



Battelle *for* Kids



ROSTER CONFIRMATION

Kick-Off and Data Request

Getting Started

- Today's Agenda
 - Roster Confirmation Overview
 - Data Request
- Webinar Norms
 - Please keep your phone on mute.
 - Let us know you're here by typing your name and organization's name in the chat box.
 - Submit your questions via the chat box and we'll pause to address them where appropriate.
 - Slides will be made available for all participants.

Brief Overview of Roster Confirmation

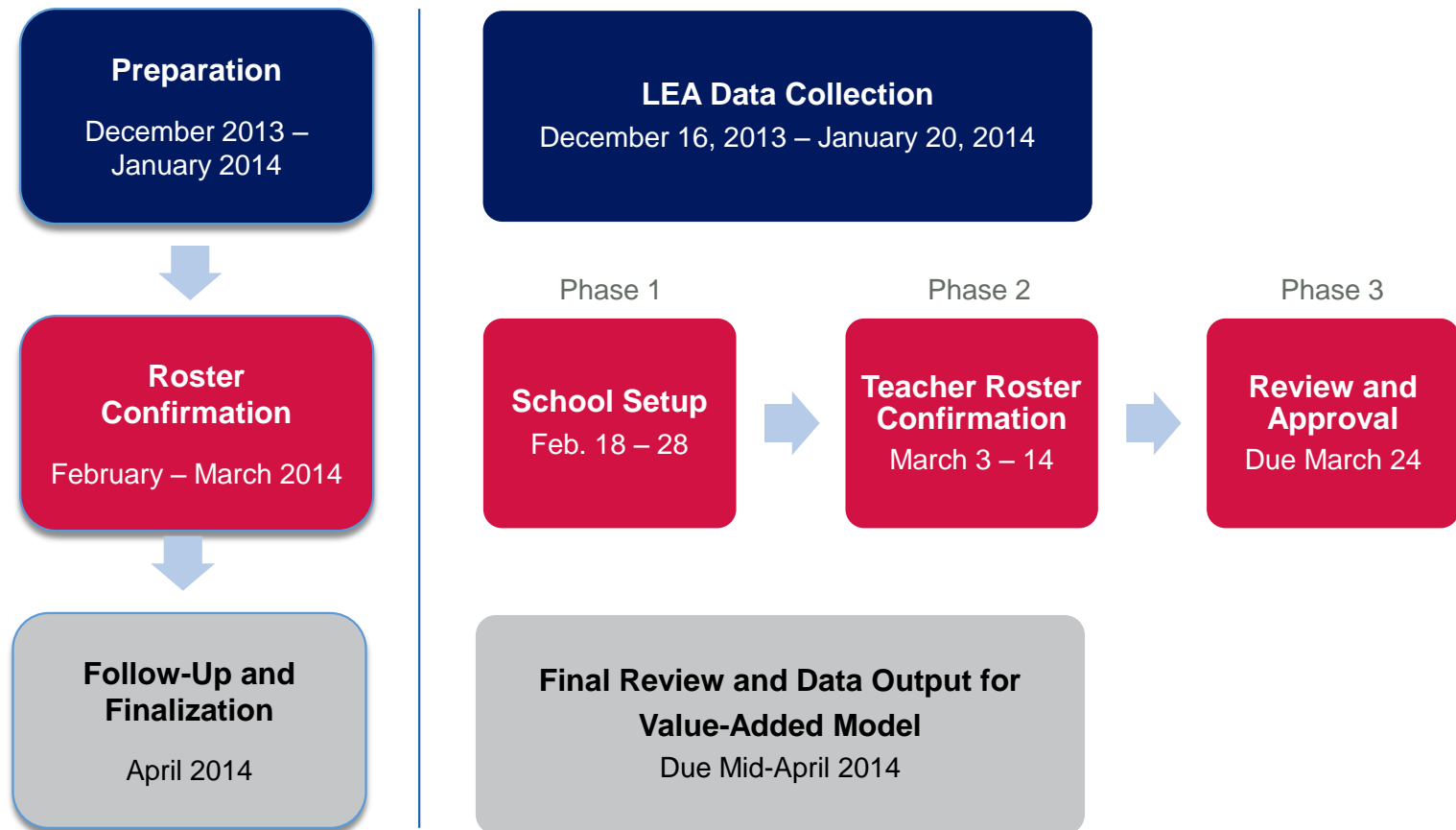
Roster Confirmation Overview

- Roster confirmation is a process for accurately and transparently capturing the instructional linkage between teachers and students for the DC value-added model.
- To ensure accurate value-added results, we must know...
 - which *teachers* taught
 - which *students*
 - for which *subjects* and
 - for what *percentage of instruction* they were responsible.

Roster Confirmation Overview

- LEAs that use the DC value-added model through Race to the Top must participate.
- Roster confirmation involves teachers of ELA and math in grades 4–8.
 - Participation by teachers of ELA and math in grade 3 and teachers of ELA in grades 9–10 is optional for LEAs.
 - Includes special education or ELL teachers if they are jointly responsible for planning, instruction and assigning a grade for the class.

Roster Confirmation Overview



Data Collection

Data Collection

- Purpose is to collect data needed for teachers to verify class rosters through the online tool.
- Data managers received an email with instructions on Monday.
- Download the set of four Excel files on your assigned secure FTP site.
 - The data files include four Excel spreadsheets:
1-School File, 2-Employee File, 3-Student File,
4-Class Roster File

Data Collection

- As part of the final data collection, you are asked to:
 1. Verify and make changes as needed to three files: 1-School, 2-Employee, and 3-Student.
 2. Complete a fourth data file: 4-Class Roster.
 3. Upload completed data files to secure FTP site by January 20, 2014.
 4. Tell us via email if grades 3, 9, and/or 10 will participate in roster confirmation and the value-added model.

Step 1: Verify and Make Needed Changes to School, Employee, and Student Data

- First review and make needed corrections to the following three files: 1-School File, 2-Employee File, and 3-Student File. These include OSSE's most current data reflecting your LEA's schools, employees, and students.

Step 1: Verify #1-School File

- Verify the list of schools
- Verify the principal email address so that we can set up him or her with the appropriate permissions for the building.

	A	B	C	D	E	F	G	H
1	DistrictID	DistrictName	SchoolID	SchoolName	PrincipalEmailAddress	AssistantPrincipalEmailAddress	SchoolType	StreetAddress
2	LD1	Link Demo District #1	LD1_101	Holder High	Conner.Travis@DemoDistrict.org	Bill.Smith@DemoDistrict.org	High	1122 Belvue Street
3								
4								
5								
6								
7								
8								
9								
10								

Step 1: Verify #2-Employee File

- Verify the list of employees; adding employees who are missing from the list.
- Include a birth date for all employees.
- Do not change the employee ID for employees already listed.
- You can also include district IDs for all teachers.
- Verify value-added eligibility for math and ELA (attributes 2 and 3).

[illegible]

Step 1: Verify #3-Student File

- Verify the list of students; adding students who are missing from the list.
- Make corrections as needed.
- Do not change student IDs.
- Leave students who started in the LEA but are no longer there.

	A	B	C	D	E	F	G	H	I	J
1	StudentID	LastName	FirstName	MiddleName	Grade	BirthDate	Gender	DistrictID	SchoolID	StateStudentID
2										
3										
4										
5										
6										
7										
8										
9										
10										

Step 2: Provide Class Rosters

- Complete the fourth file: 4-Class Roster File.
- This one is a blank template because we are collecting this information for the first time.
- Complete the file with all class rosters for those grades and subjects completing roster confirmation this school year.
- Use one row per student-teacher-course

[illegible]

Step 3: Upload Completed Data to FTP Site

- An FTP site allows us to securely share data.
- Each data manager has been granted access to a unique FTP site for your LEA.
- Instructions:
 - Go to <https://secure.battelleforkids.org>
 - Enter your credentials
 - Once you login you can upload, download, and rename files using the web interface.
 - Similarly you can change your password.

A Few Notes

- Fill out the templates without making any file structure or formatting changes.
 - Do not combine or change the spreadsheets in any way.
 - Do not remove any leading zeros in the data.
 - Format cells and choose text from the Category and click the OK button.
- Focus on required information. Provide optional information only if it is readily available to you.

A Few Notes

- Keep in mind the same data is requested across the four different spreadsheets.
- Treat the data with care.
 - Ensure correct spellings.
 - Provide all data as requested (e.g., first and last names).
- Review the detailed descriptions of each template in the data instructions sheet.

Key Dates

- Monday, January 20
 - Deadline to submit completed data files to BFK.
 - Tell us via email if grades 3, 9, and/or 10 will participate in roster confirmation and value-added model.
- Tuesday, February 18 – Wednesday, February 19
 - Save the date to attend administrator training
- Monday, March 3 – Friday, March 14
 - Teachers participate in roster confirmation

Questions?

Please type any questions into the chat box.

Contact us with additional questions.

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