools and joint vocational schools make regular updates to their records in the State Student Identifier System. Typically, the district, community school or joint vocational school staff member who handles Educational Management Information System (EMIS) data can make changes to the State Student Identifier System (SSID) file. If needed, information technology centers can assist districts with this activity. **Student names in the BFK•Link® system will be updated on April 26, May 10 and following the close of roster verification.**

**Student Attendance**
As long as a student is enrolled in a class and is on the roster, the teacher should account for that student in roster verification. Daily student attendance within a teacher’s individual class, however, should not be taken into consideration during roster verification. As per ORC 3319.112 (A)(1)(b), the Ohio Department of Education will remove any student from the analysis who has a total of 45 days or more of excused or unexcused absences during the academic year.

**Enrollment**
Students enrolled for a majority (more than half) of the instructional days available in a given month should be included in roster verification. Expelled students receiving instructional services for a majority of the days available in a given month from an institution outside of the district, community school or Joint Vocational School may be removed from a teacher’s roster for that specific time period.

The rosters of students receiving instructional services from a specialized and separate program within their home district should be verified by the teacher(s) responsible for planning and/or delivering their instruction for a majority of the instructional days available in each given month.

**Educational Service Center Rosters**
Designated educational service center supervisors or directors will perform roster verification administrative functions – school setup, the monitoring of teacher roster verification and the review and approval process – for all educational service center rosters composed of students from multiple districts. In cases where an educational service center roster is composed of students exclusively from one district, the building principal will perform these roster verification administrative functions. Educational service center rosters should be reviewed carefully. If rosters are inadvertently deleted or not loaded, educational service center supervisors or teachers may need to enter the data directly into BFK•Link®.

**Online Courses**
Teachers who teach in an online environment can contribute to the growth of students and this can be reflected through the roster verification process. What determines the amount of instructional responsibility is dependent on the teacher’s role in planning and/or providing instruction in the online course. Some online courses may not include any planning or provision of instruction, while others may include some, or all of it. Roster Verification 2016 FAQs include scenarios that may assist in making this determination.

**Intervals of Instruction**
Semester full year equivalent courses—where instruction for a traditional year-long course takes place in a single semester—should be represented as such within the roster verification application. However, in cases where students advance through grades/subjects at highly variable rates, traditional courses should be represented as being proportional to a year-long course. This is particularly true for students in
courses using a mastery learning or competency-based model where course time varies widely.

**Teachers Not Participating in Roster Verification**
Teachers employed by alternative education providers such as the Positive Education Program, Educational Alternatives and the Marsh Foundation should not participate in roster verification.

**Content Alignment and Roster Verification**
A teacher should only verify rosters for those classes that are aligned with state learning standards and state tests for the subjects or courses cited in the section titled “WHO: Participating Individuals” on page 1. Classes not aligned to appropriate grade-level learning standards and state tests should not be verified.

**Algebra I or Integrated Math I for High School Credit Taken Before High School**
As cited above, teachers with classes aligned to corresponding state learning standards and state tests participate in roster verification. Classes awarding high school credit to students taking Algebra I or Integrated Math I courses aligned with state learning standards and assessments are no different. Rosters containing students in these classes — regardless of their grade level — must be verified in the class or subject they are taking. Students below ninth grade who are taking high school-level courses for high school credit are to take the state end-of-course tests that match the high school-level courses. Further, these students are prohibited from taking the state tests for the courses at their current grade levels.

**Teachers of Language Arts**
Language arts teachers should verify rosters if the teacher is responsible for content defined in Ohio’s English language arts standards.
FREQUENTLY ASKED QUESTIONS
Spring 2016 Roster Verification Process
March 5, 2016

In addition to the 2016 Roster Verification State Guidelines, school leadership should also review these Frequently Asked Questions in preparation for the roster verification process. Teacher, student and grade/subject data collected through Roster Verification is associated with state and approved vendor value-added assessments to calculate value-added scores for participating teachers.

Roster Verification allows educators to verify the following four pieces of information:
1. The grades/classes/subjects they taught;
2. The students who received instruction from them;
3. The months during which students received instruction from them; and
4. The percentage of instructional responsibility they had for each student during the months selected (verifying sole – or a percentage of – shared instructional responsibility).

Teachers: Teachers to Include, Teaching Assignment Situations, and Teacher Leave

1. Should we include our intervention specialists, Title 1 teachers, literacy coaches, gifted teachers, special education teachers, tutors, home instruction teachers, etc.?
Statewide, participating individuals include: all licensed/certified teachers responsible for planning and/or providing instruction in the subjects/courses cited in the Roster Verification Guidelines. If the teacher is responsible for planning for and/or providing instruction to the student, then the teacher should verify rosters. Conversely, tutoring program staff or instructional support staff who did not plan and/or provide instruction do not participate in roster verification.

2. How do districts, community schools and joint vocational schools handle student teachers?
Student teachers do not complete Roster Verification. A teacher of record is responsible for the effects of instruction. More information around the definition of “Teacher of Record” can be found here.

3. Should we include teachers who work across districts?
Yes. This may result in multiple accounts for teachers in this situation. For special circumstances involving multiple districts please contact your roster verification support services to coordinate accounts.

4. Should we include a teacher who works in one district serving students from multiple districts?
Yes. However, the teacher may need to have their principal and/or support team member add these students to the database so the teacher can add them to their class rosters. Students are typically loaded in their home district, but can be manually added to additional districts.

Please note: Educational service center rosters composed of students from multiple districts and taught by educational service center teachers are being reviewed and approved by Educational Service Center personnel in spring 2016.

5. Since substitutes are not required to complete roster verification, who claims instructional responsibility for the students during those months?
The roster verification application permits students to be unclaimed for one or more months; however, the system will issue an underclaimed student alert. Principals and support team members should review these alerts for accuracy.
Students: Classroom Size, Transient Students, and Specific Student Subgroups

6. What is the minimum number of students required in a class to produce a teacher value-added report?

Answers to this question follow, however Roster Verification State Guidelines call for teachers to complete the roster verification process regardless of the number of students they have taught during the school year. For more detailed information please visit Ohio’s Value-Added technical document to learn more.

Grades 4-8 math and English language arts rosters use the Multivariate Response Model which requires the teacher to be linked to the equivalent of at least six full-time students, five of whom must have prior test score data in the same subject and student cohort to receive a teacher value-added report. Students are assigned a full-time equivalent percentage based on the number of months they are in a teacher's classroom and based on whether the teacher is solo teaching or team teaching. The number of full-time equivalent students must equal at least six (e.g., In the case of team-teaching at 50 percent instruction, a minimum of 12 students are needed for the entire year in each grade and subject.)

All other state tests use the Univariate Response Model approach used in Ohio. In spring 2016 this includes Grades 5 and 8 Science, Grade 6 Social Studies, and the following courses taken for high school credit: English I & II, Algebra I, Geometry, Integrated Math I & II, American History, Biology and Physical Science (class of 2018 only). For subjects/courses using this model, the teacher must be linked to at least 10 full-time students, each with at least three prior achievement test scores to receive a teacher value-added report.

Approved Vendor Value-Added grades and subjects utilize both value-added models, depending on grade/subject/test. For questions about approved vendor value-added areas please contact Battelle for Kids.

7. Do value-added reports include students who moved out of the district before testing?

Yes, as long as the student moved to another Ohio public district. All state assessment results taken by students in public schools in Ohio are available for teacher value-added analysis. Teachers should verify the actual months of instruction provided as well as the percentage of instruction provided to receive the “credit” appropriate for the learning of that student.

8. Should we include students taking alternate assessments on a teacher's roster?

Yes. As long as a student is enrolled in a class and is on the roster, the teacher should account for that student in roster verification. Alternate assessments are not currently included in the value-added analysis, however.

Technical: Data Used, Instructional Percentages, Student Names and Adding Students

9. What data are used to pre-populate the roster verification application?

By default, the data displayed in the roster verification application has been populated with available Educational Management Information System or Student Information System roster data for each participating district, community school or joint vocational school.

10. What are the instructional percentage options in the roster verification application?

Values for teacher instruction are available in 10 percent increments beginning with 20 percent. (In other words, a teacher cannot verify rosters for 25 or 65 percent of the instructional time; the percentage must be 20 percent or larger and be equally divisible by 10.) Instructional values of less than 20 percent are not statistically significant; therefore, any instruction less than 20 percent is not captured.
11. Will the roster verification application permit a student’s total instruction for each grade/subject (for one or more months) to be less than 100 percent?
Yes, however an alert will be generated and principals or support team members will review alerts for accuracy. For example, this can occur when enrolling late or withdrawing early.

12. Should we submit spelling corrections of students’ names to the help desk during the roster verification process?
No. If principals/teachers notice incorrect spellings of students’ names, they will not be corrected for roster verification purposes. However, a district, community school or joint vocational school should work with its Information Technology Center to correct the spelling in the Statewide Student Identifier (SSID) system so that the correct name is linked to the teacher when the value-added report is generated. Instructions on how to update the spelling of a student’s name can be found here.

13. What information do you need to add a missing student to a class roster?
Teachers should first do an exhaustive search by clicking “Add Student” in BFK® Link®. (Hint: If you don’t find the student, try searching for just the first letter of the first and/or last name in case of spelling errors.) A teacher should review and confirm a student’s first name, last name, grade and state Statewide Student Identifier (SSID) in the roster verification application before adding a name to a class roster.

If the student is not found in this search, the teacher should contact the principal or support team member. The principal or support team member will need to contact application support at Battelle for Kids or the Management Council of the Ohio Education Computer Network to have the student added to the master database. They will need to provide legal first, middle and last name, district student ID, Statewide Student Identifier (SSID), birth date and grade level of the student. The support staff will then add the student to the database. Following this, the teacher will be able to add the student to the appropriate class rosters.

Tip: If you anticipate or notice a system-wide issue with missing students, please contact the roster verification support desk using the “Contact Support” link in the Resources section of the BFK® Link® application.

Staff Account Questions

14. An Ohio Educator State ID is required to create a new or missing staff account to access the Roster Verification application. What should I use if the staff member does not have an Ohio Educator State ID?
Since the Roster Verification process requires verification of rosters by licensed or certified staff, all teachers should have an Ohio Educator State ID. This is their state educator license number that starts with two alpha characters followed by seven digits (e.g., OH1234567). In rare cases, Educational Service Center teachers who do not have an Ohio Educator State ID should use their Human Resources employee ID.

Tip: If an educator needs to locate their Ohio Educators State ID, use the Educator Profile search tool.

15. Does the school principal and support team have administrative rights to add staff accounts?
Yes. During the School Set-up Period, review the pre-loaded staff list using the “Review teacher and classes” link. The principal and support team members will be able to:
• Add missing staff (including their email addresses to simultaneously create a login account).
• “Create User Accounts” by adding email addresses to existing staff members in the database. This is required for staff to have a login account.

Tip: Have available a list of your staff members including their first and last names, dates of birth, work email addresses and their Ohio Educator State IDs.
16. What if an existing staff account has an incorrect name and/or an Ohio Educator State ID?  
Please contact the roster verification support desk using the “Contact Support” link in the Resources section of the roster verification application for assistance.

17. How do those with new staff accounts get a password to be able to log in to BFK•Link® CE?  
All newly created users in BFK•Link® CE should use the “Forgot Password” link on the log-in page to receive their initial password. This link can also be used if users fail to remember their password.

18. Is past roster verification data available to the educators who provided it?  
Educators who participated in past verifications may request screenshots of their submissions through their roster verification provider.

**Participation Questions: Online Courses, Post-Secondary Enrollment Options and Home Instruction**

19. Should rosters involving students taking online coursework be included in roster verification?  
If all instruction and grading is provided by the online course application and the district teacher simply assigns grades based on computer scoring, the rosters can be deleted because the identified teacher is not planning and/or providing any instruction. Student(s) will still take state tests aligned with these classes and those scores will still count for district and building report cards, however.

If the online course application delivers the majority of instruction and grades most assignments/assessments, but the teacher is holding “office hours,” providing feedback, and/or clarifying content through whatever medium, the teacher can verify a percentage of the instruction starting at 20%. This would be shared instruction where the teacher is sharing the delivery of instruction with the computer/online application.

If the online course is created by the teacher and/or the teacher adapts, modifies, adds content, etc. to existing online curriculum based on the needs of the students and the standards that will be assessed, as well as facilitates and assists students, the teacher can verify rosters at 100% because they are planning and providing all instruction.

20. Should teachers who teach courses taken through College Credit Plus, International Baccalaureate and Advanced Placement be included in roster verification?  
Licensed K-12 teachers employed in LEAs participating in roster verification who are teaching College Credit Plus, International Baccalaureate or Advanced Placement courses granting high school credit for American History and Biology will be included. Students who take these courses have the option to take a substitute AP or IB test instead of taking the state’s end-of-course exam and students taking College Credit Plus courses have the option to use their course grade to earn graduation points. Even though students have the option to earn graduation points through a substitute test or by using their course grade, some students still may choose to take the state’s assessment in those subject areas. Because these students may take end-of-course exams, those teachers should be included in roster verification. Such teachers should link to ALL their students, but only those who have data from the state’s assessments will be included in the teacher’s value-added report. AP and IB test results are not used to calculate value-added scores. Only state assessment are used for this purpose.

21. Should students on home instruction due to medical reasons be included on a roster?  
If the instructor of record is a licensed or certified teacher providing instruction in any of the subjects/courses cited in the Roster Verification Guidelines and the student on home instruction was enrolled for a majority of the instructional days available in given month, the student should be included on a roster. Whether students are excluded from value-added calculations as a result of missing 45 days or more—per ORC 3319.112 (A)(1)(b)—is a function of statistical analysis that takes place after roster verification data has been collected.
SIS Link Loader:

Process
Extract SIS files -> Load files into the SIS Link Loader -> Check for Reports for Errors -> Fix errors -> Validate the data

- Extract files from the district SIS
  - School
  - Student
  - Staff
  - Rosters
- Load files into the SIS Link Loader
  - Click on New Batch – Save batch name as “Districtname”
  - Upload the four files to the SIS link loader
- Following the upload – validate the data.
  - Once the “Validate Data” button has been clicked, a report will be generated that lists warnings and errors.
  - The Warnings can be checked but warnings will not stop the process.
  - The Errors must be corrected, once the errors in the file(s) containing the errors have been corrected, reload the file(s) and click the “Validate Data” button once again and then check the report to look for any additional errors.

Reports
Wendy Report – (Student Name Change Report)

- Takes SSID and compares name that was loaded from the SIS and the name on file from IBM
  - If names do not match, the name that is kept is the name from IBM
  - Original name is the name that was in the SIS
  - Updated name is the name that was in the IBM and the name that will be loaded into the Link application

Teacher Report – (Educator Name and ID)

- This report shows the name of the teacher associated with their Educator ID on file with ODE. Changes in teacher names due to marriage, divorce, that have not been reported to ODE will not have occurred in this report. Changing the name in your file will not fix the error until the change has been made in the Educator ID file by ODE. Therefore, the teacher name will remain as it was prior to the marriage, divorce or other life situation which resulted in a name change.

Batch Summary Report – (Validation Report)

- This report contains a summary of all the data contained within the batch. Reviewing this report is important. This report allows you to check for data loading errors and fix these errors.
BFK Link® Roster Verification:
ITC Permissions

Impersonate a User
- Search for the user on the Account Search
- Under the Actions button, click on Impersonate
- You will be able to see and do everything that they can
- The application tracks that you are the one logged in making the changes while impersonating a user

**NOTE: EVEN WHEN IMPERSONATING A PRINCIPAL, YOU WILL NOT SEE THE OPTIONS TO APPROVE ROSTERS, COMPLETE SCHOOL APPROVAL, OR RE-OPEN ROSTERS**

Add user and set permissions
- Search for the teacher from Account Search
- If not found, click on Actions – Add New User
- Enter the required information – be sure to select the organization for the user to be added to
- Click on Save
- Click on Close
- After the user has been added, add the correct roles/organizations

Update a role for a user
- Search for the user account
- Click on the name
- Under Account Roles, there should be a Linkage School Approver and Linkage School Administrator. If one is missing, click on the Account Roles Actions button
- Click on Add by Organization
- Begin typing the name of the school (not district) that the role is with
- As the list generates, click on the correct school
- Click on the role that needs to be added

**NOTE: ONLY ONE BUILDING PRINCIPAL SHOULD HAVE THE ROLES OF LINKAGE SCHOOL ADMINISTRATOR AND LINKAGE SCHOOL APPROVER-PRINCIPAL ONLY**

BUILDING SUPPORT STAFF CAN HAVE THE ROLE OF LINKAGE SCHOOL ADMINISTRATOR

TEACHERS DO NOT HAVE ANY ROLES
- Click on Save – You must Save, clicking only Close will not save the change
- Click on Close
Joining teachers with multiple districts to one account

- Search for the teacher
- Click on the teacher’s name
- Under Organization Assignments, click on Add New
- Enter the name of the district the teacher needs to be associated with
- With that district selected, click on Add New and select the building(s) that the teacher will be associated with
- Click on Save
- Click on Close

NOTE: ONCE THE TEACHER HAS A CLASS IN THE NEW SCHOOL, THAT ROSTER WILL APPEAR ON THE TEACHER’S DASHBOARD

Reset password for any user

- Search for the teacher/principal
- Click on the name
- Click on the Account Information Actions button
- Click on Edit
- Enter the new password
- Be sure that Reset Password on next login is selected
- Click on Save

Update teacher e-mail addresses school administrator or ITC

- Search for the teacher
- Click on the teacher’s name
- Click on the Account Information Actions button
- Click on Edit
- Correct the email address
- Click on Save

Reset teacher password

- Search for the teacher
- Click on the teacher’s name
- Click on the Account Information Actions button
- Click on Edit
- Enter the new password (twice)
- Be sure that Reset Password on next login is selected
- Click on Save
Building Administrator Tasks

School Setup

- Reviewing the teachers and their classes
- Make any necessary changes
- From the Link Dashboard, click on Setup Complete

**NOTE: PRINCIPAL CAN STILL MAKE CHANGES AFTER SETUP COMPLETE BUTTON IS CLICKED**

View/Refresh Alerts

Alerts do not automatically refresh after changes have been made. Alerts must be manually refreshed by the principal.

- From the Link dashboard, click on the School Alerts and Notifications Actions button
- Click on Refresh

Acknowledge/Clear Alerts

- From the Link dashboard, in the School Alerts and Notifications window, click on the number next to the alert that you want to view
- Select a student and click on View/Edit
- If everything is correct for the student, click on Acknowledge Alert (See Alert reference for more information on handling alerts)
- If changes need to be made, click on the class that needs updated and make the necessary changes
- Click on Return from the Alert page to see the other alerts

School Approval

- From the Link dashboard, click on Review Summary and Approve Rosters
- Confirm the information on the Review Teacher Completion page,
- Confirm the information on the Review Students page
- Click on Approve at the bottom of the Approve page to complete the School Approval

Re-open rosters for additional changes after approval

- From the Link dashboard, click on Review Teachers and Classes
- Find the class that needs to have further changes made
- Click on the Actions button for that class
- Click on View
- In the top right corner of the page is the Re-open button

**NOTE: ANY CHANGES MADE WILL NEED TO BE RE-SUBMITTED AND THEN RE-APPROVED BY THE PRINCIPAL**
Courses/Classes Related Tasks

Add courses not loaded with the district
- Click on the Actions button for the teacher’s name
- Click Add Class
- Select the correct school (organization)
- Select the content area for the course
- Select the core subject
- Select the course (if a specific course is not found, use the default course for that subject area)
- Enter the class name
- Select a reason to add the class
- Click on Add

Change class details (name, code, period, core subject, course, and class schedule)
  - From the Class View, click on Actions for the class
  - Click on Edit
  - Make desired changes in the fields provided. If class should be semester and it is loaded as a year - this is where it would be changed

Move class from one teacher to another teacher
- From the Link dashboard, click on Review Teachers and Classes
- Find the class that needs to be moved
- Click on the Actions button for the class
- Click on Copy/Transfer
- Click on Continue in the Transfer box
- Click on Continue to Include membership and % instruction
- Select the teacher who is to have the class and click on Continue
- Click on Transfer
- Click OK

Share class with 2nd teacher
- From the Link dashboard, click on Review Teachers and Classes
- Find the class that needs to be moved
- Click on the Actions button for the class
- Click on Copy/Transfer
- Click on Continue in the Copy box
- Click on Continue to Include membership and % instruction
- Select the teacher who is to have the class and click on Continue
- Click on Copy
- Click OK
Student Related Tasks

**Add Students not loaded with the district**
- Students can only be added through the State Support Team
- To add student – must have first name, last name, SSID, school ID, grade level, birthdate

**Student name changes**
- Student names will be updated from the IBM file three times throughout the RV process. If a district finds a name that is incorrect, they must update it in EMIS and the change will be made in Link when the database is updated.

**Have a student associated with 2 buildings in the same district**
- When the students are loaded, they are loaded for the district. In the event that a student moves buildings or is serviced by two different buildings (such as accelerated for math), the student will just need to be added to the correct roster, if not already there

Teacher Related Tasks

**Add Teachers not loaded with the district (School Administrator add)**
- Search for the teacher in the Staff without Classes
- If not found, click on Add Staff
- Enter the teacher first name, last name, Employee ID (credential ##), and email address
- Click on Continue
- The teacher will then be available for the School Administrator to add the correct classes
ALERTS

Viewing / Refreshing Alerts
Alert document can be found in the Appendix. You may print and distribute the document as needed.

- To view the most current alerts:
- From the dashboard, click on the Alerts Actions button
- Click on Refresh

NOTE: ALERTS DO NOT AUTOMATICALLY UPDATE WHEN CHANGES ARE MADE. TO REFLECT CURRENT CHANGES, ALERTS MUST BE MANUALLY REFRESHED.

Students claimed less than 100%
- Acknowledge the alert if:
  - The teacher was out on leave during the school year
  - The student was not in the building the entire school year
  - The course was not a full year course
- Do not acknowledge the alert if:
  - The student was added to a roster and the percentage claim has not yet been made
  - The student is to be claimed by multiple teachers and not all have completed RV

Students claimed more than 100%
- Acknowledge the alert if:
  - The student is enrolled in multiple courses for the content area (i.e. Reading and Language Arts where both courses cover the reading standards). This claim can be 200%.
- Do not acknowledge the alert if:
  - The alert should only be 1 teacher making the claim.
  - The student has been incorrectly claimed by a teacher

Students claimed when not expected
- These alerts cannot be acknowledged and must be corrected:
  - Alert is generated when the principal has marked the student as not in building and the teacher claimed the student for that month.

Students not on roster
- Acknowledge the alert if:
  - The student is open-enrolled out of your district
  - The student enrolled in the district and withdrew with less than a majority of a month for claim
Appendix

ITC Checklist
Principal and Teacher Checklist
Alert Guidelines
### Roster Verification ITC Checklist

#### Before Data Load

**Areas That You May Need to Assist the Districts:**

- Confirm employee e-mail addresses in the SIS
- If a district has updated/changed domains or names, please have them confirm that they have made the appropriate changes in the SIS prior to extracting the data
- Confirm that Teacher IDs and names for teachers are correct/updated
- Teacher IDs are to be the Ohio Educator State ID
- Be sure that teachers who are in multiple buildings in the district are connected with the appropriate buildings
- Check any students who may have had a name change that the name is correct in the EMIS system as well as the SIS. Note that special characters such as apostrophes, and extraneous items such as Jr., do not impact the validity of the data.
- Confirm that teachers of record outside the district are included in the SIS
- Distribute (if necessary) the EMIS course code guide and explain to the districts which codes will be extracted for the RV process. For a course to be included in the original data load, it will need to have the correct EMIS code.
- Distribute to the districts who provide their own data, the templates and/or data extraction files necessary for them to send you the data for loading. These are available for districts to download from the Training & Resources tab at ohio-k12.help/rosterv.
- Distribute to the districts the training schedule for support staff, principals, and teachers. Available from ODE and also ohio-k12.help/rosterv.
- Monitor the district list in Cherwell for changes in the RV service provider to determine which districts you will be loading data to BFK. If you are unable to see the report due to permissions, please submit a RosterV Request on the RV – ITC Support page located at: [https://www.ohio-k12.help/rosterv/rvitc/](https://www.ohio-k12.help/rosterv/rvitc/)

#### During the Data Load Process:

**February 23-27 (BFK)**

- Confirm that the data extract files/process your ITC is using is the most current.
- Confirm the districts that your ITC will be servicing.
- Load the data to BFK for the appropriate districts.
- Monitor the completion of the data authorization agreements for each MCOECN served district.
- Work with the district administrator to complete the data authorization so that the data can be loaded as quickly as possible.
- If necessary, request additional data authorization messages be resent to the districts
- If errors are found during the data load, work with the district to clean up as many as possible.
- Load the corrected data extracts through the SIS Link Loader. Each night batches completed in the SIS Loader will be loaded into Link.
- Be sure to check the Roster Verification contact for your districts so that you know who will receive district notices. This will be available from a report in the Cherwell task pane.
- Distribute the ODE Guidelines and FAQ to the districts. Available from the ODE website or ohio-k12.help/rosterv.
- Distribute the timelines for the RV process for 2015 to the districts and ESCs as necessary.

<table>
<thead>
<tr>
<th>DURING THE BUILDING SETUP PHASE:</th>
<th>APRIL 11 - APRIL 26</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work with administrators on logging into the system.</td>
</tr>
<tr>
<td></td>
<td>Work with district administrators to add staff for the district as necessary that did not load with the district data. Districts have the ability to add their own staff within the Link application. The ITC does not have to add these for the district, but may be asked for assistance.</td>
</tr>
<tr>
<td></td>
<td>Work with principals on completing their checklist.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DURING THE ROSTER VERIFICATION PHASE:</th>
<th>APRIL 27 – MAY 17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assist teachers in accessing the RV application.</td>
</tr>
<tr>
<td></td>
<td>Monitor the teacher completion and contact districts where teachers are not progressing.</td>
</tr>
<tr>
<td></td>
<td>Distribute the alerts guidelines, ODE guidelines and FAQ to district principals as necessary. All documents are available at ohio-k12.help/rosterv.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DURING THE PRINCIPAL APPROVAL PHASE:</th>
<th>MAY 18 – JUNE 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assist principals in clearing alerts. Provide another copy of the alert guidelines if necessary.</td>
</tr>
<tr>
<td></td>
<td>Monitor principal approval of rosters and contact those districts which are not making progress</td>
</tr>
<tr>
<td></td>
<td>Monitor school approval and contact those not completing the process (be sure that all the rosters are submitted and approved before the school approval is done).</td>
</tr>
</tbody>
</table>
# District Checklist for Principals and Teachers

## Roster Verification Principal Checklist

<table>
<thead>
<tr>
<th>Before Roster Verification:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Work with the district SIS and EMIS personnel to make sure the data that is to be used for Roster Verification is current and accurate</td>
<td></td>
</tr>
<tr>
<td>- Confirm EMIS codes on courses as this dictates which courses will load</td>
<td></td>
</tr>
<tr>
<td>- Confirm that teachers outside the district who are teaching your students are included in the SIS and that they have the appropriate rosters. Contact the teachers to get the e-mail address they are using for the RV process so that it can be entered into your SIS</td>
<td></td>
</tr>
<tr>
<td>- Know the policies and guidelines for the 2016 Roster Verification process</td>
<td></td>
</tr>
<tr>
<td>- Guidelines and FAQ documents are available at the <a href="http://www.ode.state.oh.us">Ohio Department of Education website</a></td>
<td></td>
</tr>
<tr>
<td>- Confirm with the superintendent that the necessary data authorizations have been completed for the district’s data to be loaded into the RV system</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Setup</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Confirm that the teachers are loaded with the correct rosters in the Roster Verification application</td>
<td></td>
</tr>
<tr>
<td>- Confirm that special education teachers are included and have the appropriate courses</td>
<td></td>
</tr>
<tr>
<td>- Confirm that gifted/title teachers are included and have the appropriate courses</td>
<td></td>
</tr>
<tr>
<td>- Confirm that teachers who are out of the district which are teaching your students are included with the correct courses</td>
<td></td>
</tr>
<tr>
<td>- Add any additional teachers that did not load with the district’s data. If you need assistance, please contact your ITC or state support.</td>
<td></td>
</tr>
<tr>
<td>- Add any additional classes that did not load with the district’s data. If you need assistance, please contact your ITC or state support.</td>
<td></td>
</tr>
<tr>
<td>- Talk to your staff to determine what the percentage claim will be taken for any shared instruction situations in your building</td>
<td></td>
</tr>
<tr>
<td>- Provide your teachers with a list of students who entered/withdrew from the district throughout the year if this is not available from your gradebook software</td>
<td></td>
</tr>
<tr>
<td>- Provide your teachers with a list of students who had a change in schedule (i.e. was identified as special education after the start of the year and went to a shared claim for part of the year).</td>
<td></td>
</tr>
<tr>
<td>- Facilitate in teacher’s meetings where they determine the shared students (may or may not be special ed. or gifted)</td>
<td></td>
</tr>
</tbody>
</table>
Roster Verification

- Monitor the teacher’s completion and begin to look at alerts that are generated
- Confirm that teachers are correctly claiming the students who are shared
- Confirm that the students who were not in the district the entire year have been claimed correctly
- Confirm that the teachers who are outside your district are logging into the system and completing their roster verification
- Review roster completion graph for rosters not started, rosters submitted, and rosters approved
- Select each teacher to view details about his/her courses (students added, deleted, etc.)
- Monitor alerts that are being generated as the teachers complete Roster Verification

Review and Approve Rosters

- Confirm that the teachers who are sharing students have done so correctly
- Clear any alerts that are possible to be cleared, hide those that are accurately reported. Refer to the Alert Guidelines document in the Link application as reference.
- If any student withdrew after the teacher phase closed, update that student in the RV application for the appropriate teachers
- Confirm that any teacher who was out on leave did not claim students during the leave time
- Approve the rosters after the alerts and students have been evaluated
- Confirm that 100% of the rosters have been submitted and approved for your building
- Complete the school approval by going through the Review Summary and Approve Rosters
| Before April 27 | Talk with co-teachers (special ed., gifted, title, etc.) to determine the percentage claim for all students who are to be shared.  
*If you are not provided the following, go and ask for:*
- A list of students who entered/withdrew from the district throughout the year
- A list of students who had a change in schedule (i.e. was identified as special education after the start of the year and went to a split claim for part of the year). |
| April 27 – May 17 | **Teacher Roster Verification:**
- Upon logging into the system, confirm your State Educator ID next to your name. The Ohio State Educator ID is what will be used in linking students to your value add report.
- Review each course roster
- Delete any student who you are not claiming
- Add any student who was not already loaded with the class
- Update (if necessary) the months of instruction for the students who have entered late or withdrawn
- Enter the default percentage value for the class
- Adjust any students who are not to be claimed at the default value
- Adjust any students who are not to be claimed at the default months (enter by month)
- Submit your completed rosters for review and approval by the principal |
**Roster Verification Alert Guidelines**

The following is for reference only. Every situation is unique and it is the responsibility of the administrator to check alerts and address them as necessary.

### IMPORTANT NOTICE ABOUT ALERTS:

Alerts will only update on the Roster Verification dashboard when they are *manually refreshed*. To refresh alerts, click on Actions > Refresh.

If you are updating and fixing students with alerts, you may not see a change in the number, unless the alerts are refreshed.

<table>
<thead>
<tr>
<th>Students Claimed less than 100%</th>
<th>Acknowledge the alert if:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The teacher was out on leave during the school year.</td>
</tr>
<tr>
<td></td>
<td>• The student was not in the building the entire school year.</td>
</tr>
<tr>
<td></td>
<td>• The course was not a full year course.</td>
</tr>
</tbody>
</table>

**Do not acknowledge the alert if:**

- The student was added to a roster and the percentage claim has not yet been made.
- The student is to be claimed by multiple teachers and not all have completed RV.

<table>
<thead>
<tr>
<th>Students Claimed more than 100%</th>
<th>Acknowledge the alert if:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The student is enrolled in multiple courses for the content area (i.e. Reading and Language Arts where both courses cover the reading standards). This claim can be 200%. When two or more teachers are claiming a student, the total claim must be in increments of 100.</td>
</tr>
</tbody>
</table>

**Do not acknowledge the alert if:**

- The alert should only be 1 teacher making the claim.
- The student has been incorrectly claimed by a teacher.

<table>
<thead>
<tr>
<th>Student Claimed when not expected</th>
<th>These alerts cannot be acknowledged and must be corrected:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Alert is generated when the principal has marked the student as not in building and the teacher claimed the student for that month.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Not on Roster</th>
<th>Acknowledge the alert if:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• The student is open-enrolled out of your district.</td>
</tr>
<tr>
<td></td>
<td>• The student enrolled in the district and withdrew with less than a majority of a month for claim.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Pending Delete Approval</th>
<th>These alerts cannot be acknowledged and must be corrected:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Found on the Manage Link Page and not with the other alerts</td>
</tr>
<tr>
<td></td>
<td>• Building administrator must approve the deletion of a class</td>
</tr>
<tr>
<td></td>
<td>• If class should be there for the teacher, then cancel the deletion</td>
</tr>
</tbody>
</table>