

Roster Verification

Frequently Asked Questions



Is the posted timeline flexible?



- YES.
- The timeline until May 17 is for illustrative purposes and may be modified to meet school/district needs.
- The district submission deadline is May 17.

What if my data (student or teacher) isn't correct?



The system updates nightly and reflects changes in eschool and efinance.

Data cannot be updated directly in the Roster Verification System (RVS). RVS is dependent on locally inputted data.

Why is my teacher's verification progress already 100%?



- The teacher is listed as the primary teacher of record for that course in eSchool.
- All students for each section have been premarked Yes.
- The teacher should modify using the dropdown box for any student for whom he/she has not provided instruction
- The teacher must submit to principal upon review.

▶ **Verification Progress (Students)** ◆



Why is my teacher's verification progress not 100%?



- The teacher is listed as the secondary teacher of record for one or more courses in eSchool.
- The teacher should review and mark each student for which he/she has provided instruction.



What about Inclusion, ELL, or Interventionists?



- How they appear in the system varies based on district data entry.
- If they are the primary or secondary teachers of record for the course, they will appear in the verifiable classroom list.
- If they are attached to an included job code, they will appear in the potential contributor list.

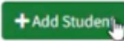
Should everyone on the potential contributor roster verify?



- Each potential contributor is listed based on specific certified four-digit job codes; however, this is a local decision.
- The potential contributor list includes multiple job codes and the full list can be found under “Other Documents” on the Roster Verification webpage.
- The primary teacher of record and contributing teacher each receive 100% of the student’s growth score.

Can a teacher be on the verifiable classroom and potential contributor list?



- Yes.
- Students in his/her verifiable classroom list will be autopopulated.
- Students in his/her potential contributor list will need to be added manually using the  button.

I've added a job code but they are not showing up as a Potential Contributor.



- Have you waited for the midnight update to take effect?
- If so, ensure the following eFinance+ screens are complete:
 - Assignments Screen
 - New job code is marked "Primary"
 - Percent table is complete
 - Period table is marked
 - Pay Rate Information Screen
 - Period Table matches previous screen

The screenshot shows the "Assignments" screen in eFinance+. At the top, the title is "Assignments" followed by a redacted area. Below the title is a toolbar with various icons. The main content area displays a table of assignments:

Assignment	Percent	Period	Location	Primary
A1000 - CLASSROOM TEACHER	1.0000	1	023- [REDACTED]	<input type="checkbox"/>
7235 - INTERVENTIONIST CERT	1.0000	2	023- [REDACTED]	<input checked="" type="checkbox"/>

Below the table, it says "2 match(es) found". Underneath is the "Assignment Information" section, which includes a "Continuous" checkbox and a form with the following fields:

- Assignment #: 7235 INTERVENTIONIST CERT
- Percent: 1.0000
- Period: 2
- Location: [REDACTED]
- Primary Assignment:

The screenshot shows the "Pay Rate Information" screen in eFinance+. At the top, the title is "Pay Rate Information" followed by a redacted area. Below the title is a toolbar with various icons. The main content area displays a table of pay rates:

#	Class	Pay Code	Schedule Range Step
2	1140 - TEACHER - 190 DAYS	001 - SALARY-CONTRACT	[REDACTED]
2		016 - SR QUIZ BOWL	

I need to return the roster to the teacher.



First check if the teacher has submitted to the principal.

- If so, unlock the roster by returning to the teacher for edits. A comment must be made before “Returning to the Teacher.”

A screenshot of a web form titled "Verification Status" with a blue "Pending Review" button. Below the title is a "Comment:" label and a text input field containing the placeholder text "Please provide a comment...". At the bottom of the form are two buttons: a yellow "Return to Teacher" button and a green "Accept" button with a circular refresh icon. A mouse cursor is hovering over the "Accept" button.

- If not, contact DESE for technical support.



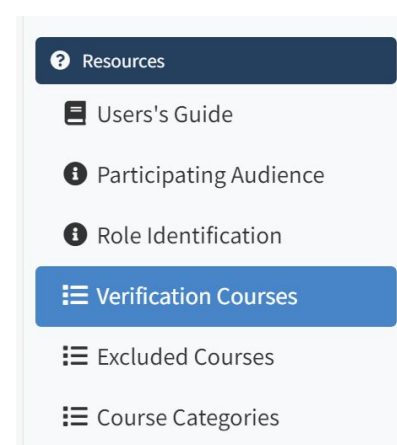
An employee:

- Went on maternity leave in October and decided to stay home the rest of the year, but is on my school's roster.
 - If you do not believe student growth should be assigned to this teacher, you the EXEMPT open in the upper right corner.
- For some reason a long term substitute is appearing on my school's roster.
 - Long Term Substitutes cannot be assigned student growth and should be marked EXEMPT
- I have another scenario where the teacher should not receive a teacher growth score.
 - The decision to exempt a teacher is a local decision. An exempt teacher will not receive a teacher growth score for FY26.

Which courses were included?



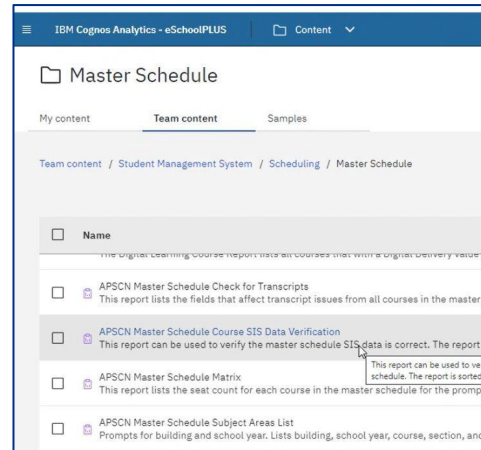
- Within the Roster Verification System, choose “Verification Courses” or see Slide 7.
- The full list of verifiable courses can also be found on the Roster Verification webpage under “other Documents.”



A teacher's section or course is missing?



- The most common cause is the section/course has been excluded from cycle reporting in eSchool.
 - Check with your eSchool data steward.
- Would you like to run a report to see if any courses have been excluded?
 - Click on Cognos within eSchoolPLUS
 - Team Content
 - Student Management System
 - Scheduling
 - Master Schedule
 - APSCN Master Scheduel Course SIS Data Verification
 - Sort Report by Exclude From Cycle



Course	Name	Staff Name	Exclude From Cycle
410001-1	English I	4658 Geller,E	
410001-30	English I	4424 Glasgow,M	
410001-2	English I	4424 Glasgow,M	
410001-3	English I	4829 Hayes,K	
410001-4	English I	4658 Geller,E	
410001-5	English I	4658 Geller,E	
410001-6	English I	4829 Hayes,K	
410001-602	English I A REAP	3371 Higgins,S	
410001-605	English I B REAP	3371 Higgins,S	
410001-7	English I	4424 Glasgow,M	
410001-700	English I A	4424 Glasgow,M	Y,N,000000
410001-701	English I B	4424 Glasgow,M	Y,N,000000
410001-8	English I	4829 Hayes,K	
410001-9	English I	4829 Hayes,K	
410001-1	English 1*	4424 Glasgow,M	
410001-3	English 1*	4829 Hayes,K	

What if a student appears on more than one class list?



- Mark YES on each class list where the student appears if the same teacher.
- The student's data will only be used once.

Example: John was in 1st Period Algebra I until January before being moved to 4th Period. John will appear on both lists; however, his growth data will be applied once.

- If the student has changed teachers/courses within the same building, it is the discretion of the district to determine if one or both teachers should receive the student's growth score and mark Yes/No accordingly.
 - This scenario's student growth would not be excluded by highly mobile rules.

Example: Enrolled with Mrs. Jones for 3 weeks in 8th Grade PreAP English then transfers to Mrs. Smith's English 8 for the remainder of the year.

I'm an Assistant Principal and cannot access



Ensure you have one of the following SIS Coordinator Codes

- Building Level
 - Principal (SIS Coordinator Code P)
 - Assistant Principal (SIS Coordinator Code AP)

- District Level
 - Superintendent (SIS Coordinator Code U)
 - Assistant Superintendent (SIS Coordinator Code X)
 - District Testing Coordinator (SIS Coordinator Code C)
 - Data Systems Manager (SIS Coordinator Code S)

*If an individual does not have access, ensure their coordinator code is correct.
Changes made before 4 p.m. will be reflected the following day.

Who is a Highly Mobile Student



A student who is not continuously enrolled in the same district between October 1 and the opening of the testing window.

Contacts



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