

2025 Roster Verification

[Click to Play Recording](#)



Slide Deck Topics

2025 Roster Verification Overview: Slides 3 - 10

Administrator Prework: Slides 11 - 12

Directions for Teachers: Slides 13 - 16

Directions for Administrator Approval: Slides 17 - 20

Frequently Asked Questions: Slides 21 - 36



The Roster Verification System



Why roster verify?

To ensure accurate teacher growth scores, it is essential that teachers of tested subject areas and grade levels are accurately linked to the students they have instructed.

Teacher/student links verified in RVS are used to calculate teacher growth scores:

- Initiatives related to teacher growth, including merit bonuses and student placement
- Populates the Classroom Value-Added Growth module (Academics tab) and the Teacher Growth Score Data and Trends module (Human Capital tab) in [LEA Insights](#), which support local efforts to improve teaching and learning for all students



Teacher of Record: Who is a Verifiable Teacher?



A teacher entered in **eSchool** as either the **primary or secondary teacher of record** for identified courses (Slide 7).

- **Rosters are generated based on eSchool data.**

Any student **ever** enrolled in the course section will appear.

- **The verifying teacher marks Yes or No**

Yes = the student's growth will be attached to the teacher prebusiness rules

No = the student's growth will not be attached (requires teacher comment)

- **Business rules (highly mobile, N<10, etc.) are applied post verification.**



Teachers of Record: Primary and Secondary



Primary Teacher of Record

Verify each course section & submit

Students are autopopulated as "YES"

Modify "YES" to "NO" as needed

Only students marked "YES" are attached for growth

The progress bar is already at 100%. The teacher should still verify each course.

Secondary Teacher of Record

Verify each course section & submit

Students are autopopulated with no value

Modify as needed

Only students marked "YES" are attached for growth

The progress bar will appear as less than 100% if the teacher is listed as secondary for any course. The teacher should verify each course.



Verifiable Teacher Progress Display



Primary Teacher of Record Only

Course Code	Course Section	Course Description	Subject	Category	License Exception(s)	Complete Students	Total Verifiable Students	Verification Progress
233110	2331102	Lang Arts 3rd	ELA	Other	NA	28	28	100%
233110	2331103	Lang Arts 3rd	ELA	Other	NA	26	26	100%
233110	2331152	Spelling 3rd	ELA	Other	NA	28	28	100%
233110	2331153	Spelling 3rd	ELA	Other	NA	26	26	100%
233120	2331202	Reading 3rd	ELA	Other	NA	28	28	100%
233120	2331203	Reading 3rd	ELA	Other	NA	26	26	100%

Secondary Teacher of Record Only

Course Code	Course Section	Course Description	Subject	Category	License Exception(s)	Complete Students	Total Verifiable Students	Verification Progress
420000	4200011	Biology-Integrated	BO	Other	NA	0	20	0%
420000	4200014	Biology-Integrated	BO	Other	NA	0	20	0%
420000	4200022	Biology-Integrated	BO	Other	NA	0	17	0%
420000	4200032	Biology-Integrated	BO	Other	NA	0	19	0%
420000	4200039	Biology-Integrated	BO	Other	NA	0	18	0%
420000	4200006	Biology-Integrated	BO	Other	NA	0	15	0%
420000	4200052	Biology**	BO	Other	NA	0	11	0%

Primary and Secondary Teacher of Record

Course Code	Course Section	Course Description	Subject	Category	License Exception(s)	Complete Students	Total Verifiable Students	Verification Progress
233110	2331104	Lang Arts 3rd	ELA	Other	NA	0	25	0%
233110	2331154	Spelling 3rd	ELA	Other	NA	0	25	0%
233120	2331204	Reading 3rd	ELA	Other	NA	0	25	0%
972100	9721033	Lang Arts 3rd	ELA	Other	NA	1	1	100%
972100	9721043	Lang Arts 4th	ELA	Other	NA	3	3	100%
233310	2333104	Math 3rd	MTH	Other	NA	0	25	0%
972300	9723033	Math 3rd	MTH	Other	NA	5	5	100%
972300	9723043	Math 4th	MTH	Other	NA	8	8	100%



Verifiable Courses



Teacher responsible for instruction of the following:

- 3-10 Grade English Language Arts
- 3-8 Grade Mathematics, Algebra, Geometry
- 4-8 Grade Science, Biology

[Full Course List](#)



Who is a Potential Contributor?



An individual with a certified job code listed below is considered a contributor.
The job codes include:

6040, 6041, 6042, 7040, 7090, 7140, 7144, 7145, 7150, 7160, 7170, 7180, 7190, 7200, 7210, 7220, 7230, 7235, 7530, 7540, 9040, 9041, 9042, 7100, 7110, 7120, 7130, 7135, 7142, 7315, 9999, 9010, 9030, 6015, 6020, 6030, 9035, 3050, 5010, 5020, 5030, 9020, 2010, 2030, 2050, 2020, 2040, 2060.

Consideration: Should individuals on the potential contributor list roster students? If they have significantly impacted student learning, they should receive 100% of the student's growth score. However, simply working with a student does not necessarily mean they should roster. For example, an interventionist who works with a student for 5% of the instructional time would receive 100% of the student's growth score along with any other teacher rostered to the same student.

Example:

- Charlie's Primary Teacher of Record for Math = 100% of Charlie's Growth Score
- Charlie's Inclusion Secondary Teacher of Record for Math = 100% of Charlie's Growth Score
- Charlie's Math Interventionist (Potential Contributor)= 100% of Charlie's Growth Score



Verifiable and Potential Contributing Teachers



Verifiable Classroom Teachers

Verify each course and submit

Rosters are autopopulated based on eSchool

Mark "Yes" or "No" for each student

Potential Contributing Teachers

Rostering students is OPTIONAL

Rosters are added manually by the contributor

Mark "Yes" or "No" by Subject for each student



Proposed Timeline



Teacher-Student Data Linkage Period	Principal/Assistant Review Period	Superintendent/Assistant Sign-Off Period
April 12 - April 26	April 29 - May 3	May 6 - May 17

Log in at <http://insight.ade.arkansas.gov> using the state active directory credentials (APSCN ID and password).

Click on Master Schedule, then Roster Verification System

Step 1: Teachers of verifiable courses and Contributors complete verification ([USER GUIDE](#))

Step 2: Building Principal reviews each teacher's verification and submits to Superintendent ([USER GUIDE](#))

Step 3: Superintendent (or designee) reviews each building and submits district data ([USER GUIDE](#))



Roster Verification

Administrator Prework



Let's Check



- Login using your APSCN ID [HERE](#)
- In the Maroon section, Click “Master Schedule” then “Roster Verification System”
- The system defaults to “Home”
- Scroll down and check each list. Make corrections in eschool or efinance.



- Notify teachers who need to roster verify
- Use “Exempt from Verification” for teachers who should not verify students.

Roster Verification

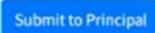
Teachers



Teacher with Verifiable Classrooms



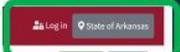
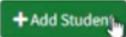
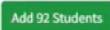
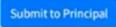
Verifying Your Roster

- Login (upper right corner) using your APSCN ID [HERE](#)
- In the Maroon section, Click “Master Schedule” then “Roster Verification System”
- Scroll down and Click on the  of your first course
 - Review each student in each course list
 - Using the dropdown box, select “Yes or No”
 - If “No,” provide justification in “notes”
 - When all students have been verified, scroll up and click 
- Student list is pulled from eSchool and cannot be manually added in RVS.

Contributing Teacher



Two Options

- I am responsible for teaching academic standards in tested subjects and grade levels for students for which I am not the primary or secondary teacher of record in that subject or grade level
 - Login (upper right corner) using your APSCN ID [HERE](#) 
 - In the Maroon section, Click “Master Schedule” then “Roster Verification System”
 - Click 
 - Use the alphabetized list or search to find students
 - Click  once all students have been selected
 - For each student, select each subject for which you have contributed (ELA, Math, Science) and assign “Yes”
 - When all students have been verified, scroll up and click 
- I am listed as a Contributing Teacher but have not contributed in one of the tested areas. You have nothing to do and are finished.

Teacher with No Verifiable Classrooms



You are the Primary/Secondary Teacher of Record in eSchool but do not teach a verifiable course listed on Slide 6. Contact your building administrator if you believe this is an error.

You are finished with Roster Verification.

Roster Verification

Administrator Approval



Approving Teachers Submissions



Once a teacher's roster has been submitted, who has access to approve?

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

- **District Level**
 - Superintendent (SIS Coordinator Code X)
 - Assistant Superintendent (SIS Coordinator Code U)
 - 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 to coding will be reflected the following day.

Approval and Tracking Progress



1. A teacher may submit once all classes have been verified
2. The building administrator or his/her designee should review the submission
3. Any changes made by the teacher will be reflected in the notes box next to each student.

4. Accept each Teacher's Verification

A screenshot of a web form titled "Verification Status" with a blue tab labeled "Pending Review". Below the title is a "Comment:" section with 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 mouse cursor hovering over it.

5. When all classes are accepted, type in the comment box and click "Submit to Superintendent."

A screenshot of a web form titled "Verification Status" with a blue tab labeled "Draft". Below the title is a "Comment:" section with a text input field containing the text "We are completed.". At the bottom of the form is a blue "Submit to Superintendent" button with a mouse cursor hovering over it.

Approving Building Level Rosters



Once a building roster has been submitted, who has access to approve?

- 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)

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.

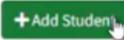
Should everyone on the potential contributor roster verify?



- Each potential contributor who has significantly contributed to a student's learning may roster verify; however, this a local decision.
- The potential contributor list includes multiple job codes listed on Slide 7.
- 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	



First check if the contributor 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.”

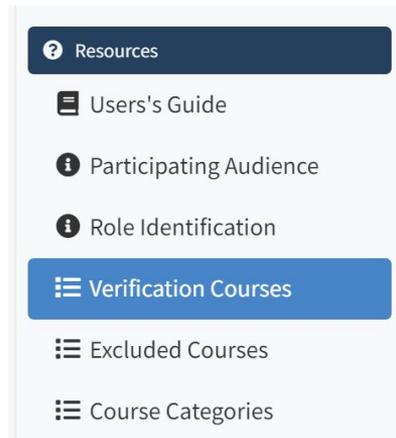
A screenshot of a web interface showing a "Verification Status" section. The status is "Pending Review". Below this is a "Comment:" field with a text input area containing the placeholder text "Please provide a comment...". At the bottom of the form are two buttons: a yellow "Return to Teacher" button and a green "Accept" button with a circular refresh icon.

- If not, contact DESE for technical support.

Which courses were included?



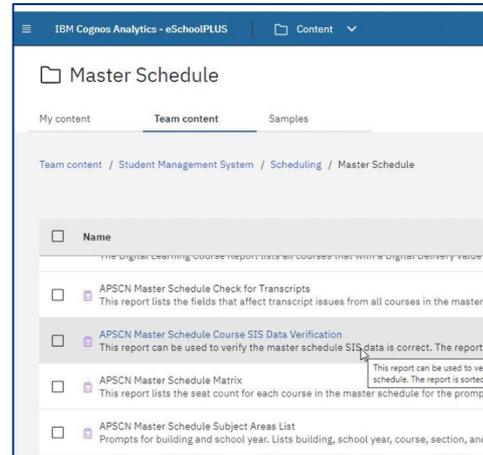
- Within the Roster Verification System, choose “Verification Courses” or see Slide 6.



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.

How is a student considered Highly Mobile



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

Contacts



Andy Sullivan, andy.sullivan@ade.arkansas.gov

Sharlee Crowson, sharlee.crowson@ade.arkansas.gov

Trent Saracini, trent.saracini@ade.arkansas.gov

Pearce Peacock, pearce.peacock@ade.arkansas.gov