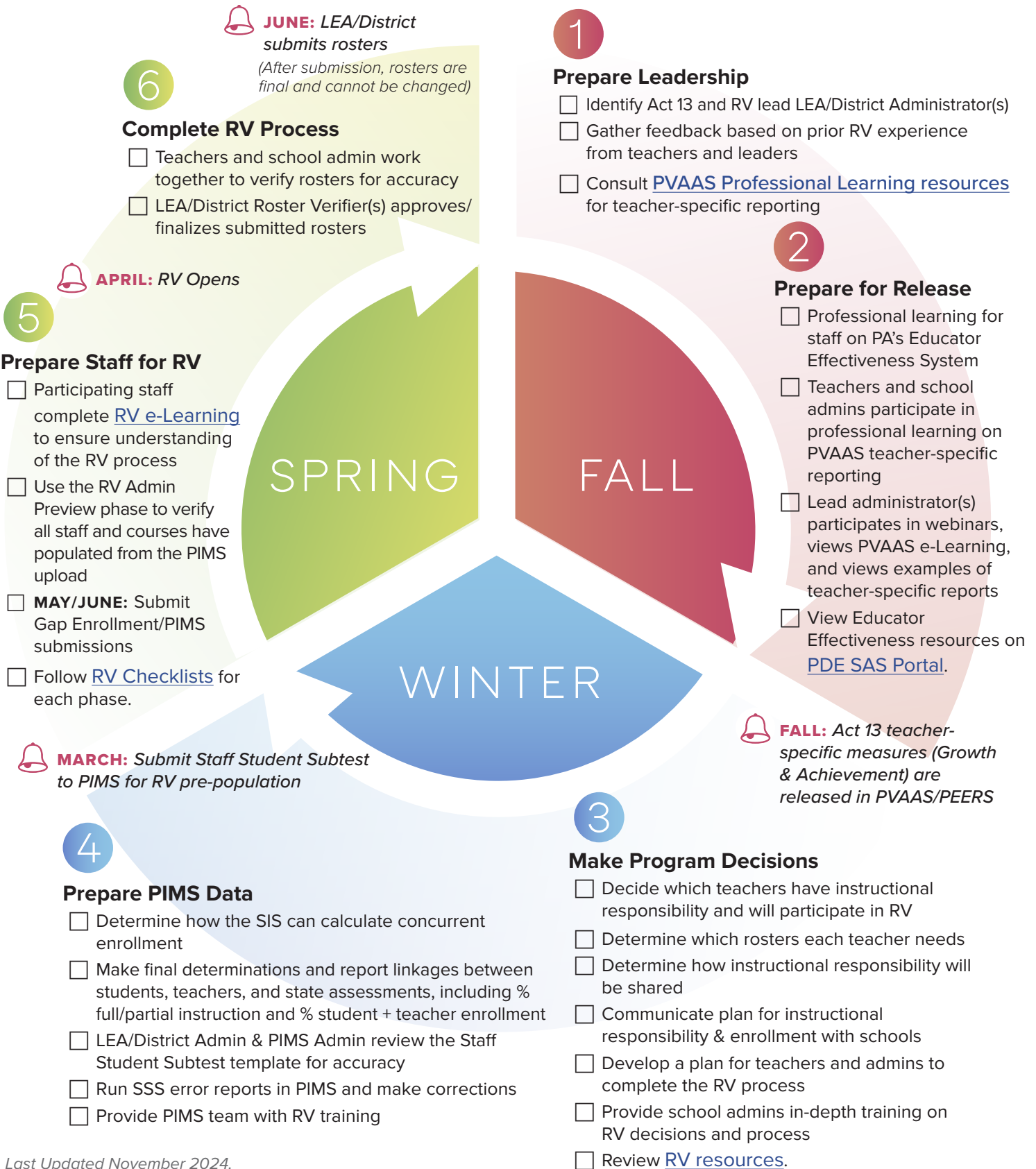




Act 13 Roster Verification By Season

Act 13 Administrators can use this seasonal calendar as a guide to prepare for PVAAS Roster Verification (RV) and Teacher-Specific Reporting. For more details, visit [PDE's PVAAS Roster Verification information](#).



1

Prepare Leadership

- Identify Act 13 and RV lead LEA/District Administrator(s)
- Gather feedback based on prior RV experience from teachers and leaders
- Consult [PVAAS Professional Learning resources](#) for teacher-specific reporting

2

Prepare for Release

- Professional learning for staff on PA's Educator Effectiveness System
- Teachers and school admins participate in professional learning on PVAAS teacher-specific reporting
- Lead administrator(s) participates in webinars, views PVAAS e-Learning, and views examples of teacher-specific reports
- View Educator Effectiveness resources on [PDE SAS Portal](#).

3

Make Program Decisions

- Decide which teachers have instructional responsibility and will participate in RV
- Determine which rosters each teacher needs
- Determine how instructional responsibility will be shared
- Communicate plan for instructional responsibility & enrollment with schools
- Develop a plan for teachers and admins to complete the RV process
- Provide school admins in-depth training on RV decisions and process
- Review [RV resources](#).

6

Complete RV Process

- Teachers and school admin work together to verify rosters for accuracy
- LEA/District Roster Verifier(s) approves/finalizes submitted rosters



JUNE: LEA/District submits rosters

(After submission, rosters are final and cannot be changed)

5

Prepare Staff for RV

- Participating staff complete [RV e-Learning](#) to ensure understanding of the RV process
- Use the RV Admin Preview phase to verify all staff and courses have populated from the PIMS upload
- MAY/JUNE:** Submit Gap Enrollment/PIMS submissions
- Follow [RV Checklists](#) for each phase.



APRIL: RV Opens



MARCH: Submit Staff Student Subtest to PIMS for RV pre-population

4

Prepare PIMS Data

- Determine how the SIS can calculate concurrent enrollment
- Make final determinations and report linkages between students, teachers, and state assessments, including % full/partial instruction and % student + teacher enrollment
- LEA/District Admin & PIMS Admin review the Staff Student Subtest template for accuracy
- Run SSS error reports in PIMS and make corrections
- Provide PIMS team with RV training