



# How to Use the PVAAS Roster Verification Phases Effectively

Do you need more time beyond the Preview phase to prepare rosters for your teachers? User groups can “gain time” through collaboration, partnership, and passing rosters back and forth.

While the PVAAS roster verification phases cannot be changed from the dates annually established, the system is designed so that administrators and teachers can work together during all phases to complete the process efficiently! We offer these suggestions for how you can make the established phases work for you.

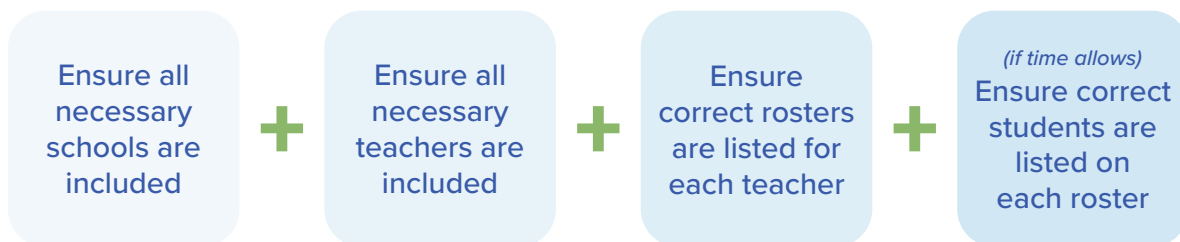


The Roster Verification Phases

## The Preview Phase: Get Rosters Ready for Your Teachers

When the Preview phase begins, PVAAS School Admins and School Roster Approvers have control of their school’s rosters. (PVAAS District Admins and District Roster Approvers can view rosters, and they can move rosters up to the LEA/district level during this phase if they need to edit a school’s rosters. If rosters are moved up to the LEA/district level, the School Admins/School Roster Approvers can no longer edit rosters until they are returned.)

### THE PREVIEW PHASE



You’ll want to complete a few tasks during the Preview phase:

- 1. Ensure that all necessary schools within your LEA/district are listed in the RV system.** The District Admin/District Roster Approver(s) completes this step. If a school is missing, contact the PVAAS Statewide Team for PDE ([pdepvaas@iu13.org](mailto:pdepvaas@iu13.org)) right away and before the end of the Preview phase. This MUST and can ONLY be corrected during the Preview phase.

A school will not be visible on your LEA/District Verification Summary page until the school has added at least one teacher to the RV system. If a school is not listed on the LEA/District Verification Summary page, check with the School Admin account holder to see if they can access the RV system and add the necessary teachers. If the School Admin is unable to access RV, then the PVAAS Statewide Team for PDE must be notified right away and before the end of the Preview Phase at [pdepvaas@iu13.org](mailto:pdepvaas@iu13.org), so the issue can be resolved during the Preview Phase.

- 2. Ensure that all teachers who will be verifying rosters are listed in the RV system.** School Admins and School Roster Approvers with account management access must do this, by clicking the “Manage Teacher



Access” button, and “Add Teacher,” as needed. These users may also remove teachers who will not be verifying rosters at this school.

Find instructions for adding and removing teachers in the PVAAS online Help, from the “Help” button at the top right of the PVAAS page.

*Important Note: Removing a teacher from RV does NOT deactivate the teacher’s PVAAS account; it simply removes the teacher’s access to verify rosters at your school. To deactivate a teacher’s account, click the “Admin” link at the top right of the PVAAS page.*

- 3. Ensure that all teachers have the correct roster(s) included.** Think of a roster like the name of the state assessment linked to a teacher’s name. At this point, you don’t need to have students in the roster; the main task in this phase is to make sure each teacher has a roster associated with the correct state assessment for which they have instructional responsibility. Another key task here is to ensure that teachers of Keystone content areas have the correct Keystone roster(s) listed: Summer Tested, Winter Tested, and/or Spring Tested.
- 4. If you wish, you can add, remove, or edit students and percentages on each roster.** This will certainly save time and work for your teachers during the Teacher Verification phase. However, if you choose not to add or edit students during the Preview phase, it can be done later in the RV process.

## Designating Roster Approvers

Many LEAs already have school and district level Roster Approvers designated from previous years. Make sure your designations are still appropriate; assign or change these roles as needed within the PVAAS “Admin” link (top right of the screen). These roles can be designated in the system at any time – you don’t need to wait until the RV process begins.

The School Admin may designate other School Users (such as an Assistant Principal) to be a School Roster Approver. School Roster Approvers have authority to review, edit, approve, and submit rosters school-wide. The District Admin may designate other District Users to be District Roster Approvers. District Roster Approvers have authority to review, edit, approve, and submit rosters for the entire LEA/district (i.e., the FINAL submission of your LEA’s/district’s rosters to SAS EVAAS).

## A Note for District Admins/District Roster Approvers

If the District Admin or District Roster Approver wants to take control of schools’ rosters during the Preview phase, please remember:

- The School Admin/School Roster Approvers will no longer be able to edit rosters until they are returned to the school.
- The District Admin/District Roster Approvers **CANNOT** add or remove teachers or manage teacher access to the RV system. This must be done by the School Admin or the School Roster Approver with account management access. In other words, district-level users can edit rosters and/or students but cannot manage teachers’ accounts or their access to the RV system.
- See step-by-step help for moving rosters from the school up to the LEA/district level, and then returning them by viewing the [Roster Verification e-Learning](#).



## The Teacher Verification Phase and School Verification Phases

The two-week Teacher Verification phase is immediately followed by the two-week School Verification phase. You can think of these two phases as a four-week window of time for roster review and verification between the teachers and school administrators. Rosters can move back and forth from the teachers to the School Admin/School Roster Approver(s) for the entire four weeks, as many times as needed!

### Gaining More Time to Work on Rosters before your Teachers Review

When the Teacher Verification phase opens, the School Admin/School Roster Approver(s) has the option to move teachers' rosters right back to the school level. Additionally, the District Admin/District Roster Approver(s) can move a school's rosters up to the LEA/district level, as long as the school has control of ALL rosters (i.e., all school's rosters are in the school's "Ready for Review" list).

#### Possible Action Items:

- Communicate with your teachers if you plan to take control of their rosters. Provide the date you will move them up to the school (or LEA/district) level, and the date you will return the rosters to them.
- Decide who will be doing the work on teachers' rosters — the School Admin/School Roster Approver(s), or the District Admin/District Roster Approver(s).



*Rosters can move back and forth, from teachers and school admins, throughout both the Teacher and School Verification phases. A school's rosters — they travel as an entire unit — can be moved between the school and LEA/district level during these phases as well.*

- The School Admin/School Roster Approver(s) can move rosters up to the school, and then the District Admin/Approver(s) can move the schools' rosters up to the LEA/district, if necessary.
- Continue with the work begun in the Preview phase (reviewing teachers, rosters, and students/percentages). If you have teachers edit percentages, provide guidance to them to ensure consistency across your LEA/district.
- Are there reports you can use from your local Student Information System to support the work?
- Return rosters to teachers, to ensure teachers are aware of all changes, keeping transparency in the process.

Plan enough time during these two phases (four weeks) for teachers to review their rosters, and for the School Admin/Roster Approver(s) to review rosters by the end of the School Verification phase. (Keep in mind that the School Admin/School Roster Approvers will need time for review prior to submitting rosters up to the LEA/district level, for the final LEA Verification phase.)



## Steps for School Admin/School Roster Approver to Move Rosters from the Teacher up to the School

When the Teacher Verification phase begins, rosters will appear in your “Not Ready for Review” list. Before you can work on a teacher’s rosters, you’ll need to move them up to the school level:

1. Under “Not Ready for Review,” click on the teacher’s name.
2. Click “Move Up to School.” The teacher’s rosters will now appear in your “Ready for Review” bucket, and you can edit them as needed.
3. When you’ve finished your work, click “Return Teacher’s Rosters.” You can enter a message for the teacher as well, regarding any changes you’ve made or areas for them to review carefully.

## Steps for District Admin/District Roster Approver to Move Rosters from the School to the LEA/District

During the Teacher Verification and School Verification phases, rosters will appear in your “Not Ready for Review” list by default. Before you can work on a school’s/teacher’s rosters, you’ll need to move them up to the LEA/district level. You can only move rosters to the LEA/district level as an entire unit by the school, and only when the school has control of the rosters. (You will NOT be able to move a school’s rosters if the teachers are in control of their rosters.)

1. Under “Not Ready for Review,” click on the School’s Name.
2. Click “Move Up to District.” (*NOTE: This button is not shown when teachers have control of their rosters. The School Admin/School Roster Approver will need to take control of all rosters at their school first.*)
3. When you’ve finished your work, click “Return School’s Rosters.” You can enter a message for the School Admin/School Roster Approver(s) regarding any changes you’ve made or areas for them to review carefully.

## LEA/District Verification Phase (final LEA/District review)

The LEA/District Verification phase is the final opportunity for LEAs to review, edit, and submit rosters to SAS EVAAS.

During this phase, rosters can move between the LEA/district and the school within the RV system. (Please see the instructions included above.) Rosters can move between the LEA/district and school but CANNOT go back to teachers within the system.



It may be helpful to put a local process in place for teachers to review changes during this phase, to ensure transparency in the process. We strongly recommend that you communicate any changes during this phase with your teachers.

Visit [the PDE PVAAS Website here](#) for additional resources on this topic.