At-a-Glance

With the Teacher Excellence Initiative, or TEI, teachers’ evaluations are based on three components: performance, student perceptions, and student achievement. In order to receive points for student-level achievement, a teacher must have a sufficient number of students who are properly scheduled and in attendance with the teacher 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 (Chancery) during the school year using a process called TEI Roster Verification, or TRV.

Background and Process

During 2017 roster verification, 7,456 teachers had rosters to review. TRV began on May 11 and teachers had until May 25 to submit their rosters. Principals could approve rosters through June 9. Rosters were published on MyData Portal, an online resource from Evaluation & Assessment (E&A) that allows campus personnel to access student-level data and accompanying analyses and reports.

As part of the submission process, teachers reviewed rosters for each evaluation course 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 their roster by the deadline, it reverted back to its original state. If a teacher submitted their roster, but their principal did not approve it, any changes made by teachers were automatically accepted.

Module Updates

In 2017, the teacher view of the module was updated to include several features intended to facilitate the submission process. Most noticeable, a progress tracker was added to help teachers understand when verification was correctly completed.

Training

In addition to providing written instructions and video tutorials on MyData Portal, OIR 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. Due to low participation in previous years, the open lab sessions were discontinued.

Results

Of 7,456 teachers with rosters to review, 78 percent submitted rosters, with 1 percent of submitted rosters requiring investigations; 93 percent of submitted rosters were approved. There was an increase in roster submission rates this year and a decrease in the percentage of rosters investigated. Roster approval rates remained the same. See Error! Reference source not found.

Figure 1: Roster Verification Completion Statistics

Figure 2: Roster Submission Rates by Day
Roster Submission by School Type and Date

In 2017, elementary schools had higher submission rates than middle and high schools, with 85 percent of elementary school teachers submitting rosters compared to 68 percent of middle school and 70 percent of high school teachers.

Teachers had twelve business days to submit their rosters in 2016 and 2017. In both years, there was a steady increase in submissions as roster verification progressed, with a higher percentage of teachers participating this year. See Figure 2.

Roster Errors and Investigations

A total of 588 teachers and administrators contacted OIR to report roster errors or ask questions about their rosters.¹ OIR determined that 59 cases required further investigation. Teachers required investigations to either unlink or add a student or course to their roster. The majority (95 percent) wanted to unlink a student or course from their roster, and the majority of investigations (59 percent) were for elementary school teachers.

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 42 schools were contacted, and based on principal feedback, OIR changed rosters for 50 teachers, or 85 percent of teachers who required investigations. Ultimately, 98 percent of roster investigations were resolved.²

Figure 3: Number of Roster Corrections by Type

<table>
<thead>
<tr>
<th>Type</th>
<th>Corrections Requested</th>
<th>Corrections Made</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduling</td>
<td>45</td>
<td>7</td>
</tr>
<tr>
<td>Special Needs</td>
<td>37</td>
<td>6</td>
</tr>
<tr>
<td>Homebound</td>
<td>7</td>
<td>7</td>
</tr>
</tbody>
</table>

Roster changes were required for one of three reasons. See Error! Reference source not found..

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 an easily accessible and fair 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 into Chancery 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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¹ 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.

² In one case, the principal was non-responsive so OIR determined whether roster changes were required based on the teacher's report and previous experience with the issue.