PVAAS

ROSTER VERIFICATION CHECKLISTS   SCHOOL YEAR 2024-25

Checklists for LEA Preview Phase

LEA/District Admin

☐ All schools are listed in Roster Verification. **If a school is missing, contact the PVAAS Statewide Team for PDE immediately (before the end of the LEA Preview Phase) at pdepvaas@IU13.org.**

School Admin and LEA/District Admin

☐ You have assigned the Roster Approver permission to those who will share responsibility for reviewing all rosters at the school or LEA/district.

- Only the District Admin and School Admin account holders automatically have Roster Approver permission.
- Caution: Only assign this permission to those with authority for roster verification. You can choose to temporarily assign this permission during the LEA Preview Phase, and then remove it when the Preview Phase closes.
- A School User with the Roster Approver permission can only add and remove teachers if they have also been granted the Account Management permission.

☐ All teachers in state-assessed subjects/grades/Keystone content areas (teachers of grade 3 and PASA are optional – see note below) who have full or partial responsibility for instruction of standards have PVAAS School User accounts.

- Add and remove teachers as needed. Only School Admins and School Roster Approvers with the Account Management permission can add and remove teachers from Roster Verification.
- Note: While teachers of grade 3 and PASA will not receive growth reports, PVAAS can calculate the %Proficient/Advanced metric for use in Act 13 evaluations if rosters are included for these teachers in the roster verification process.

☐ All teachers who have full or partial responsibility for instruction of assessed standards (teachers of grade 3 and PASA are optional – see note below) have all necessary rosters.

- Add, copy, and remove rosters as needed.
- Each teacher who has first semester, second semester, summer semester, and/or full-year courses has a roster for each respective Keystone testing window (summer-tested, winter-tested, and/or spring-tested).
- Note: While teachers of grade 3 and PASA will not receive growth reports, PVAAS can calculate the %Proficient/Advanced metric for use in Act 13 evaluations if rosters are included for grade 3 and PASA.

☐ The correct students are on each teacher's rosters.

- Add, copy, and remove students as needed.

○ Adjust % Student + Teacher Enrollment and Full or Partial % of Instruction as needed.

Checklist for Teachers During Teacher Verification Phase

☐ You have a roster for each state-assessed grade, subject, and course for which you have full or partial instructional responsibility.
  ○ Add, copy, and remove rosters as needed.
  ○ If you have first semester, second semester, summer semester, and/or full-year courses, you have a roster for each (summer-tested, winter-tested, and/or spring-tested).

☐ All students for whom you provide full or partial instruction are included on the roster for each state-assessed grade, subject, or course.
  ○ Add and remove students from each roster as needed.

☐ The **% Student + Teacher Enrollment** is correct for each student on each roster.

☐ The **Full or Partial % of Instruction** is correct for each student on each roster.

☐ Resolve all overclaimed students within your school with the assistance of your School Admin if needed.

☐ Submit all rosters to your School Admin by the end of the Teacher Verification Phase. (Rosters can be submitted before the end of the Teacher Phase.)
  ○ Include a comment to your School Admin about any issues you were unable to resolve or that need attention.

Checklist for School Admin During School Verification Phase

☐ All teachers have a roster for each state-assessed grade, subject, and course for which they have full or partial instructional responsibility.
  ○ Add, copy, and remove rosters as needed.
  ○ Each teacher who has first semester, second semester, summer semester, and/or full-year Keystone courses has a respective roster for each (summer-tested, winter-tested, and/or spring-tested).

☐ All students for whom teachers provide full or partial instruction are included on rosters for each respective state-assessed grade, subject, or course.
  ○ Add and remove students as needed.

☐ The **Total** percentage of instructional responsibility (**% Student + Teacher Enrollment** and **Full or Partial % of Instruction**) for each student on each roster is accurate.

☐ All underclaimed students are correct and legitimate.
  ○ This includes reviewing students who have been removed from rosters to ensure accuracy of this information.

☐ Resolve all overclaimed students with the teachers involved within your school and across schools in your LEA/district.
  ○ This includes all overclaimed students within your LEA/district and any students shared simultaneously with another LEA/district.

☐ Send any rosters that require changes back to teachers. Re-verify and approve those rosters.

☐ Run a Usage Report to determine which teachers, if any, did not log in to the PVAAS account at your school during the previous Teacher Phase.
- ○ This can help you prioritize your attention for specific teachers' rosters. Please see Appendix A at the end of this checklist for more information.
- ○ Caution: Some teachers may have a PVAAS account in more than one school and can complete roster verification for all schools within one account.

☐ Complete all rosters for teachers unable/unavailable to complete roster verification during the Teacher Verification Phase.

☐ Approve and submit all rosters to your LEA/District Admin by the end of the School Verification Phase. (Rosters can be submitted to the LEA/district before the end of the School Admin Phase.)

Checklist for LEA/District Admin During LEA Verification Phase

☐ All schools have submitted rosters for all teachers who have instructional responsibility in a state-assessed grade, subject, or course.

☐ Each teacher in each school who has instructional responsibility in a state-assessed grade, subject, or course has a roster for each state-assessed grade, subject, or course.
- ○ The number of teachers with rosters represents the number of teachers in your LEA/district who have responsibility for content-specific instruction of state-assessed grades, subjects, or courses.
- ○ No groups of teachers have been excluded who have at least partial responsibility in your LEA/district for instruction in a state-assessed grade, subject, or course. (This includes but may not be limited to Special Education teachers, intervention specialists, Title I teachers, Math/Reading specialists, gifted teachers, ESL teachers, online instructors, etc.)
- ○ Each teacher who has first semester, second semester, summer semester, and/or full-year Keystone courses has a respective roster for each (summer-tested, winter-tested, and/or spring-tested).

☐ All underclaimed students are correct and legitimate.
- ○ This includes reviewing students who have been removed from rosters to ensure accuracy of this information.
- ○ Review proportion of students from various student groups (higher achieving, lower achieving, IEP, Economically Disadvantaged, English Learner, minority, etc.) removed to identify any concerns about incorrect removal or underclaiming of students.

☐ Resolve all issues of overclaimed students with the School Admins and teachers involved.
- ○ This includes all overclaimed students within your LEA/district and any students shared simultaneously with another LEA/district.

☐ Run a Usage Report to determine which School Admins, if any, did not log in to their PVAAS School Admin account during the previous School Verification Phase.
- ○ This can help you prioritize your attention for specific schools' rosters. Please see Appendix A at the end of this checklist for more information.

☐ Send any rosters that require changes back to School Admins. Re-verify and approve those rosters.

○ School Admins communicate to teachers (suggest via email for a history of this communication) any changes to a teacher's roster during the LEA Verification Phase as rosters cannot be returned to the teacher within the application during this phase.

☐ Approve and submit all rosters to SAS® EVAAS by the end of the LEA Verification Phase.

Appendix A

Admins can utilize the Usage Report to determine which accounts were logged in during a specific roster verification phase. A teacher with multiple School User accounts with the Individual Roster Verification permission can complete roster verification for all schools with any School User account. If a specific user has not logged in to their account, we recommend reviewing their roster history before contacting them regarding their roster verification activity.

How to Create Usage Reports

Usage Reports provide admin account holders with information about the number of times users have logged in to PVAAS. LEA/District Admins can view usage data for all users in their own LEA/district. School Admins can view usage data for users in their own school.

To generate a usage report, click the Admin link in the top right of the screen, and select Usage Report from the menu above the list of users. To view more detailed information for a LEA/district, school, or individual user, click the names listed in the table.

How to Set Parameters

By default, the report displays usage data for the past 16 days. To change the parameters for the usage report, click Select Parameters above the graph. In addition to setting the start and end dates, you can also choose the report type and whether to include users with zero logins in the report. There are two report types available, Summary and Yearly Comparison. The Summary Report displays the number of logins for the time frame you set.

Questions?

Email pdepvaas@iu13.org or call 717-606-1911