



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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TO LEA Superintendents
Charter School Directors

FROM Rebecca B. Garland, Chief Academic Officer *RBG*
Angela H. Quick, Deputy Chief Academic Officer *AHQ*
Academic Services and Instructional Support

DATE April 9, 2013

ROSTER VERIFICATION UPDATE

The roster verification process that ensures students are correctly linked to teachers in the Education Valued Added Assessment System (EVAAS) begins next week (April 15th). Principals will receive an email from SAS with directions on how to access and complete the data entry for verifying their teaching staff. The email will also include information on what their teachers will be required to complete. The schools should complete their work by May 31, 2013; the final district verification must be completed by June 28, 2013.

The SAS Institute has trained the Regional Accountability Coordinators (RACs) on the roster verification process and RACs are training the district and charter school testing coordinators. Your testing coordinator should be sharing this information with your district curriculum and instruction and human resource personnel and others who may be a part of the roster verification process. In addition, SAS and DPI are providing training and reference materials in the form of online modules for each of the steps in the roster verification process (teachers, principals and district staff), a Frequently Asked Questions document, and PowerPoints that delineate the process and the requirements. Dates for webinars and online training have been sent to your accountability directors and are available at <https://ncdpi.sas.com/unrestricted.download?ab=dn&as=b&yq=2&wy=NCDPI RV VPD April June 13.pdf> For questions or assistance, an email help system is available (evaas_support@sas.com).

While clear directions for completing the steps in the roster verification process will be provided, there are also district decisions to be made so that teacher linkages are as accurate as possible. For example, if a school is organized for instruction with all teachers at a grade level sharing all of the students, it will be necessary to determine a standardized process for calculating and reporting the percentage of instructional time for each teacher. If an exceptional children's teacher co-teaches with a classroom teacher, you will want to be consistent in determining and assigning percentages to each teacher. The reference materials accompanying the roster verification process provide guidance in making reporting decisions.

DIVISION OF ACCOUNTABILITY SERVICES

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AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The roster verification process is vital to ensure that the sixth standard ratings for teachers are based on the growth of their students, and the department is working with SAS to make this process as efficient and accurate as possible. As your district implements the roster verification process this spring, we welcome your feedback so that improvements can be made. Please email your comments to Robin.McCoy@dpi.nc.gov.

Your commitment to this work is much appreciated.

c: June Atkinson, State Superintendent
Tammy Howard, Director, Accountability Services
Accountability Directors
Human Resources Directors
Curriculum and Instruction Leaders