

SAS® EVAAS

ROSTER VERIFICATION FAQ

2023-24

1. What is the purpose of roster verification?

The purpose is to enable educators to review and fine-tune the linkage data from PowerSchool. Capturing the precise proportion of instructional responsibility for each teacher at the individual student level ensures that EVAAS Teacher Value-Added Reports tie student growth to teachers in the fairest and most accurate way possible.

Questions about Who Should Verify Rosters

2. Which non-CTE subjects and courses should have rosters?

All semester-long subjects and courses in which a state assessment is administered should have rosters.

How do users know whether to add rosters? Add a roster if a teacher who had direct instructional responsibility for a subject or course does not have a roster for that subject or course.

How do users know whether to remove rosters? Remove rosters for courses in which no state test is administered (for example, AP courses) or the teacher did not teach.

- For step-by-step instructions on how to add or remove rosters, log on to EVAAS Roster Verification and click **Help**.
- For information about which teachers should verify rosters, see question 3 below.
- See [CTE Courses included in Roster Verification](#) for a list of high school CTE subjects and courses that should have rosters.

See also [subjects and grades that should have rosters](#).

3. Which teachers participate in roster verification?

Teachers who have direct instructional responsibility for students in classes in which the assessments listed in question 2 above are administered should participate in roster verification.

See also [teachers participating in roster verification](#).

4. Should teachers in an advanced teaching or multi-classroom leadership role claim instructional responsibility?

Educators who mentor in an advanced teaching or multi-classroom leadership role should not claim instructional responsibility for students unless they are the primary teacher of record for a classroom of students. In cases where advanced teachers are co-teaching, modeling instruction, or otherwise collaborating with another teacher, they should not claim instructional responsibility. EVAAS is developing a separate growth model for these advanced teaching roles.

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

No. Class size does not impact whether a teacher participates in roster verification. The determining factor is whether the teacher instructs students in a content area with a state assessment.

Questions about Claiming Instructional Responsibility

6. What values should be entered in the Student + Teacher Assignment and Your % of Instruction fields on rosters?

Student + Teacher Assignment indicates the proportion of the school year (or semester for a semester-long course) that the teacher and student were assigned to each other. Daily attendance should not be captured here. (See question 13.) This column is prepopulated with a percentage based on data in PowerSchool. The prepopulated percentages are not final. Teachers must make changes to these rosters when appropriate and verify their rosters. A [Student + Teacher Assignment worksheet](#) provides teachers with the percentage to enter into the **Student + Teacher Assignment** column for the student based on the day on which the student was **enrolled** in the teacher's class/caseload. K-2 teachers should see the next question for claiming instructions. Underclaiming is allowed in some circumstances, such as a teacher beginning employment after the first day of school. The student might cause underclaiming by entering the class after the first day of school or moving out of the classroom before the end of the school year.

Your % of Instruction should reflect the percentage of the student's instruction in this subject that was provided by this teacher. If another teacher or specialist was responsible for some of the student's instruction in this subject, each teacher's roster should reflect the appropriate percentage. The sum of the teachers' percentages must be less than or equal to 100%.

The [Sample Scenarios document](#) provides instructions for calculating instructional responsibility in a variety of instructional situations, including:

- Students who arrived partway through the school year (or semester for a semester-long course)
- Team teaching
- Teacher and specialist co-teaching
- Push-in and pull-out services
- Extended teacher absences

7. How do kindergarten teachers claim their students?

Kindergarten teachers should claim students from MOY to EOY. The [Sample Scenarios document](#) describes how to adjust **Student + Teacher Assignment** based on the number of days the teacher was responsible for a student from the beginning of the MOY state test administration window to the EOY state test administration window.

8. Where do NCVPS teachers claim their students?

Local school districts should not create rosters for NCVPS teachers. NCVPS is a separate school district in EVAAS. These teachers have their own EVAAS accounts and will claim students accordingly.

See the [instructions for NCVPS teachers](#).

9. How should teachers claim instructional responsibility for students who are in in-school suspension (ISS) settings?

If a student is in an in-school suspension classroom for some period of time, the instructional responsibility for that student remains with the Teacher of Record. The exception to this would be if an ISS teacher is delivering instruction to that student in the tested curriculum area. In that case, the ISS teacher would also complete roster verification and claim partial instructional responsibility for that student. The [Sample Scenarios document](#) describes how to adjust **Your % of Instruction** to account for sharing responsibility. (See the section about team teaching.)

10. How should teachers claim instructional responsibility for students who have been placed in homebound or home hospital settings?

If a different teacher provided by the LEA is delivering the instruction to the student, the teachers share instructional responsibility. If another LEA-provided teacher is not providing instruction to the homebound student, 100% of instructional responsibility remains with the classroom teacher.

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

Make sure you spelled the student's last name correctly. Add leading zeroes if the student's ID is not 10 digits. 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 or try searching for the student's student ID only and choosing **All Districts**.

If a student enrolled in a school after data in your student information system was transmitted to EVAAS, that student will not appear in the student search results. Students are added at regular intervals throughout roster verification. The dates when new students will be available are posted on the [Important Dates page](#) in the EVAAS 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 EVAAS Support.

12. Should students who were not in membership for the entire school year (or semester for a semester-long course) be included?

Yes. All students should be included regardless of the length of time that they were enrolled in a course. The [Sample Scenarios document](#) describes how to adjust **Student + Teacher Assignment** to account for partial enrollment.

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

Enrollment and attendance are two different things. Students should be claimed for the time they are enrolled in a class. Daily attendance is not part of the value-added analysis. Do not adjust percentages to account for student absenteeism.

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

Teachers can include their extended absences from school in the **Student + Teacher Assignment** calculation when those approved absences meet or exceed the following number of days:

- 20 or more consecutive days in a year-long calendar
- 10 or more consecutive days in a semester block schedule
- 36 or more non-consecutive days in a year-long calendar
- 18 or more non-consecutive days in a semester block schedule

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

Yes. On worksheets provided by NCDPI, find the day of the school year that the teacher began teaching and enter the corresponding percentage in the **Student + Teacher Assignment** field. The remaining instructional responsibility will be claimed by the previous teacher or not claimed by anyone if there was no previous teacher. It is acceptable in this case to have underclaimed students.

16. What if CTE teachers don't see their rosters?

Not all high school CTE classes participate. There is no roster verification required for CTE middle school courses, post-assessments in field test, courses in pilot status, or some courses with third-party assessments. Refer to the [list of CTE assessments included in roster verification](#) for further clarification.

17. 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 full or partial instructional responsibility for the same student in the same tested subject, the instructional responsibility for each teacher will be adjusted proportionally so that the total instructional responsibility claimed across all teachers is 100%.

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

Overclaiming within the district should be resolved.

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

General Questions

19. 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.

20. 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.

21. 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 EVAAS. The rosters are considered final and cannot be returned to any users or changed by EVAAS or NCDPI.

22. How can a teacher's email address be corrected in EVAAS?

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

1. Log in to EVAAS.
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've updated the email address in EVAAS, you must ensure that the teacher's email is correct in PowerSchool. If the email is not correct in PowerSchool, the email address associated with the teacher's EVAAS account will be overwritten with the incorrect email address in PowerSchool when EVAAS accounts are automatically updated.

23. 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 **Add Roster**. For step-by-step instructions, log in to EVAAS Roster Verification and click **Help**.

24. What if a teacher has rosters for subjects that he or she did not teach?

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

Questions about Virtual Learning

25. What if a teacher provides virtual instruction to students at more than one school?

Teachers can access rosters at each school through roster verification and should claim students on the roster at the school where each student is enrolled. The exception is for districts that have students enrolled in a virtual academy that has been set up as a separate school in [EDDIE](#). In this case, teachers will have all rosters tied to the virtual academy.

26. 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.

27. What if a teacher provides both face-to-face and virtual instruction to the same group of students?

If one teacher provides both face-to-face and virtual instruction for the same group of students, the teacher claims 100% instructional responsibility.

28. What if a teacher shares face-to-face instruction with a teacher who teaches virtually?

If the teacher providing virtual instruction is different than the teacher providing face-to-face instruction, the teachers share instructional responsibility. See the section for team teaching in the [Sample Scenarios document](#) for how to adjust **Your % of Instruction** to account for sharing responsibility.

29. What if a non-certified teacher monitors an in-person class during virtual instruction?

Non-certified personnel do not complete roster verification.

30. What if a certified teacher monitors an in-person class during virtual instruction?

If a student is participating in virtual learning in a school building, the instructional responsibility for that student remains with the Teacher of Record. The exception to this would be if a classroom monitor is a certified teacher delivering instruction to that student in the tested curriculum area. In that case, the classroom monitor would also complete roster verification and claim partial instructional responsibility for that student. The [Sample Scenarios document](#) describes how to adjust **Your % of Instruction** to account for sharing responsibility. (See the section for team teaching.)