

Pennsylvania Value Added Assessment System
(PVAAS)

Roster Verification and
Account Management
**Guide to
Implementation**

School Year 2014-15



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PVAAS Teacher Specific Reporting: An Introduction

What is PVAAS Teacher Specific Reporting?

The Pennsylvania Value-Added Assessment System (PVAAS) teacher specific reporting provides data on the academic growth of a teacher's group of students. The PVAAS reports are based on the Education Value-Added Assessment System (EVAAS®) methodology provided to Pennsylvania (PA) by SAS Institute Inc., SAS® EVAAS® for K-12.

What is the purpose of PVAAS Teacher Specific Reporting?

The purpose of PVAAS teacher specific reporting is to provide:

- a 3 year rolling average/teacher specific growth measure to be used as part of Pennsylvania's Educator Effectiveness System,
- yearly PVAAS value-added measures and diagnostic data to teachers regarding the academic growth of their students, and
- data for teachers and administrators to guide discussions about the academic growth of a teacher's group of students.

Which teachers will receive PVAAS Teacher Specific Reporting?

Act 82 regulations include the following language: "A professional or temporary professional employee who provides direct instruction to students related to a specific subject or grade level."

Teachers receiving PVAAS teacher specific reporting are professional or temporary professional employees who hold a valid PA teaching certificate and who have full or partial responsibility for content specific instruction of assessed eligible content as measured by PA's assessments (PSSA and/or Keystone exams). *This may include teachers in addition to the teacher of record.* Pennsylvania defines the teacher of record as "a professional or temporary professional educator assigned by a school entity as the *primary instructor* for a group of students." (Source: Highly Qualified Teacher Guidelines on PDE website)

- This may include PA-certified teachers providing content-specific instruction of the assessed eligible content in subjects, courses, and/or grades measured by the PSSA and Keystone exams (with and without accommodations). This may include the grades, subjects, and/or courses of PSSA mathematics and English/Language Arts (ELA) in grades 4-8, PSSA science in grades 4 and 8, and Keystone content areas (Algebra I, Biology, and Literature).
- Teachers who may be eligible for PVAAS teacher specific reporting may include, but are not limited to, the following: regular education teachers, special education teachers, intervention specialists, reading or math specialists, ESL teachers, and gifted teachers who are responsible for the content specific instruction of the assessed eligible content (Domains 1 and 3, Framework for Teaching).

NOTICE to LEAs: Responsibility and eligibility for PVAAS teacher specific reporting is a determination made locally by the LEA. The LEA should consult with its solicitor regarding any such determination because the application of PVAAS teacher specific data has employment implications.

How will accurate PVAAS teacher specific reporting be achieved?

The goal is to provide PVAAS teacher specific reporting based on accurate data. This will be accomplished through a process called *roster verification*, where teachers and administrators document and verify that students are linked accurately to teachers—for the correct state assessment and the correct proportion of instructional responsibility for each student. The process is completed using the secure, PVAAS web-based Roster Verification system, provided to LEAs by PDE. The system has double levels of authentication/login and an audit trail for all changes made to any individual teacher's roster, including the date/time of all changes, as well as the PVAAS account linked to the change.

PVAAS Teacher Reporting Implementation

PVAAS teacher specific reporting, as part of Pennsylvania's Educator Effectiveness System, has been implemented following the timeline below:

- **SY12-13: Pilot**
 - Piloted PVAAS roster verification (teacher-student data linkages) with 273 LEAs (Spring 2013)
 - Modified the Pennsylvania Information Management System (PIMS) to align with the data needs for Pennsylvania's Educator Effectiveness System (teacher-student data linkages) (Summer 2013)
 - Provided PVAAS teacher specific reporting to approximately 5,000 pilot teachers and pilot district/school administrators (Fall 2013)
- **SY13-14: Statewide Implementation**
 - LEA teachers, school administrators, and district administrators completed PVAAS roster verification process to make sure the right teachers were linked to the right students for the right grade, subject, or course, and for the right percentage of instructional responsibility (April 28-June 6, 2014).
 - PVAAS teacher specific reporting provided statewide to all LEAs (October 2014).
Single year PVAAS reporting based on SY13-14 is NOT used as part of a teacher's SY13-14 final rating form. SY13-14 reporting is used towards the PVAAS three-year rolling average.
- **SY14-15: Statewide Implementation**
 - LEAs submit data to PIMS during SY14-15 including teacher-student data linkages via new PIMS Staff Student Subtest collection.
 - Provide statewide webinars on PVAAS roster verification system and process (February 2015, see pages 6-9 for more information).
 - LEA teachers, school administrators, and district administrators complete PVAAS roster verification process to make sure the right teachers are linked to the right students for the right state assessment, and for the right percentage of instructional responsibility (April 27-June 14, 2015).
 - PVAAS teacher specific reporting provided statewide to all LEAs (Fall 2015).
Single year PVAAS reporting provided based on SY14-15 is NOT used as part of a teacher's SY14-15 final rating form. SY14-15 reporting is used towards the PVAAS three-year rolling average.
- **SY15-16: Statewide Implementation** (Repeat of SY14-15 activities with dates adjusted accordingly)

Pennsylvania Five Year PVAAS Teacher Reporting Timeline



Pennsylvania's Educator Effectiveness System: PVAAS Teacher Reporting Implementation Timeline

School Years:	<u>SY12-13</u>	<u>SY13-14</u>	<u>SY14-15</u>	<u>SY15-16</u>	<u>SY16-17</u>
PA State Assessments	Keystones: <u>Alg I</u> , Bio, Lit Operational PSSA 3-8: Operational PSSA PA Core 3-5: Field Test PSSA PA Core 6-8: Not tested PVAAS Base Yr Reset 4-8	Keystones: <u>Alg I</u> , Bio, Lit Operational PSSA 3-8: Operational PSSA PA Core 3-5: Field Test PSSA PA Core 6-8: Not tested PVAAS Base Yr Reset 4-8	Keystones: <u>Alg I</u> , Bio, Lit Operational PSSA PA Core 3-8: Operational PVAAS Base Yr Reset 4-8	Keystones: <u>Alg I</u> , Bio, Lit Operational PSSA PA Core 3-8: Operational Evaluate Setting PVAAS Base Year 4-8	Keystones: <u>Alg I</u> , Bio, Lit Operational PSSA PA Core 3-8: Operational Evaluate Setting PVAAS Base Yr 4-8 on SY15-16
	<u>SY12-13</u> Spring 2013 LEA Pilot of PVAAS Roster Verification Window Fall 2013 Pilot Release of PVAAS Teacher Reporting (Based on SY12-13) <i>Does NOT Count Towards 1st Educator Effectiveness PVAAS 3 Year Rolling Average</i>	<u>SY13-14</u> Spring 2014 PVAAS Roster Verification Window Fall 2014 Release PVAAS 1-Year Teacher Reporting (Based on SY13-14) <i>DOES Count Towards Educator Effectiveness PVAAS 3 Year Rolling Average</i>	<u>SY14-15</u> Spring 2015 PVAAS Roster Verification Window Fall 2015 Release PVAAS 1-Year Teacher Reporting (Based on SY14-15) <i>DOES Count Towards Educator Effectiveness PVAAS 3 Year Rolling Average</i>	<u>SY15-16</u> Spring 2016 PVAAS Roster Verification Window Fall 2016 Release PVAAS 1-Year Teacher Reporting (Based on SY15-16) <i>Fall 2016 Release of 1st PVAAS 3-Year Rolling Average (Based on SY13-14, SY14-15, SY15-16)</i>	<u>SY16-17</u> Spring 2017 PVAAS Roster Verification Window Fall 2017 Release PVAAS 1-Year Teacher Reporting (Based on SY16-17) <i>Fall 2017 Release of 2nd PVAAS 3-Year Rolling Average (Based on SY14-15, SY15-16, SY16-17)</i>

January 2015

PVAAS Statewide Team for PDE • pdepvaas@iu13.org

LEA Implementation Checklist

Preparing and Implementing PVAAS Roster Verification and Teacher Specific Reporting

An LEA Implementation Checklist is included in the appendix of this document, to help administrators prepare for the PVAAS roster verification process and PVAAS teacher specific reporting. The checklist was developed using the experiences of Pennsylvania district and school administrators. Please keep in mind that the information contained in the checklist is not intended to be followed in sequential order. Some steps may need to occur simultaneously. Some LEAs may have additional steps not represented on this checklist.

Click on the picture below to go directly to the checklist at the end of the document:

Appendix

LEA Implementation Checklist for PVAAS Roster Verification and Teacher Specific Reporting

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
PIMS and SIS/LEA Information Systems See PDE PIMS Manual on PDE Website for details: http://www.portal.state.pa.us/portal/server.pt/community/pims_pennsylvania_information_management_system/8959				
1. Determine which staff will need access to PVAAS. Assess your LEA's PVAAS accounts: <ul style="list-style-type: none"> Ensure that all teachers who are verifying rosters have a PVAAS School User account. Ensure that principals hold the PVAAS School Admin account for each school. Each account needs to include the PPID. Is a process in place to 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website Establish understanding that each PVAAS user must have his/her own PVAAS account. LEAs determine who has access to some or all of the PVAAS system. Allowing access to confidential student/teacher level data to staff may be considered professional misconduct. 			
<ul style="list-style-type: none"> Is a process in place to 	professional misconduct data to staff may be considered confidential student/teacher level data to staff may be considered			

Spring 2015 PVAAS Roster Verification Phases

The goal is to provide PVAAS teacher specific reporting based on accurate data. This will be accomplished through a process called *roster verification*, where teachers and administrators document and verify that students are linked accurately to teachers—for the correct state assessment and the appropriate proportion of instructional responsibility for each student. The process is completed using the PVAAS web-based roster verification system, provided to LEAs by PDE. This system is a secure web-based system with double levels of authentication and login to ensure security of PVAAS teacher specific reporting. An audit trail is created for all changes made to any individual teacher's roster, which includes the date and time of all changes, as well as the PVAAS account linked to the change.

EACH verification phase below has a specific start date and end date. Each step is completed by a specific role in an LEA. Any step can be completed early, but each step must be completed by the final date listed! The verification phase for each step will close at 11:59 p.m. on the Sunday ending date for each verification phase listed below. At that time, the software will automatically move all rosters into the next phase. Verification phases *cannot* be reopened after the close date for each phase listed below.

1. LEA Preview Phase, by School (1 week): April 27 – May 3

- The LEA can choose to go into the PVAAS roster verification system to ensure all teachers have a roster that represents all state assessed grades, subjects, and/or Keystone content areas for which they have instructional responsibility- —including the correct administration window for Keystones (Summer, Winter and/or Spring). (This may save time during the next step, the Teacher Verification Phase!)
- The LEA Preview Phase will close on May 3. The system is programmed to “rollover” to the Teacher Verification Phase at 11:59 p.m. on Sunday, May 3.

2. Teacher Verification Phase (2 weeks): May 4 – 17

- Each teacher verifies that the correct state assessed subjects, grades, and/or Keystone content areas are included—including the correct administration window for Keystones (Summer, Winter and/or Spring).
- Each teacher verifies that the correct students are attributed to them for each state assessed subject, grade, and/or Keystone content area.
- Each teacher adds and/or deletes students to his/her roster.
- Each teacher verifies the % Student + Teacher Enrollment and % Full/Partial Instruction for each student for each state assessment, editing these values if necessary.
- The Teacher Verification Phase will close on May 17. The system is programmed to “rollover” to the School Administrator Verification Phase at 11:59 p.m. on Sunday, May 17.

3. School Administrator Verification Phase (2 weeks): May 18 – 31

- School Admin account holders (principals) and School User(s) with Roster Verifier privileges verify all teacher rosters (teachers, grades/subjects/course, students, % Student + Teacher Enrollment, % Full/Partial Instruction).
- The principal can start this process early and verify any completed teacher rosters submitted prior to May 18.
- Principals work with teachers to address over-claiming and under-claiming of students within the LEA.
- The School Administrator Verification Phase will close on May 31. The system is programmed to “rollover” to the LEA Verification phase at 11:59 p.m. on Sunday, May 31.

4. LEA Verification Phase (2 weeks): June 1 – 14

- The PVAAS District Admin account holder (typically the Superintendent or his /her designee) and/or District User(s) with Roster Verifier Privileges verify all school rosters: teachers, grades/subjects/course, students, % of Student + Teacher Enrollment, and % of Full/Partial Instruction. S/he works with principals to address over-claiming and under-claiming of students within the LEA.
- The LEA Verification Phase will close on June 14. The system is programmed to “roll over” to SAS® EVAAS® at 11:59 p.m. on Sunday, June 14. *All rosters are considered final and no changes can be made after 11:59 p.m. on Sunday, June 14.*



Account Management for PVAAS Roster Verification

Join this PVAAS account management webinar for information and help preparing accounts for Spring 2015 roster verification. Preparing PVAAS accounts early will save valuable time and frustration for your staff (teachers, school administrators, district administrators, and others) during the roster verification process! LEAs will be provided with strategies to manage PVAAS accounts for roster verification. Time will be allotted for questions.

Audience: These sessions are designed for lead LEA/district administrator(s) who are overseeing implementation of PVAAS roster verification in Spring 2015, as well as LEA staff responsible for PVAAS account management (including the submission of staff emails via the PIMS Staff Template).

NOTE: LEAs may assign Roster Verifier permissions and/or Account Management permissions at the district or school level. These permissions are independent of a user's assigned access to school, student, and/or teacher specific reporting. Please keep this in mind when considering individuals in your district who could provide PVAAS account management and/or roster verification support, but who may not need/ should not have access to PVAAS reporting.

Date and Time	Webinar ID Visit www.joinwebinar.com and enter the Webinar ID below to join!
Tuesday, January 27, 2015 3:00-4:00 p.m.	304-915-850
Wednesday, January 28, 2015 9:00-10:00 a.m.	726-936-874
Thursday, January 29, 2015 3:00-4:00 p.m.	831-243-434

Join Us!

PVAAS statewide webinars will be offered via GoToWebinar®; **it is not necessary to register in advance.** Visit <http://www.joinwebinar.com> on the day of the session. Enter the Webinar ID indicated above, along with your e-mail address. (You'll be prompted for your name, LEA, and position, and will then be routed into the session.)

System & Equipment Requirements

Please ensure you have a reliable, high speed internet connection (preferably wired), as well as speakers or headset. You may also wish to have a microphone available to ask questions verbally. (Attendees who do not have microphones may type questions into a Question box.)

- PC-based attendees: Windows® 8, 7, Vista, XP or 2003 Server
- Mac®-based attendees: Mac OS® X 10.6 or newer
- Mobile attendees: iPhone®, iPad®, Android™ phone or Android tablet

For more information and help on using GoToWebinar, visit <http://support.citrixonline.com/GoToWebinar>.

Can't make the live session?

PVAAS webinars will be recorded and available within 48 hours after the live session. If you're unable to join live, or would like to review the material covered later, you can access the recording at <http://www.tinyurl.com/PVAAS-Webinars-1415>.

PVAAS Roster Verification Training Webinars



This three hour session will provide a comprehensive overview of the PVAAS roster verification process, including timelines and the roles/responsibilities of teachers, principals, and district administrators. Participants will receive a live guided review of the web-based roster verification system. A variety of resources and supports for LEA use during the PVAAS roster verification process will be shared. Time will be allotted for questions!

Audience: We encourage participation from administrators (at the district and school level) who have responsibility for Act 82/Educator Effectiveness, teacher leaders representing teachers eligible for PVAAS teacher specific reporting, and any additional LEA staff who provide support and assistance for PVAAS Roster Verification.

Date and Time	Webinar ID <i>Visit www.joinwebinar.com and enter the Webinar ID below to join!</i>
Thursday, February 5, 2015 12:30-3:30 p.m.	849-259-698
Wednesday, February 11, 2015 8:30-11:30 a.m.	410-997-602
Tuesday, February 17, 2015 12:30-3:30 p.m.	513-190-954
Monday, February 23, 2015 8:30-11:30 a.m.	539-581-666

Join Us!

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PVAAS Roster Verification – Online Q&A Sessions

Join us online with your questions about PVAAS roster verification. Sessions are scheduled throughout the process! You may join for any length of time you choose: join to ask your own question(s) only, or stay to hear others' questions. *(No formal presentation will be shared; rather, this is time set aside for your questions.)*

Tuesday Afternoons (April 28 - June 9) 2:30-4:00 p.m.			Thursday Mornings (April 30 - June 11) 7:30-9:00 a.m.		
Visit www.joinwebinar.com , and enter Webinar ID 483-783-506 <i>to join!</i>			Visit www.joinwebinar.com , and enter Webinar ID 233-696-954 <i>to join!</i>		
Apr 28	LEA Preview		Apr 30		
May 5	Teacher Verification		May 7		
May 12			May 14		
May 19	School Verification		May 21		
May 26			May 28		
June 2	Final LEA Verification		June 4		
June 9			June 11		

Join Us!

These Q&A sessions will be held via GoToWebinar®; **it is not necessary to register in advance**. Visit <http://www.joinwebinar.com> on the day of the session. Enter the Webinar ID indicated above, along with your e-mail address. (You'll be prompted for your name, LEA, and position, and will then be routed into the session.)

System & Equipment Requirements

Please ensure you have a reliable, high speed internet connection (preferably wired), as well as speakers or headset. You may also wish to have a microphone available to ask questions verbally. (Attendees who do not have microphones may type questions into a Question box.)

- PC-based attendees: Windows® 8, 7, Vista, XP or 2003 Server
- Mac®-based attendees: Mac OS® X 10.6 or newer
- Mobile attendees: iPhone®, iPad®, Android™ phone or Android tablet

For more information and help on using GoToWebinar, visit <http://support.citrixonline.com/GoToWebinar>.

Roster Verification Lessons Learned School Admin to School Admin

(From the SY13-14 Post-Roster Verification Survey to School Admins/School Verifiers)

Manage Your Data

- Work on this process throughout the year; track information throughout entire school year.
- Make sure information in your SIS is as accurate as possible. Maintain records of all school days up to testing windows to verify SIS is calculating % Student + Teacher Enrollment correctly.
- Create a tracking system/report from your SIS for enrollment and withdrawal dates, intervention entry/exit dates, etc. Create a calendar for number of days instruction, days off, etc. until testing windows open for each state assessment.
- Work closely with your PIMS Administrator. Make sure data goes into PIMS correctly and with accuracy. Use reports from PIMS to check accuracy prior to the PIMS collection closing.

Make Use of All Resources Available

- Use all resources and supports that are in place; attend/participate in offered trainings and view the online training module [Roster Verification Virtual Learning Module]
- Call/email PDE PVAAS team if you have questions. They are helpful, knowledgeable, and specific to your needs: pdepvaas@iu13.org or 717-606-1911.

Be Proactive: Use the Time Wisely

- Proactively verify all rosters and data during the Admin Preview Phase to solve as many issues as possible prior to the Teacher Verification Phase. This will make the process much easier for teachers!
- Designate a person as a Roster Verifier, to assist you.
- Start early in the phase/process. Don't procrastinate. Set aside uninterrupted time to do verification of teachers' rosters.
- Keep detailed notes of why changes were made on rosters as the online system only tracks the change, who made the change, and when the change was made.

Collaborate with Other Administrators

- Have a District Admin who is the "go to" person and expert on the process.
- Work with District Admins (and other principals and PIMS Administrator) to be sure there is consistency across the schools in the district about determinations.

Work Closely with Your Teachers

- Train all teachers in this process. Make sure--early on!--that teachers know how to log into the PVAAS system and know their PPID.
- Allow sufficient time for teachers to meet and collaborate together throughout process. Have planned faculty meetings or staff development time for teachers to work through the process and percentages together. Encourage and support regular education teachers and specialists (Special Education, Title I, etc.) to work together on percentages.
- Meet with teachers as grade-level or department-level teams and do the verification together (as teacher/admin team).
- Meet with teachers individually for questions as some teachers will not ask questions in a group setting.
- Keep teachers informed of the process.

"Be patient, take your time, and pace yourself throughout the process."

Roster Verification Lessons Learned: District Admin to District Admin

(From the SY13-14 Post RV Survey to LEA/District Admins/Verifiers)

"There are 4 keys to this process: Communication, Collaboration, Coordination, and Consistency."

Prepare Your Data

- Ensure SIS and the person responsible for the SIS in your district are accurately capturing all data needed.
- Make sure data is complete and accurate in PIMS.
- Prepare ahead of time and do as many changes and as much work as possible during the LEA Preview window.
- Start early; begin as soon as possible in each phase.

Prepare Your Staff

- Provide professional development to all staff involved in the process; it will save time in the long run!
- Attend trainings held by PVAAS Statewide Team for PDE.

Work Together

- It is helpful to meet as an Admin team first then meet with each Admin individually for building-specific concerns.
- Work through details and determinations as a team.
- Provide work sessions for School Admins to work together during the process.
- Make time to meet with teachers and School Admins during their RV phases.

Use the Resources

- Make full use of all resources and trainings provided by PVAAS Statewide Team for PDE.
- View the Roster Verification Virtual Learning Module.
- Use the SAS® EVAAS® Help Desk - "Contact us" link on PVAAS website, <https://pvaas.sas.com>.
- Follow the checklists that were provided by the PVAAS Statewide Team for PDE on the PVAAS login page. Email all checklists to all staff in your district involved in the process.

Appendix

LEA Implementation Checklist for PVAAS Roster Verification and Teacher Specific Reporting

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
<p align="center">PIMS and SIS/LEA Information Systems See PDE PIMS Manual on PDE Website for details: http://www.portal.state.pa.us/portal/server.pt/community/pims_pennsylvania_information_management_system/8959</p>				
<p>1. Determine which staff will need access to PVAAS. Assess your LEA's PVAAS accounts:</p> <ul style="list-style-type: none"> • Ensure that all teachers who are verifying rosters have a PVAAS School User account. Ensure that each principal holds the PVAAS School Admin account for each school. Each account needs to include the PPID. • Is a process in place to deactivate accounts when staff leave your LEA's employment, or no longer need access to your LEA's PVAAS reporting? If not, establish one. • Participate in the PVAAS Account Management webinars; see page 7 for dates, times, and how to join. 	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website • Establish understanding that each PVAAS user must have his/her own PVAAS account. LEAs determine who has access to some or all of the PVAAS system. Allowing inappropriate access to confidential student/teacher level data to staff may be considered professional misconduct. 			
<p>2. Determine which <i>role</i> within PVAAS to assign to each person, per the roles defined in the PIMS Manual for PVAAS user accounts.</p>	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
<p>3. Submit PIMS Staff template as per the available PIMS collection schedule (starting October 1, 2014, with updates to ensure timely PVAAS account creation).</p>	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website • Staff template available starting October 1, 2014 • Collections as of these dates will be sent to SAS® EVAAS® the morning of the next business day: <ul style="list-style-type: none"> ○ January 20 ○ February 17 ○ March 17 ○ April 21 <p>Fields sent:</p> <ul style="list-style-type: none"> • AUN • School Number • First Name • Last Name • PPID • Email • Job Description <ul style="list-style-type: none"> ○ SWS is sent ○ SNS is sent <ul style="list-style-type: none"> ▪ LWS and LNS are no longer valid and are not sent to the vendor ▪ NPA is not sent to the vendor 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
4. Update student enrollment regularly to maximize utility of the PVAAS system.	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website • Student template available starting October 1, 2014 • Collections as of these dates will be sent to SAS® EVAAS® the morning of the next business day <p><i>Student Enrollment:</i></p> <ul style="list-style-type: none"> ○ January 20 ○ February 17 ○ March 17 <p><i>Student Gap Enrollment:</i></p> <ul style="list-style-type: none"> ○ March 24 & 31 ○ April 7, 14, 21, & 28 ○ May 5, 12, 19, and 26 ○ June 2 			
5. Determine how to store and utilize the two percentages in calculating overall Instructional Responsibility.	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website 			
6. Complete all annual, cyclical work to support instructional responsibility calculations. Actual steps depend on LEA's previous decisions related to calculation.	<ul style="list-style-type: none"> • Course-to-assessment mapping, including weighting system when necessary • Assignment of teachers and students to courses • Scheduling of elementary "courses" • Modification of reports to teachers, administrators and PDE 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
7. Determine how your LEA will document % Full/Partial Instruction (defined in PIMS as Instructional Responsibility Weight) when shared responsibility changes during a grade/subject/course.	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 			
8. Choose default value in the absence of data for the 2 variables for Instructional Responsibility.	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 			
9. Report instructional responsibility percentages to PIMS in Staff Student Subtest template.	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website Staff Student Subtest collection, "C6 PVAAS 2014-25" is open for submission now. Submission deadline is 11:59 pm March 25, 2015. 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
Preparing for PVAAS Roster Verification and Teacher Specific Reporting				
1. Identify lead district administrator to direct & monitor planning for/implementation of PVAAS Roster Verification and PVAAS teacher specific reporting. The lead administrator collaborates with key LEA/district staff to develop a comprehensive plan.	<ul style="list-style-type: none"> Key individuals may include, but may not be limited to: Assistant Supt, Director of HR, Director of Special Ed, Supervisor of ESL, building level principals, teacher leaders, and Association representation. 			
2. Gather feedback and information from participating teachers and administrators to assist in streamlining the process for SY14-15 based on feedback from SY13-14.	<ul style="list-style-type: none"> Find out what support and professional development was/would be most helpful for LEA-wide implementation of PVAAS roster verification and teacher specific reporting in SY14-15 based on feedback from SY13-14. 			
3. Provide in-depth training to principals on the PVAAS roster verification process.	<ul style="list-style-type: none"> Use the PVAAS Roster Verification VLM. All VLMs can be accessed under the e-Learning link on the PVAAS public or password-protected site: https://pvaas.sas.com.) See PVAAS Roster Verification FAQ available on PVAAS login page at https://pvaas.sas.com. 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
<p>4. Determine which teachers in your LEA are eligible for PVAAS teacher specific reporting in SY14-15 while ensuring consistency across schools in the LEA.</p>	<ul style="list-style-type: none"> • Make sure key staff are involved in these decisions such as, but not limited to: Assistant Supt, Director of HR, Director of C & I, Director of Special Education, Guidance, building level administrators, department chairs/content leaders, Association representation. • Provide staff eligible for a PVAAS teacher specific score with a PVAAS user account to access the PVAAS system. See PIMS Manual for details on PVAAS account creation via the PIMS Staff Template. • Ensure that all teachers know whether they will be among those completing PVAAS roster verification and eligible for PVAAS teacher specific reporting based on SY14-15. • Provide in-depth training to these teachers on the PVAAS roster verification process via the PVAAS Roster Verification VLM. All VLMs can be accessed under the e-Learning link on the PVAAS public or password-protected site: https://pvaas.sas.com.) 			

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5. Develop a plan for when and how teachers/administrators will work to complete the PVAAS roster verification process.	<ul style="list-style-type: none"> Review Spring 2015 PVAAS roster verification dates, detailed in the Spring 2015 Roster Verification Phases section of this manual. Determine plan for LEA completion of PVAAS roster verification. Communicate this information to staff involved in a timely manner. 			
6. Review PVAAS Roster Verification FAQ document with all administrative staff.	<ul style="list-style-type: none"> PVAAS Roster Verification FAQ available on PVAAS login page at https://pvaas.sas.com. 			
7. Review SY13-14 administrative decisions relative to determining % of instructional responsibility – discuss scenarios and develop any additional LEA guidelines for teacher input/consideration for SY14-15.	<ul style="list-style-type: none"> PVAAS Roster Verification FAQ available on PVAAS login page at https://pvaas.sas.com. 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
<p>8. Review, amend, and clarify district enrollment/withdrawal policies and procedures in order to provide accurate data for determining % of concurrent student and teacher enrollment. Ensure student enrollment/un-enrollment is being documented consistently across the LEA. Provide staff training as necessary to ensure accurate implementation in district data systems.</p>	<ul style="list-style-type: none"> • See PVAAS RV FAQ available on PVAAS login page at https://pvaas.sas.com. • Review section on % Student + Teacher Enrollment as one of the two variables used to determine overall % Instructional Responsibility for each student. 			
<p>9. Develop communication and decision-making plan for determining % of instructional responsibility in situations such as co-teaching, inclusion, flexible grouping within multi-tiered systems of support (RtII), etc. Include teachers in these discussions!</p>	<ul style="list-style-type: none"> • See PVAAS Roster Verification FAQ available on PVAAS login page at https://pvaas.sas.com. • See sections on % Full/Partial Instruction as one of the 2 variables used to determine overall % Instructional Responsibility for each student. 			
<p>10. Provide refresher professional development to previous teaching staff on PVAAS roster verification to ensure awareness of all staff. Ensure that teachers, school administrators, and district administrators are aware of their pending involvement with the PVAAS roster verification process. Be sure to identify teachers new to the district or new to roster verification and provide training as needed.</p>	<ul style="list-style-type: none"> • See the PVAAS Virtual Learning Module (VLM) about teacher specific reporting, available on the PVAAS website under the e-Learning link. (The e-Learning page is accessible from the Public site or the password restricted site.) A direct link to the e-Learning page is provided here: https://pvaas.sas.com/learningModules.html?as=e 			

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11. Provide in-depth training to NEW teachers who will be receiving PVAAS teacher specific reporting on the PVAAS roster verification process.	<ul style="list-style-type: none"> The PVAAS Statewide Team will provide statewide training via webinars. For dates/times and how to join, please see page 8. Materials from these online sessions (PowerPoint presentations) can be used by LEAs. Provide in-depth training to these teachers on the PVAAS roster verification process using the PVAAS Roster Verification VLM. All VLMs can be accessed under the e-Learning link on the PVAAS public or password-protected site: https://pvaas.sas.com.) 			
12. Provide professional development to all staff on PA's new Educator Effectiveness System.	<ul style="list-style-type: none"> See PDE Materials on Educator Effectiveness System on PDE Website: http://www.portal.state.pa.us/portal/server.pt/community/educator_effectiveness_project/20903 			
13. Ensure all staff understands the role and impact of PVAAS in the new PA Educator Effectiveness System (School Performance Profile & Teacher Reporting components of the system).	<ul style="list-style-type: none"> See PDE Materials on Educator Effectiveness System on PDE Website: http://www.portal.state.pa.us/portal/server.pt/community/educator_effectiveness_project/20903 			

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<p>14. Ascertain/confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across district and building level administrators.</p> <ul style="list-style-type: none"> • Ensure that all building principals have skills/knowledge to access pertinent PVAAS reports and use PVAAS in developing building goals and system improvement actions. • This is foundational knowledge for anyone who will be using PVAAS teacher specific reporting. 	<ul style="list-style-type: none"> • Provide training and support as necessary. • Require administrators to utilize free, online 24/7 Virtual Learning Modules to enhance their understanding. • Require administrators to attend fall PVAAS training at local IU (or receive turnaround training at the district following key staff attendance at local IU training). • See PVAAS Professional Development Opportunities on PVAAS login page at https://pvaaas.sas.com. 			
<p>15. Ascertain/confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across all teachers. <u>This is foundational knowledge for anyone who will be using PVAAS teacher specific reporting.</u></p>	<ul style="list-style-type: none"> • Provide training and support as necessary. • Provide opportunities for all staff to access PVAAS reports and use PVAAS in <i>looking back</i> (evaluating) and <i>looking ahead</i> (planning). • Select teacher leaders to participate in PVAAS fall trainings at local IU. 			

Actions	Considerations/If not, then...	Timeline	Status (Completed, In Progress)	Notes
16. Plan for teachers and respective building administrators to receive professional development on PVAAS teacher specific reporting upon release of the reporting in Fall 2015.	<ul style="list-style-type: none"> See the booklet “PVAAS Professional Development Opportunities for SY2015-16” when available on the PVAAS login page, https://pvaas.sas.com, for complete information. 			
17. Participate in SY15-16 webinars (when available) or watch PVAAS Virtual Learning Module to learn about the PVAAS teacher specific reporting and see actual examples of PVAAS teacher specific reporting.	<ul style="list-style-type: none"> Use the PVAAS Teacher Specific Reporting VLM. All VLMs can be accessed under the e-Learning link on the PVAAS public or password-protected site: https://pvaas.sas.com.) 			
18. Plan to participate in Fall 2015 professional development sessions on PVAAS teacher specific reporting.	<ul style="list-style-type: none"> See the booklet “PVAAS Professional Development Opportunities for SY 2015-16” when available on the PVAAS login page, https://pvaas.sas.com, for complete information. 			