

Overview

In an effort to reduce the amount of time schools spend completing administrative tasks, the NYCDOE has consolidated data verification activities for New York State Department of Education (NYSED) and NYCDOE accountability purposes into the [Data Quality Management \(DQM\) process](#), whereby schools collect, enter, review, and correct data, including student and teacher course linkage data.

Roster Maintenance and Verification, one aspect of **DQM**, is the process by which principals/designees or teachers review class roster information and, if necessary, correct course start and end dates for students and teachers. This class roster information is used for many purposes within a school (e.g. generating accurate report cards), and to calculate many teachers' State and Local Measures of Student Learning (MOSL) ratings for *Advance*. Please see below for information regarding the timeline for roster verification for *Advance*.

Timeline

Beginning in early February, school administrators or their designee(s) update teachers' class roster data (including teacher references¹ and schedules) for the current school year in **STARS Classroom**. STARS action items can help school administrators ensure that STARS data is up to date. Note: Administrators or their designee(s) may make updates to any term and may do so at any time throughout the school year, and should make every effort to update all roster information for accuracy prior to the teacher verification process (see below), as doing so will make teacher verification less time consuming.

Beginning in late April/May, teachers have the opportunity to use **STARS Classroom** to request updates and corrections to their class roster data. The deadlines for completing Roster Maintenance and Verification for *Advance* vary by a teacher's grade level(s) and subject area(s):

For all Teachers in Grades 4-8 Math and/or ELA: Class roster information will be submitted to the New York State Education Department (SED) in late May in order for NYSED to calculate state growth scores.



- **Teachers** must make requests by **May 16, 2014**.
- **School administrators** must a) review and respond to teacher change requests, and b) perform final verification of data by **May 23, 2014**.

All Other Teachers with "Individual" Target Populations: For schools that selected growth models as these teachers' growth measurement, accurate class roster information is needed by the **end of the school year** in order for the DOE to calculate growth scores.



- **Teachers** must make requests by **the end of the last marking period**.
- **School administrators** must a) review and respond to teacher change requests, and b) perform final verification of data by **July 3**.

For more information about which teachers have "Individual" Target Populations, school administrators or their designees can review their MOSL assessment selections in the [Advance Web Application](#). Resources will be available on the STARS Wiki to support teachers in completing roster verification. Teachers can also contact their school's STARS administrator for technical support.

¹ i.e. The term "Teacher references" describes the process of correctly matching teacher nicknames on the master schedule with teacher information on the teacher reference table.

Roster Maintenance and Verification (RMV) is the process by which teachers review class roster information and, if necessary, make requests to change teacher assignment and student enrollment start and end dates to classes. This class roster information is used for many purposes within a school (e.g. generating accurate report cards), and to calculate many teachers' State and Local Measures of Student Learning (MOSL) ratings for *Advance*.

This checklist will support you in preparing to review, edit, and verify roster information for your subjects/classes.

STEP 1: REVIEW TEACHER ASSIGNMENT DATES

Review teacher assignment dates for all subjects and terms.

- Log in to [STARS Classroom](#) and navigate to 'My Assignment Dates'
- Select term 1 in the dropdown menu to view assignments for term 1
- Ensure that start/end dates accurately reflect the dates that you were assigned to each subject
- Review all subject assignment dates for each additional term

STEP 2: REVIEW CLASS ROSTERS AND STUDENT ENROLLMENT DATES

Review class rosters for all terms to determine if student enrollment dates are correct for all classes.

- Log in to [STARS Classroom](#) and view the 'My Classes' screen
- Select term 1 in the dropdown menu to view classes for term 1
- MS/HS Teachers:** Select each course-section to view student enrollment dates for each class
- ES Teachers:** Select an official class, select a student, to view student enrollment dates for active students. On 'My Classes' select the 'Inactive Group', select a student, to view student enrollment dates for inactive students
- Review student enrollment start and end dates. Ensure that students that are continuously enrolled in a class have continuous class enrollment (i.e. no scheduling gaps) in STARS. Ensure all enrolled students correctly appear on class rosters
- Review all course-sections or official classes for each additional term

STEP 3: MAKE CHANGE REQUESTS

Request changes to student start/end dates or add/remove students to a course-section or subject, if necessary.

- While viewing a course-section or subject that requires changes, click on the 'Request Change' button
- Select the type of change request (add student, remove student, change student dates)
- Enter the details of the change request
- Click on Make Request to send it to your STARS administrator

¹ Note: STARS Classroom reports will be available by early May 2014.

STEP 4: VERIFY THE ROSTER DATA FOR YOUR CLASSES

Once all terms have been reviewed and all requests have been resolved, verify the accuracy of your rosters for all terms. Teachers of grades 3-8 ELA and/or Math must make change requests and verify roster information by **May 16, 2014**. For all other teachers, the deadline to complete this step is **the end of the last marking period**.

- Verify your roster information for all course-sections or official classes is accurate by placing a check in the 'Verify' checkbox on the 'My Reports/Verification' screen

Frequently Asked Questions

1. How can users access the RMV functions in STARS Classroom?

Principals, designees, and teachers can access the RMV functions by logging in to [STARS Classroom](#) using their DOE username and password. More information is available about accessing [DOE Outlook email](#) and resetting a [DOE Outlook password](#). To create a username and/or password, contact the DIIT help desk at (718) 935-5100.

2. Why are teachers being asked to review and verify class roster information?

Class roster information is used for many purposes within a school (e.g. generating accurate report cards), and to calculate many teachers' State and Local Measures of Student Learning (MOSL) ratings for *Advance*. Class roster information will also be submitted to the New York State Education Department (NYSED) in late May in order for NYSED to calculate state growth scores. Because of the many important applications of this information, it is critical that teachers have an opportunity to identify and correct inaccurate roster data.

3. Which teachers need to participate in RMV (Roster Maintenance and Verification)?

All teachers in grades 4-8 Math and/or ELA and all teachers whose State and/or Local Measures of Student Learning (MOSL) are calculated using "Individual" target populations for *Advance* should complete the RMV process. Teachers who want more information about whether or not they have "Individual" target populations should talk to their principal or review the [Advance Guide for Educators](#).

4. What are teachers being asked to do for RMV?

Teachers should log in to STARS Classroom and review class roster information and, if necessary, make requests to change teacher assignment dates and student enrollment start and end dates to classes. Once all classes have been reviewed and changes, if necessary, have been requested, teachers should verify their 2013-2014 class roster information is accurate and complete.

5. How do principals or their designees receive teacher requests for changes to roster data?

In late April/early May, teachers will be able to request changes to their rosters in STARS Classroom. Principals or their designees can view teacher requests in the approval inbox in STARS Classroom. Teacher requests can also be viewed in the Teacher Subject – Class Report in STARS Classroom. Teachers can also request changes to class roster information from their school's STARS administrator in person.

6. What are the deadlines for teachers to complete the RMV process?

Starting on April 23, all teachers will have access to STARS Classroom RMV functions.

Teachers in grades 4-8 Math and/or ELA have until May 16th to review, request changes, and verify their class roster information.

All other teachers with “Individual” target populations being used for their State and/or Local Measures of Student Learning (MOSL) ratings for *Advance* have until the end of the last marking period to review, request changes, and verify their class roster information.

7. How will teachers learn to use the RMV functions?

Teachers can review the RMV Teacher Check-list and these Frequently Asked Questions (also posted on the [Advance Intranet page](#)) to understand how to use STARS classroom to request changes to their class roster data.

Teachers who experience technical difficulties using STARS Classroom should contact their STARS administrator for support. Teachers who have questions about how class roster information is being used, or questions about *Advance*, should consult with their principal or the principal’s designee; teachers may also contact the *Advance* Support Help Desk at advancesupport@schools.nyc.gov.

8. What is the policy for students who were on leave or absent for an extended part of the year?

STARS Classroom is designed to track student enrollment, which includes students who are both present and absent for their classes. If a student was officially enrolled in a class, even if he or she was absent for a period of time, the student should remain scheduled in the class.

In the event that a **student** is absent unexpectedly for more than 20 consecutive school days, the following policies apply:

- Where possible, the student’s academic schedule should be maintained in STARS.
- To ensure that the student receives support in the event of an absence of more than 20 consecutive school days, the school may modify the student’s schedule in following ways:
 - Add administrative block(s) to serve as a transition schedule, in which the student will meet with a counselor, administrator, and/or other school staff members prior to his or her return to classes. These courses should be coded using “ZA” in the first two characters, as described in the STARS high school course code directory.
 - In addition, the school may partially or fully remove the student from the academic program for which he or she was previously scheduled. The school should retain a copy of the academic program in the student’s cumulative record to facilitate the process of recreating the program in STARS at a later date if needed.
- If a student returns from an extended absence, the following must occur:
 - **On the same day the student returns:** The school must develop a transition plan, which may include discussing the student’s progress toward graduation and postsecondary goals, diagnosing the student’s academic proficiency, informing the student’s teachers of the student’s current program, and providing the student with information about school systems and structures. For any remaining time in the school day, the school must provide the student with academic instruction in alignment with his or her needs.

- **By the following morning:** The school must provide the student with a full academic program. To create this program, the school should review and adjust the student’s most recent academic program to ensure that it will support the student in progressing toward graduation and college and career readiness. Where needed, the school should modify the program to provide opportunities for academic intervention and recovery.

Teachers in need of more guidance about students with extended absences should speak with their school’s STARS administrator. Otherwise, all class roster inaccuracies should be submitted through the ‘Request Change’ function in STARS Classroom.

The [Transfer, Discharge, and Graduation Code guidelines](#) contain guidance on discharging high school students after 20 consecutive days of non-attendance.

9. What is the policy for teachers who were on leave or absent for an extended part of the year?

In the event that a **teacher** is absent for an extended period of time, the following policies apply:

- If a teacher is absent for fewer than 20 consecutive school days, the teacher’s program should be maintained in STARS.
- If a teacher is absent for more than 20 consecutive school days, the school may do the following:
 - As soon as a teacher has been identified to replace the previous teacher, this teacher should be assigned to the courses in STARS.
 - If a teacher has not been identified to replace the previous teacher, the school should indicate “STAFF” as the teacher of record until a replacement teacher has been identified.

Teachers in need of more information about absence and leave should speak to their STARS administrator.

10. Should teachers report information for students no longer enrolled at their school?

Teachers should report information for students who are no longer at their school. In STARS Classroom, ensure that the last day of enrollment for the student at the school corresponds to the last day of enrollment in the course. Teachers with questions about student enrollment dates should contact their STARS Administrator.

11. How should students who attended multiple schools during the same school year be reported?

If a student attends multiple schools in the same year, each school is responsible for maintaining the roster data for the school days when the student was enrolled at their school.

Transfer Students

To identify the exact days for which a teacher is responsible for a student, teachers can consult with their school’s STARS administrator.

Note that it is not possible to enter data in STARS Classroom for a day when the student was not enrolled at a

school.

Non-Continuous Enrollment Students

If a student attends the same school in two or more non-continuous time periods (due to being transferred/discharged and returning), both periods need to be reflected in the student's program. Consider a student with the following attendance pattern:

- a. Student was present in a school and course from September 6 to October 31
- b. Student was discharged November 1 through December 31, and
- c. Student returned on January 1

For this student, STARS Classroom should reflect two separate records: 1) a record from September 6 to October 31, and 2) a record from January 1 to the end of the term. Note that a student with this attendance pattern could **not** be recorded as continuously enrolled from September 6 through the end of the term.

12. How should enrollment dates be reported for students discharged from a school?

Students must be accounted for in the system every school day of the 2013-14 school year. If a student was enrolled in your class, but discharged from your school at any point in the school year, your class roster information should reflect the time the student was enrolled in your class. For example, if a student was discharged from your school on October 10, your class roster information should show the student as enrolled in your class from September 9 – October 10.

13. Co-Teachers: What if two or more teachers share responsibility for teaching a course?

The teacher(s) of record for a course is the teacher(s) primarily responsible for teaching students content covered in the New York State math, ELA, or science learning standards for that grade. If two or more teachers share equal responsibility for teaching students this course content, both teachers should be listed as a teacher for the course in STARS. Before verifying roster data, principals or their designees should ensure that all courses with more than one teacher are scheduled correctly in STARS.

14. How should teachers and students in Push-In/Pull-Out classes be scheduled, and should this class roster information be verified as part of the RMV process?

Teachers and students who participate in a push-in or pull-out classes can be scheduled in STARS Classroom. More information can be found on the STARS wiki for the Push-In Pull-Out Services function [here](#). Push-in/Pull-out teachers in grades 4-8 Math and/or ELA and all teachers whose State and/or Local Measures of Student Learning (MOSL) are calculated using "Individual" target populations for Advance should complete the RMV process.

15. What happens if a principal or designee does not update or make changes to their rosters?

Principals or their designees are required to participate in Roster Maintenance and Verification (RMV). Class roster information is used for many purposes within a school (e.g. generating accurate report cards), and to

calculate many teachers' State and Local Measures of Student Learning (MOSL) ratings for *Advance*.

If principals or their designees do not participate in RMV, then inaccurate or incomplete roster information may be sent to the New York State Department of Education (NYSED) to generate State Growth Scores and may also impact an educator's rating for *Advance*. In addition, State Education Law §3012-c requires that all teachers must be given the opportunity to review, correct, and verify their data.

16. What happens if a teacher does not review, and if necessary, request changes to their rosters?

State Education Law §3012-c requires that all teachers must be given the opportunity to review, correct, and verify their data. Teachers are strongly encouraged, but not required, to participate in Roster Maintenance and Verification (RMV). Class roster information is used for many purposes within a school (e.g. generating accurate report cards), and to calculate many teachers' State and Local Measures of Student Learning (MOSL) ratings for *Advance*.

If teachers do not participate in RMV, then inaccurate or incomplete roster information may be sent to the New York State Department of Education (NYSED) to generate State Growth Scores and may also impact an educator's rating for *Advance*.

17. How were principals and teachers informed about RMV?

Principals were informed about RMV through their networks and *Principals' Weekly*, beginning in February. Principals will continue to receive information on RMV status updates and deadlines throughout the spring.

Teachers were notified about RMV through an official email to their NYCDOE email address in late April. A link to an informational flyer announcing the RMV process, including a Teacher RMV Check-list, was attached to the email to teachers. This flyer was also sent via *Principals' Weekly* for principals/designees to distribute to teachers in their school.

18. How can principals support teachers who participate in RMV?

Teachers are strongly encouraged but not required to participate in Roster Maintenance and Verification. Principals are asked to make every effort to support teachers who would like to review their information, including providing access to computers, access to necessary information (e.g. documentation) to perform RMV, and time to complete RMV. The following are possible options regarding when a teacher may complete this task:

- Principals should designate a staff member to serve as the point of contact for teachers throughout the Roster Maintenance and Verification Process. This designee should be available to communicate with teachers about the purpose and benefits of the RMV process, answer teachers' questions about the process, help teachers access RMV resources, and ensure teachers meet RMV deadlines.
- The teacher may choose to complete RMV during his/her preparation period (note, since this activity is voluntary, a principal may not require that a teacher perform this task during a preparation period);
- The principal may choose to relieve the teacher of one professional activity assignment period in order to perform this task;
- The principal may choose to relieve a teacher from one monthly faculty or grade conference;

- The principal may choose to provide a teacher with one hour of per session, paid for out of the school's budget; or
- The principal may choose to relieve a teacher from an instructional period and the school should provide appropriate coverage.
- The principal may choose to use the [3 hours per month of professional development](#) dedicated to support the implementation of *Advance* and the Common Core Learning Standards.

The above options are not exhaustive and may be used in any combination.

19. Where can teachers go for support on RMV?

Teachers who experience **technical difficulties** using STARS Classroom should contact their STARS administrator for support.

Teachers who have **questions about how information from RMV is being used, or questions about *Advance***, should contact their principal or their principal's RMV designee; teachers may also contact the *Advance* Help Desk at advancesupport@schools.nyc.gov.