

2017-18 TEI Roster Verification

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At-a-Glance

The Dallas ISD Teacher Excellence Initiative is a teacher evaluation system based on three components: performance, student experience, and student achievement. To receive points for student achievement, a teacher must have enough students who are properly scheduled and in attendance with him or her in a course in which standardized, secure assessments are administered to gauge students' learning. These courses are referred to as evaluation courses.

Teachers are given the opportunity to verify scheduling information that was entered into the district's student information system during the school year using a process called TEI Roster Verification, or TRV.

Background and Process

In 2018, TRV began on May 10 and teachers had until May 25 to submit their rosters. Principals could approve rosters through June 8. Rosters were published on MyData Portal, an online resource from Evaluation & Assessment for campus personnel to access student-level data and accompanying analyses and reports.

As part of the submission process, teachers reviewed rosters for all evaluation courses they taught. While reviewing their rosters, teachers could link students who would not otherwise be included in their metrics. They were required to provide a reason for each student linked. Teachers could also request other types of corrections using the *Ask a Question* form.

If a teacher did not submit his or her rosters by the deadline, the rosters reverted to their original states. If a teacher submitted his or her rosters but the principal did not respond, any changes made by the teacher were automatically accepted.

Training

In addition to providing written instructions and video tutorials on MyData Portal, the Office of Institutional Research in E&A offered telephone support sessions to provide individualized assistance to users. OIR also shared general information about TRV in the Weekly Administrative Information Packet (WAIP), EI News emails, and TEI Expert meetings.

Results

At the start of roster verification, 7,118 teachers had rosters to review. At the end, 6,646 teachers had rosters, with the difference attributable to teachers leaving the district during the TRV window or having rosters removed¹. Of 6,646 teachers with rosters to review, 80 percent submitted rosters, with 1 percent of submitted rosters requiring further investigations; 87 percent of submitted rosters were approved. There was a small increase in roster submission rates in 2017-18 and a decrease in the percentage of rosters approved. The investigation rate was the same. See **Error! Reference source not found.**

Figure 1: Roster Verification Completion Statistics

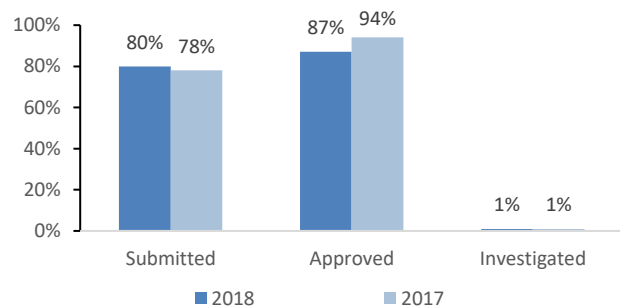
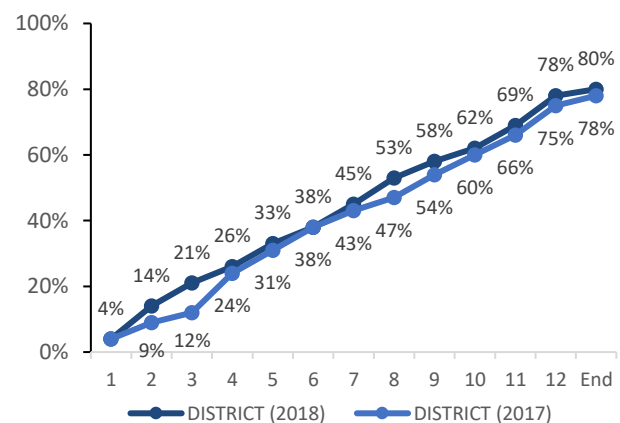


Figure 2: Roster Submission Rates by Day



Teachers had twelve business days to submit their rosters in 2017 and in 2018. In both years, there was a steady increase in submissions as roster verification

¹ Rosters would be removed at the request of the teacher or principal if it was affirmed that the original scheduling was incorrect.

progressed, with a similar percentage of teachers participating each year. See Figure 2.

Roster Submission by School Type and Date

In 2018, elementary schools had higher submission rates than middle and high schools, with 87 percent of elementary school teachers submitting rosters compared to 72 percent of middle school and 78 percent of high school teachers.² Compared to last year, a larger percentage of teachers at all levels submitted rosters, with an 8 percent increase in the percentage of high school teachers who submitted rosters.

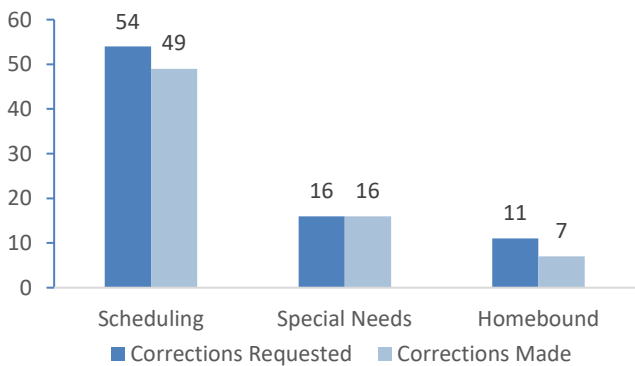
Roster Errors and Investigations

A total of 635 teachers and administrators contacted OIR to report roster errors or ask questions about roster verification.³ OIR determined that 81 cases required further investigation. Teachers required investigations to either unlink or add a student or course to their roster. The majority (94 percent) of investigations were related to unlinking students from rosters, and most investigations (63 percent) were at elementary schools.

To determine whether changes were required, OIR contacted principals to collect additional information and verify the teacher’s report. If principals approved the changes, they were made. Principals at 56 schools were contacted, and OIR changed rosters for 75 teachers, or 93 percent of teachers who required investigations. Ultimately, 94 percent of roster investigations were resolved.⁴

Roster changes were required for one of three reasons, as summarized in **Error! Reference source not found..**

Figure 3: Number of Roster Corrections by Type



² Includes the 6,138 teachers with rosters who were with the district as of July 19, 2018.
³ This number is an estimate and is based on the number of staff that completed the Ask a Question form during the verification window for teachers.

General scheduling: Teachers wanted to add students or courses who were missing from their rosters or unlink students who were incorrectly linked to their rosters.

Homebound student scheduling: Teachers wanted to unlink homebound students from rosters.

Students with special needs or circumstances: Teachers wanted to unlink students with special needs or circumstances. These included students who were in Functional Living Skills (FLS) sections or behavior units.

Recommendations

TRV should continue to provide a user-friendly platform for teachers to verify and correct their rosters. Recommendations to increase overall efficiency include:

- **Ensure roster accuracy before rosters are published.** Continue to work with district leadership to ensure scheduling data is entered in the student information system correctly throughout the school year.
- **Continue to allow teachers to request roster corrections.** Continue to use the Ask a Question form to facilitate the report of roster errors during TRV.
- **Improve teachers’ understanding of roster construction.** Continue to communicate in various formats about the verification process and module, with emphasis on the criteria used to construct rosters.

For more information, please contact the Office of Institutional Research at oir@dallasisd.org.

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⁴ In five cases, principals were non-responsive. OIR made decisions about changing these rosters based on the request and previous experience with the issue.