1. What is the purpose of roster verification?

The purpose is to enable educators to review and update records indicating which students received instruction from which educators during the school year. Capturing the precise proportion of instructional time for each teacher that roster the individual student level ensures that TVAAS Teacher Value-Added reports tie student growth to teachers in the fairest and most accurate way possible.

2. Which teachers participate in roster verification?

Certified teachers who have direct instructional responsibility for students in classes in which the assessments listed below are administered should participate in roster verification.

- **English Language Arts:** Grades 3–8, English I, and English II
- **Math:** Grades 3–8, Algebra I, Algebra II, Geometry, Integrated Math I, Integrated Math II, and Integrated Math III
- **Social Studies:** Grades 6–8 and U.S. History
- **Science:** Grades 5–8 and Biology

3. Is class size a factor in whether to complete roster verification?

No. Class size does not impact whether a teacher participates in roster verification.

4. What values should be entered in the instructional time column on rosters?

Instructional time is defined as the percentage of time a certified teacher spent as the person delivering subject area content for each student. For example, if a teacher is solely responsible for a student's subject area content for the duration of the instructional period, the teacher claims 100% instructional time. If the teacher splits responsibility equally with another certified teacher, each would claim 50%.

The Sample Scenarios provide instructions for calculating instructional time in a variety of instructional situations.

5. Why can't I change the instructional time for a student that is claimed as Partial (P) under Instructional Availability?

Students who are claimed as Partial (P) are excluded from analysis. Therefore, the instructional time is disabled.

6. How does a district, school, or teacher gain access to Roster Verification?

Each user has their own unique username and password that grants access to Roster Verification from the TVAAS login page. Users may also access Roster Verification using their Single Sign-On (SSO) account. Shortly before roster verification begins, TVAAS sends usernames and passwords to each person's TVAAS account email address. Contact your local IT department with questions regarding SSO.

7. How should teachers claim instructional time for students who are in in-school suspension (ISS) settings, alternative programs, or alternative schools?

If a student is assigned to an in-school suspension classroom, an alternative program, or an alternative school, the LEA should determine how students will be claimed.

8. What should teachers do if they are trying to add a student to a roster but TVAAS says the student cannot be found?

Make sure you spelled the student's last name correctly. You can also try searching for the first few letters of the student's last name, leaving the student ID blank, and choosing **All Schools** within your district. Searching for the student's student ID only and choosing **All Districts** is another method.

If a student enrolled in a school after data in your student information system was transmitted to TVAAS, that student will not appear in the student search results. Students are added at regular intervals throughout roster verification. The dates when new students are available are posted on the Important Dates page in the TVAAS online Help.

- **Teachers:** If you have questions about missing students, contact a school admin or school roster approver.
- **School admins or school roster approvers:** If you have questions about missing students, contact a district admin or district roster approver.
- **District admins or district roster approvers:** If you have questions about missing students, contact TVAAS Support.

9. Should students who were not enrolled at your school for the entire school year (or semester for a semester-long course) be included?

Yes. All students should be included on a roster regardless of the length of time that they were enrolled in a course. The Instructional Availability column should be used to determine whether students should be claimed as Full (F) or Partial (P). Instructional availability is determined by the number of days a student is available for instruction, as defined by local policy, during the entire instructional period. The instructional period for the student can be determined using both enrollment and attendance. Instructional availability is reported as follows:

- Traditional or Year-Long Course (approximately 180 days):
  - Full (F): 150 days or more
  - Partial (P): 149 days or fewer
- Modified or Block Course (approximately 90 days):
  - Full (F): 75 days or more
  - Partial (P): 74 days or fewer

In Roster Verification, instructional availability defaults to full (F) and can be adjusted to partial (P) for any student as needed.

The Sample Scenarios describe how to adjust the instructional time and instructional availability to account for students who were not enrolled the entire school year.

10. How is student daily attendance addressed in roster verification?

Student daily attendance is addressed according to T.C.A. § 49-1-606 (a), which states the following:

A student must have been present for one hundred fifty (150) days of classroom instruction per year or seventy-five (75) days of classroom instruction per semester before that student's record is attributable to a specific teacher.

Used stock pile days are not counted as absent or unavailable for instruction.

Student instructional availability is determined using the combination of enrollment and attendance.

Participation in school activities or events is not considered unavailable for instruction.

The 150 (75) days of instruction is out of a possible 180 (90) days, such that a student who has missed 20 days at the time of testing but is expected to be in attendance through the remainder of the school year would be considered available 150 days.

Students not present 150 (75) days of instruction should be marked Partial (P) in Roster Verification.

11. How are approved extended teacher absences addressed in roster verification?

If a teacher is absent from teaching for a period of time, the appropriate percentage of instructional time must be determined per local policy.

12. If a teacher was hired after the school year began and did not teach for the entire course, should the rosters reflect this?

Yes. This teacher would roster the amount of instructional time they provided direct instruction to the students on the roster. For example, if a teacher is hired 45 days into a 180 day school year, they would claim 75% (135/180 = .75) in the Instructional Time column.

13. What if a student is overclaimed between two different districts?

Educators do not need to resolve overclaiming across districts. When overclaiming occurs because teachers in different districts each claim instructional availability that equals more than 100% when combined for the same student in the same tested subject, the instructional time for each teacher is adjusted proportionally so that the total instructional time claimed across all teachers is 100%.

14. What if a student is overclaimed within the same district?

Overclaiming within the district should be resolved.

- **Teachers:** When other teachers verify their rosters, data for their students will be updated. Work with the other teachers who are also rostering the student. If you cannot see the name of another teacher rostering the student, contact a school admin.
- **School admins:** Work with your district TVAAS administrator and other school admins to eliminate any overclaiming of students.

15. What happens if a teacher does not submit rosters before the Teacher Verification Phase ends?

When the Teacher Verification Phase ends, all rosters that teachers have not submitted are automatically submitted to the school. If a teacher is not finished, a school admin can return the teacher's rosters to the teacher during the School Phase.

16. What happens if a school does not submit rosters before the School Verification Phase ends?

When the School Verification Phase ends, all rosters that schools have not submitted are automatically submitted to the district. If a school is not finished, a district admin can return the school's rosters to the school. Rosters cannot be returned to the teacher once the District Phase begins.

17. What happens if a district does not submit rosters before the District Verification Phase ends?

When the District Verification Phase ends, all rosters for all schools are automatically submitted to TVAAS. The rosters are considered final and cannot be returned to any users or changed by TVAAS or TDOE.

The final verified rosters in Roster Verification are the authoritative source for teacher-student linkages and for the percentage of instructional time each teacher has for individual students in subjects tested with a state assessment.

18. How can a teacher's email address be corrected in TVAAS?

If the email address associated with a teacher's TVAAS account is incorrect, the teacher will not receive email notifications from TVAAS, including emails that contain login information. A school admin can correct the email address by following these steps:

1. Log in to TVAAS.
2. Click Admin at the top of the window.
3. Click the teacher's name.
4. In the Account Options box, choose Change Email.
5. Follow the on-screen directions to enter a new email address.

Note: After you update the email address in TVAAS, you must ensure that the teacher's email is correct in EIS. If the email is not correct in EIS, the email address associated with the teacher's TVAAS account will be overwritten with the incorrect email address in EIS when TVAAS accounts are automatically updated.

19. What if a teacher is missing a roster?

If a teacher taught a subject or course that is tested with an assessment identified in question 2, you need to add a roster. To do this, navigate to the teacher's Roster Verification Summary report and click Manage Rosters. For step-by-step instructions, log in to TVAAS Roster Verification and click Help.

20. What if a teacher has rosters for subjects that they did not teach?

Remove those rosters by navigating to the teacher's Roster Verification Summary report and clicking Manage Roster. For step-by-step instructions, log in to TVAAS Roster Verification and click Help.

21. When is the official start and end date for determining instructional time?

Instructional Time should be calculated based on the first to the last day of the school calendar. This would follow the typical 90-day semester or 180-day full school year calendar.

22. What if a student is underclaimed?

Since Roster Verification is not applicable to substitutes, the teacher is the only individual rostering, so some students will be underclaimed (less than 100% instructional time). In situations such as these, it is acceptable for students to be rostered for less than 100%. In all other situations, underclaimed students should be resolved.

23. How does an admin or roster approver know whether a teacher submitted a roster or auto-submitted with the closing of the phase?

The Roster History report lists the date and time that a roster was submitted or sent back to a user and the name of the person who performed the action. It also shows whether a roster was auto-submitted at the end of a phase. The following steps are for school admins or school users with roster approver permission to view the Roster History report.

1. Log in as a school admin or school user with roster approver permission.
2. Click the Reports tab.
3. Click School Roster Verification Summary under the Roster Verification header.
4. Select the Roster Verification term.
5. Click on the teacher's name.
6. Click View Roster History. This displays who submitted or returned rosters during the different phases. It also shows whether rosters were auto-submitted during a phase.

24. How do I know who made changes to a roster?

A school admin or school user with roster approver permission can review edits to rosters using the steps below.

1. Log in as a school admin or school user with roster approver permission.
2. Click the Reports tab.
3. Click School Roster Verification Summary under the Roster Verification header.
4. Select the Roster Verification term.
5. Click on the teacher's name.
6. Select the roster.
7. If an edit has been made, a pencil icon appears in the Edits column. Click the icon to see what actions were made to the roster, when they were made, and by whom.

25. Which students can be added to an ineligible roster?

Students who did not receive certified instruction in a content area are marked ineligible. Only administrators can add or remove students to an ineligible roster.

26. Do teachers complete roster verification for courses that are being field tested?

No. Field testing data is not used at any level of teacher, school or district accountability or reporting. Teachers should only complete roster verification for subjects that are operationally tested.

27. A student left our district prior to the testing window. What do we do with the student's records in Roster Verification?

Keep the student on the teachers' rosters. If the student had full instructional availability during the time of enrollment in your district and tests in another district, then the teacher in your district should claim that instructional time.

28. A teacher left our district prior to the end of the year. What should we do in Roster Verification for that teacher?

If the district has obtained written approval from the teacher, school or district admins can complete roster verification on behalf of the teacher. Instructional availability and instructional time should be agreed upon with the teacher.

These instructions are for school admins who need to complete rosters for teachers during the Teacher Phase who are not available to complete them for themselves:

1. Log in to Roster Verification.
2. The teacher's name appears in the Not Ready for Review section.
3. Click on the teacher's name in the Not Ready for Review list.
4. Under the teacher's list of rosters, click Move Up to School.
5. When you finish the updates, return the rosters, and they will then be sent back to the Not Ready for Review list.
6. Repeat steps 3 and 4.
7. Approve the rosters. If no changes are made at this time, the rosters will move to the Approved section.

NOTE: See the online Help for information about which teachers should participate in roster verification.

29. A long-term substitute teacher is the teacher of record for a class. How should that class be claimed?

If the students received licensed instruction prior to having a long-term substitute, that time should be submitted during rostering by adjusting the percentage of instructional time and obtaining the previous teacher's approval. If the students did not receive any licensed instruction in a tested content area due to staffing, the students are placed on the Ineligible Roster for that content area.

Never roster students to a staff member who did not teach them.

30. How will grievances be handled?

Districts will be responsible for any grievances that are filed by teachers based on teacher-student linkages through Roster Verification and should establish those processes at the local level. The purpose of this memorandum is to define the parameters within which teachers must roster students for teacher value-added calculations and to address common circumstances that can impact rostering decisions. Although there are general state expectations for the rostering process, districts have broad discretion to make specific decisions based on local policies.

31. How does a teacher complete roster verification at multiple schools?

A teacher only needs one school user account to complete roster verification across multiple schools. Once the teacher has been added to the School Roster Verification Summary at multiple schools, they will have a Schools tab when they log in to Roster Verification. This Schools tab will allow them to switch between different schools to edit rosters.

32. A teacher might teach students from multiple schools. Can a school admin add a teacher from a different school?

Yes. A school admin account holder can add a teacher to their School Roster Verification Summary list.

33. Do teachers need an account for every school where they teach?

Teachers do not need separate accounts at each school for roster verification. They can log in to any account to see all rosters, even those not at the school the account is tied to.

34. Does chronic absenteeism have any bearing on roster verification?

Student daily attendance is addressed according to T.C.A. § 49-1-606 (a), which states the following:

A student must have been present for one hundred fifty (150) days of classroom instruction per year or seventy-five (75) days of classroom instruction per semester before that student's record is attributable to a specific teacher.

If a student is chronically absent, as defined by the district, and the number of absences causes them to fall below full-time status per T.C.A. § 49-1-606 (a), the instructional availability will be considered partial. If they are considered chronically absent but the number of absences does not make them fall below the minimum number of days specified in the code, their instructional availability should still be considered full time.