

SY2013-14 Statewide Implementation: Pennsylvania Value-Added Assessment System

PVAAS Teacher Specific Reporting Guide to Implementation



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What is PVAAS Teacher Specific Reporting?

What is PVAAS Teacher Specific Reporting?

The Pennsylvania Value-Added Assessment System (PVAAS) Teacher Specific Reporting estimates the effect of a teacher's performance on the academic growth of a group of students. The PVAAS reports are based on the Education Value-Added Assessment System (EVAAS™) methodology provided to Pennsylvania (PA) by SAS Institute Inc., SAS EVAAS for K-12.

What is the purpose of PVAAS Teacher Specific Reporting?

The purpose of PVAAS Teacher Specific Reporting is three-fold:

- provide a teacher specific growth measure to be used as part of Pennsylvania's Educator Effectiveness System;
- provide diagnostic feedback to teachers regarding their influence on the academic growth of students; and
- provide data for teachers and administrators to guide discussions about a teacher's influence on the academic growth of groups of students.

Which teachers will receive PVAAS Teacher Specific Reporting?

Teachers receiving PVAAS Teacher Specific Reporting are professional or temporary professional employees who hold a valid PA teaching certificate and who have full or partial responsibility for content specific instruction of assessed eligible content as measured by PA's assessments (PSSA and/or Keystone exams). *This may include teachers in addition to the teacher of record.* Pennsylvania defines the teacher of record as "a professional or temporary professional educator assigned by a school entity as the *primary instructor* for a group of students." (Source: Highly Qualified Teacher Guidelines on PDE website)

- This includes PA certified teachers providing content-specific instruction of the assessed eligible content in subjects/courses/grades measured by the PSSA and Keystone exams (with and without accommodations).
- This includes the grades/subjects/courses of PSSA reading and mathematics in grades four through eight; PSSA science in grades four and eight; PSSA writing in grades five and eight; and Keystone content areas (Algebra I, Biology, and Literature).
- Teachers who may be eligible for PVAAS Teacher Specific Reporting include, but are not limited to the following: regular education teachers, special education teachers, intervention specialists, reading or math specialists, ESL teachers, and gifted teachers who are responsible for the content specific instruction of the assessed eligible content (Domains 1 and 3, Framework for Teaching).

How will accurate PVAAS Teacher Specific Reporting be achieved?

The goal is to provide PVAAS Teacher Specific Reporting based on accurate data. This will be accomplished via a process called roster verification. Roster verification is a local LEA process by which teachers and administrators verify/document that students are linked accurately to teachers for the correct tested grade/subject/course for the correct proportion of instructional responsibility for each student. This is accomplished via the PVAAS web-based roster verification system provided to LEAs by PDE. It is a secure, web-based system with double levels of authentication and login to ensure security of PVAAS Teacher Specific Reporting. All changes to any roster are date and time-stamped (audit trail) including who made the edit and when the edit occurred.

PVAAS Teacher Reporting Implementation

PVAAS Teacher Specific Reporting as part of Pennsylvania's Educator Effectiveness System will be implemented following the timeline below:

- **SY12-13 Pilot**
 - Piloted PVAAS Roster Verification with 273 LEAs (Teacher-Student Data Linkages) (Spring 2013)
 - Modified the Pennsylvania Information Management System (PIMS) to align with the data needs for Pennsylvania's Educator Effectiveness System (Teacher-Student Data Linkages) (Summer 2013)
 - Provide PVAAS Teacher Specific Reporting to PILOT Teachers and PILOT District/School Administrators (Fall 2013)

- **SY13-14 Statewide Implementation**
 - Provided 6 Statewide Webinars to LEA Administrators and LEA Technology/Data/PIMS staff regarding changes in PIMS to align with the data needs for Pennsylvania's Educator Effectiveness System (Teacher-Student Data Linkages) (July 2013)
 - Provided 2 forums for Student Information System vendors to learn about modification of the Pennsylvania Information Management System (PIMS) to align with the data needs for Pennsylvania's Educator Effectiveness System (Teacher-Student Data Linkages) (August 2013)
 - Disseminated Statewide Guide for LEAs for SY13-14 Implementation of PVAAS Roster Verification and PVAAS Teacher Specific Reporting (August 2013)
 - LEAs submit staff work emails via PIMS Staff Template during SY13-14 (available October 1, 2013)
 - LEAs submit data to PIMS during SY13-14 including Teacher-Student Data Linkages via PIMS Student/Staff/Course files (Winter 2014)
 - Statewide professional development sessions on PVAAS Roster Verification system and process (March – April 2014)
 - LEA teachers, school administrators, and district administrators complete PVAAS Roster Verification process to make sure the right teachers are linked to the right students for the right grade/subject/course, and for the right percentage of instructional responsibility (April 28-June 6, 2014)
 - PVAAS Teacher Specific Reporting provided statewide to all LEAs (Summer-Fall 2014)
 - Single year PVAAS reporting based on SY13-14 – NOT used as part of teacher's final rating form – need a PVAAS 3 year rolling average

- **SY14-15: Statewide Implementation** (Repeat of SY13-14 activities)
 - PVAAS Teacher Specific Reporting provided statewide to all LEAs (Summer-Fall 2015)
 - Single year PVAAS reporting based on SY14-15 – NOT used as part of teacher's final rating form – need a PVAAS 3 year rolling average

- **SY15-16: Statewide Implementation** (Repeat of SY14-15) However a PVAAS 3 year rolling average will be yielded for teachers with 3 consecutive years of PVAAS teacher specific reporting in any grades/subjects/courses assessed by a PA state assessment. The PVAAS 3 year rolling average IS used for the 1st time on a Pennsylvania teacher's final rating form for SY15-16.

PA 5 Year PVAAS Teacher Reporting Timeline



Pennsylvania's Educator Effectiveness System: PVAAS Teacher Reporting Implementation Timeline

School Years:	<u>SY12-13</u>	<u>SY13-14</u>	<u>SY14-15</u>	<u>SY15-16</u>	<u>SY16-17</u>
PA State Assessments	<p>Keystones: Alg I, Bio, Lit Operational</p> <p>PSSA 3-8: Operational PSSA-CC 3-5: Field Test PSSA-CC 6-8: Not tested</p> <p>PVAAS Base Yr Reset 4-8</p>	<p>Keystones: Alg I, Bio, Lit Operational</p> <p>PSSA 3-8: Operational PSSA-CC 3-5: Field Test PSSA-CC 6-8: Field Test</p> <p>PVAAS Base Yr Reset 4-8</p>	<p>Keystones: Alg I, Bio, Lit Operational</p> <p>PSSA-CC 3-8: Operational</p> <p>PVAAS Base Yr Reset 4-8</p>	<p>Keystones: Alg I, Bio, Lit Operational</p> <p>PSSA-CC 3-8: Operational</p> <p>Evaluate PVAAS Base Year Set 4-8 Based on SY15-16</p>	<p>Keystones: Alg I, Bio, Lit Operational</p> <p>PSSA-CC 3-8: Operational</p> <p>PVAAS Base Year for 4-8 -Based on SY15-16 Base</p>
PVAAS Roster Verification & PVAAS Teacher Reporting	<p>Spring 2013 LEA Pilot of PVAAS Roster Verification Window</p> <p>Fall 2013 Release Pilot Release of PVAAS Teacher Reporting (Based on SY12-13)</p> <p>Does NOT Count Towards 1st Educator Effectiveness PVAAS 3 Year Rolling Average</p>	<p>Spring 2014 PVAAS Roster Verification Windows</p> <p>Fall 2014 Release PVAAS 1-Year Teacher Reporting (Based on SY13-14)</p> <p>DOES Count Towards Educator Effectiveness PVAAS 3 Year Rolling Average</p>	<p>Spring 2015 PVAAS Roster Verification Windows</p> <p>Fall 2015 Release PVAAS 1-Year Teacher Reporting (Based on SY14-15)</p> <p>DOES Count Towards Educator Effectiveness PVAAS 3 Year Rolling Average</p>	<p>Spring 2016 PVAAS Roster Verification Windows</p> <p>Fall 2016 Release PVAAS 1-Year Teacher Reporting (Based on SY15-16)</p> <p>Fall 2016 Release of 1st PVAAS 3-Year Rolling Average to be Used on PA Educator Effectiveness System Rating Form for SY15-16 (Based on SY13-14, SY14-15, SY15-16)</p>	<p>Spring 2017 PVAAS Roster Verification Windows</p> <p>Fall 2017 Release PVAAS 1-Year Teacher Reporting (Based on SY16-17)</p> <p>Fall 2017 Release of 2nd PVAAS 3-Year Rolling Average to be Used on PA Educator Effectiveness System Rating Form for SY16-17 (Based on SY14-15, SY15-16, SY16-17)</p>

April 2013
PVAAS Statewide Team for PDE
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SY13-14 PVAAS Teacher Specific Reporting

The following checklist was designed to assist administrators with the implementation process. It was developed using the experiences of Pennsylvania district and school administrators who participated in the pilot this past spring. The information contained in the checklist is not intended to be followed in sequential order as some steps may need to occur simultaneously. *See the appendix for a version of the checklist that may be used as a working guide.*

LEA Level Implementation Checklist

	Actions	Considerations/If not, then...
	Early Preparation for PVAAS Teacher Specific Reporting	
1.	<ul style="list-style-type: none"> Identify lead district administrator to direct & monitor PVAAS Teacher Reporting planning and implementation. Lead administrator collaborates with key individuals to develop a comprehensive roll-out plan. 	<ul style="list-style-type: none"> Key individuals may include, but may not be limited to: Assistant Supt, Director of HR, Director of Special Ed, Supervisor of ESL, Building Level Principals, Teacher Leaders, Association Representation.
2.	<ul style="list-style-type: none"> Lead district administrator meets with PIMS Administrator to develop plan & processes which will provide for the most efficient PVAAS Roster Verification process in Spring 2014. 	<ul style="list-style-type: none"> Ensure that all district administrators (and related staff) are 100% aware that PVAAS rosters will be prepopulated from the PIMS Course/HQT files, including the impact of incomplete or inaccurate PIMS data on time for teachers, building administrators, and district administrators in Spring 2014.
3.	<ul style="list-style-type: none"> Lead district administrator participates and/or views archived webinar titled "How to Prepare an LEA for SY2013-2014 PIMS/Educator Effectiveness/PVAAS Teacher Specific Reporting" for District Admin. PIMS/SIS/Data staff participates and/or views archived webinar titled "How to Prepare an LEA for SY2013-2014 PIMS/Educator Effectiveness/PVAAS Teacher Specific Reporting" for PIMS/SIS/Data staff. 	<ul style="list-style-type: none"> July 2013 District Admin Webinar (Superintendents, Assistant Superintendents, Directors of C & I, Directors of Special Ed, Directors of ESL): http://illuminate.iu13.org/play_recording.html?recordingId=1261178750897_1374077120796 July 2013 Tech Staff Webinar (For LEA Tech/SIS/PIMS/Data Staff): http://illuminate.iu13.org/play_recording.html?recordingId=1261178750900_1374163254259
4.	<ul style="list-style-type: none"> District administrator, PIMS administrator, and Technology/SIS System administrator meet to develop plan to work with SIS vendor. 	<ul style="list-style-type: none"> Make sure SIS vendor watched the PDE PIMS and SIS webinar for SIS vendors (Aug 6 & 7, 2013). http://www.pdewebinars.org (go to the archive to access webinar)
5.	<ul style="list-style-type: none"> All building principals and program supervisors/directors (ELL, Special Education) receive training in PVAAS Teacher Reporting process, including but not limited to participation in and/or viewing archived webinar titled "How to Prepare an LEA for SY2013-2014 PIMS/Educator Effectiveness/PVAAS Teacher Specific Reporting". 	<ul style="list-style-type: none"> July 2013 District Admin Webinar: http://illuminate.iu13.org/play_recording.html?recordingId=1261178750897_1374077120796 Use PowerPoint slides from webinars for in house LEA sessions/discussions.
6.	<ul style="list-style-type: none"> Review PVAAS Pilot FAQ document with all administrative staff. 	<ul style="list-style-type: none"> PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation.

7.	<ul style="list-style-type: none"> Assess whether PVAAS User accounts (PVAAS user name and password) are currently being shared among teachers and administrators. If so, discontinue IMMEDIATELY. Assess if a process is in place for accounts to be deactivated for staff no longer employed by your LEA/no longer needing access to your LEA's PVAAS reporting. 	<ul style="list-style-type: none"> Establish understanding that each PVAAS user must have their own PVAAS account. LEAs make this determination. Allowing access to confidential student/teacher level data to staff may be considered professional misconduct.
8.	<ul style="list-style-type: none"> If your LEA was a pilot district (SY12-13 pilot), gather feedback from participating teachers/administrators to facilitate implementation steps/activities for SY13-14 LEA wide implementation. If your LEA was not a PILOT ask your IU PVAAS contact for a list of the PILOT LEAs in your IU region. Contact those LEAs for advisement. 	<ul style="list-style-type: none"> Find out the types of support and professional development that was and would be most helpful for LEA-wide implementation of PVAAS Roster Verification and Teacher Specific Reporting in SY13-14.
9.	<ul style="list-style-type: none"> Provide administrator professional development and hold administrative discussions about decisions to be made relative to determining % of instructional responsibility – discuss scenarios and develop any needed LEA guidelines for teacher input/consideration. 	<ul style="list-style-type: none"> PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation.
10.	<ul style="list-style-type: none"> Review/amend/clarify district enrollment/withdraw policies and procedures in order to provide accurate data for determining % of concurrent student and teacher enrollment. Provide staff training as necessary to ensure accurate implementation in district data systems. 	<ul style="list-style-type: none"> See PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation. Review section on % Student + Teacher Enrollment as 1 of the 2 variables used to determine overall % Instructional Responsibility for each student.
Getting Started with the PVAAS Teacher Specific Reporting Plan		
11.	<ul style="list-style-type: none"> Identify Keystone related courses. Ensure teachers teaching students in Keystone related courses are aware that the course is identified/coded as a Keystone course. 	<ul style="list-style-type: none"> Make sure key staff are involved in these decisions such as, but not limited to: Assistant Supt, Director of C & I, Director of Special Education, Guidance, Middle School and High School Administrators, Department Chairs/Content Leaders.
12.	<ul style="list-style-type: none"> Provide initial/overview professional development to teaching staff on PVAAS Teacher Specific Reporting and PVAAS Roster Verification to ensure awareness of all staff. Ensure that teachers, school administrators, and district administrators are aware of their pending involvement with the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> Utilize slides from PowerPoint used in July 2013 District Admin Webinar (Superintendents, Assistant Superintendents, Directors of C & I, Directors of Special Ed, Directors of ESL) : http://illuminate.iu13.org/play_recording.html?recordingId=1261178750897_1374077120796

13.	<ul style="list-style-type: none"> Determine which teachers in your LEA are eligible for PVAAS Teacher Specific Reporting, aiming for an agreed-upon level of consistency across schools in the LEA. 	<ul style="list-style-type: none"> Make sure key staff are involved in these decisions such as, but not limited to: Assistant Supt, Director of C & I, Director of Special Education, Guidance, Building Level Administrators, Administrators, Department Chairs/Content Leaders, Association representation. Provide staff eligible for a PVAAS Teacher Specific score with a PVAAS User account to access the PVAAS system. See PIMS Manual for details on PVAAS account creation via the PIMS Staff Template. Ensure that all teachers know whether they will be among those receiving PVAAS Teacher Specific Reporting based on SY13-14. Provide in-depth training to these teachers on the PVAAS Roster Verification process.
14.	<ul style="list-style-type: none"> Develop communication and decision making plan for determining % of instructional responsibility in situations such as co-teaching, inclusion, flexible grouping within tiered systems of support (RtII), etc. Include teachers in these discussions! 	<ul style="list-style-type: none"> See PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation. See sections on % Full/Partial Instruction as 1 of the 2 variables used to determine overall % Instructional Responsibility for each student.
15.	<ul style="list-style-type: none"> Provide in-depth training to teachers who will be receiving PVAAS Teacher Specific Reporting on the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> The PVAAS Statewide team will provide statewide trainings (Face-to-Face and webinars in Winter 2014). The Implementation Guide with these dates is available at https://pvaas.sas.com. Materials from these sessions (PowerPoints) can be used by LEAs. A free, online 24/7 Virtual Learning Module will be available in Spring 2014. PVAAS Roster Verification Quick Guides will be posted on the PVAAS website in Winter/Spring 2014.
16.	<ul style="list-style-type: none"> Provide in-depth training to principals on the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> The PVAAS Statewide team will provide statewide trainings (Face-to-Face and webinars in Winter 2014). The Implementation Guide with these dates is available at https://pvaas.sas.com. Materials from these sessions (PowerPoint) can be used by LEAs. A free, online 24/7 Virtual Learning Module will be available in Spring 2014.
17.	<ul style="list-style-type: none"> Develop a plan for when and how teachers/administrators will work to complete the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> Review Spring 2014 PVAAS Roster Verification dates – See page 12 of this manual. Determine plan for LEA completion of PVAAS Roster Verification. Communicate this information to staff involved in a timely manner.
18.	<ul style="list-style-type: none"> Participate in January 2014 webinars to learn about the PVAAS Teacher Specific Reporting and see actual examples of PVAAS Teacher Specific Reporting 	<ul style="list-style-type: none"> The PVAAS Statewide team will provide statewide webinars in January 2014. The Implementation Guide with these dates is available at https://pvaas.sas.com.
19.	<ul style="list-style-type: none"> Plan to participate in Fall 2014 professional development sessions on PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> TBD Dates will be published once a release date for SY13-14 PVAAS Teacher Specific Reporting is determined.

20.	<ul style="list-style-type: none"> Plan for teachers and respective building administrators to receive professional development on PVAAS Teacher Specific Reporting upon release of the reporting. 	
	Checking Prior Knowledge - Solidifying the Foundation to Prepare for PVAAS Teacher Specific Reporting	Considerations/If not, then...
21.	<ul style="list-style-type: none"> Ascertain/confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across all teachers. This is foundational knowledge for anyone who will be using PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> Provide training and support as necessary. Provide opportunities for all staff to access PVAAS reports and use PVAAS in looking back (evaluating) and looking ahead (planning). Select teacher leaders to participate in PVAAS Fall trainings at local IU.
22.	<ul style="list-style-type: none"> Provide professional development to all staff on PA's new Educator Effectiveness System. 	<ul style="list-style-type: none"> See PDE Materials on Educator Effectiveness System on PDE Website: http://www.portal.state.pa.us/portal/server.pt/community/educator_effectiveness_project/20903
23.	<ul style="list-style-type: none"> Ensure all staff understand the role & impact of PVAAS in the new PA Educator Effectiveness System (School Performance Profile & Teacher Reporting components of the system). 	<ul style="list-style-type: none"> See PDE Materials on Educator Effectiveness System on PDE Website: http://www.portal.state.pa.us/portal/server.pt/community/educator_effectiveness_project/20903
24.	<ul style="list-style-type: none"> Ascertain/confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across district and building level administrators. Ensure that all building principals have skills/knowledge to access pertinent PVAAS reports and use PVAAS in developing building goals and system improvement actions. This is foundational knowledge for anyone who will be using PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> Provide training and support as necessary. Require administrators to utilize free, online 24/7 Virtual Learning Modules to enhance their understanding. Require administrators to attend Fall PVAAS training at local IU (or receive turnaround training at the district following key staff attendance at local IU training). See SY13-14 PVAAS Professional Development Opportunities on PVAAS login page at https://pvaas.sas.com.
	PIMS and SIS/LEA Information Systems	See PDE PIMS Manual on PDE Website for details: http://www.portal.state.pa.us/portal/server.pt/community/pims_pennsylvania_information_management_system/8959
25.	<ul style="list-style-type: none"> Schedule courses: Assign teachers to courses Work with district administrative lead to determine percentages of shared responsibility when appropriate. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website
26.	<ul style="list-style-type: none"> Schedule courses: Assign students to courses Assign students to PSSA "courses." This involves departmentalized elementary courses. Assign students to Keystone courses. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website

27.	<ul style="list-style-type: none"> Map courses to State course codes: Determine which courses will culminate in Keystone exams – <u>always</u> use Keystone State course codes for these. 	<ul style="list-style-type: none"> This is critical for PVAAS/Act 82.
28.	<ul style="list-style-type: none"> Map courses to State course codes: Choose all other course codes based solely on content being taught, not grade level(s) of students. 	<ul style="list-style-type: none"> A course that covers 6th grade reading content is a 6th grade reading course, even if all of the students are 5th graders. This is important for HQT. See PDE PIMS Manual - PDE Website
29.	<ul style="list-style-type: none"> Map courses to State course codes : Make sure applicable state course codes are chosen for AP/IB/DE courses as this is used for the School Performance Profile. 	<ul style="list-style-type: none"> The indicator fields are not used in SPP logic; the state course codes themselves are used to determine offerings of course rigor. The indicator fields will be removed in 2014-15. See PDE PIMS Manual - PDE Website
30.	<ul style="list-style-type: none"> Assign a Teacher of Record for every course section. 	<ul style="list-style-type: none"> One person per course section Used to determine HQT Must be a person with primary instructional responsibility for students (cannot be someone who was not present during the instructional window for the grade/subject/course) This is the person with primary instructional responsibility for students in the class. See PDE PIMS Manual - PDE Website
31.	<ul style="list-style-type: none"> Calendars: Determine how to calculate Instructional Relationship Weight in your IT system 	<ul style="list-style-type: none"> Course calendars Teacher calendars Student schedules/calendars School calendars (snow days, in-service days, holidays, etc.) Test schedules (to determine last applicable day for the calculation) See PDE PIMS Manual - PDE Website
32.	<ul style="list-style-type: none"> Determine which staff will need access to PVAAS. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website
33.	<ul style="list-style-type: none"> Determine which role within PVAAS to assign to each person as per roles defined in the PIMS Manual for PVAAS user accounts. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website
34.	<ul style="list-style-type: none"> Submit PIMS Staff template as per the available PIMS collection schedule (starting October 1, 2013), with updates to ensure timely PVAAS account creation. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website Staff template available starting October 1, 2013
35.	<ul style="list-style-type: none"> Determine how to store and utilize the two percentages in calculating overall Instructional Responsibility. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website
36.	<ul style="list-style-type: none"> Choose default value in the absence of data for the 2 variables for Instructional Responsibility. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website
37.	<ul style="list-style-type: none"> Determine how your LEA will document % Full/Partial Instruction (defined in PIMS as Instructional Responsibility Weight) when shared responsibility changes during a grade/subject/course. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website

Spring 2014: PVAAS Roster Verification Timeline

The goal is to provide PVAAS Teacher Specific Reporting based on accurate data. This will be accomplished via a process called Roster Verification. Roster verification is a local LEA process by which teachers and administrators verify/document that students are linked accurately to teachers for the correct tested grade/subject/course for the correct proportion of instructional responsibility for each student. This is accomplished via the PVAAS web-based Roster Verification system provided to LEAs by PDE. It is a secure, web-based system with double levels of authentication and login to ensure security of PVAAS Teacher Specific Reporting. All changes to any roster for an individual teacher are date and time-stamped (audit trail) including who made the edit and when the edit occurred.

EACH verification window below has a specific start date and end date.

- Each step is completed by a specific role in an LEA.
- Any step can be completed early, BUT each step must be completed BY the final date listed.
- The verification window for each step will close (system will lock) on the Sunday following each end date for each verification window listed below. Verification windows CANNOT be reopened after the close date for each window listed below.

LEA Start Up Verification Window/ by School (1 week): April 28-May 2

- The LEA can choose to go into the PVAAS Roster Verification system to make sure all teachers have a roster that represents all tested grades, subjects, and/or Keystone-related courses.
- This step may save time during the next step, the Teacher Verification Window.
- The LEA start up window is closed May 2. The system is programmed to “rollover” to the Teacher Verification Window on Sunday, May 4.

Teacher Verification Window (2 weeks): May 5-16

- Each teacher verifies that the correct tested subjects, grades, and/or Keystone-related courses are included.
- Each teacher verifies that the correct students are attributed to them for each tested subject, grade, and/or Keystone-related course. All students enrolled at any time during the grade/subject/course are to be included.
- Each teacher adds/deletes students to his/her roster.
- Each teacher verifies the % Student + Teacher Enrollment and % Full/Partial Instruction for each student in each tested subject, grade, and/or Keystone content area, editing if needed.
- The Teacher Verification Window is closed May 16. The system will “rollover” to the School Administrator Window on Sunday, May 18.

School Administrator Verification Window (2 weeks): May 19-30

- Principals verify all teacher rosters (teachers, grades/subjects/course, students, % Student + Teacher Enrollment, % Full/Partial Instruction).
- The principal can start this process early and verify any completed teacher rosters submitted prior to May 19.
- Principals work with teachers to address over-claiming and under-claiming of students within the LEA.
- The School Administrator Verification Window is closed May 30. The system will “rollover” to the LEA Verification Window on Sunday, June 1.

LEA Verification Window (1 week): June 2-June 6

- Superintendent/Designee verifies all school rosters (teachers, grades/subjects/course students, % of Enrollment, and % of Instructional Responsibility) and works with principals to address over-claiming and under-claiming of students within the LEA.
- The LEA Verification Window is closed June 6. The system will “rollover” to SAS EVAAS on Sunday, June 8.

Training: Preview of PVAAS Teacher Reporting

Audience: District administrators, building administrators, and teachers – anyone involved with PVAAS Teacher Specific Reporting.

Description: This session will give LEAs a preview of the SY13-14 PVAAS teacher specific reports. This session will guide participants in understanding the different PVAAS Teacher Specific Reports and they can be used as a source of professional conversations with teachers. This will also include a basic overview of the concept of growth as measured for PVAAS Teacher Specific Reporting. Time will be allotted for questions from LEAs.

** Administrators are reminded that SY13-14 PVAAS Teacher Specific Reporting DOES count towards the 1st PVAAS 3 year rolling average which is the measure that will be used on a teacher's final rating form. The first PVAAS 3 year rolling average will be available after SY15-16.

Online Sessions:

- January 9th 2:00-3:30pm
- January 17th 9:00-10:30am
- January 23rd 9:00-10:30am

No Registration Necessary!

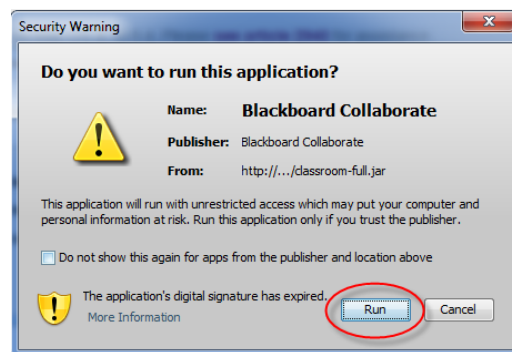
Please note: To join a session, click on either of the links below on the day of the session. Please contact us at pdepvaas@iu13.org or 717-606-1911 should you experience difficulties in accessing this site or the webinar session.

- <https://sas.illuminate.com/m.jnlp?sid=2013180&password=M.6B9666A839FB45B94DE2CC4A2C4EB6>
- <http://tinyurl.com/PVAASTeacher>

When prompted, enter your full name and the full name of your LEA/district/charter school/CTC and click "Log in."

When you receive a pop-up window (image shown at right), click "Run" to start the application.

*Viewable from an iPad or iPhone using *FREE* Blackboard Collaborate™ app!*



FIRST TIME USERS: If you are a first time user of Blackboard Collaborate, please test your system PRIOR to the day of the session by using either of these links:

<http://tinyurl.com/PVAATEST>

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Training/Webinars:

Account Management for Roster Verification

Description: PVAAS Roster Verification occurs in Spring 2014. Prepare NOW to save staff time during this busy time of the school year. These sessions are designed to assist LEAs in preparing *in advance* for the Roster Verification process. Time spent preparing PVAAS accounts for LEA staff for PVAAS Roster Verification will save staff time and frustration during the Spring 2014 PVAAS Roster Verification process. This includes teachers, school administrators, district administrators, and others who may support the roster process. LEAs will be provided with strategies to manage PVAAS accounts for Roster Verification. Time will be allotted for questions from LEAs.

Audience:

- Lead LEA/district administrator(s) who are overseeing implementation of PVAAS Roster Verification in Spring 2014
- LEA staff responsible for PVAAS user account management, including the submission of staff emails via the PIMS Staff Template

Online Sessions:

- January 28th 3:00-4:00pm
- January 29th 9:00-10:00am
- January 30th 3:00-4:00pm

No Registration Necessary!

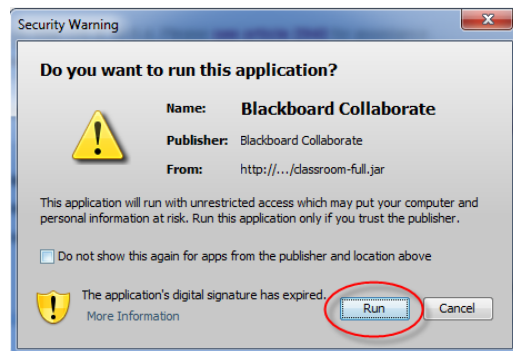
Please note: To join a session, click on either of the links below on the day of the session. Please contact us at pdepvaas@iu13.org or 717-606-1911 should you experience difficulties in accessing this site or the webinar session.

- <https://sas.illuminate.com/m.jnlp?sid=2013180&password=M.6B9666A839FB45B94DE2CC4A2C4EB6>
- <http://tinyurl.com/PVAASTeacher>

When prompted, enter your full name and the full name of your LEA/district/charter school/CTC and click "Log in."

When you receive a pop-up window (image to the right) click "Run" to start the application.

Viewable from an iPad or iPhone using **FREE* Blackboard Collaborate™ app!*



FIRST TIME USERS: If you are a first time user of Blackboard Collaborate, please test your system PRIOR to the day of the session by using either of these links:

<http://tinyurl.com/PVAATEST>

<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473>

Training: PVAAS Roster Verification

February & March 2014 – MANY Session Options!



Description

Training for Roster Verification is critical as the data of SY13-14 PVAAS Teacher Specific Reporting COUNTS towards the PVAAS 3-year rolling average, the score used on a teacher's final rating form. This 3 hour session will provide a comprehensive overview of the PVAAS Roster Verification process. Timelines and roles/responsibilities of teachers, principals, and district administrators in the PVAAS Roster Verification process will be discussed. Participants will receive a LIVE guided review of the PVAAS Roster Verification web-based system. A variety of resources and supports for LEAs to use during the PVAAS Roster Verification process will be shared. Time will be allotted to address questions from LEAs. Local Education Agencies (LEAs) can participate in a LIVE face-to-face training session OR a LIVE online webinar.

Who is recommended to participate?

- Training for Roster Verification is critical as the data of SY13-14 PVAAS Teacher Specific Reporting COUNTS towards the PVAAS 3 year rolling average, the score used on a teacher's final rating form.
- LEA/District Level: District administrator(s) responsible for Act 82/Educator Effectiveness
- School Level: Each school administrator(s) responsible for Act 82/Educator Effectiveness
- Teacher Level: LEAs are encouraged to include teacher leaders representing teachers eligible for a PVAAS score. Archived versions will be available as well.
- Others: Any additional LEA staff who provide support/assistance for Roster Verification.

Online Sessions:

- February 4, 2014 12:30-3:30pm
- February 5, 2014 8:30-11:30am
- February 10, 2014 12:30-3:30pm
- February 13, 2014 8:30-11:30am
- February 18, 2014 12:30-3:30pm
- February 20, 2014 8:30-11:30am
- February 24, 2014 12:30-3:30pm
- February 27, 2014 8:30-11:30am

Face-to-Face Sessions

PaTTAN Pittsburgh Office

- March 6, 2014 - 8:30-11:345am or 12:30-3:45pm
- March 7, 2014 - 8:30-11:45am

PaTTAN King of Prussia Office

- March 11, 2014 - 8:30-11:45am or 12:30-3:45pm
- March 12, 2014 - 8:30-11:45am

PaTTAN Harrisburg Office

- March 13, 2014 - 8:30-11:45am or 12:30-3:45pm
- March 14, 2014 - 8:30-11:45am

Registration REQUIRED for all face-to-face sessions :

Register by February 28, 2014 **Register at www.pattan.net!

For ONLINE Sessions: No Registration Necessary!

Please note: To join a session, click on either of the links below on the day of the session. Please contact us at pdepvaas@iu13.org or 717-606-1911 should you experience difficulties in accessing this site or the webinar session.

- <https://sas.illuminate.com/m.jnlp?sid=2013180&password=M.6B9666A839FB45B94DE2CC4A2C4EB6>
- <http://tinyurl.com/PVAASTeacher>

When prompted, enter your full name and the full name of your LEA/district/charter school/CTC and click "Log in."
When you receive a pop up window, click "Run" to start the application.

*Viewable from an iPad or iPhone using *FREE* Blackboard Collaborate™ app!*

Appendix

LEA Implementation Checklist

Working Document to Use from this Guide

LEA Level Implementation Checklist

Status	Actions	Considerations/If not, then...	Timeline	Notes
	Early Preparation for PVAAS Teacher Specific Reporting			
1.	<ul style="list-style-type: none"> Identify lead district administrator to direct and monitor PVAAS Teacher Reporting planning and implementation. Lead administrator collaborates with key individuals to develop a comprehensive roll-out plan. 	<ul style="list-style-type: none"> Key individuals may include, but may not be limited to: Assistant Supt, Director of HR, Director of Special Ed, Supervisor of ESL, Building Level Principals, Teacher Leaders, and Association Representation. 		
2.	<ul style="list-style-type: none"> Lead district administrator meets with PIMS Administrator to develop plan and processes which will provide for the most efficient PVAAS Roster Verification process in spring 2014. 	<ul style="list-style-type: none"> Ensure that all district administration team (and related staff) are 100% aware that PVAAS rosters will be prepopulated from the PIMS Course/HQT files, including the impact of incomplete or inaccurate PIMS data on time for teachers, building administrators and district administrators in Spring 2014. 		
3.	<ul style="list-style-type: none"> Lead district administrator participates and/or views archived webinar titled "How to Prepare an LEA for SY2013-2014 PIMS/Educator Effectiveness/PVAAS Teacher Specific Reporting" for District Admin. PIMS/SIS/Data staff participates and/or views archived webinar titled "How to Prepare an LEA for SY2013-2014 PIMS/Educator Effectiveness/PVAAS Teacher Specific Reporting" for PIMS/SIS/Data staff. 	<ul style="list-style-type: none"> July 2013 District Admin Webinar (Superintendents, Assistant Superintendents, Directors of C & I, Directors of Special Ed, Directors of ESL): http://illuminate.iu13.org/play_recording.html?recordingId=1261178750897_1374077120796 July 2013 Tech Staff Webinar (For LEA Tech/SIS/PIMS/Data Staff): http://illuminate.iu13.org/play_recording.html?recordingId=1261178750900_1374163254259 		

	Actions	Considerations/If not, then...	Timeline	Notes
4.	<ul style="list-style-type: none"> District administrator, PIMS administrator, and technology/SIS system administrator meet to develop plan to work with SIS vendor. 	<ul style="list-style-type: none"> Make sure SIS vendor watch the PDE PIMS and SIS webinar for SIS vendors from Aug 6 & 7, 2013. http://www.pdewebinar.org (go to the archive to access webinar) 		
5.	<ul style="list-style-type: none"> All building principals and program supervisors/directors (ELL, Special Education) receive training in PVAAS Teacher Reporting process, including but not limited to participation in and/or viewing archived webinar titled "How to Prepare an LEA for SY2013-2014 PIMS/Educator Effectiveness/PVAAS Teacher Specific Reporting" 	<ul style="list-style-type: none"> July 2013 District Admin Webinar: http://illuminate.iu13.org/play_recording.html?recordingId=1261178750897_1374077120796 Use PowerPoint slides from webinars for in house LEA sessions/discussions. 		
6.	<ul style="list-style-type: none"> Review PVAAS Pilot FAQ document with all administrative staff. 	<ul style="list-style-type: none"> PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation. 		
7.	<ul style="list-style-type: none"> Assess whether PVAAS User accounts (PVAAS user name and password) are currently being shared among teachers and administrators. If so, discontinue IMMEDIATELY. Assess if a process is in place for accounts to be deactivated for staff no longer employed by your LEA/no longer needing access to your LEA's PVAAS reporting. 	<ul style="list-style-type: none"> Establish understanding that each PVAAS user must have their own PVAAS account. LEAs make this determination. Allowing access to confidential student/teacher level data may be considered professional misconduct. 		

	Actions	Considerations/If not, then...	Timeline	Notes
8.	<ul style="list-style-type: none"> • If your LEA was a pilot district (SY12-13 pilot), gather feedback from participating teachers/administrators to facilitate implementation steps/activities for SY13-14 LEA wide implementation. • If your LEA was not a PILOT, ask your IU PVAAS contact for a list of the PILOT LEAs in your IU region. Contact those LEAs for advisement. 	<ul style="list-style-type: none"> • Find out the types of support and professional development that was and would be most helpful for LEA wide implementation of PVAAS Roster Verification and Teacher Specific Reporting in SY13-14. 		
9	<ul style="list-style-type: none"> • Provide administrator professional development and hold administrative discussions about decisions to be made relative to determining % of instructional responsibility – discuss scenarios and develop any needed LEA guidelines for teacher input/consideration. 	<ul style="list-style-type: none"> • PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation. 		
10.	<ul style="list-style-type: none"> • Review/amend/clarify district enrollment/withdraw policies and procedures in order to provide accurate data for determining % of concurrent student and teacher enrollment. Provide staff training as necessary to ensure accurate implementation in district data systems. 	<ul style="list-style-type: none"> • See PVAAS Pilot FAQ available on PVAAS login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation. • Review section on % Student + Teacher Enrollment as 1 of the 2 variables used to determine overall % Instructional Responsibility for each student. 		

	Actions	Considerations/If not, then...	Timeline	Notes
	Getting Started with the PVAAS Teacher Specific Reporting Plan			
11.	<ul style="list-style-type: none"> Identify Keystone related courses. Ensure teachers teaching students in Keystone related courses are aware that the course is identified/coded as a Keystone course. 	<ul style="list-style-type: none"> Make sure key staff are involved in these decisions such as, but not limited to: Assistant Supt, Director of C & I, Director of Special Education, Guidance, Middle School and High School Administrators, Department Chairs/Content Leaders. 		
12.	<ul style="list-style-type: none"> Provide initial/overview professional development to teaching staff on PVAAS Teacher Specific Reporting and PVAAS Roster Verification to ensure awareness of all staff. Ensure that teachers, school administrators, and district administrators are aware of their pending involvement with the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> Utilize slides from PowerPoint used in July 2013 District Admin Webinar (Superintendents, Assistant Superintendents, Directors of C & I, Directors of Special Ed, Directors of ESL) : http://illuminate.iu13.org/play_recording.html?recordingId=1261178750897_1374077120796 		

	Actions	Considerations/If not, then...	Timeline	Notes
13.	<ul style="list-style-type: none"> Determine which teachers in your LEA are eligible for PVAAS Teacher Specific Reporting, aiming for an agreed-upon level of consistency across schools in the LEA. 	<ul style="list-style-type: none"> Make sure key staff are involved in these decisions such as, but not limited to: Assistant Supt, Director of C & I, Director of Special Education, Guidance, Building Level Administrators, Administrators, Department Chairs/Content Leaders, Association representation. Make sure staff eligible for a PVAAS Teacher Specific score have a PVAAS User account to access to the PVAAS system. See PIMS Manual for details on PVAAS account creation via the PIMS Staff Template. Ensure that all teachers know whether they will be among those receiving PVAAS Teacher Specific Reporting based on SY13-14. Provide in-depth training to these teachers on PVAAS Roster Verification process. 		
14.	<ul style="list-style-type: none"> Develop communications and decision making plan for determining % of instructional responsibility in situations such as co-teaching, inclusion, flexible grouping within tiered systems of support (RtII), etc. Include teachers in these discussions! 	<ul style="list-style-type: none"> See PVAAS Pilot FAQ available on PVAAS Login page at https://pvaas.sas.com. Document will have additional FAQs added for SY13-14 implementation. See sections on % Full/Partial Instruction as 1 of the 2 variables used to determine overall % Instructional Responsibility for each student. 		

	Actions	Considerations/If not, then...	Timeline	Notes
15.	<ul style="list-style-type: none"> Provide in-depth training to teachers who will be receiving PVAAS Teacher Specific Reporting on the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> The PVAAS Statewide team will provide statewide trainings (Face-to-Face and webinars in Winter 2014). The Implementation Guide with these dates is available at https://pvaas.sas.com. Materials from these sessions (PowerPoints) can be used by LEAs. A free, online 24/7 Virtual Learning Module will be available in Spring 2014. PVAAS Roster Verification Quick Guides will be posted on the PVAAS website in Winter/Spring 2014. 		
16.	<ul style="list-style-type: none"> Provide in-depth training to principals on the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> The PVAAS Statewide team will provide statewide trainings (Face-to-Face and webinars in Winter 2014). The Implementation Guide with these dates is available at https://pvaas.sas.com. Materials from these sessions (PowerPoint) can be used by LEAs. A free, online 24/7 Virtual Learning Module will be available in Spring 2014. 		
17.	<ul style="list-style-type: none"> Develop a plan for when and how teachers/administrators will work to complete the PVAAS Roster Verification process. 	<ul style="list-style-type: none"> Review Spring 2014 PVAAS Roster Verification Dates – see page 12 of this manual. Determine plan for LEA completion of PVAAS Roster Verification. Communicate this information to staff involved in a timely manner. 		
18.	<ul style="list-style-type: none"> Participate in January 2014 webinars to learn about the PVAAS Teacher Specific Reporting and see actual examples of PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> The PVAAS Statewide team will provide statewide webinars in January 2014. The Implementation Guide with these dates is available at https://pvaas.sas.com. 		

	Actions	Considerations/If not, then...	Timeline	Notes
19.	<ul style="list-style-type: none"> Plan to participate in Fall 2014 professional development sessions on PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> TBD Dates will be published once a release date for SY13-14 PVAAS Teacher Specific Reporting is determined. 		
20.	<ul style="list-style-type: none"> Plan for teachers and respective building administrators to receive professional development on PVAAS Teacher Specific Reporting upon release of the reporting. 			
	Checking Prior Knowledge - Solidifying the Foundation to Prepare for PVAAS Teacher Specific Reporting	Considerations/If not, then...		
21.	<ul style="list-style-type: none"> Ascertain/confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across all teachers. This is foundational knowledge for anyone who will be using PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> Provide training and support as necessary. Provide opportunities for all staff to access PVAAS reports and use PVAAS in looking back (evaluating) and looking ahead (planning). Select teacher leaders to participate in PVAAS Fall trainings at local IU. 		
22.	<ul style="list-style-type: none"> Provide professional development to all staff on PA's new Educator Effectiveness System. 	<ul style="list-style-type: none"> See PDE Materials on Educator Effectiveness System on PDE Website: http://www.portal.state.pa.us/portal/server.pt/community/educator_effectiveness_project/20903 		
23.	<ul style="list-style-type: none"> Ensure all staff understands the role and impact of PVAAS in the new PA Educator Effectiveness System (School Performance Profile & Teacher Reporting components of the system). 	<ul style="list-style-type: none"> See PDE Materials on Educator Effectiveness System on PDE Website: http://www.portal.state.pa.us/portal/server.pt/community/educator_effectiveness_project/20903 		

	Actions	Considerations/If not, then...	Timeline	Notes
24.	<ul style="list-style-type: none"> • Ascertain/confirm depth of understanding of key PVAAS principles (ex: concept of growth vs. achievement) across district and building level administrators. • Ensure that all building principals have skills/knowledge to access pertinent PVAAS reports and use PVAAS in developing building goals and system improvement actions. • This is foundational knowledge for anyone who will be using PVAAS Teacher Specific Reporting. 	<ul style="list-style-type: none"> • Provide training & support as necessary. • Require administrators to utilize free, online 24/7 Virtual Learning Modules to enhance their understanding. • Require administrators to attend Fall PVAAS Training at local IU (or receive turnaround training at the district following key staff attendance at local IU training). • See SY13-14 PVAAS Professional Development Opportunities on PVAAS login page at https://pvaas.sas.com. 		
	PIMS and SIS/LEA Information Systems	See PDE PIMS Manual on PDE Website for details: http://www.portal.state.pa.us/portal/server.pt/community/pims_pennsylvania_information_management_system/8959		
25.	<ul style="list-style-type: none"> • Schedule courses: Assign teachers to courses • Work with district administrative lead to determine percentages of shared responsibility when appropriate. 	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website 		
26.	<ul style="list-style-type: none"> • Schedule courses: Assign students to courses • Assign student to PSSA “courses”. This involves departmentalized elementary courses. • Assign students to Keystone courses. 	<ul style="list-style-type: none"> • See PDE PIMS Manual - PDE Website 		

	Actions	Considerations/If not, then...	Timeline	Notes
27.	<ul style="list-style-type: none"> Map courses to State course codes: Determine which courses will culminate in Keystone exams – <u>always</u> use Keystone State course codes for these. 	<ul style="list-style-type: none"> This is critical for PVAAS/Act 82. 		
28.	<ul style="list-style-type: none"> Map courses to State course codes: Choose all other course codes based solely on content being taught, not grade level(s) of students. 	<ul style="list-style-type: none"> A course that covers 6th grade reading content is a 6th grade reading course, even if all of the students are 5th graders. This is important for HQT. See PDE PIMS Manual - PDE Website 		
29.	<ul style="list-style-type: none"> Map courses to State course codes : Make sure applicable state course codes are chosen for AP/IB/DE courses as this is used for the School Performance Profile. 	<ul style="list-style-type: none"> The indicator fields are not used in SPP logic; the state course codes themselves are used to determine offerings of course rigor. The indicator fields will be removed in 2014-15. See PDE PIMS Manual - PDE Website 		
30.	<ul style="list-style-type: none"> Assign a Teacher of Record for every course section 	<ul style="list-style-type: none"> One person per course section Used to determine HQT Must be a person with primary instructional responsibility for students (cannot be someone who was not present during the instructional window for the grade/subject/course) This is the person with primary instructional responsibility for students in the class. See PDE PIMS Manual - PDE Website 		

	Actions	Considerations/If not, then...	Timeline	Notes
31.	<ul style="list-style-type: none"> Calendars: Determine how to calculate Instructional Relationship Weight in your IT system 	<ul style="list-style-type: none"> Course calendars Teacher calendars Student schedules/calendars School calendars (snow days, in-service days, holidays, etc.) Test schedules (to determine last applicable day for the calculation) See PDE PIMS Manual - PDE Website 		
32.	<ul style="list-style-type: none"> Determine which staff will need access to PVAAS 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 		
33.	<ul style="list-style-type: none"> Determine which role within PVAAS to assign to each person as per roles defined in the PIMS Manual for PVAAS user accounts. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 		
34.	<ul style="list-style-type: none"> Submit PIMS Staff template as per the available PIMS collection schedule (starting October 1, 2013), with updates to ensure timely PVAAS account creation. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website Staff template available starting October 1, 2013 		
35.	<ul style="list-style-type: none"> Determine how to store and utilize the two percentages in calculating overall Instructional Responsibility 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 		
36.	<ul style="list-style-type: none"> Choose default value in the absence of data for Instructional Responsibility 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 		
37.	<ul style="list-style-type: none"> Determine how your LEA will determine % Full/Partial Instruction (defined in PIMS as Instructional Responsibility Weight when shared responsibility changes during a grade/subject/course. 	<ul style="list-style-type: none"> See PDE PIMS Manual - PDE Website 		