

## Overview

The need to effectively connect students and teachers to course/subjects is critical in understanding the connection between student academic growth and the teachers responsible for their learning. The primary link between students and teachers to course/subject assignments is the class roster information maintained in STARS<sup>1</sup>. Ensuring the accuracy of STARS data, and data found in our source systems, allows you to better identify the services and support that will best meet your students' needs.

**Data Quality Management (DQM)**, a project to ensure the accuracy and reliability of data stored in DOE local source systems has incorporated processes of ensuring that school, student, and teacher data in source systems are accurate. Data within these source systems are used by current administrative efforts, DQM assists in the efforts to reduce the amount of time schools spend completing administrative tasks related reporting and accountability for the New York State Department of Education (NYSED) and NYCDOE.

The **Roster Maintenance and Verification (RMV)** process is one aspect of **DQM**. RMV is intended to give STARS Administrators and teachers the guidance and opportunity needed to review and correct class roster information.

Class roster information is being used for many purposes within a school, including generating accurate report cards, linking teachers to students in *Advance* and calculating teachers' State and Local Measures of Student Learning (MOSL) ratings for *Advance*.

This document reviews the RMV process and policy clarification as it relates to *Advance* and is separated into sections.

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## Timeline and Deadlines<sup>2</sup>

February	March	April	May	June
<ul style="list-style-type: none"> <li><b>Starting 2/10/2015:</b> PWeekly announcement posted to announce the beginning of the RMV process. School <b>STARS administrators</b> review STARS data for all terms.</li> <li>MS/HS in STARS Admin and STARS Classroom.</li> <li>Elementary Schools in STARS Classroom.</li> </ul>	<ul style="list-style-type: none"> <li><b>3/13/2015 Teachers</b> will receive an email inviting them to participate in the RMV process.</li> <li><b>School administrators</b> encourage <b>teachers</b> to review student enrollment and teacher assignment dates in STARS Classroom and request updates and corrections to their class roster or assignment data.</li> <li><b>Teachers</b> review their class lists, where they may request updates and corrections to their class roster data using "Request Changes".</li> </ul>	<ul style="list-style-type: none"> <li><b>Teachers</b> continue to review their class lists and assignment dates.</li> <li><b>School administrators</b> continue to review requests for changes submitted by teachers and respond to the requests by approving and making changes in source or denying the change request.</li> </ul>	<ul style="list-style-type: none"> <li><b>5/8/2015 (deadline extended) -Teachers in Grades 4-8 Math and/or ELA</b> complete student roster requests and verify roster data.</li> <li><b>5/15/2015</b> - School Administrators must review and respond to teacher requests for Teachers in Grades 4-8 Math and/or ELA and perform final certification of the data.</li> <li><b>Late May:</b> 4-8 Math and/or ELA Class roster information will be submitted to the NYSED in order to calculate state growth scores.</li> </ul>	<ul style="list-style-type: none"> <li><b>All non 4-8 ELA/Math teachers</b> continue to review their class lists and assignment dates.</li> <li><b>6/26/2015 or the end of the marking period - All non 4-8 ELA/Math teachers</b> complete student roster requests and verify roster data.</li> <li><b>7/3/2015: School administrators</b> a) review and respond to teacher requests, and b) perform final certification for non 4-8 ELA/Math class rosters.</li> </ul>

<sup>1</sup> STARS for the purpose of this document will be used to reference both STARS Admin and STARS Classroom

<sup>2</sup> Calendar dates are subject to change



## Resources

School administrators should review this document for more information on how to complete RMV.

### RMV and *Advance*:

- **School administrators** or their designees can review teacher level MOSL selections in the [Advance Web Application](#).
- **Teachers** can also view their MOSL selections on the 'Teacher Level MOSL Selections Report' in the Reports Section of the Advance Web Application. Teachers should consult with their school administrators to determine if their MOSL selections have been finalized.

Teachers will receive RMV email updates beginning in March.

### STARS

Resources on how to navigate the STARS Classroom application are available on the [STARS Wiki](#) to support teachers in completing roster verification. Teachers can also contact their school's STARS administrator for technical support or other questions regarding [STARS Classroom](#).

### DQM

To learn more about Data Quality Management (DQM) project and calendar, visit the [DQM Wiki](#) for the DQM calendar and guide.



## RMV Administrator Checklist

**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 as you or your designees prepare to review, edit, and certify class roster information.

STARS Functions used for RMV:

- [STARS Classroom Admin Class History](#)<sup>3</sup>: Enables admins to edit student enrollment start/end dates and teacher assignment start/end dates for all course-sections within a term.
- [STARS Classroom Teacher Request Changes](#): Provides teachers with the ability to send STARS Administrators requests for modifications to their class rosters.
- [STARS Classroom Admin Approval Inbox](#): Allows administrators to review and respond to requests to change class roster data submitted by teachers.
- [STARS Classroom Teacher Subject – Class Report](#): Displays students' marking period grades and enrollment start/end dates for a course-section.

### STEP 1: REVIEW STARS DATA (Students and teacher assignments/ STARS Admin Action Items)

**Review your school's roster data (student enrolled in a course-section/subject and the teachers assigned) .**

**Elementary Schools:** Review that students are enrolled in the correct grade level and official class and that teachers are assigned to the correct subjects.

**Middle/ High Schools:** Review that students are appropriately scheduled for the correct course-section.

STARS Admin action items and custom reports can help STARS administrators ensure that their school's STARS data is up to date. School Administrators should make every effort to update all roster information for accuracy prior to the teacher verification process (see below), as doing so will ensure the data viewed by teachers is as accurate as possible.

- [Action Items](#) are notifications that appear on the STARS Admin homepage that identify potential issues with student programming in STARS. Log in to [STARS Admin](#) and click on the [Action Items](#) icon (🔧)
- Run [Action Items](#) reports by clicking on the number of instances for each report
- Determine changes required to resolve [Action Items](#) in the report
- Student start/end date changes must be resolved in [Class History](#)
- Student programming changes must be resolved in **STARS Admin or STARS Classroom**

<sup>3</sup> School scheduling/programming data populates STARS Classroom "Class History". Elementary schools may see discrepancies involving dates in "Class History". In some instances the admin "Class History" and teacher "My Assignment" dates are not displaying the correct date spans. A fix for incorrect dates is in development, at this time schools should not update "Class History" dates until the fix is communicated.

## STEP 2: REVIEW TEACHER/COURSE & STUDENT/COURSE RELATIONSHIPS

Even after you resolve all Action Items, there may still be inaccurate roster information to correct.

- Log in to [STARS Classroom](#). For information on signing into STARS Classroom, [click here](#).
- Run and review the [Teacher Subject – Class Report](#) by following the [Roster Review Checklist](#)
- Determine changes required to update roster information
- Student and teacher start/end date changes must be resolved in [Class History](#)
- Student programming changes must be resolved in [STARS Admin or STARS Classroom](#)

## STEP 3: PROCESS TEACHER CHANGE REQUESTS

Teachers may opt to use [STARS Classroom](#) to request updates and corrections to their class roster information.

- Log in to [STARS Classroom](#) and select the [Admin Approval Inbox](#)
- Select a term, and review teacher roster change requests
- Teacher requests for student start/end date changes must be resolved in [Class History](#)
- Teacher requests for student programming changes must be resolved in [STARS Admin or STARS Classroom](#)

## STEP 4: CERTIFY THE ROSTER DATA FOR YOUR SCHOOL

For teachers of grades 4-8 ELA and/or Math, you must respond to teacher change requests and perform final certification by May 15. For all other teachers, the deadline to complete this step is June 26, 2015 or the end of the last marking period.

- Once all terms have been reviewed and all requests have been addressed, certify your school's roster data by completing the roster certification requests in the [Admin Approval Inbox](#) in [STARS Classroom](#)

### Roster Review Check-List

Use the checklist below while reviewing class roster information on [Class History](#) and/or the [Teacher Subject – Class Report](#):

- Teacher **start dates** accurately reflect the dates a teacher's assignments began
- Teacher **end dates** accurately reflect the dates a teacher's assignments ended
- Student **start dates** accurately reflect the dates a student's enrollment to a class began
- Student **end dates** accurately reflect the dates a student's enrollment to a class ended
- Students that are continuously enrolled in a term have **continuous class enrollment** (i.e. no scheduling gaps) within the core subject areas
- Students that **do not appear** on class rosters **are scheduled** with the appropriate effective date
- Students that **inaccurately appear** on a class roster **are unscheduled** with an effective date equal to the term start date
- Push-in/Pull-Out teachers should be confirmed as correctly scheduled in STARS Classroom Push in/Pull out instruction
- ELL Teachers should use the 'Manage Programs' feature in STARS Admin to record ELL program information for Dual and TBE programs

### ✓ RMV Frequently Asked Questions

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

Principals, designees and teachers can access [STARS Classroom](#) using their [DOE username and password](#).

STARS Classroom (<http://nycenet.edu/starsclassroom>) is an internet application accessible to school principals, STARS Classroom Administrators identified in myGalaxy as 'Data Specialist' and teachers with active teaching assignments.

STARS Classroom should be accessed using the most recent versions of Internet Explorer or Google Chrome.

#### 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) 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. Who needs to participate in RMV?

All teachers should complete the RMV process.

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

Teachers are asked to review their course-section assignment dates and class roster information in STARS Classroom. If changes need to be made to class roster data (add/removing students, modifying date spans) the teacher should submit these requests to the STARS Classroom administrator for review. Finally, teachers should verify that their 2014-2015 class roster information is accurate and complete.

#### 5. What happens if a teacher does not review their information for data discrepancies?

To ensure data quality and assure teachers that decisions are being made based on accurate information; teachers must be given an opportunity to verify their rosters of students and submit corrections.

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). If teachers do not participate in RMV, inaccurate or incomplete roster information may be sent for reporting such as an educator's rating in *Advance*.

#### 6. Do Librarians who instruct students have to participate in RMV?

Only Librarians who are considered teachers of record and who are assigned groups of students for instruction for 40% or more of a full-time position are asked to complete RMV.

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

On the STARS Classroom 'Class Roster' teachers have the option to '**Request Changes**' to their class roster information (e.g. add/remove students from the class or modify student enrollment dates for course-section/subjects.)

Change requests are viewed by the STARS Classroom Administrator via the [STARS Classroom 'Admin Approval Inbox'](#). Principals or their designees review the request and choose to 'Accept' or 'Deny'.

Teachers can view the status of requests on the '**Request Changes**' window and the STARS Classroom **Teacher Subject – Class Report**.

#### 8. How are teacher requests approved or rejected?

Change requests are viewed by the STARS Classroom Administrator via the **STARS Classroom 'Admin Approval Inbox'**. Principals or their designees review the request and choose to 'Accept' or 'Deny'.

Once a request is 'Accepted' changes must be made to implement the request in either ATS, STARS Classroom, or STARS Admin.

#### 9. How were principals and teachers informed about RMV?

Principals are informed about RMV through their network and *Principals' Weekly*, starting in February. Principals will continue to receive information on their school's RMV status and deadlines until the end of the RMV cycle.

Teachers are notified about RMV through an official email to their NYCDOE email address in March.

### 10. How can principals support teachers who participate in RMV?

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

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

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

All other teachers have until June 26 or **the end of the last marking period** to review, request changes, and verify their class roster information.

### 12. How will teachers learn to use the RMV functions?

The Teacher RMV Guide (also posted on the [Advance Intranet page](#)) will navigate teachers through the RMV review process in STARS Classroom.

Teachers with questions on how to use STARS Classroom and the data displayed there should contact their school's STARS Classroom administrator for support.

Teachers with questions about how class roster information will be 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](mailto:advancesupport@schools.nyc.gov).

### 13. What is an Action Item, and how does a principal or designee use STARS Action Items to complete RMV?

Action Items are notifications for schools pertaining to STARS related data issues that need to be resolved (e.g. student programming, teacher reference.) For access to STARS Admin (<https://ats.nycboe.net/stars>), contact your school's network.

Correcting issues identified by Action Items needs to take place in STARS Admin (MS/HS student programming), STARS Classroom (ES Programming, PIPO) and ATS (for student biographical information.) Principals or their designee must make changes in the relevant source system to address Action Items.

It is recommended that the school review all Action Items in STARS Admin and resolve pending issues to the best of the school's ability before asking teachers to review/correct data. More information on Action Items can be found on the STARS wiki [here](#).

### 14. How long do pending Action Items appear in STARS Admin once a principal or his/her designee resolves the Action Item by updating inaccurate class roster data?

Action Item reports are refreshed each night. Thus, when a principal or his/her designee makes changes to class roster data in order to address an Action Item, the Action Items will be removed the following day. More information on Action Items can be found on the STARS wiki [here](#).

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

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

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 the 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.

### **16. 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/official class subjects in STARS.

- Teachers in need of more information about absence and leave should speak to their STARS administrator.
- If a teacher has not been identified to replace the previous teacher, the school should indicate “STAFF” in STARS Admin or assign the principal/administrator in STARS Classroom as the teacher of record until a replacement teacher has been identified.

In the event a teacher goes on leave, course assignment dates should reflect the dates of the teacher’s leave.

### **17. Should principals or their designees record information for teachers who are no longer at their school?**

Principal or their designees should review and update class roster data for all courses, including the courses for teachers who are no longer employees or who have left their school.

### **18. Should principals and designees report information for students no longer enrolled at their school?**

Principals and their designees are responsible for reporting information for students who no longer attend their school. In STARS, Principals must ensure that the last day of enrollment at the school corresponds to the last day of enrollment in the course.

### **19. 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.

### **20. Transfer Students**

To identify the exact days for which a school is responsible, principals or their designees can consult the **Student Admission Discharge History (HIAD)** screen in ATS.

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

A student’s enrollment date span for a course/subject cannot exceed their enrollment in a school.

### **21. 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 enrollment date span. Consider a student with the following attendance pattern:

- Student was present in a school and course from September 4 to October 31
- Student was discharged November 1 through December 31, and
- Student returned on January 1

For this student, STARS Classroom should reflect two separate records: 1) a record from September 4 to October 31, and 2) a record from January 1 to the end of the term. Note: a student with this attendance pattern could not be recorded as continuously enrolled from September 4 through the end of the term.

### **22. How should enrollment dates be reported for students discharged from a school?**

Students must be accounted for in the system every school day within a school year.

**For principals/designees:** If a student was enrolled in a school but discharged at any point during the year, the school must report the days he or she was enrolled at the school. For example, if a student was discharged from a school on October 10, the student should be reported as enrolled at the school and linked to the correct teacher and course for September 9 – October 10.

**For teachers:** 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.

### **23. 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.

Before verifying roster data, principals or their designees should ensure that all courses with more than one teacher are scheduled correctly in STARS.

### **24. How should teachers with Push-In/Pull-Out or Individually Programmed students be scheduled, and should this class roster information be verified as part of the RMV process?**

Teachers of Push-in/Pull-out and Individually Programmed students for all grades should complete the RMV process and confirm that their class roster information is correctly scheduled in STARS Classroom.

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

Principals or their designees are asked 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 in *Advance*.

Please note that State Education Law §3012-c requires that all teachers must be given the opportunity to review, correct, and verify their data. If principals or their designees do not participate in RMV, then they risk inaccurate or incomplete roster information being sent to the New York State Department of Education (NYSED) for the generation of State Growth Scores and how an educator is rated in *Advance*.

### **26. Where can teachers go for support and resources on RMV?**

Teachers who experience technical difficulties using STARS Classroom should contact their school 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](mailto:advancesupport@schools.nyc.gov).

Teachers can access the RMV Teacher Guide that includes all steps required to complete RMV in March.