Louisiana Believes

2019-2020 Curriculum Verification and Roster Portal (CVR) USER GUIDE

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John White

State Superintendent of Education

DEPARTMENT of EDUCATION

Louisiana Believes

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CVR User Guide Introduction

This document provides technical guidance to operate the student roster verification component related to Compass evaluations in the **Curriculum Verification and Roster Portal (CVR).** Student rosters in CVR are used in the calculation of teachers' value-added (VAM) results, which account for 35% of the Student Growth component of the teacher's final evaluation.

2019-2020 CVR Roster Verification Timeline

The table below shows the roster verification activities in the CVR, providing specific information for each activity and the actions each user will take.

CVR Activities	Completion Timespan		ACTIONS by USER TYPE		
			Administrators and Supervisors (district Compass contact, school supervisor)	**Principals and Evaluators** (principal evaluator, assistant principal)	**Employees** (teacher, counselor, librarian)
View-Only Period	11/1/2019	12/13/2019	Submit CVR data corrections	Review CVR data	Review CVR data
View-Only Period	3/2/2020	3/13/2020	Submit CVR data corrections	Review CVR data	Review CVR data
Roster Verification Period	5/4/2020	5/22/2020	Monitor roster verification completion	Verify CVR rosters	Verify CVR rosters

2019-2020 Value-Added (VAM) Results Availability

VAM results will be viewed in the Compass Information System (CIS). The table below provides information related to content and overall results availability.

2019-2020 RESULTS AVAILABILITY			
Data Set	**Details**	**Availability Date**	**What does this mean for educators/evaluators?**
Value-Added Results (VAM)	**Content Percentiles** **Grades 4-8:** ELA, Math, Science & Social Studies **All grades:** Algebra I, Geometry English I & English II **Overall Percentiles**	**Summer 2019**	These data will be used in the 2019-2020 final evaluations

CVR Overview

What's New in 2019-2020

Science rosters for grades 4-8 will be available for verification in the CVR. Teachers will need to verify the Science rosters because they will be eligible to receive VAM results.

Multiple View-Only Periods

Two view-only periods will take place to assist districts in correcting roster data before verification begins. The first view-only period will take place at the same time as the October 1 CLASS data collection period. The second view-only period will take place two months before verification begins. Specific dates for the view-only periods may be found on the previous page. During the view-only periods, principals and teachers should contact their district's data manager if they notice any inaccuracies in their rosters. The district data manager will work with the LDOE's Data Management group to correct the inaccuracies in the data systems (SIS, CUR, and PEP). This ensures roster accuracy when the CVR opens for verification.

Rosters Eligible to Verify

Teachers instructing ELA, Math, Science, Social Studies in grades 4-8, and Algebra I, Geometry, English I and English II EOCs in all grades will have rosters to verify and are eligible to receive VAM scores.

Dual enrollment and distance learning courses will not be available for verification in the CVR due to teachers facilitating, not instructing, these courses.

Absences

Students may be removed from rosters if they had 10 or more unexcused absences in either semester per Act 515 Students may also be removed from rosters if they had 20 or more consecutive absences (excused or unexcused). NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

VAM

In the 2019-2020 school year, teacher evaluations will be composed of 50% professional practice and 50% student growth. Student growth measurements consist of both VAM and student learning targets (SLT); VAM results will account for 35% and SLTs will account for 15% of the final evaluation. Teachers of ELA, Math, Science and Social Studies courses in grades 4-8, and Algebra I, Geometry, English I, and English II EOC courses are eligible for their VAM result to be used in their Compass final evaluation. Please see the VAM FAQ to learn more about VAM and its use in Compass evaluations.

Important Notes for Data Managers, Principals and Teachers

1. If the teacher and/or the principal fail to verify the rosters in CVR, the data will be used as originally submitted to the LDOE by the school district through the Professional Education Personnel (PEP), Student Information (SIS), and Curriculum (CUR) systems.
2. Teachers who are facilitating courses (e.g. supervising but not teaching online/distance learning courses) but are not the teacher of record should have their data managers or principals mark their courses as "Did not Teach" in the CVR Class List tab.
3. The 2019-2020 CVR courses were vetted by the LDOE's Content team to ensure that the course curriculum aligned to state regular assessments.
4. Teachers are populated in the CVR based on the teaching percentages as submitted to the LDOE by their school districts. For example, if two teachers are submitted as co-teaching a class with one teacher responsible for 75% of the class and the other teacher responsible for 25%, only the teacher responsible for the larger percentage would be included in the CVR.
5. Data managers should select the correct Class Begin Date and Class End Date when adding block/semester or full-year EOC courses.
6. Students may be removed from rosters if they have 10 or more unexcused absences in either semester per Act 515.
7. Students may also be removed from rosters if they had 20 or more consecutive absences (excused or unexcused).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

CVR Eligibility

Important Dates

Important Dates	
View-only period	November 1, 2019 - December 13, 2019
View-only period	March 2, 2019 - March 13, 2019
Roster verification period	May 4, 2019 - May 22, 2019

User Access

All current school year superintendents, principals, and teachers of core content courses will have access to the CVR. Access is determined by data submitted to the state for the October 1 CLASS collection period. The CVR help desk (LDOECVR@la.gov) will provide access to new CVR district data managers.

Rosters to Verify

The following teachers, instructing core content courses in eligible grade levels, will have classroom rosters to verify:

Content	Grade
ELA	Grades 4-8
Math	Grades 4-8
Science	Grades 4-8
Social Studies	Grades 4-8
Algebra I	All grades
Geometry	All grades
English I	All grades
English II	All grades

Verification guidelines are available in Appendix A, a list of eligible state course codes and grade levels is available in Appendix B, and CVR Frequently Asked Questions is available in Appendix C.

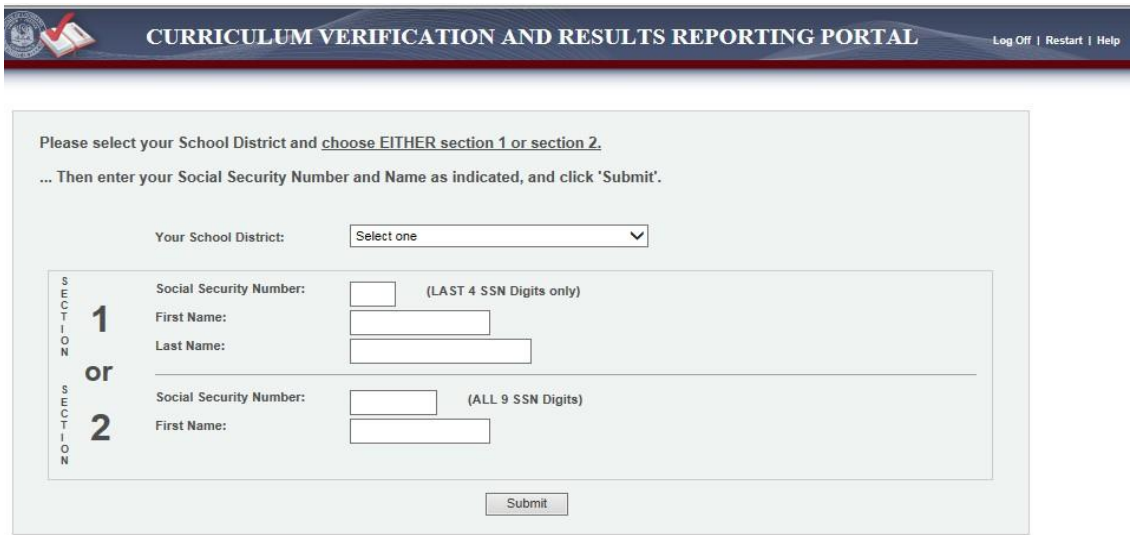
Account Login and Registration

Returning Users

1. To access CVR, login at: https://leads13.doe.louisiana.gov/cvr
2. The first page is a welcome page; any important notices will be in red.
3. Select **Continue to Registration/Login Page** to continue
4. Returning users will enter **Personal Login Code** and **Password**.

New Users and Users with a Reset Account

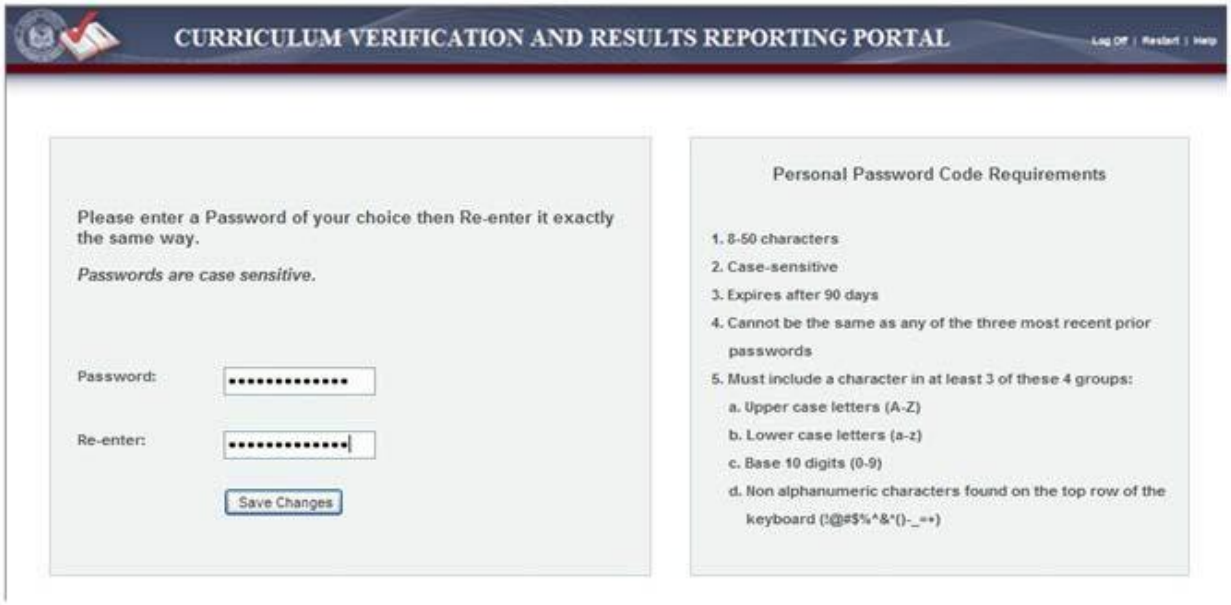
1. First time users and users with an account that was reset will select **Register** from the login screen.



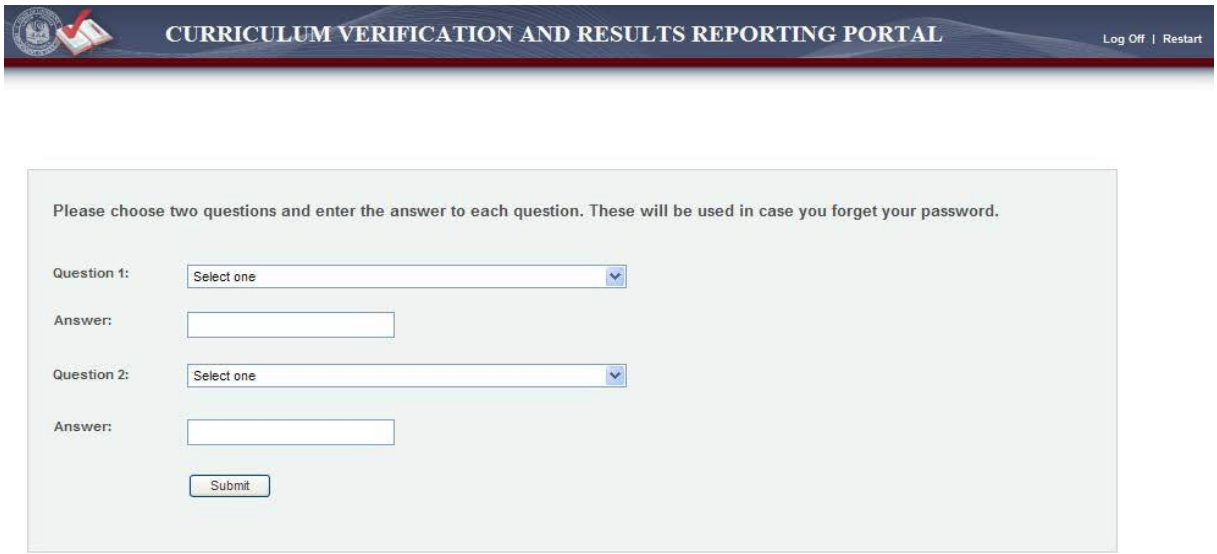
2. Use the drop-down to select **Your School District**.
3. Enter your personal information to find your profile. You will have two options to choose from:
    a. **Recommended for first-time users:** You may register using your full SSN and your first name.
    b. **Returning users:** You may register using the last four digits of your SSN, first name AND last name.
    c. If you are concerned about using any part of your Social Security Number to register, please email the CVR help desk at LDOECVR@la.gov. A form will be mailed to you to fill out so that registration can be done in-house by the LDOE.
    d. **PLEASE NOTE:** If you are having trouble registering, FIRST, please check with your District CVR Data Manager to make sure that the first and last names you are using are what was entered in PEP.

4. Select **Submit** to proceed with registration.

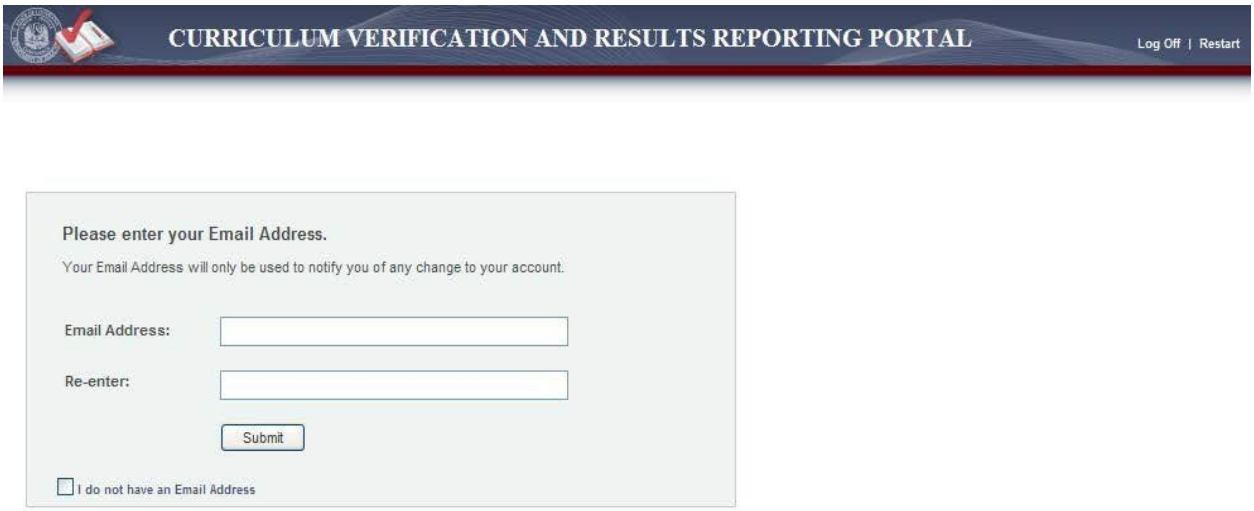
5. Create a **Personal Login Code** (username) and enter it twice.
6. Select **Save Changes** to proceed with registration.



7. Create a **Password** and enter it twice.
8. Select **Save Changes** to proceed with registration.



9. Select two **Security Questions** and provide **Answers** to them.
10. Select **Submit** to proceed with registration.

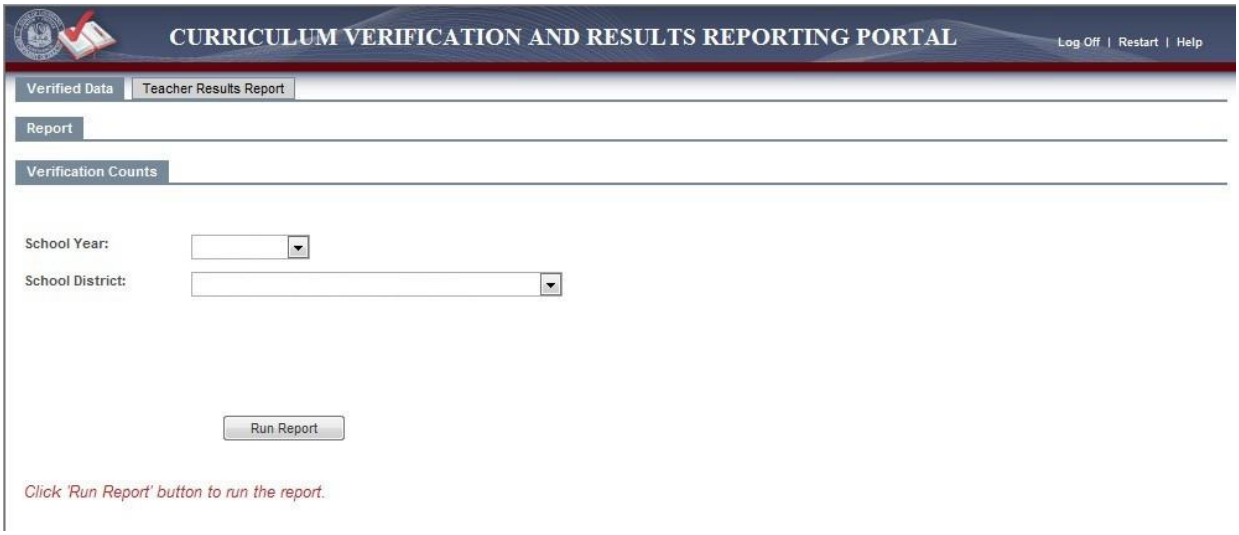


11. Optional: Enter your **Email Address** twice.
12. Select **Submit** to proceed with registration.
13. Your registration is now completed. Select **Continue** to login.
14. If you forget your **Personal Login Code**, click on the **"I forgot my Code"** button and follow the directions for creating a new login code.
15. If you forget your **Password**, click on the **"I forgot my Password"** button and follow the directions for creating a new password.

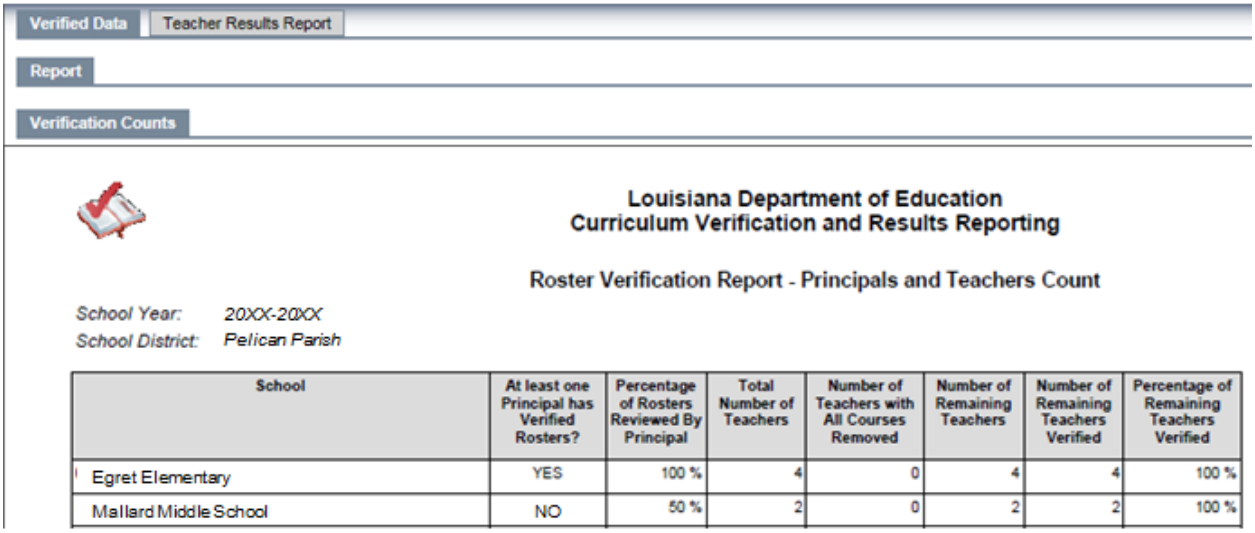
CVR Superintendents

Current year District Superintendents, as identified in the state's PEP database, will have access to the CVR. In order to help all schools complete roster verification, district staff will track completion of roster verification. The Verification Completion Report will allow the superintendent to view which schools have/have not completed verification of rosters. This report is also accessible by the CVR data manager.

Monitor Verification Progress



1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **School Year, School District,** and **School** that you wish to view.
3. Click the **Run Report** button to generate the report.



School	At least one Principal has Verified Rosters?	Percentage of Rosters Reviewed By Principal	Total Number of Teachers	Number of Teachers with All Courses Removed	Number of Remaining Teachers	Number of Remaining Teachers Verified	Percentage of Remaining Teachers Verified
Egret Elementary	YES	100 %	4	0	4	4	100 %
Mallard Middle School	NO	50 %	2	0	2	2	100 %

4. The **Verification Counts** report will list the verification status of each school, which includes the following:

a. **At least one principal has verified rosters** – A YES in this column means the principal has certified this school has completed roster verification
b. **Percentage of rosters reviewed by principal** – The percentage of rosters reviewed by the principal is the number of total teachers for whom the principal marked Y or N for teacher did not teach class divided by the total number of teachers
c. **Total number of teachers** – This number is a count of the teachers on the school's roster
d. **Number of teachers with all courses removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed)
e. **Number of remaining teachers** – This number is the remaining teachers when the number of teachers with all courses removed is subtracted from the total number of teachers
f. **Number of remaining teachers verified** – This number is a count of all remaining teachers who have verified that they have completed roster verification
g. **Percentage of remaining teachers verified** – The percentage of remaining teachers who have verified that they have completed roster verification

5. The report is generated in a PDF format which can be printed and/or saved.

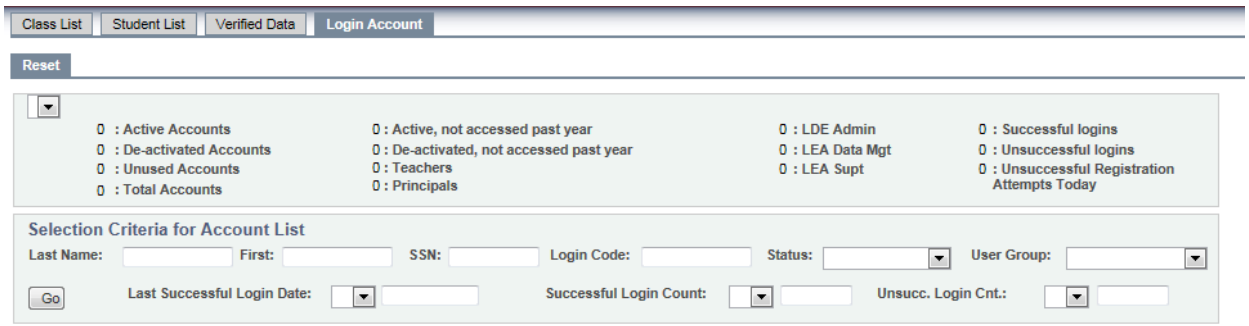
CVR Data Managers

CVR Data Mangers will be able to generate reports to keep track of the roster verification progress within their district, add or remove students and classes in teacher rosters, view teacher rosters, and assist with account management. CVR Data Managers may add/delete teacher accounts but cannot add/delete principal or superintendent accounts during verification. CVR Data Mangers should contact the LDOECVR help desk (LDOECVR@la.gov) for assistance in adding/deleting principal or superintendent accounts. CVR Data Managers will be the first in line as a resource to their principals and teachers in the district.

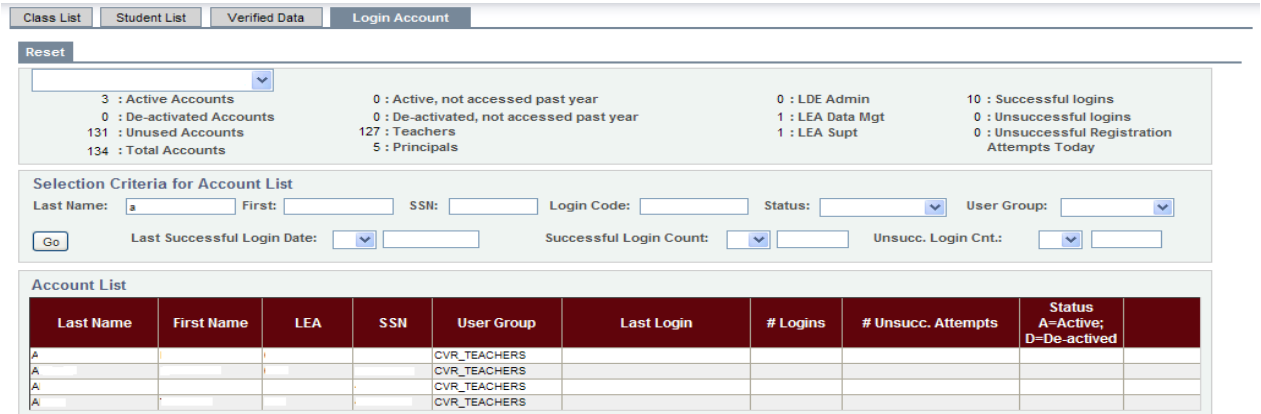
CVR Data Managers: Account Management

Reset Deactivated Accounts

Accounts may be reactivated during both the view-only and verification windows.



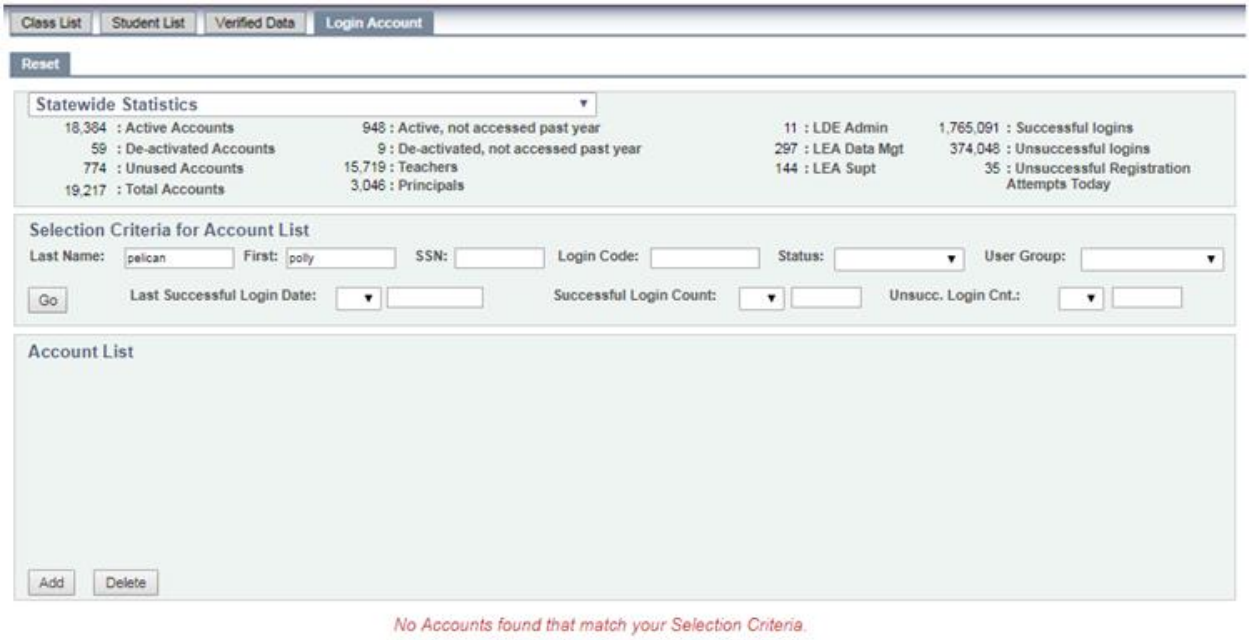
1. Select the **Login Account** tab at the top of the screen.
2. At the top of the table, make sure the appropriate **District** name appears in the drop down box.
3. To find an account, you must type in either the account user's last name or Social Security Number and any other fields you know.
4. If the full last or first name is unknown, these fields will accept partial information (i.e., you can type an 'A' in the last name field and everyone with a last name beginning with an 'A' will be displayed).
5. Click the **Go** button to generate user accounts that match the criteria you entered. A list of accounts matching the criteria will be displayed with the Last Name, First Name, LEA number, SSN, User Group, and other account statistics.
    a. Note: If there are small numbers at the bottom of the table, this means there are multiple pages of names. Click on the next page number to view the next table of names.



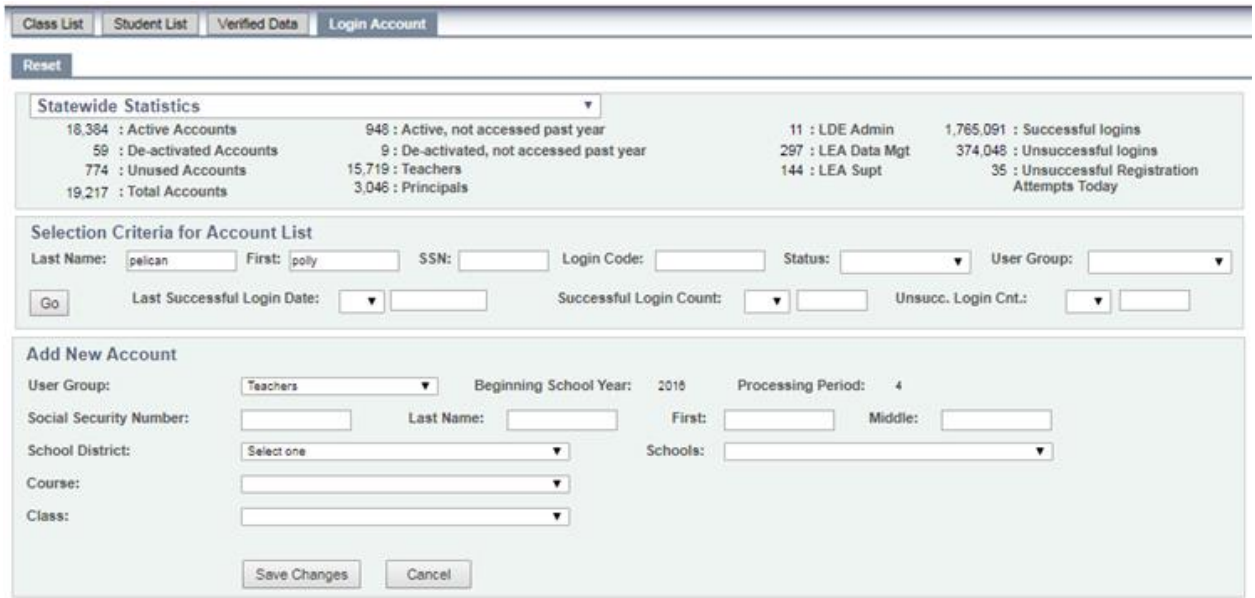
6. Displayed columns can be sorted by clicking on the column title.
7. If the account is active, there will be an 'A' under the **Status** column.
8. If the account has been deactivated there will be a 'D' under the **Status** column, and the option to Reset the account will appear on the right side.
9. To reset the account click on the **Reset** text tab. The user will then need to create a new login and password for their account.

Add Teacher Accounts

1. Teacher accounts may be added only during the verification window.



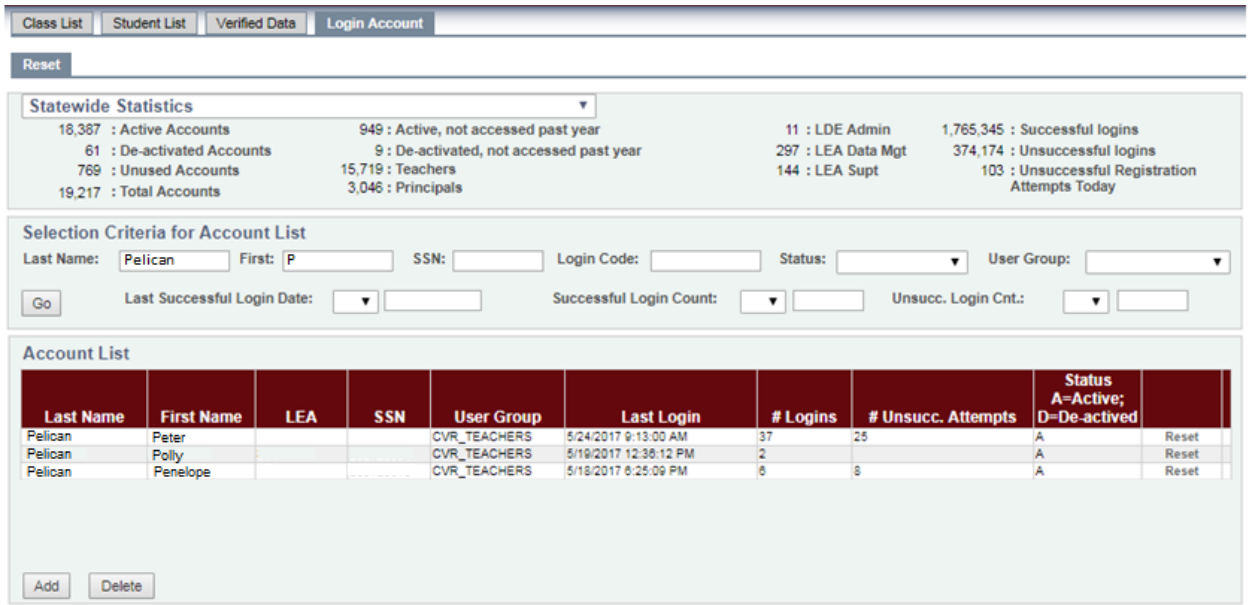
2. Select the **Login Account** tab at the top of the screen.
3. At the top of the table, make sure the appropriate **District** name appears in the drop down box.
4. First search to see if the user has an existing account. Instructions for account searching may be found in the previous section.
5. If the user does not have an account, click the **Add** button at the bottom of the page.



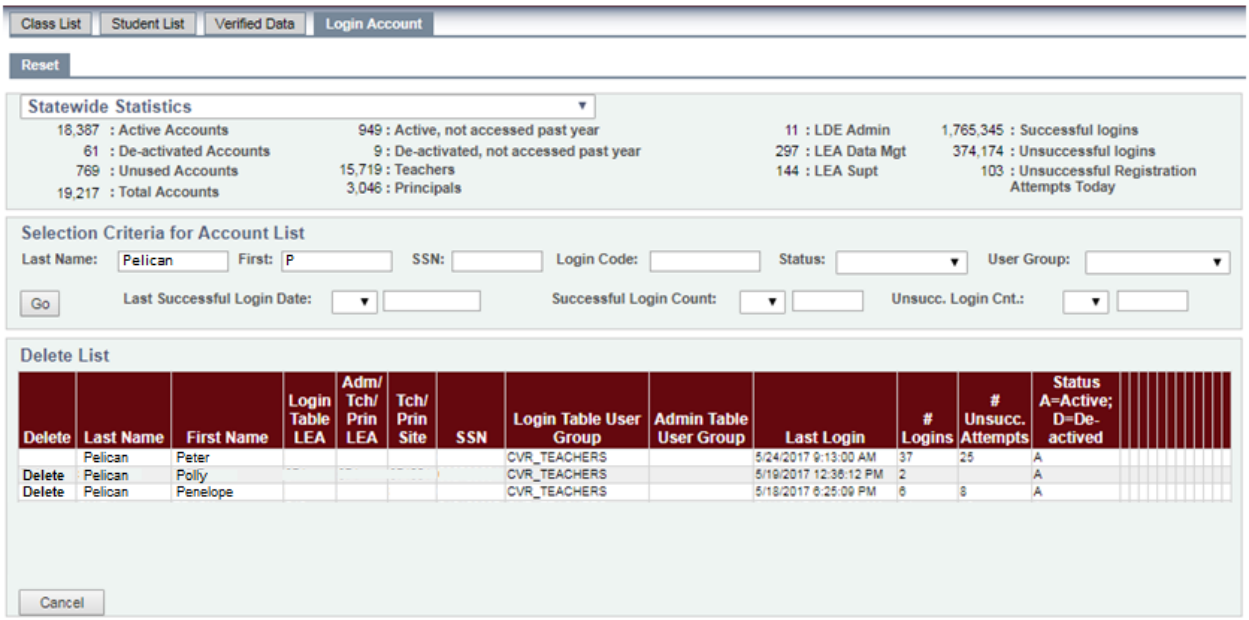
6. Select the **User Group** from the drop down menu. The CVR data manager may add the following user account:
    a. Teachers
        i. Select **Teacher** from the **User Group** drop down menu.
        ii. Enter the teacher's **Social Security Number**. It is important to enter the teacher's SSN as it is listed in PEP to ensure that data in CVR will link accurately to CIS for teachers to view VAM results.
        iii. Enter the teacher's **Last Name** and **First Name**. Entering the teacher's **Middle Name** is optional.
        iv. Select the teacher's **School District** and **School** from the drop down menus.
        v. Select the **Course** and **Class** (section) from the drop down menus.
            1. If a class section is not listed, another class section may be selected.
        vi. Click **Save Changes** to add the teacher and course.
        vii. Note: Adding additional courses or sections is completed in the **Class List** tab. Please see the **Add & Remove Courses** section of the user guide for screenshots and instructions for this process.

Delete Teacher Accounts

1. Teacher accounts may be deleted only during the verification window. Note: deleting an account will permanently delete all current and prior roster data from CVR.



2. Select the **Login Account** tab at the top of the screen.
3. At the top of the table, make sure the appropriate **District** name appears in the drop down box.
4. To find an account, type in either the account user's last name or Social Security Number and any other fields you know.
5. If the full last or first name is unknown, these fields will accept partial information (i.e., you can type an 'A' in the last name field and everyone with a last name beginning with an 'A' will be displayed).
6. Click the **Go** button to generate user accounts that match the criteria you entered. A list of accounts matching the criteria will be displayed with the Last Name, First Name, LEA number, SSN, User Group, and other account statistics.
    a. Note: If there are small numbers at the bottom of the table, this means there are multiple pages of names. Click on the next page number to view the next table of names.
7. Displayed columns can be sorted by clicking on the column title.
8. Once the name of the account has been located, click the **Delete** button at the bottom of the page to bring up the dialog box to select and delete the account.

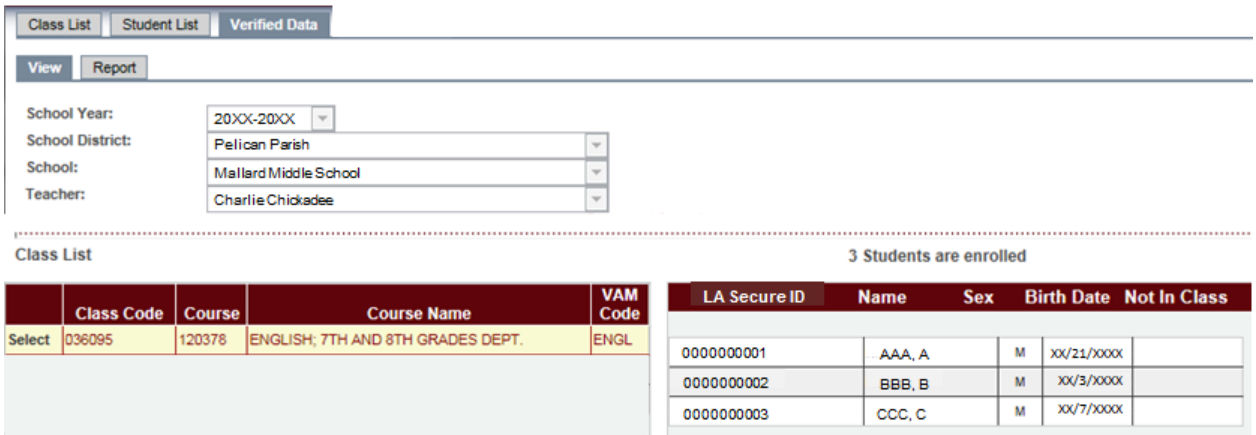


9. Click the bold **Delete** text next to the name of the account to be deleted. The LEA and Site codes will help confirm the correct account to be deleted.
    a. Note: Some teachers may have accounts at more than one site. Click the bold **Delete** text next to the record for each site that should be deleted.

CVR Data Managers: View Only Period

If teachers/courses/students are missing in the CVR, the district data manager should contact the district's SIS/CUR/PEP coordinator to include the missing information in their October 1 CLASS submission, and notify the LDOE's CVR help desk (LDOECVR@la.gov). A list of specific course codes and grade levels can be found in Appendix B. If changes are needed in CVR, CVR Data Managers may report changes to the CVR help desk to determine if corrections can be made.

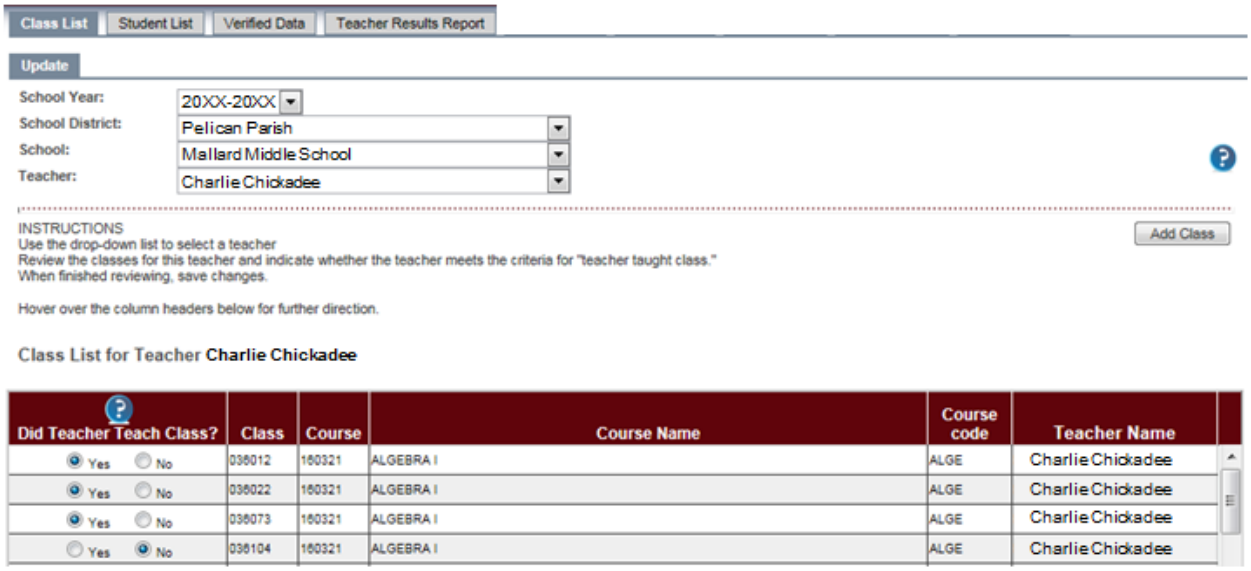
Review Course & Student Lists



1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. The Data Manager will first select a **Teacher's Name** from the drop-down box.
4. Click **Select** next to the class you wish to view. The roster for that class will then appear on the right-hand side of the screen. This is will allow you to see the data that the teacher will be submitting/has submitted for the portal.
5. If a class/course/student is missing, please contact Data Management to resubmit the district/class/course/student data.

CVR Data Managers: Roster Verification Period

Add & Remove Courses



1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Review each course and confirm all classes for each teacher. Principals will select **Yes** or **No** under the **Did Teacher Teach Class** column using the guidance below.
4. Selecting **YES** indicates the principal certifies that the **teacher**:
    a. Was the primary educator of the class from 10/1 – testing (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)

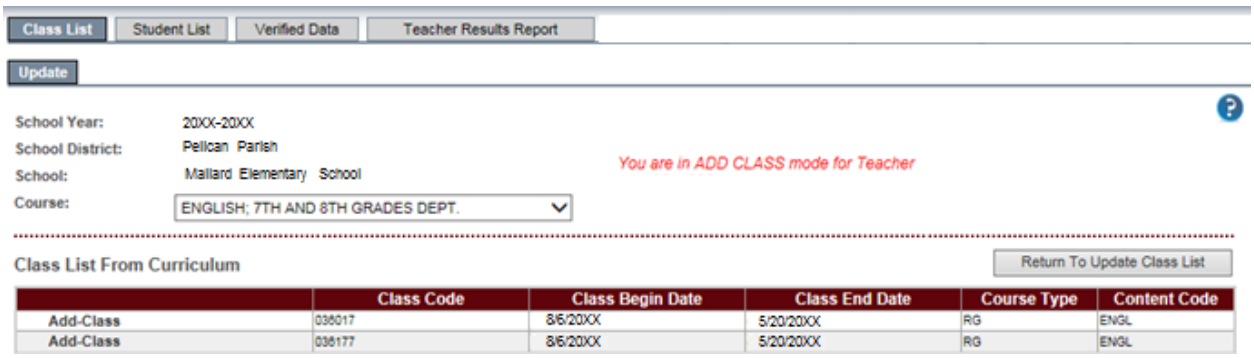
    AND

    b. Missed fewer than 60 days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
5. Selecting **NO** indicates the principal certifies that **the teacher**:
    a. Was not the primary educator of the class from 10/1 – testing (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)

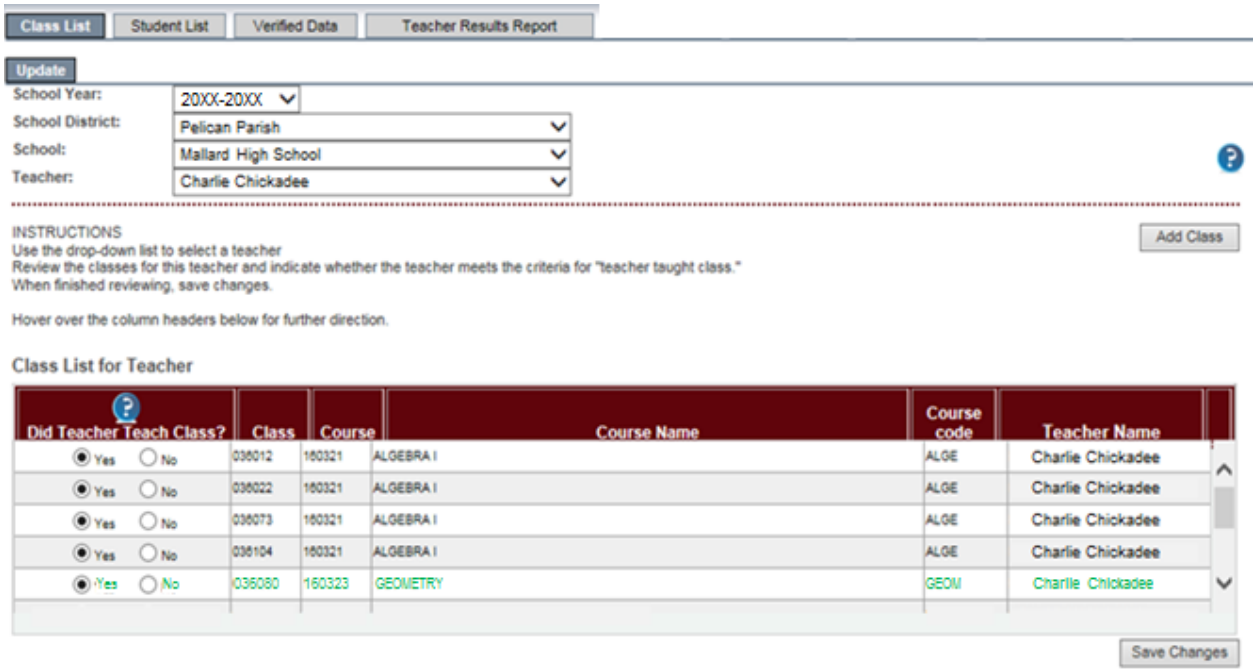
    AND/OR

b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

6. To remove a teacher, select **No** under the **Did Teacher Teach Class?** column for all courses assigned to the teacher.
7. If a course is omitted from the course list, select the **Add Class** button on the right-hand side of the screen.

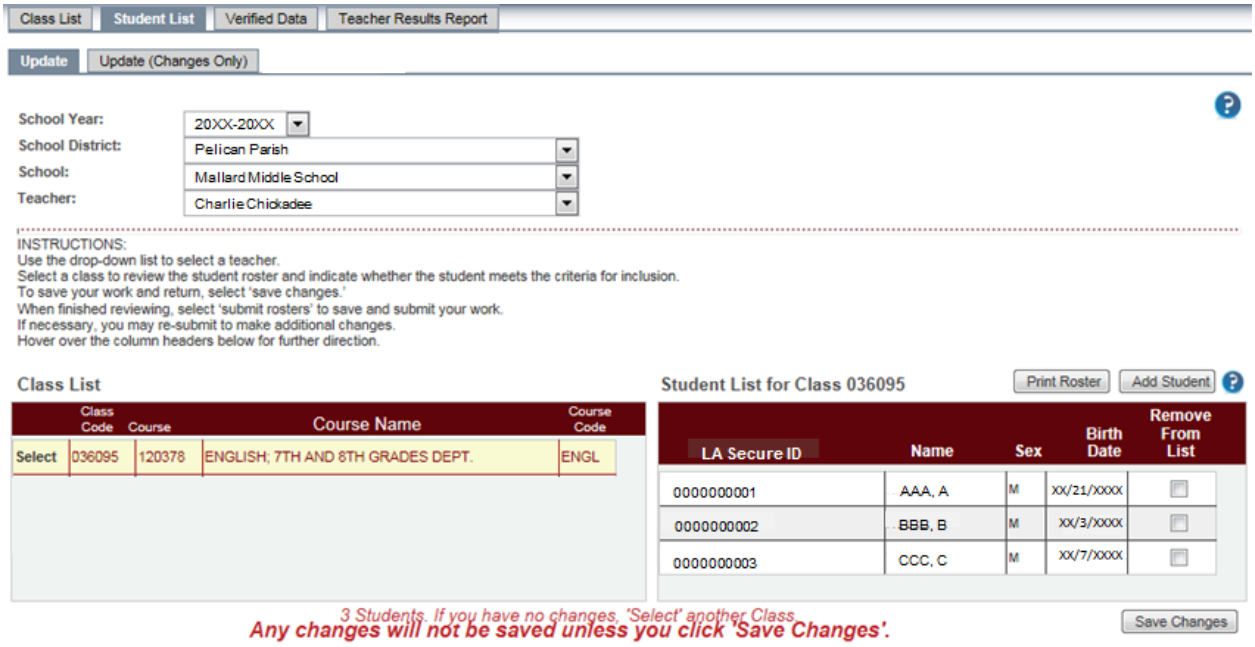


8. Use the drop-down list to select the Course of the class you wish to add.
9. Select **Add-Class** next to the class you wish to add. Make sure that the Class Begin Date and Class End Date is correct for block/semester or full-year EOC courses.
10. Continue adding classes to the teacher's class list, as needed. When finished, select **Return to Update Class List**.



11. Once added, classes will appear in green on the teacher's class list.
12. Once you have finished reviewing the courses, select the **Save Changes** button. Make sure to save changes for each teacher.

Add & Remove Students

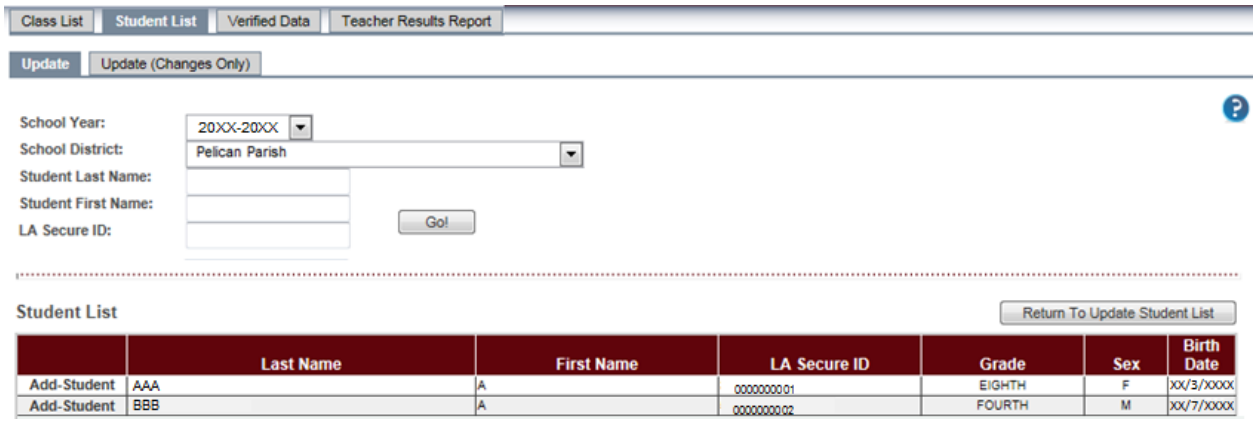


1. If a student is included in the roster who did not attend the class, the teacher may remove that student. Clicking the check box under **Remove From List,** the teacher certifies that one of the following statements reflects the student's enrollment:
   a. Not enrolled in class from October 1 to testing for a year-long course
   b. Not enrolled in class from October 1 to testing at the end of the block/semester for a fall block/semester course
   c. Not enrolled in class from January (start of the course) to testing at the end of the block/semester for a spring block/semester course
   d. Had 20 or more CONSECUTIVE absences (excused or unexcused)
   e. Had 10 or more unexcused absences in either semester per Act 515

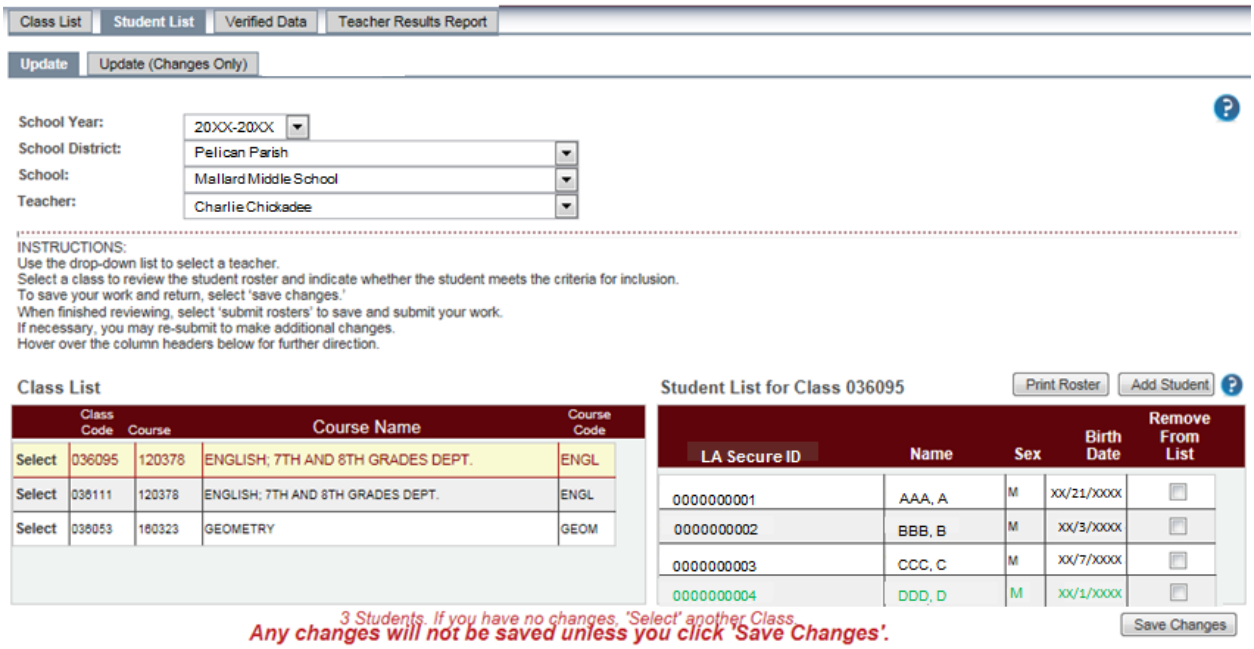
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

2. If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the principal certifies that the following statements reflect the student's enrollment:
   a. Enrolled in class from
      i. October 1 to testing for a year-long course
      ii. Enrolled in class from October 1 to testing at the end of the block/semester for a fall block/semester course
      iii. Enrolled in class from January (start of the course) to testing at the end of the block/semester for a spring block/semester course
   b. Had fewer than 20 CONSECUTIVE absences (excused or unexcused)
   c. Had fewer than 10 unexcused absences in either semester per Act 515

   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

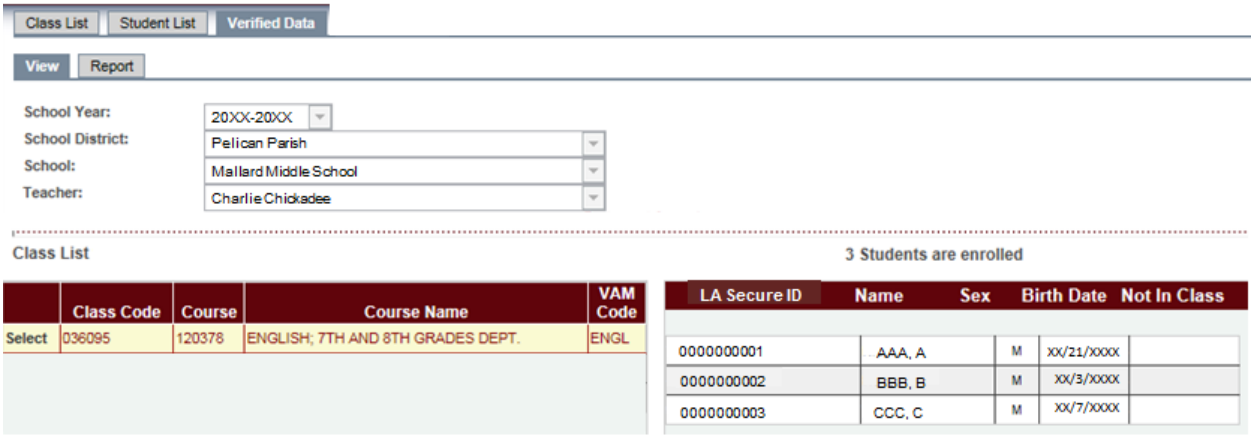


3. A list of all available students within the district will appear. Please note that the students' LA Secure ID, first three characters of the last name, first character of the first name, and the day of birth will be displayed. To search for a student, enter the student's first letter of the first name and first three letters of the last name, or LA Secure ID, and select **Go**.
    a. When searching by LA Secure ID, the student list will populate state-wide.
    b. When searching by student's first and/or last name only, the student list will populate only within the district.
4. A list of students matching the set criteria will be generated in a table below (see image above):
    a. If a student attending the class for the entire school year is not available within the student list, please contact the CVR help desk to determine if the student can be added to the roster. Please note that students not submitted by your district for October 1 CLASS cannot be added to CVR.
5. Click the **Add-Student** text to the left of the student's name to add to the roster.
6. When you are finished adding students to that roster, click **Return to Update Student List** to return to the roster. The added student will then appear on the roster in green.



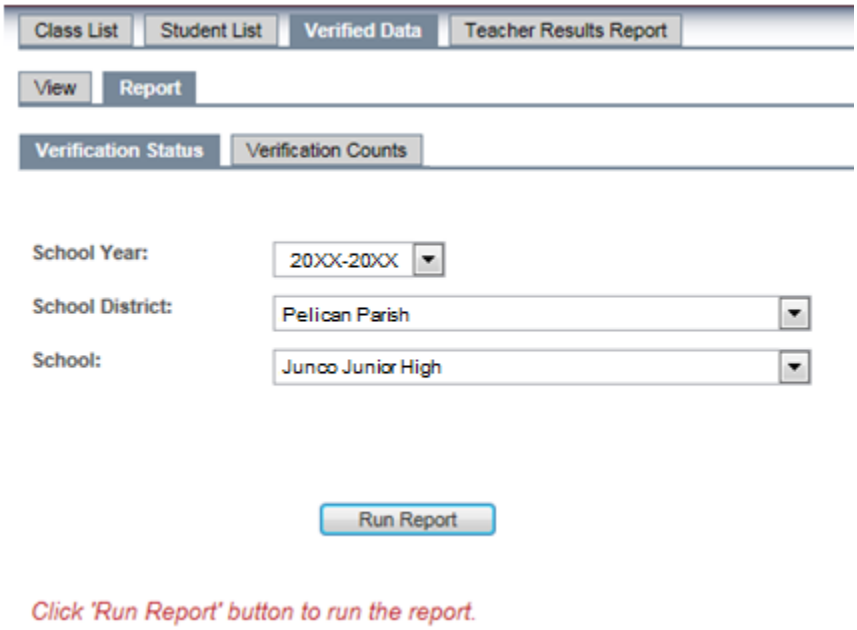
7. Select **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.
8. Click the **Select** text next to another class to check for changes in other classes.

View Verified Data

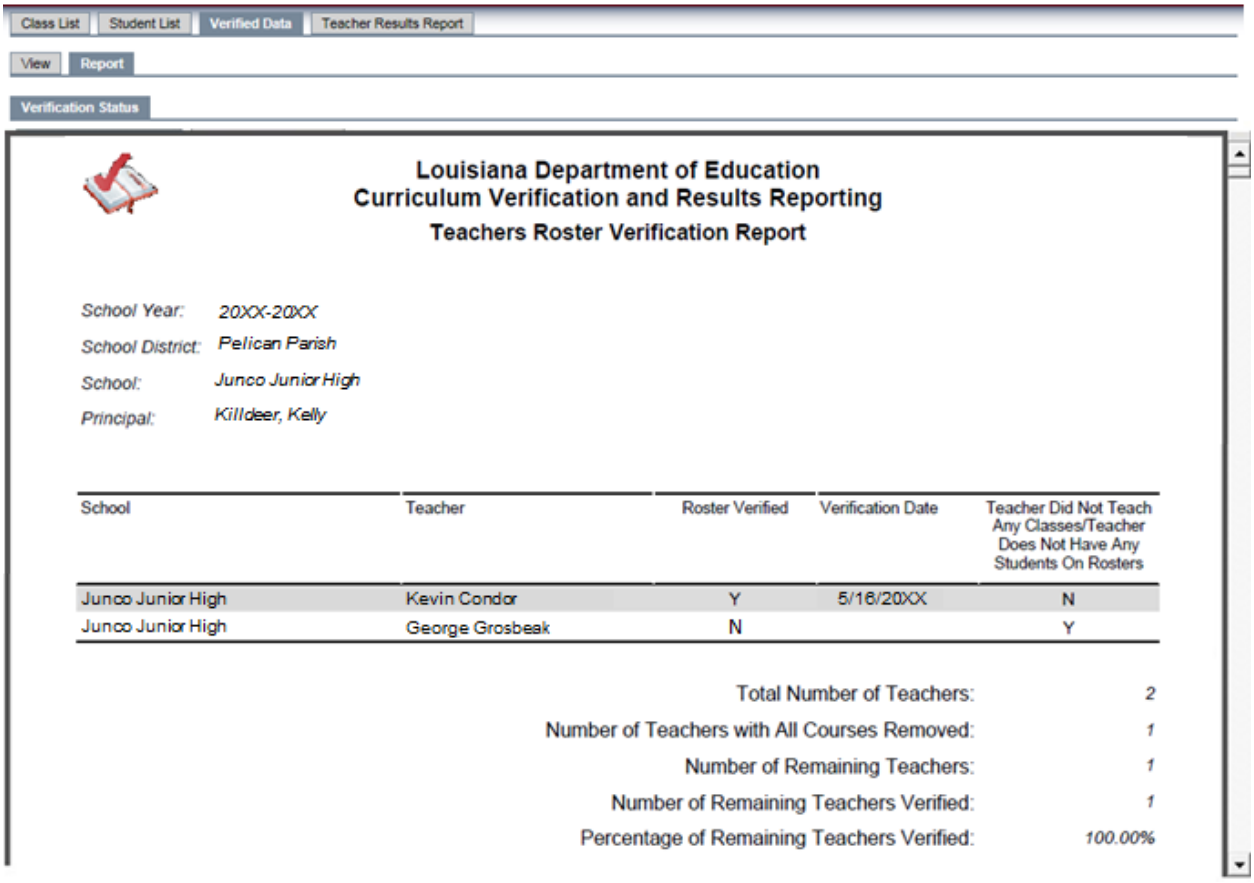


1. Select **View** under the **Verified Data** tab at the top of the screen. This view will allow you to see the data that you will be submitting or has submitted for the portal.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down menu, if necessary. Select the **Teacher** you wish to view from the drop-down menu.
3. Click on the **Select** text for a class to display the verified roster for that class. Any changes to the roster will appear under the column of the change.
   a. If a student was added to the roster, that student's name will appear in green.
   b. If a student was removed from the roster, a 'Y' will appear in the **Not in Class** column.

The **Verification Status** report will list the status of each teacher at the school, including whether they have verified, the date of verification, and whether they did not have any rosters in CVR to verify.



1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **Verification Status** tab.
3. Select the **School Year, School District,** and **School** that you wish to view.
4. Click the **Run Report** button to generate the report.



Class List | Student List | Verified Data | Teacher Results Report

View | Report

Verification Status

Louisiana Department of Education
Curriculum Verification and Results Reporting
Teachers Roster Verification Report

School Year: *20XX-20XX*
School District: *Pelican Parish*
School: *Junco Junior High*
Principal: *Killdeer, Kelly*

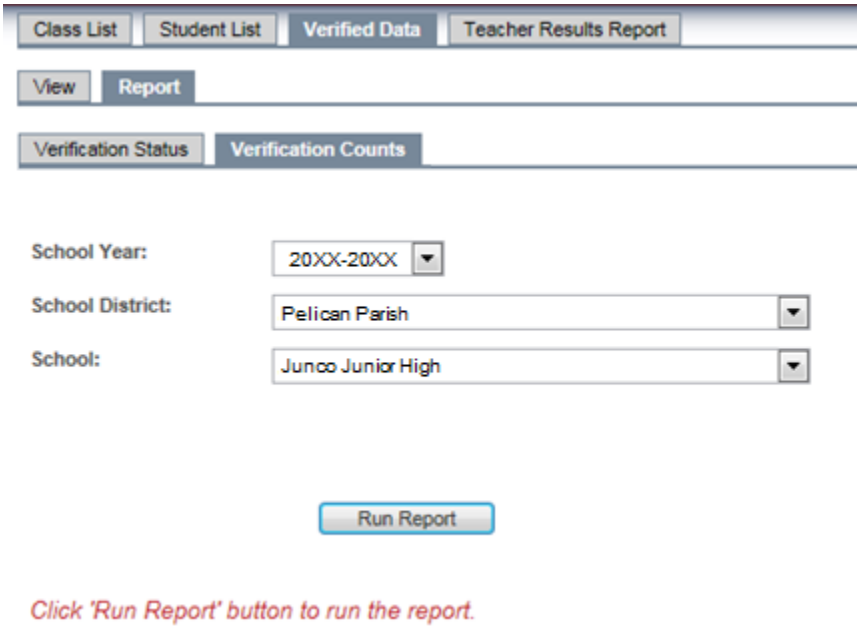
School	Teacher	Roster Verified	Verification Date	Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters
Junco Junior High	Kevin Condor	Y	5/16/20XX	N
Junco Junior High	George Grosbeak	N		Y

Total Number of Teachers:	2
Number of Teachers with All Courses Removed:	1
Number of Remaining Teachers:	1
Number of Remaining Teachers Verified:	1
Percentage of Remaining Teachers Verified:	100.00%

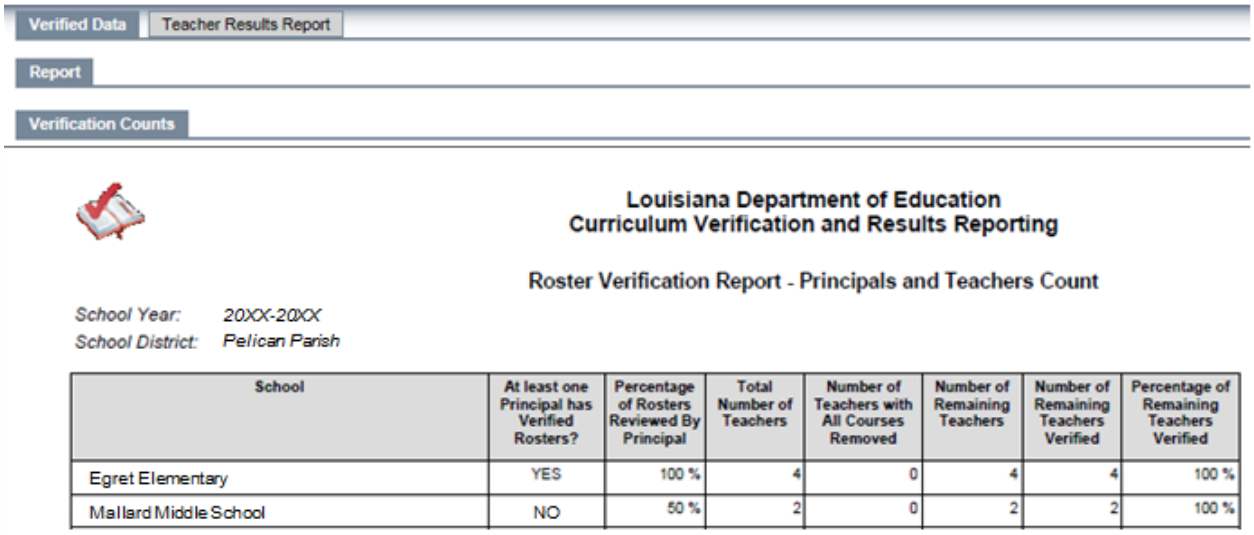
5. The **Verification Status** report will list the verification status of each teacher, which includes the following:
    a. **Total number of teachers** – This number is a count of the teachers on the school's roster
    b. **Number of teachers with all courses removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed)
    c. **Number of remaining teachers** – This number is the remaining teachers when the number of teachers with all courses removed is subtracted from the total number of teachers
    d. **Number of remaining teachers verified** – This number is a count of all remaining teachers who have verified that they have completed roster verification
    e. **Percentage of remaining teachers verified** – The percentage of remaining teachers who have verified that they have completed roster verification

6. The report is generated in a PDF format and can then be printed and/or saved

The **Verification Counts** report will list the status of each school within a district, including whether the principal reviewed and verified the rosters and the count and percentage of teacher roster verification.



1. Click on the **Verified Data** tab at the top of the page. Next, click on the **Report** tab.
2. Select the **Verification Counts** tab.
3. Select the **School Year, School District,** and **School** that you wish to view.
4. Click the **Run Report** button to generate the report.



School	At least one Principal has Verified Rosters?	Percentage of Rosters Reviewed By Principal	Total Number of Teachers	Number of Teachers with All Courses Removed	Number of Remaining Teachers	Number of Remaining Teachers Verified	Percentage of Remaining Teachers Verified
Egret Elementary	YES	100 %	4	0	4	4	100 %
Mallard Middle School	NO	50 %	2	0	2	2	100 %

5. The **Verification Counts** report will list the verification status of each school, which includes the following:
    a. **At least one principal has verified rosters** – A YES in this column means the principal has certified this school has completed roster verification
    b. **Percentage of rosters reviewed by principal** – The percentage of rosters reviewed by the principal is the number of total teachers for whom the principal marked Y or N for teacher did

not teach class divided by the total number of teachers

c. **Total number of teachers** – This number is a count of the teachers on the school's roster
d. **Number of teachers with all courses removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed)
e. **Number of remaining teachers** – This number is the remaining teachers when the number of teachers with all courses removed is subtracted from the total number of teachers
f. **Number of remaining teachers verified** – This number is a count of all remaining teachers who have verified that they have completed roster verification
g. **Percentage of remaining teachers verified** – The percentage of remaining teachers who have verified that they have completed roster verification

6. The report is generated in a PDF format and can then be printed and/or saved.

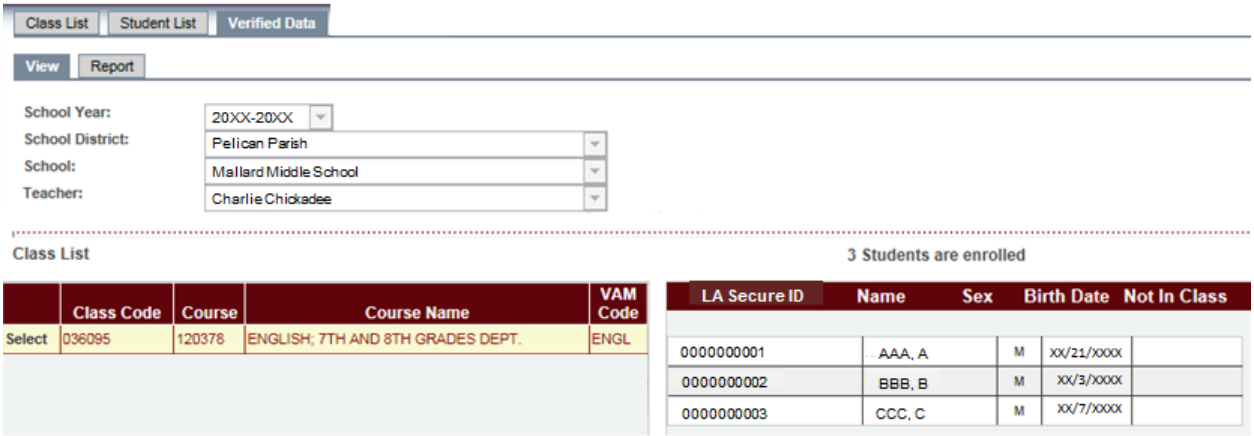
CVR Principals

Roster Verification provides principals the opportunity to review class and student roster data for all teachers at their school and verify its accuracy before the data is used to assign student growth scores. The data in CVR will be used to calculate VAM even if the teacher and/or principal do not verify the roster. Therefore, it is important that teachers complete this process to ensure VAM calculations are calculated based on accurate data.

CVR Principals: View Only Period

If teachers/courses/students are missing in the CVR, the CVR data manager should work with the district's SIS/CUR/PEP coordinator to include the missing information in the October 1 CLASS submission. A list of specific course codes and grade levels can be found in Appendix B. If changes are needed in CVR, principals may report changes to the CVR help desk (LDOECVR@la.gov) to determine if corrections can be made.

Review Course & Student Lists

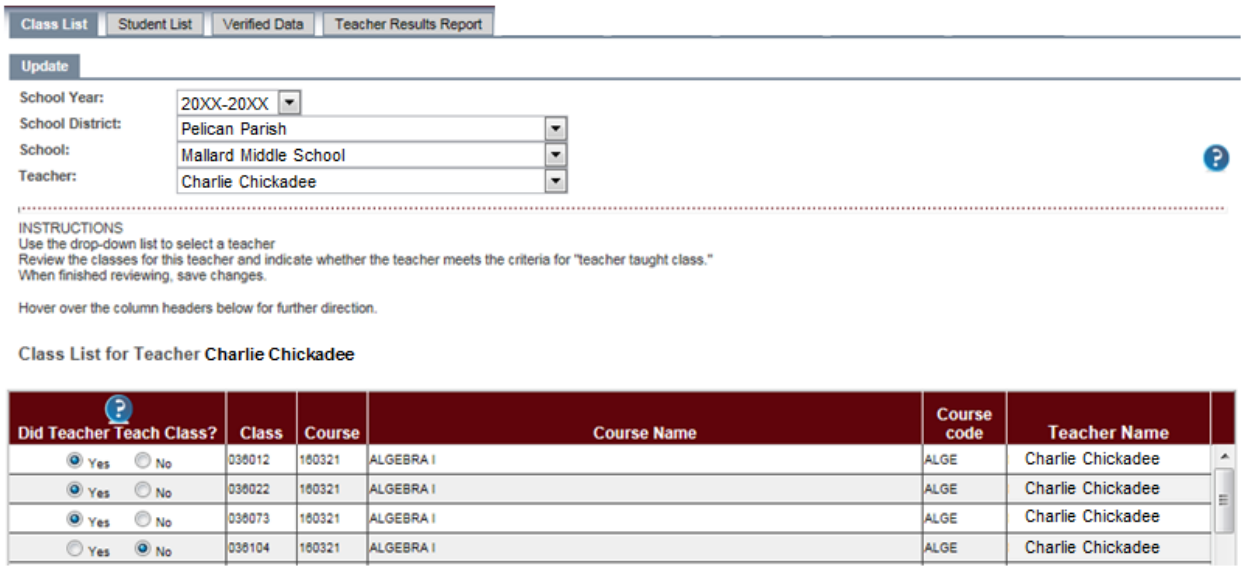


1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Select each **Teacher** from the drop down menu.
4. Review each course and confirm all classes for each teacher.
5. Click **Select** next to the class of the roster you wish to review. The principal will see the roster of students assigned to the class. Make note of any students missing from the roster and/or any students erroneously included on the roster.
6. After generating your roster list, select **Print Roster** to generate a pdf report of the roster. If courses/students are missing, the principal should contact the district's CVR data manager or CVR help desk to determine next steps.

CVR Principals: Roster Verification Period

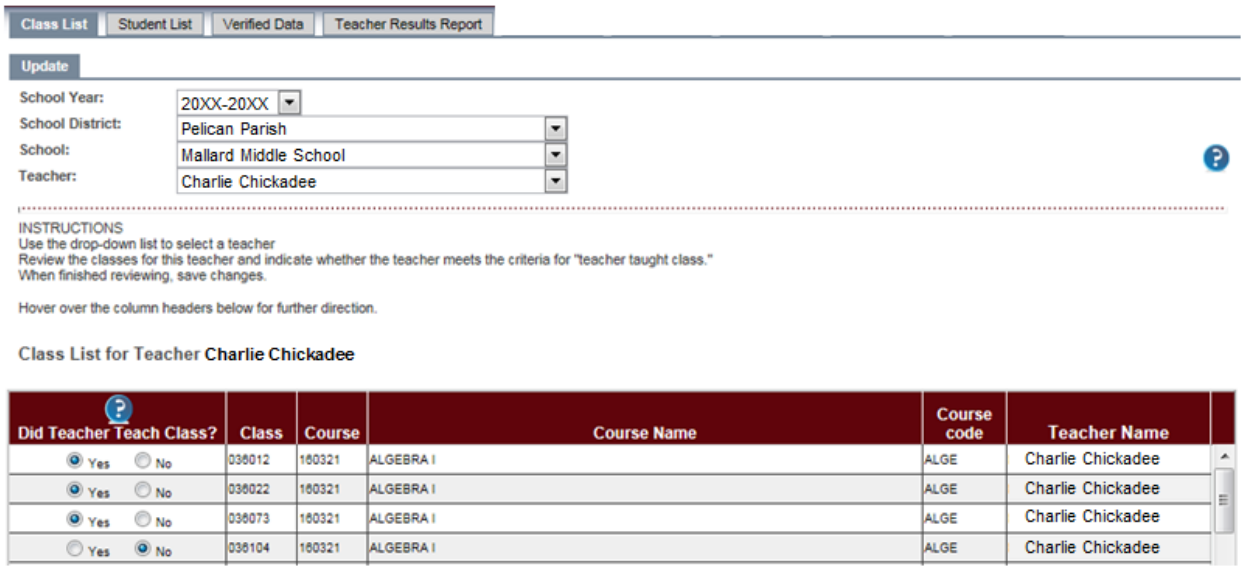
Confirm Courses for Teachers

The principal will review each class section. If a teacher did teach the class listed, the principal will proceed to confirm so the teacher will be counted in completion reports for roster verification.



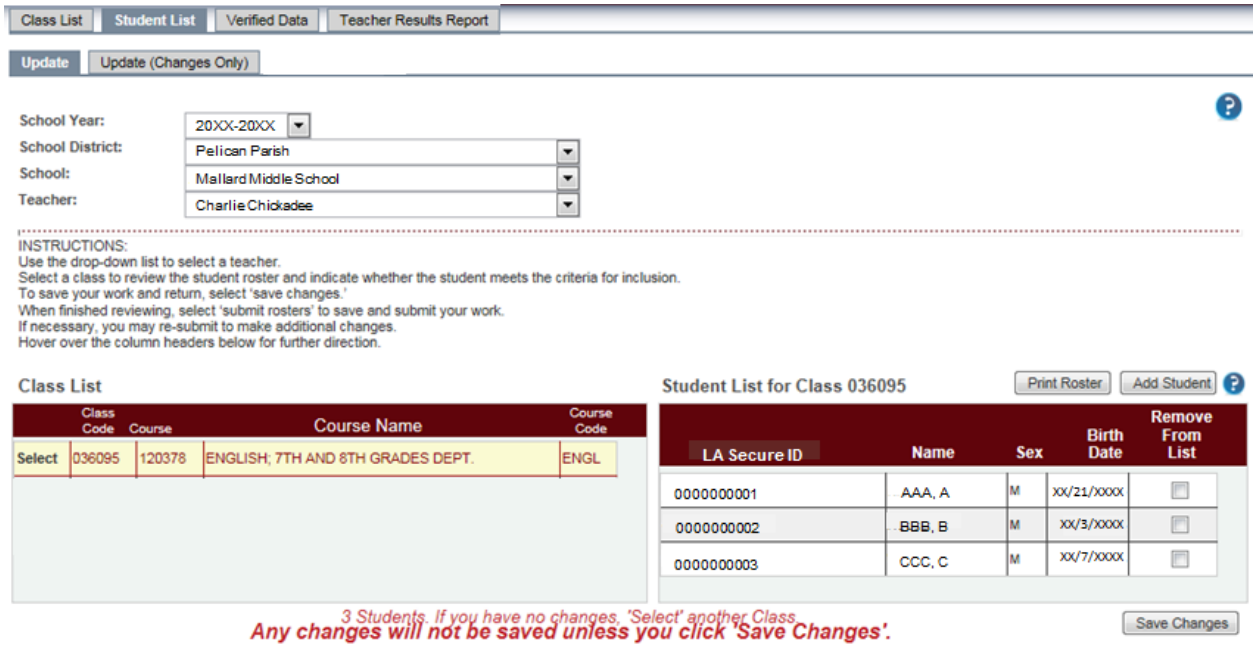
1. After successfully logging in to CVR, select **Update** from the **Class List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Select each **Teacher** from the drop down menu.
4. Review each course and confirm all classes for each teacher. Select **Yes** or **No** under the **Did Teacher Teach Class** column using the guidance below.
5. Selecting **YES** indicates the principal certifies that the **teacher**:
    a. Was the primary educator of the class from 10/1 – testing (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)
    AND
    b. Missed fewer than 60 days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
6. Selecting **NO** indicates the principal certifies that the **teacher**:
    a. Was not the primary educator of the class from 10/1 – testing (full year course), or between 10/1 – testing or 1/1 – testing (if a term/block course)
    AND/OR
    b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)

Remove Courses for Teachers



1. To remove a course, select **No** under the **Did Teacher Teach Class?** column. Selecting **NO** indicates that the teacher:
    a. Did not teach the course from 10/1 – testing (if a year-long course), or between 10/1 – testing or 1/1 – testing (if a term/block course)
    AND/OR
    b. Missed 60 or more days during the academic year due to excused absences (approved leave such as maternity leave, military leave, sick leave, or sabbatical)
2. To remove a teacher, select **No** under the "**Did Teacher Teach Class?"** column for all courses assigned to the teacher.
3. Once you have finished reviewing the courses, select the **Save Changes** button. Make sure to save changes for each teacher.

Confirm Student Rosters



1. Principals can view each teacher's roster individually and make any changes necessary.
2. After successfully logging in to CVR, select **Update** from the **Student List Tab**.
3. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
4. Select each **Teacher** from the drop down menu.
5. Click **Select** next to the class of the roster you wish to review. The principal will see the roster of students assigned to the class.
6. If the student was in that class for the entire length of the class; do nothing.
7. If a student is included in the roster who did not attend the class, the teacher may remove that student. Clicking the check box under **Remove From List,** the teacher certifies that one of the following statements reflects the student's enrollment:
    a. Not enrolled in class from 10/1 to testing for a year-long course
    b. Not enrolled in class from 10/1 to testing at the end of the block/semester for a fall block/semester course
    c. Not enrolled in class from 1/1 (start of the course) to testing at the end of the block/semester for a spring block/semester course
    d. Had 20 or more CONSECUTIVE absences (excused or unexcused)
    e. Had 10 or more unexcused absences in either semester per Act 515

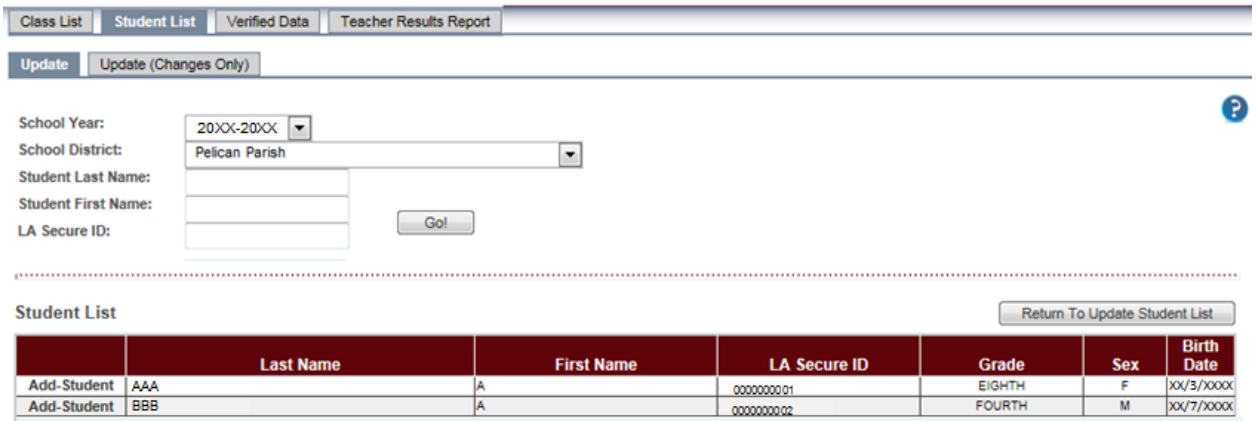
    NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

8. If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the principal certifies that the following statements reflect the student's enrollment:
    a. Enrolled in class from:
        i. 10/1 to testing for a year-long course

ii. 10/1 to testing at the end of the block/semester for a fall block/semester course
iii. 1/1 (start of the course) to testing at the end of the block/semester for a spring block/semester course

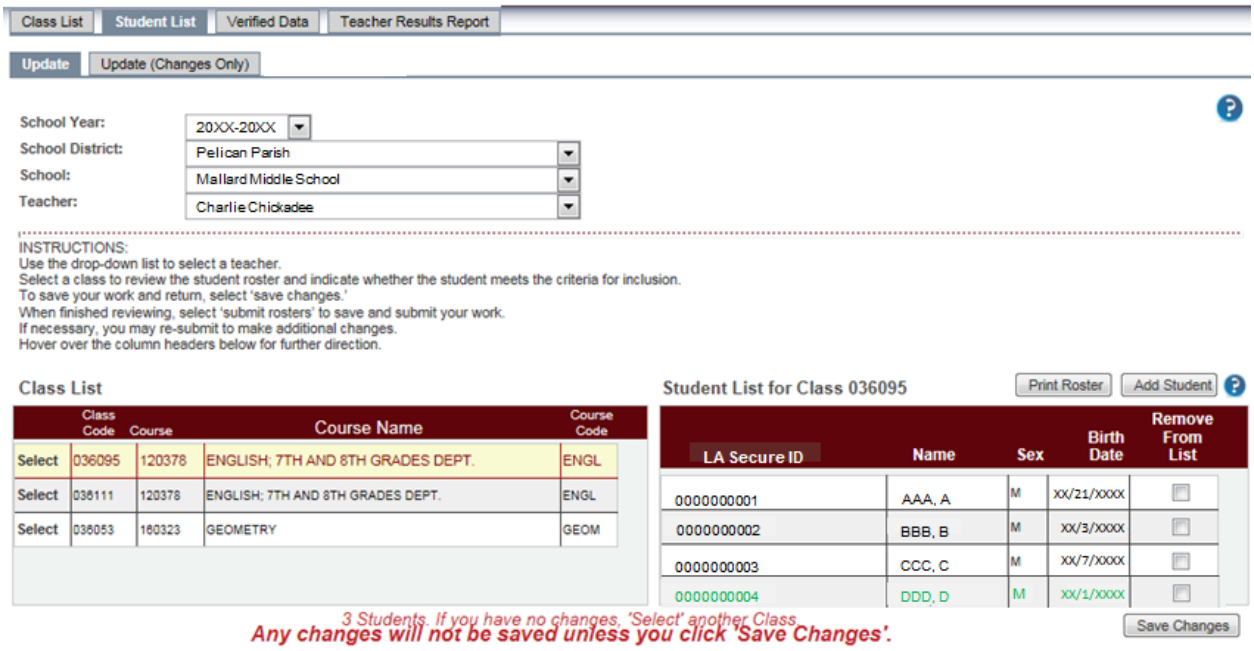
b. Had fewer than 20 CONSECUTIVE absences (excused or unexcused)
c. Had fewer than 10 unexcused absences in either semester per Act 515

NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.



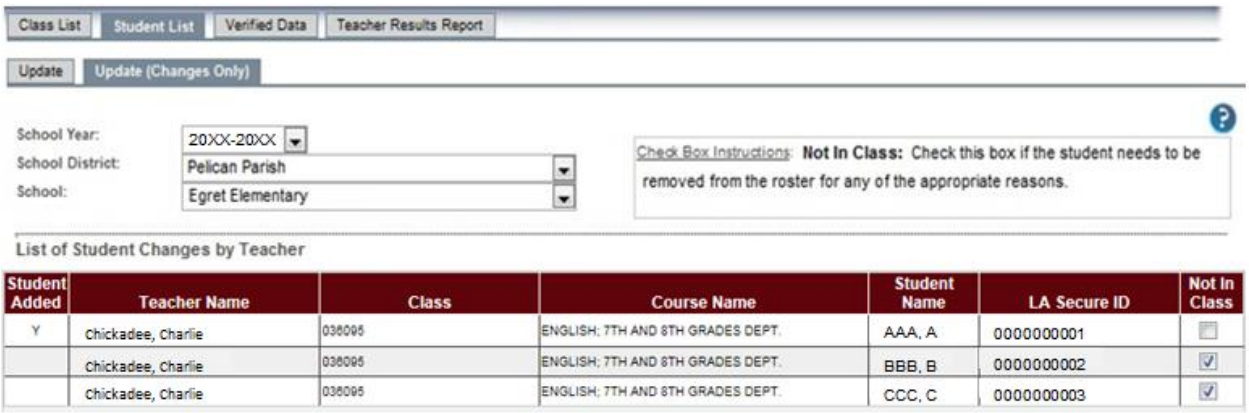
9. A list of all available students within the district will appear. Please note that the students' LA Secure ID, first three characters of the last name, first character of the first name, and the day of birth will be displayed. To search for a student, enter the student's first letter of the first name and first three letters of the last name, or LA Secure ID, and select **Go**.
    a. When searching by LA Secure ID, the student list will populate state-wide.
    b. When searching by student's first and/or last name only, the student list will populate only within the district.
10. A list of students matching the set criteria will be generated in a table below (see image above):
    a. If a student attending the class for the entire school year is not available within the student list, please contact the CVR help desk to determine if the student can be added to the roster. Please note that students not submitted by your district for October 1 CLASS cannot be added to CVR.
    b. Click the **Add-Student** text to the left of the student's name to add to the roster.

11. When you are finished adding students to that roster, click **Return to Update Student List** to return to the roster. The added student will then appear on the roster in green.



12. Select **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.
13. Click the **Select** text next to another class to check for changes in other classes.

View All Roster Changes Made by Teachers

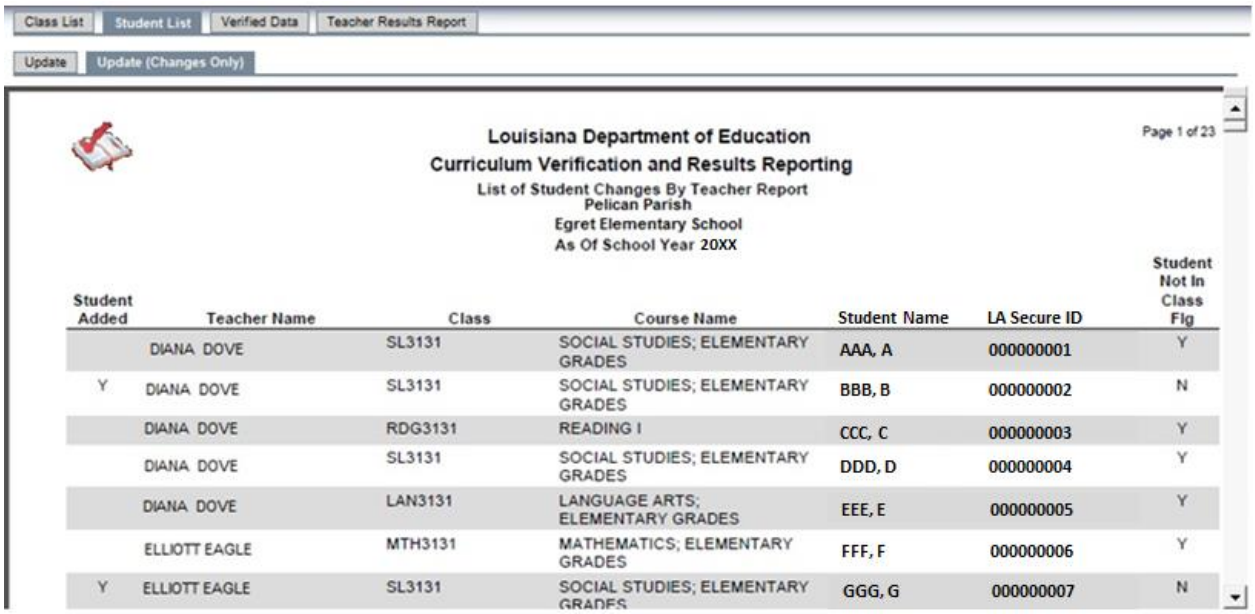


1. Principals can view all changes made by teachers and print, if necessary.
2. Select **Update (Changes Only)** under the **Student List** tab.
3. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
4. A table with the list of all changes made by teachers in that school will be displayed.
    a. If the student was added to the roster, a 'Y' will be listed in the **Student Added** column.

b. If the student was marked as needing to be removed from the roster, the box below the **Not in Class** column will be checked).

Note: If there are small numbers at the bottom of the table, this means there are multiple pages of changes. Click on the next page number to view the next table of changes.

5. If necessary, select **Print Changes** to generate a pdf report of the changes. The PDF may be saved or printed.

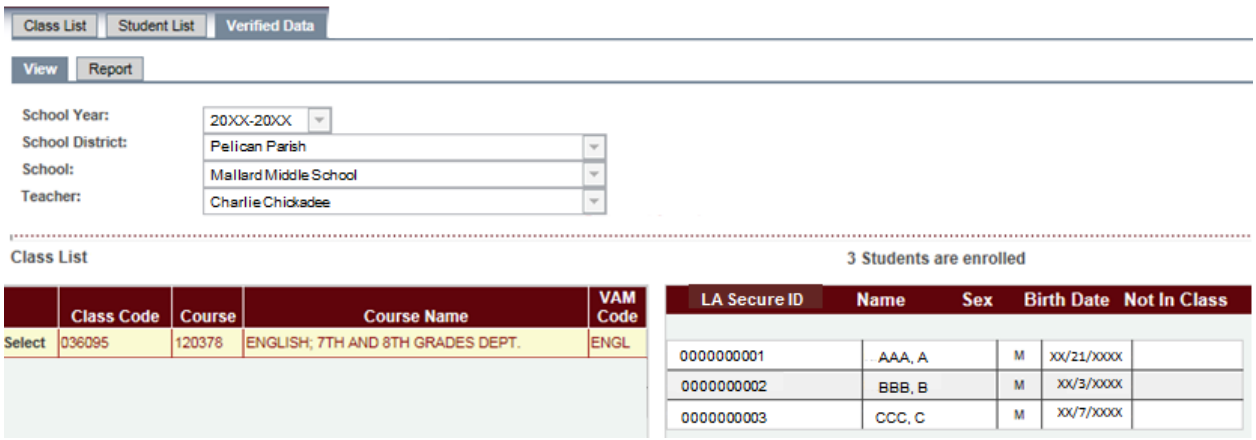


Student Added	Teacher Name	Class	Course Name	Student Name	LA Secure ID	Student Not In Class Flg
	DIANA DOVE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	AAA, A	000000001	Y
Y	DIANA DOVE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	BBB, B	000000002	N
	DIANA DOVE	RDG3131	READING I	CCC, C	000000003	Y
	DIANA DOVE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	DDD, D	000000004	Y
	DIANA DOVE	LAN3131	LANGUAGE ARTS; ELEMENTARY GRADES	EEE, E	000000005	Y
	ELLIOTT EAGLE	MTH3131	MATHEMATICS; ELEMENTARY GRADES	FFF, F	000000006	Y
Y	ELLIOTT EAGLE	SL3131	SOCIAL STUDIES; ELEMENTARY GRADES	GGG, G	000000007	N

6. Principals can adjust changes teachers have made to rosters. These changes can either be made in the teacher's individual roster or can be made when viewing all changes made by teachers.
7. Check the box under the **Not in Class** column if a student:
   a. Was added to the roster incorrectly
   b. Was never in a class, but this was not marked
   c. Moved from a class, but this was not marked
8. Uncheck the box under the **Not in Class** column if a student was incorrectly marked as **Not in Class**.

Note: Any changes a principal makes will override a teacher's changes.

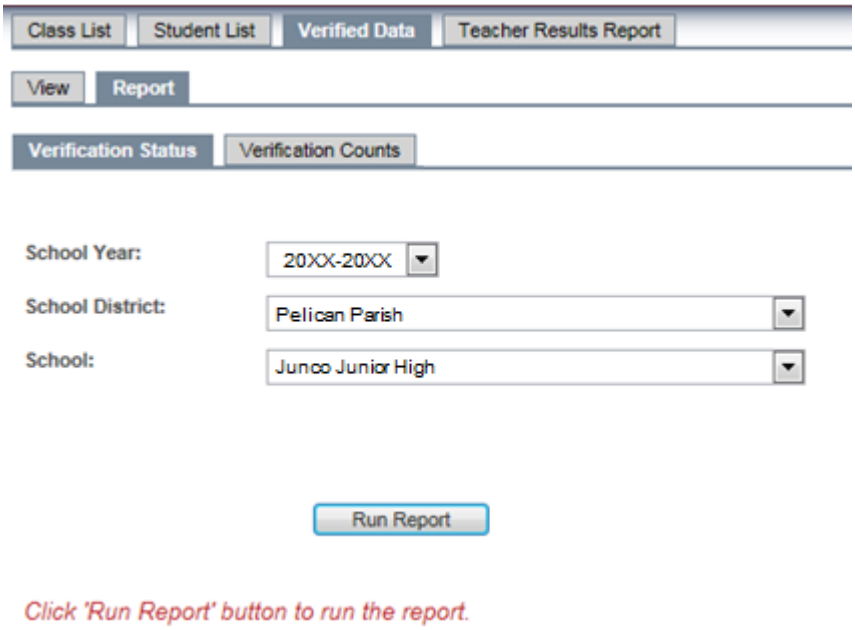
View Verified Data



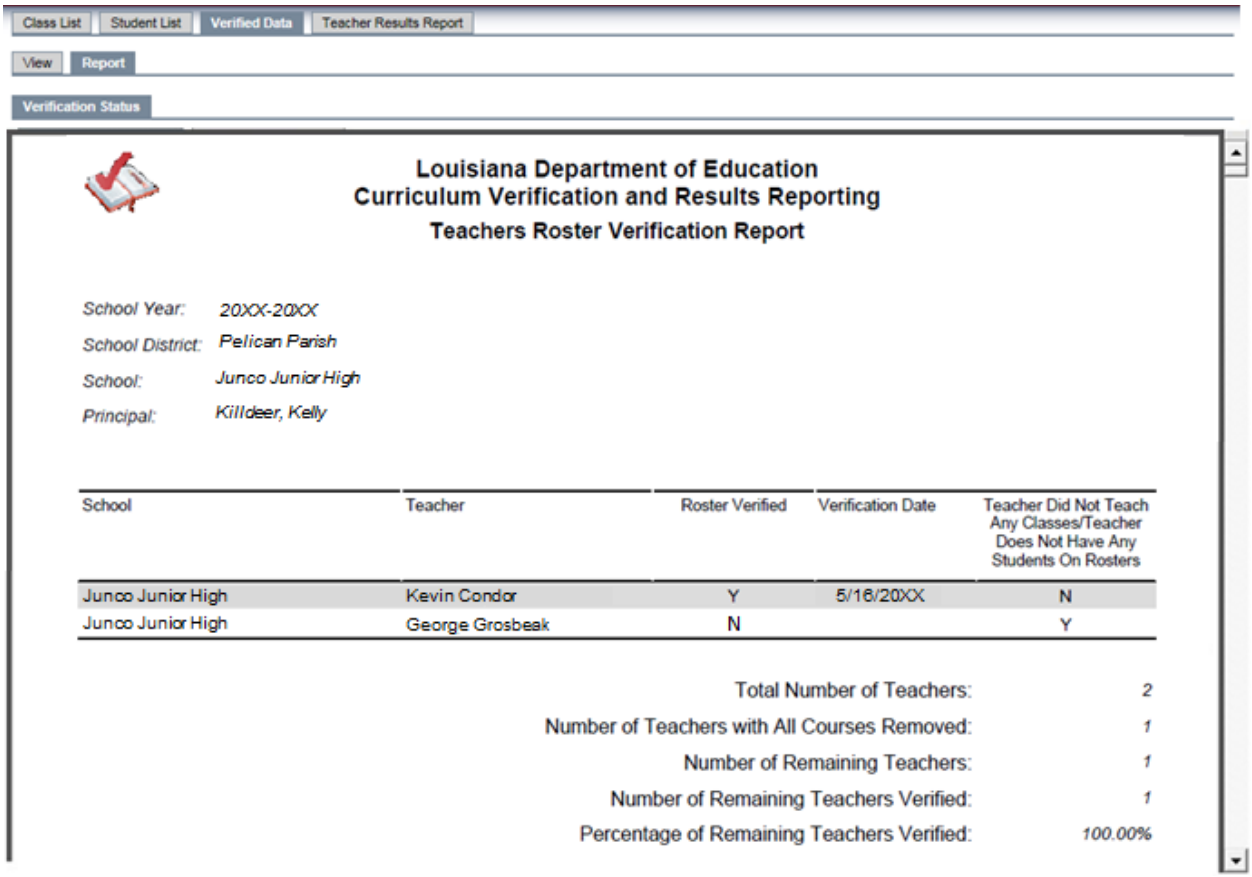
1. Select **View** under the **Verified Data** tab at the top of the screen. This view will allow you to see the data that you will be submitting or has submitted for the portal.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down menu, if necessary.
3. Select the **Teacher** you wish to view from the drop-down menu.
4. Click on the **Select** text for a class to display the verified roster for that class. Any changes to the roster will appear under the column of the change.
    a. If a student was added to the roster, that student's name will appear in green
    b. If a student was removed from the roster, a 'Y' will appear in the **Not in Class** column

Monitor Teacher Verification Completion

Once the Class List Review process has been completed, teachers will be guided to complete verification of their own rosters. The principal will confirm teachers have completed the process. The **Verification Status Report** indicates which teachers have/have not verified rosters. The report is accessible to the principal, data manager, and superintendent.



1. After successfully logging in to CVR, select **Report** from the **Verified Data Tab**.
2. Select **Verification Status Tab.**
3. Use the drop-down to select the district and school.
4. Select **Run Report** to generate a report of verification status for all teachers at the school.



5. The **Verification Status** report will list the verification status of each teacher, which includes the following:
    a. **Total number of teachers** – This number is a count of the teachers on the school's roster
    b. **Number of teachers with all courses removed** – This number is a count of the teachers who were removed from class rosters (either the teacher was marked as not teaching any classes, or all students from the teacher's class were removed)
    c. **Number of remaining teachers** – This number is the remaining teachers when the number of teachers with all courses removed is subtracted from the total number of teachers
    d. **Number of remaining teachers verified** – This number is a count of all remaining teachers who have verified that they have completed roster verification
    e. **Percentage of remaining teachers verified** – The percentage of remaining teachers who have verified that they have completed roster verification
6. The report is generated in a PDF format and can then be printed and/or saved.

Complete School Level Roster Verification

Before certifying that the school has completed roster verification, the principal should use the *Roster Verification Status Report* to confirm all teachers have completed roster verification. The principal should work to ensure that all remaining teachers (those marked as "N" under the column *Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters*) have a "Y" in the Roster Verified column and have a Verification Date present.

Principals who are also teaching classes will see their names listed in the *Roster Verification Status Report*. Prior to certifying that the school has completed roster verification, there will be an "N" by their name under the column *Teacher Did Not Teach Any Classes/Teacher Does Not Have Any Students On Rosters*. Once the principal certifies that the school has completed roster verification, the "N" will change to "Y".

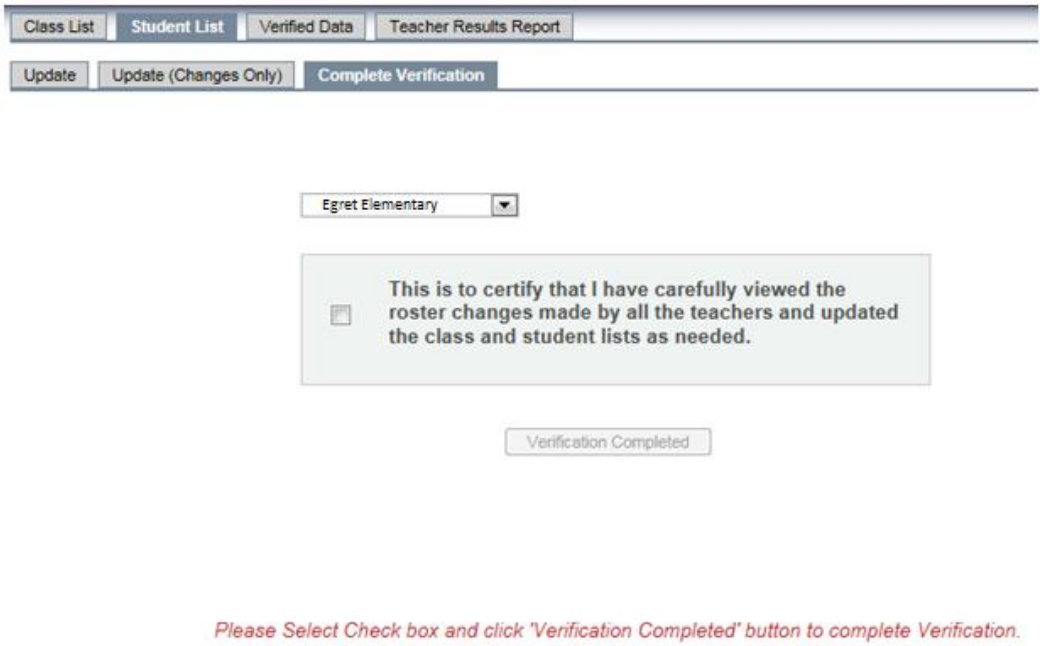
Certification allows the principal to confirm that all teachers at the school have completed roster verification and that the data is now ready for use in calculating VAM. Completion will be reported in Verification Completion Reports used by district and network staff.

Please note, should the principal not complete this step, the changes that have been saved will still be submitted at the close of the roster verification window. Teachers and principals may continue to make changes after the principal has certified completion.

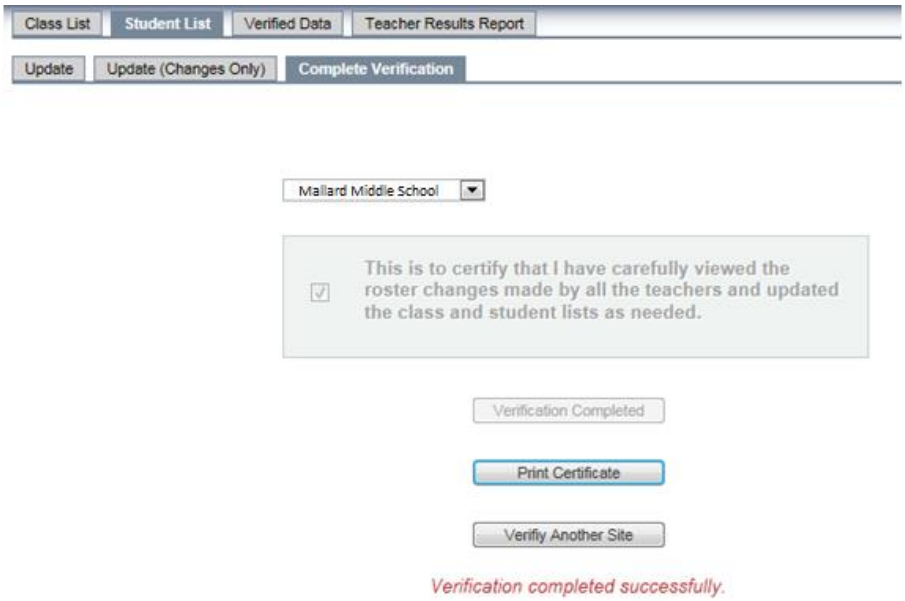
Guidelines for completing verification are as follows:

By **COMPLETING VERIFICATION**, the principal certifies that the following statement is correct:

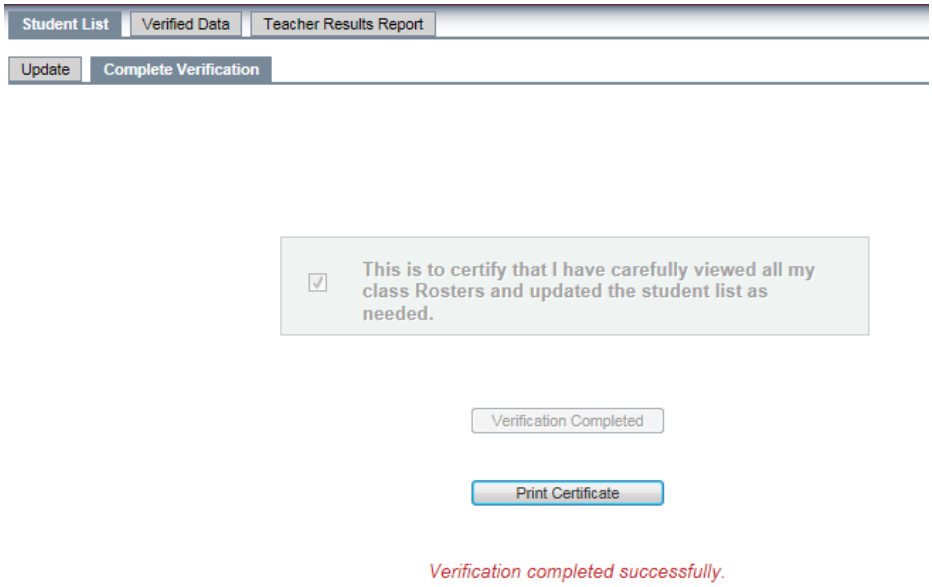
- The **PRINCIPAL** has carefully viewed all classes and rosters and has updated the rosters as needed
- All teachers have completed verification
- No additional class or roster updates are required in CVR

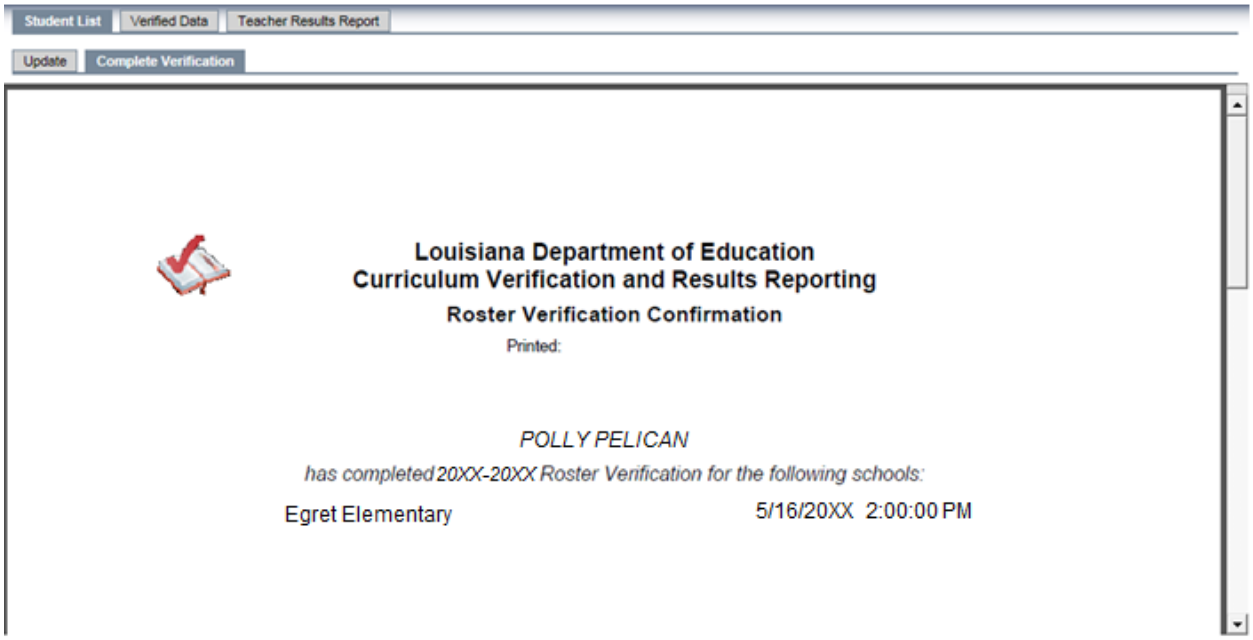


1. After saving changes to all class rosters, select **Complete Verification** from the **Student List Tab**. Principals of multiple schools will select a school from the drop down menu.
2. Select **Verification Completed**. Principal's verification status will be shared with their Superintendent.
3. After verifying rosters for the school, principals of multiple schools may select **Verify Another Site** to complete verification for each remaining school. Remaining schools will be listed in the drop down menu.



4. Select **Print Certificate** to view confirmation of verification. The Print Certificate button will populate after verification is completed.
5. The report is generated in a PDF format and can then be printed and/or saved.





6. Note: Changes to rosters can be made even after verification has been completed by clicking **Save Changes** in the Student List tab after all changes have been made.

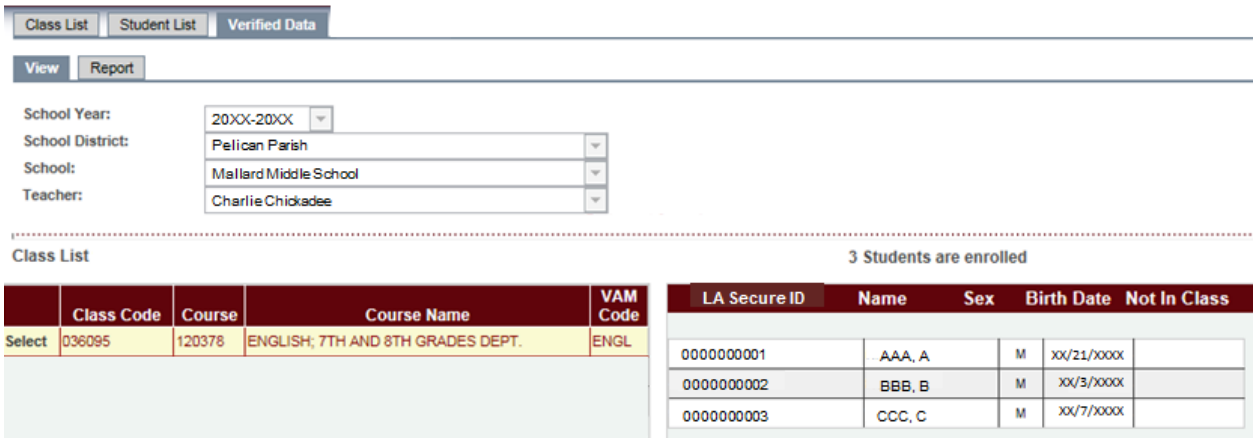
CVR Teachers

Roster Verification provides teachers the opportunity to review their own class and student roster data and verify its accuracy before the data is used to assign student growth scores. The data in CVR will be used to calculate VAM even if the teacher and/or principal do not verify the roster. Therefore, it is important that teachers complete this process to ensure VAM calculations are calculated based on accurate data.

CVR Teachers: View Only Period

If teachers/courses/students are missing in the CVR, the CVR data manager should work with the district's SIS/CUR/PEP coordinator to include the missing information in the October 1 CLASS submission. A list of specific course codes and grade levels can be found in Appendix B. If changes are needed in CVR, CVR Data Managers may report changes to the CVR help desk (LDOECVR@la.gov) to determine if corrections can be made.

Review Course & Student Lists

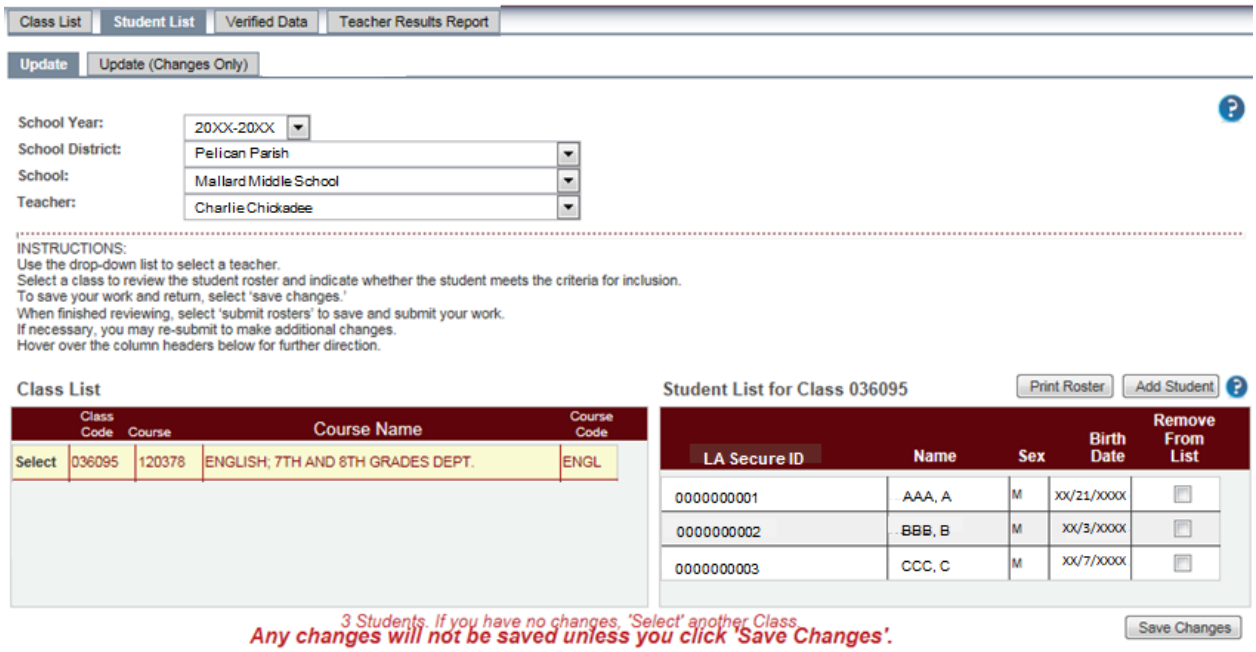


1. After successfully logging in to CVR, select **View** from the **Verified Data Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Review each course and confirm all classes you taught appear.
4. Click **Select** next to the class of the roster you wish to review. The teacher will see the roster of students assigned to the class. Make note of any students missing from the roster and/or any students erroneously included on the roster.
5. After generating your roster list, select **Print Roster** to generate a pdf report of the roster. If courses/students are missing, the teacher should notify the principal who will contact the district's CVR data manager or CVR help desk to determine next steps.

CVR Teachers: Roster Verification Period

Add & Remove Students

When communicating with the LDOE regarding the addition of students, districts should communicate using only the students' Louisiana Secure ID.

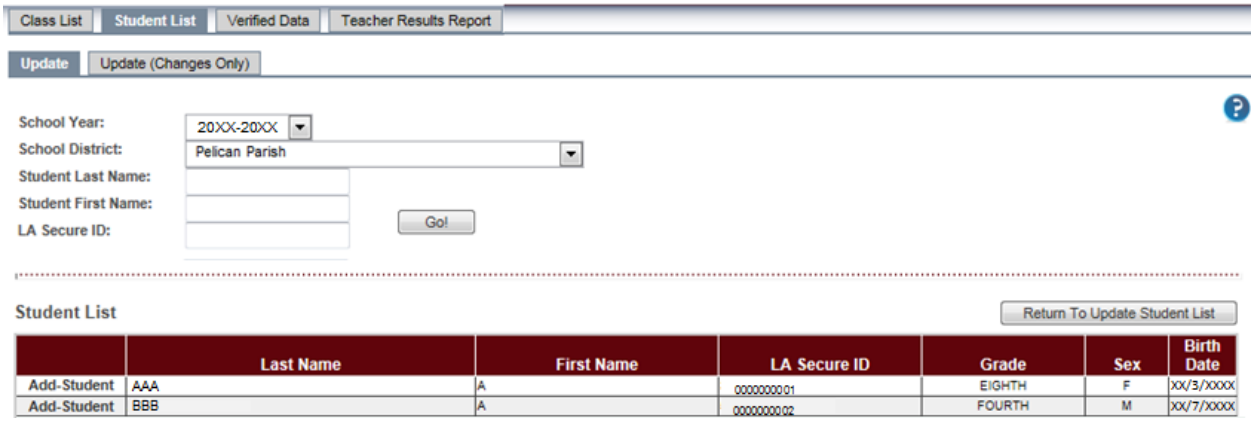


1. After successfully logging in to CVR, select **Update** from the **Student List Tab**.
2. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
3. Review each course and confirm all classes you taught appear. If a course is missing or a course is listed in error, the teacher should notify the principal who will contact the district's CVR data manager or CVR help desk to determine if the course can be added or deleted.
4. Click **Select** next to the class of the roster you wish to review. The teacher will see the roster of students assigned to the class.
5. If the student was in that class for the entire length of the class; do nothing.
6. If a student is included in the roster who did not attend the class, the teacher may remove that student. Clicking the check box under **Remove From List,** the teacher certifies that one of the following statements reflects the student's enrollment:
    a. Not enrolled in class from 10/1 to testing for a year-long course
    b. Not enrolled in class from 10/1 to testing at the end of the block/semester for a fall block/semester course
    c. Not enrolled in class from 1/1 (start of the course) to testing at the end of the block/semester for a spring block/semester course
    d. Had 20 or more CONSECUTIVE absences (excused or unexcused)
    e. Had 10 or more unexcused absences in either semester per Act 515

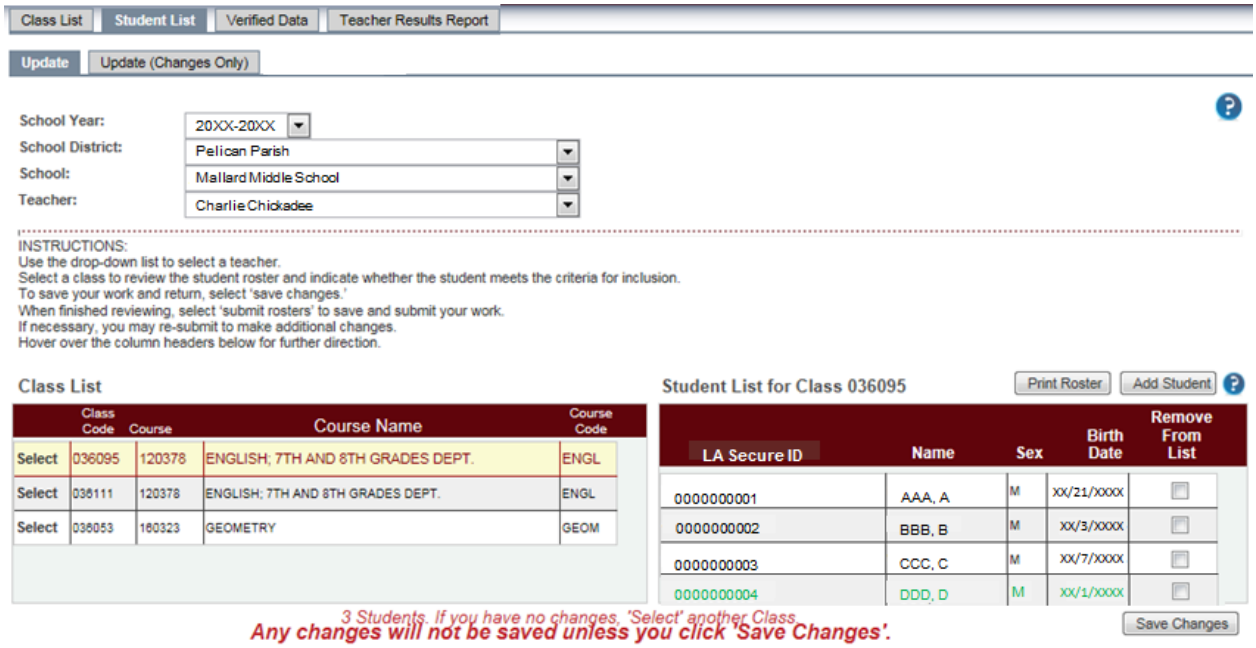
    NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.
7. If a student is missing from a roster, that student may be added by clicking on the **Add Student** button above the roster. By adding a student to a roster, the teacher certifies that the following statements reflect the student's enrollment in class from:
    a. 10/1 to testing for a year-long course
    b. 10/1 to testing at the end of the block/semester for a fall block/semester course
    c. 1/1 (start of the course) to testing at the end of the block/semester for a spring block/semester course

8. By adding a student to a roster, the teacher certifies that the following statements reflect the student had fewer than:
    a. 20 CONSECUTIVE absences (excused or unexcused)
    b. 10 unexcused absences in either semester per Act 515

NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

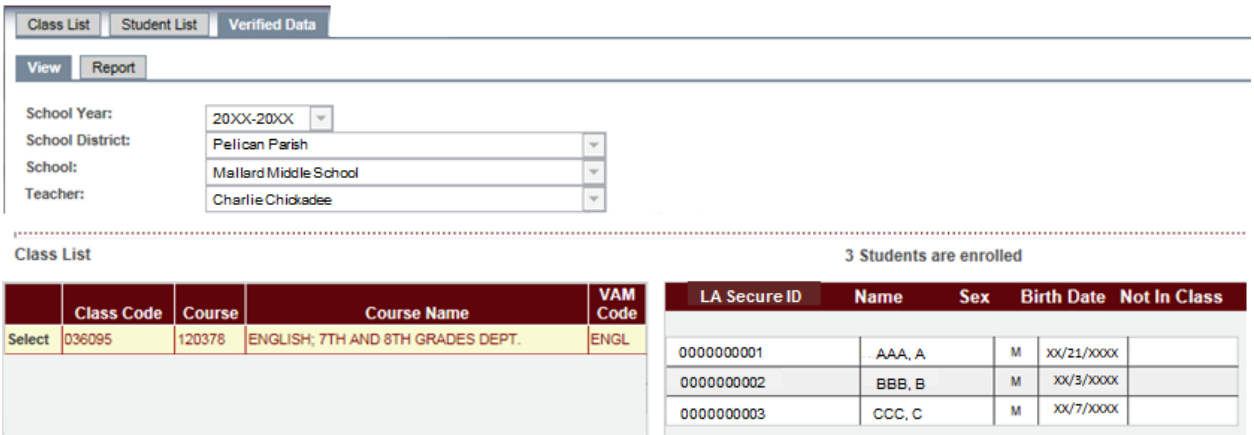


9. A list of all available students within the district will appear. Please note that the students' LA Secure ID, first three characters of the last name, first character of the first name, and the day of birth will be displayed. To search for a student, enter the student's first letter of the first name and first three letters of the last name, or LA Secure ID, and select **Go**.
    a. When searching by LA Secure ID, the student list will populate state-wide.
    b. When searching by student's first and/or last name only, the student list will populate only within the district.
10. A list of students matching the set criteria will be generated in a table below (see image above):
    a. If a student attending the class for the entire school year is not available within the student list, please contact the CVR help desk to determine if the student can be added to the roster. Please note that students not submitted by your district for October 1 CLASS cannot be added to CVR.
11. Click the **Add-Student** text to the left of the student's name to add to the roster.
12. When you are finished adding students to that roster, click **Return to Update Student List** to return to the roster. The added student will then appear on the roster in green.



13. Select **Save Changes** to save changes to this roster. Note, please save changes to each roster individually.
14. Click the **Select** text next to another class to check for changes in other classes.

View Verified Data



a. Select **View** under the **Verified Data** tab at the top of the screen. This view will allow you to see the data that you will be submitting or has submitted for the portal.
b. Select the appropriate **School Year**, **School District**, and **School** from the drop-down boxes, if necessary.
c. Click on the **Select** text for a class to display the verified roster for that class. Any changes to the roster will appear under the column of the change is a student was:
    a. added to the roster, that student's name will appear in green
    b. removed from the roster, a 'Y' will appear in the **Not in Class** column

Complete Roster Verification

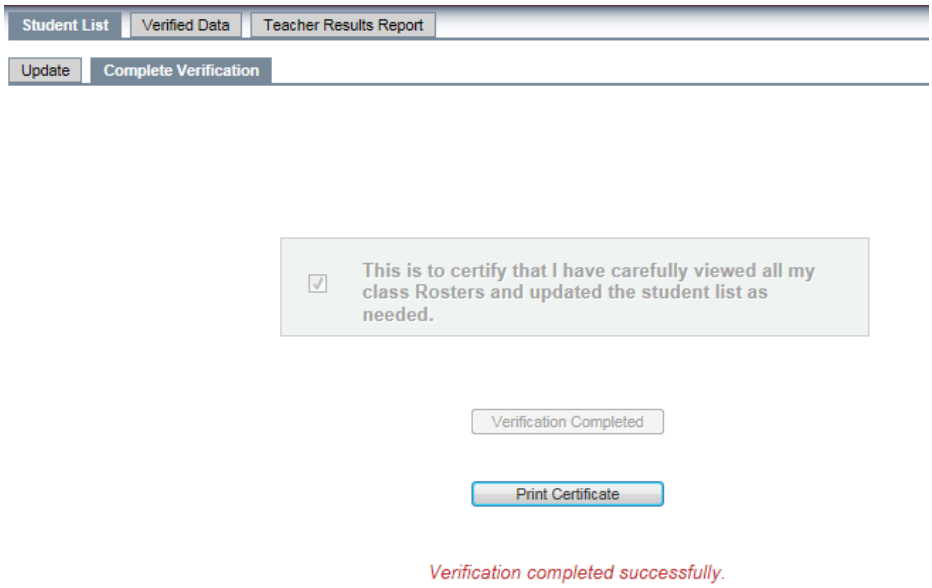
Once the teacher has submitted all changes, the teacher will certify that they have completed roster verification. The teacher's certification of completion will appear in reports to principals and superintendents.

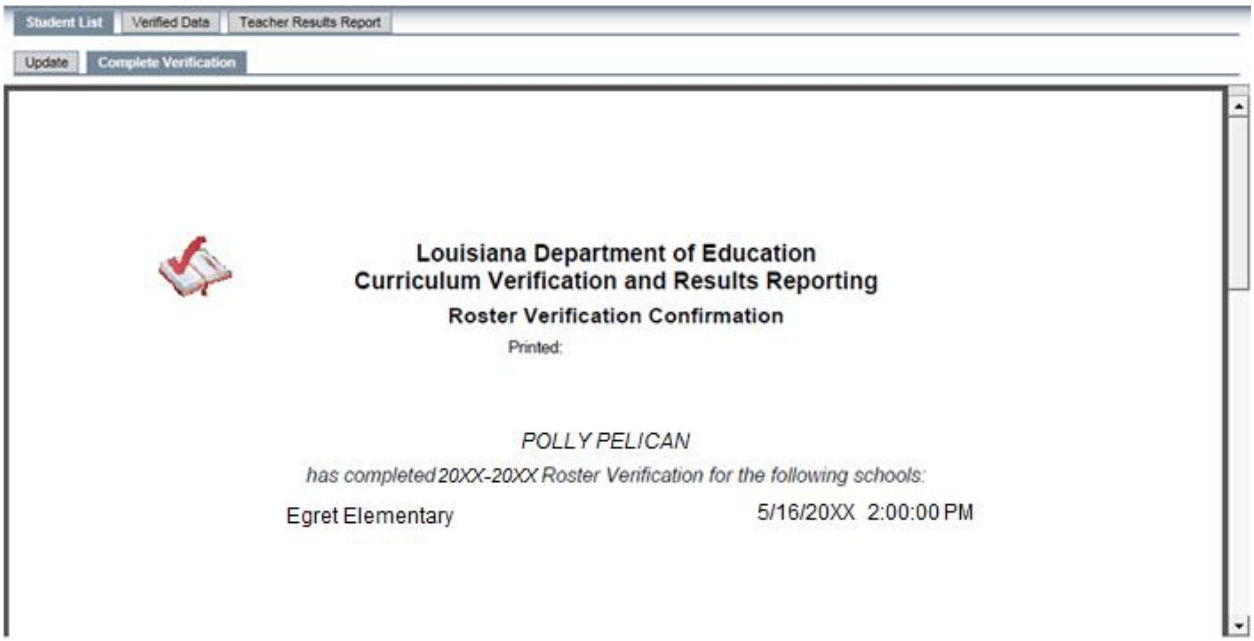
Guideline for Completing Verification

By **COMPLETING VERIFICATION**, the teacher certifies that the following statement is correct:

- Teacher has carefully viewed all student rosters for each class and updated the student list as needed
- No additional class updates are required in CVR

1. After saving changes to all class rosters, select **Complete Verification** from the **Student List Tab**.
2. Select **Verification Completed**. Teacher's verification status will be shared with Principal and Superintendent.
3. Select **Print Certificate** to view confirmation of verification. The Print Certificate button will populate after verification is completed. Teachers instructing courses at multiple schools will see all schools listed in the verification confirmation certificate.





4. **Note**: Changes to rosters can be made even after verification has been completed by clicking **Save Changes** in the Student List tab after all changes have been made.

Appendix A: 2019-2020 CVR Roster Verification Guidelines

https://leads13.doe.louisiana.gov/cvr

Important Dates	
View-only period	November 1, 2019 - December 13, 2019
View-only period	March 2, 2020- March 13, 2020
Roster verification period	May 4, 2020 - May 22, 2020

The following teachers, instructing core content courses in eligible grade levels, will have classroom rosters to verify:

Content	Grade
ELA	Grades 4-8
Math	Grades 4-8
Science	Grades 4-8
Social Studies	Grades 4-8
Algebra I	All grades
Geometry	All grades
English I	All grades
English II	All grades

Important Notes for Data Managers, Principals and Teachers

1. If the teacher and/or the principal fail to verify the rosters in CVR, the data will be used as originally submitted to the LDOE by the school district through the Professional Education Personnel (PEP), Student Information (SIS), and Curriculum (CUR) systems.
2. Teachers who are facilitating courses (e.g. supervising but not teaching dual enrollment, online/distance learning courses) but are not the teacher of record should have their data managers or principals mark their courses as "Did not Teach" in the CVR Class List tab.
3. The 2019-2020 CVR courses were vetted by the LDOE's Content team to ensure that the course curriculum aligned to state regular assessments.
4. Teachers are populated in the CVR based on the teaching percentages as submitted to the LDOE by their school districts. For example, if two teachers are submitted as co-teaching a class with one teacher responsible for 75% of the class and the other teacher responsible for 25%, only the teacher responsible for the larger percentage would be included in the CVR.
5. Data managers should select the correct Class Begin Date and Class End Date when adding block/semester or full-year EOC courses.
6. Students may be removed from rosters if they have 10 or more unexcused absences in either semester per Act 515. The department's attendance guidance provides definitions for excused and unexcused absences.
7. Students may also be removed from rosters if they had 20 or more consecutive absences (excused or unexcused).

R.S. 17:3914 (Act 837)

To comply with R.S. 17:3914 (which provides for limitation and prohibitions on collecting and sharing of student information), do **NOT** include any personal identifiers (e.g. full first name, full last name, Social Security numbers or DOB) when you contact the LDOECVR help desk (LDOECVR@la.gov) for help in adding/removing students from rosters. Please only use the student's unique Louisiana Secure ID, the first letter of the first name, and first three letters of the last name; e.g. L BOU.

Sending student personally identifiable information via email to the LDOECVR help desk will be in violation of R.S. 17:3914. Any person who knowingly and willingly fails to maintain the confidentiality of such information "shall be punished by imprisonment for not more than six months or by a fine of not more than ten thousand dollars" (R.S. 17:3914).

Remove class(es) from teacher rosters if:

1. Teacher is reassigned to another class/course after October 1.
2. Teacher is reassigned to another class/course after start of second-semester course.
3. Teacher was incorrectly listed as teaching that course.
4. Teacher is absent for 60 or more days in the academic year due to "approved extended leave, such as maternity leave, extended sick leave or sabbatical leave" (see Bulletin 130; §325. Extenuating Circumstances).
5. Teacher is no longer at the school.
6. Teacher is facilitating the course and is not the teacher of record (e.g. supervising but not teaching online/distance learning courses).

*****District data managers can add/delete courses as necessary for teachers and principals.
*****Principals can remove classes for teachers.
*****Teachers, principals and data managers can add/remove students to the rosters as necessary.

Remove students from rosters of a year-long course if:

1. Student was not in class by October 1.
2. Student was absent for **20 or more CONSECUTIVE** days between October 1 and testing.
3. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) within any school semester in that year per Act 515.
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.
4. Student was moved to another teacher's class anytime between October 1 and testing. If the student was moved to a different class/section but is still with the same teacher, the student stays on the roster.
5. Student left the school after October 1.

Remove students from rosters of a first-semester-only course if:

1. Student was not in class by October 1.
2. Student left school after October 1.
3. Student was absent for **20 or more CONSECUTIVE** days between October 1 and the end of the fall block/semester testing.

4. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) in the first semester per Act 515. NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

Remove students from rosters of a second-semester-only course if:

1. Student was not in class by start of spring block/semester 2018.
2. Student left school after start of spring block/semester 2018.
3. Student was absent for **20 or more CONSECUTIVE** days between the start of the spring block/semester and the end of the spring block/semester testing
4. Student has **10 or more UNEXCUSED** absences (does not have to be consecutive) in the second semester (Act 515).

Add students to rosters of a year-long course if:

1. Entered class ON or BEFORE October 1 and remained in class until testing.
2. Student was NOT absent for **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences (does not have to be consecutive) within any school semester in that year (Act 515).

Add students to rosters of a first-semester-only course if:

1. Entered the class ON or BEFORE October 1 and remained in class until testing at the end of the semester/block.
2. Student was NOT absent **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences in the first semester (does not have be consecutive) per Act 515.
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

Add students to rosters of a second-semester-only course if:

1. Entered the class ON the day that it began and remained in class until testing at the end of the semester/block.
2. Student was NOT absent **20 or more CONSECUTIVE** days.
3. Student does NOT have **10 or more UNEXCUSED** absences in the second semester (does not have be consecutive) per Act 515.
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

Do NOT add the following students as they will not be included in the analysis

- Out-of-state or international students who enrolled in your school/district for the first time in 2019-2020 (they will not have any prior year test scores for LEAP or EOC).

Contacting the LDOECVR help desk

Please include the following information in your email to the LDOECVR help desk (LDOECVR@la.gov):

1. District, School and Teacher's name.
2. Name of student (first letter of the first name and first three letters of the last name; e.g. L BOU)
3. The student's unique Louisiana Secure ID (do **NOT** send Social Security numbers)
4. Course Code/Class Code/Course Name.
5. District from which the student is entering.

Appendix B: 2019-2020 CVR Eligible Courses and Grade Levels

This is a list of eligible state course codes and grade levels that are included in the value-added model (VAM) for teacher effectiveness. Only teachers who instruct core contents in eligible grade levels are eligible for VAM scores.
Note: Science courses are eligible for VAM in 2019-2020.

Course Code	Course Name	Content	Grade
120300	LANGUAGE ARTS; ELEMENTARY GRADES	ELA	4-8
120306	ENGLISH; 6TH GRADE DEPT.	ELA	4-8
120310	READING; ELEMENTARY GRADES	ELA	4-8
120311	READING; 6TH, 7TH, AND 8TH GRADES DEPT.	ELA	4-8
120315	ENGLISH AS A SECOND LANGUAGE; ELEMENTARY	ELA	4-8
120331	ENGLISH I	English I	All grades
120332	ENGLISH II	English II	All grades
120378	ENGLISH; 7TH AND 8TH GRADES DEPT.	ELA	4-8
120411	NOCCA INTEGRATED ENGLISH I	English I	All grades
120412	NOCCA INTEGRATED ENGLISH II	English II	All grades
120519	LASMSA COMPOSITION AND LITERATURE (EN 210)	English II	All grades
120521	LASMSA INTRODUCTION TO WRITING AND LITERATURE (EN 110)	English I	All grades
120996	PK-5 French Immersion Social Studies	Social Studies	4-8
120997	PK-5 French Immersion Math	Math	4-8
120998	PK-5 French Immersion Science	Science	4-8
121020	6th grade French Immersion Social Studies	Social Studies	4-8
121021	7th grade French Immersion Social Studies	Social Studies	4-8
121022	8th grade French Immersion Social Studies	Social Studies	4-8
121023	6th grade French Immersion Math	Math	4-8
121024	7th grade French Immersion Math	Math	4-8
121025	8th grade French Immersion Math	Math	4-8
121026	6th grade French Immersion Science	Science	4-8
121027	7th grade French Immersion Science	Science	4-8
121028	8th grade French Immersion Science	Science	4-8
122493	PK-5 Spanish Immersion Math	Math	4-8
122494	PK-5 Spanish Immersion Science	Science	4-8
122495	PK-5 Spanish Immersion Social Studies	Social Studies	4-8
122520	6th grade Spanish Immersion Social Studies	Social Studies	4-8
122521	7th grade Spanish Immersion Social Studies	Social Studies	4-8
122522	8th grade Spanish Immersion Social Studies	Social Studies	4-8
122523	6th grade Spanish Immersion Math	Math	4-8
122524	7th grade Spanish Immersion Math	Math	4-8
122525	8th grade Spanish Immersion Math	Math	4-8
122526	6th grade Spanish Immersion Science	Science	4-8

Course Code	Course Name	Content	Grade
122527	7th grade Spanish Immersion Science	Science	4-8
122528	8th grade Spanish Immersion Science	Science	4-8
123112	6th grade Mandarin Immersion Social Studies	Social Studies	4-8
123113	7th grade Mandarin Immersion Social Studies	Social Studies	4-8
123114	8th grade Mandarin Immersion Social Studies	Social Studies	4-8
123115	6th grade Mandarin Immersion Math	Math	4-8
123116	7th grade Mandarin Immersion Math	Math	4-8
123117	8th grade Mandarin Immersion Math	Math	4-8
123118	6th grade Mandarin Immersion Science	Science	4-8
123119	7th grade Mandarin Immersion Science	Science	4-8
123120	8th grade Mandarin Immersion Science	Science	4-8
123125	PK-5 Mandarin Immersion Science	Science	4-8
123126	PK-5 Mandarin Immersion Social Studies	Social Studies	4-8
123127	PK-5 Mandarin Immersion Math	Math	4-8
150800	SCIENCE; ELEMENTARY GRADES	Science	4-8
150806	SCIENCE; 6TH GRADE DEPT.	Science	4-8
150807	LIFE SCIENCE; 7TH GRADE DEPT.	Science	4-8
150808	LIFE SCIENCE; 8TH GRADE DEPT.	Science	4-8
150878	SCIENCE; 7TH AND 8TH GRADES DEPT.	Science	4-8
150879	INTEGRATED SCIENCE (GRADES 6-8)	Science	4-8
150907	EARTH SCIENCE; 7TH GRADE DEPT.	Science	4-8
150908	EARTH SCIENCE; 8TH GRADE DEPT.	Science	4-8
160300	MATHEMATICS; ELEMENTARY GRADES	Math	4-8
160306	MATHEMATICS; 6TH GRADE DEPT.	Math	4-8
160321	ALGEBRA I	Algebra	All grades
160323	GEOMETRY	Geometry	All grades
160331	APPLIED ALGEBRA I	Algebra	All grades
160332	APPLIED GEOMETRY	Geometry	All grades
160338	ALGEBRA I - PART II	Algebra	All grades
160340	INTEGRATED MATHEMATICS II	Algebra	All grades
160341	INTEGRATED MATHEMATICS III	Geometry	All grades
160342	APPLIED MATHEMATICS I	Math	4-8
160361	NOCCA INTEGRATED MATHEMATICS I	Algebra	All grades
160362	NOCCA INTEGRATED MATHEMATICS II	Geometry	All grades
160377	GRADE 7 MATH-ADVANCED COURSE	Math	4-8
160378	MATHEMATICS; 7TH AND 8TH GRADES DEPT.	Math	4-8
160380	ALGEBRA I; 6TH, 7TH, 8TH DEPT.	Algebra	All grades
220000	SOCIAL STUDIES; ELEMENTARY GRADES	Social Studies	4-8
220006	SOCIAL STUDIES; 6TH GRADE DEPT.	Social Studies	4-8

Course Code	Course Name	Content	Grade
220078	SOCIAL STUDIES 7TH AND 8TH GRADES DEPT.	Social Studies	4-8
700011	FLOATING TEACHER (ELEM.)	ELA, Math, Science, Social Studies	4-8
900000	TITLE I (MATHEMATICS PULL-OUT CLASS)	Math	4-8
900010	TITLE I (READING/LANGUAGE ARTS PULL-OUT CLASS)	ELA	4-8
900016	HOSPITAL/HOMEBOUND REG ED	ELA, Math, Science, Social Studies	4-8

Appendix C: 2019-2020 CVR Frequently Asked Questions

1. **What happens during the View-only and Roster Verification periods?**

   The view-only period during the 2019-2020 school year will occur during the October 1 CLASS collection period. During the view-only period, CVR data managers, principals, and teachers can review their data, and, if errors exist, they can work with their district data managers to ensure correct data is submitted for the October 1 CLASS collection. In the 2019-2020 school year, an additional view-only period will be held before verification begins to assist districts in correcting rosters in the source systems before CVR opens.

   During the roster verification period, teachers and principals can verify rosters, while principals, superintendents, and data managers can monitor roster verification completion.

2. **Which courses and grades should be verified in CVR?**

   The following grades and subjects should be verified:
   - ELA, Math, Science, and Social Studies (grades 4-8)
   - Algebra I, Geometry, English I, and English II (all grades)

   A detailed list of CVR courses and grades is located in Appendix B of the user guide.

3. **Which content areas will be used in a teacher's Compass final evaluation?**

   In the 2019-2020 school year, teacher evaluations will be composed of 50% professional practice and 50% student growth, where VAM results will account for 35% and student learning targets will account for 15% of the final evaluation. Teachers of ELA, Math, Science, and Social Studies courses in grades 4-8, and teachers of Algebra I, Geometry, English I, and English II EOC courses in all grade levels are eligible for their VAM result to be used in their Compass final evaluation.

4. **How do I learn more about VAM and its use in Compass evaluations?**

   Please see the VAM FAQ to learn more about VAM and its use in Compass evaluations.

5. **How do I contact the CVR help desk?**

   The CVR help desk may be reached at LDOECVR@la.gov

   Please include the following information in your email to the LDOECVR help desk:
   - District, School and Teacher's name.
   - Name of student (first letter of the first name and first three letters of the last name; e.g. L BOU)
   - The student's unique Louisiana Secure ID (do **NOT** send Social Security numbers)
   - Course Code/Class Code/Course Name.
   - District from which the student is entering.

6. **My CVR account is deactivated. How do I reactivate my CVR account?**

   Email your CVR Data Manager or the CVR help desk and provide the following information:
   - First and last name
   - District and school name
   - Grades taught
   - Subjects taught

   The help desk will reset your account; when the help desk responds to your email, register at the CVR Portal as though you are a new user and create a new login ID and password.

7. **Why am I unable to login?**

   Email your CVR Data Manager or the CVR help desk to troubleshoot and provide the following information:
   - First and last name
   - District and school name
   - Grades taught
   - Subjects Taught
   - When you began teaching the course

8. **What are the types of CVR access?**

   - CVR Data Manager - assigned to each district; can reset accounts, add/remove principals, teachers, and courses within the district, and run verification reports
   - LEA Superintendent - assigned to each district; can access verification reports, can see rosters in all schools in district; cannot make changes to rosters or district CVR user accounts
   - Principals - assigned to each school; can access verification report for school; can remove courses but cannot add classes; can add/remove students from rosters; cannot reset accounts
   - Teachers - assigned to each school; can add/remove students only; has no other access

9. **How is CVR access granted?**

   CVR access is automatically granted for teachers/principals/superintendents in PEP submitted by districts for October 1 CLASS collection. The CVR help desk and CVR Data Manager can grant new access. Note that individuals must be a principal/teacher/superintendent in PEP.

10. **Our principal changed mid-year. How do I request an account for the new principal?**

    Email your CVR Data Manager or the CVR help desk with the new principal's name, district and site name. Also, if the former principal's access should be removed, include this instruction along with the name of the former principal.

11. **My name is spelled incorrectly in CVR. How do I correct this?**

    Superintendent, principal, and teacher names are taken from PEP and are based on data submitted by your district. As a result, names cannot be corrected in CVR. Name changes should be requested at the source system (PEP).

12. A teacher does not have rosters in CVR. How do I add a teacher?

View-only Period: CVR is populated from October 1 CLASS data submission, therefore data not submitted for CLASS cannot be added to CVR during the verification period. There will be two view-only periods in the 2019-2020 school year. The first view-only period will be held during the October I CLASS collection (November 1 – December 13, 2019) at which time the district data managers can make necessary corrections to the source systems (SIS, PEP, CUR) in order for CVR to populate correctly. The second view-only period will be held from March 2 – 13, 2020 to assist districts with updates to rosters in the source systems prior to roster verification. CVR rosters will be refreshed after corrections are made to be ready for verification.

Roster Verification Period:

Email your CVR Data Manager or the CVR help desk with the following information:

- *When did the teacher begin teaching at the school/course?* If the teacher began after October 1 (for full-year and fall block/semester courses) or after the January start date of a spring block/semester course, then the teacher should NOT be added to the CVR.
- *What course is the teacher instructing?* If the teacher is instructing courses other than ELA, Math, Science, Social Studies, Algebra I, Geometry, English I, and English II EOC courses, then the teacher should NOT be added to the CVR.
- *What grades is the teacher instructing?* If the teacher is instructing other than grades 4 -12, then the teacher should NOT be added to the CVR.

13. How do I remove a course for a teacher/remove a teacher?

Principals and CVR data managers can remove courses for teachers by selecting "No" under the "Did Teacher Teach Class?" column. To remove a teacher, the principal should select "No" under the "Did Teacher Teach Class?" column for all courses assigned to the teacher. Select the "Save Changes" button. Be sure to save changes for each teacher.

14. A student is missing from a teacher's roster and I am unable to find the student in the Add Student page in CVR. How can I add the student?

View-only Period: CVR is populated from October 1 CLASS data submission, therefore data not submitted for CLASS cannot be added to CVR during the verification period. There will be two view-only periods in the 2019-2020 school year. The first view-only period will be held during the October I CLASS collection (November 1 – December 13, 2019) at which time the district data managers can make necessary corrections to the source systems (SIS, PEP, CUR) in order for CVR to populate correctly. The second view-only period will be held from March 2 – 13, 2020 to assist districts with updates to rosters in the source systems prior to roster verification. CVR rosters will be refreshed after corrections are made to be ready for verification.

Roster Verification Period:

Email your CVR Data Manager or the CVR help desk with the following information:

- Did the students come from out-of-state or from a different country? If yes, they do not need to be added to the CVR.
- Did the students come from another district? If yes, provide the name of the district.

- Were the students in the class from October 1 – testing (full-year or fall block/semester course) or January start – testing (spring block/semester course)? If no, they do not need to be added to the CVR.
- Name of the teacher
- Course name
- The Louisiana Secure ID for each student to add to each teacher's course. Note: Per Louisiana's student privacy law (R.S. 17:3914), do not send personally identifiable information about these students.
- Grade
- Note: K-3rd grade students should not be added to any ELA, Math, Science or Social Studies roster

15. What student information can I provide to the CVR help desk?

R.S. 17:3914 (Act 837)
To comply with R.S. 17:3914 (which provides for limitation and prohibitions on collecting and sharing of student information), do **NOT** include any personal identifiers (e.g. full first name, full last name, Social Security numbers or DOB) when you contact the LDOECVR help desk (LDOECVR@la.gov) for help in adding/removing students from rosters. Please only use the student's unique Louisiana Secure ID, the first letter of the first name, and first three letters of the last name; e.g. L BOU.

Sending student personally identifiable information via email to the LDOECVR help desk will be in violation of R.S. 17:3914. Any person who knowingly and willingly fails to maintain the confidentiality of such information "shall be punished by imprisonment for not more than six months or by a fine of not more than ten thousand dollars" (R.S. 17:3914).

16. Why are all student birth dates displayed with the month "XX" and the year "XXXX?"

The LDOECVR help desk is not allowed by law to receive personally identifiable student information from school districts. To comply with R.S. 17:3914 (which provides for limitation and prohibitions on collecting and sharing of student information), the student's unique Louisiana Secure ID, the first letter of the first name, and first three letters of the last name are displayed. Additionally, actual student day of birth is displayed, while birth months are "XX" and years are "XXXX" (again to protect student privacy).

17. A course was added for me, but the added course is elementary level and I teach middle school. Does this need to be fixed?

The grade for the course added does not matter; VAM analysis is based on the content area, so as long as the content area is correct, the teacher can add and verify students in the roster.

18. I have one ELA section in my CVR roster, but I teach 2 sections of students. Can I add all of my students to this roster or do I need separate rosters for each section?

Students can be added to the existing section as long as the content area is correct (ELA in this example).

19. How do I complete verification?

Go to the "Student List" tab, choose the "Complete Verification" tab, check the box indicating that all rosters have been carefully viewed and updated as needed, then click the "Verification Completed" button. Once verified, you may click the "Print Certificate" to save or print confirmation of verification.

20. **Can I continue to make changes to my roster after I have completed the verification process?**

Although you have clicked that your verification is complete, you can still enter the CVR and edit your rosters. Please note that your verification complete button cannot be clicked again, but as long as you save any changes you make, they will be captured.

21. I am a principal and completed the verification process, but my teachers are showing as not verified. How do we show that the individual teachers are verified?

Although you have clicked that your verification is complete, your teachers can still enter the CVR and verify their rosters. Verification is tied to the account holder, so teachers will show as verified if they click the verification completed button while logged into their CVR account. As Principal, you can still review these rosters and make needed changes. Please note that your verification complete button cannot be clicked again, but as long as you save any changes you make, they will be captured.

22. Reports – I don't have 100% percentage of rosters reviewed by principal. How can we resolve this?

Principals should *review* each course and confirm all classes for each teacher by selecting "Yes" or "No" under the "Did Teacher Teach Class?" column. The inner scroll bar (Next to the teacher name) should be used to see all classes for each teacher. Principals will reach 100% rosters reviewed when they have selected "Yes" or "No" under the "Did Teacher Teach Class?" column for every course for every teacher at the school.

Principals should *verify* rosters for the school by going to the "Student List" tab, choose the "Complete Verification" tab, check the box indicating that all rosters have been carefully viewed and updated as needed, then click the "Verification Completed" button. Once verified, you may click the "Print Certificate" to save or print confirmation of verification.

23. Reports – Our report doesn't show 100% teachers verified. How can we resolve this?

Teachers should log into CVR using their account and verify their roster by going to the "Student List" tab, choose the "Complete Verification" tab, check the box indicating that all rosters have been carefully viewed and updated as needed, then click the "Verification Completed" button.

There are some situations where teachers are unable to verify rosters. For example, teachers out on long-term leave will not be at the school to verify. This is ok, but will impact the percentage of teachers verified. Principal verification counts for all rosters at the school.

24. I can see my SLTs but why can I not see my rosters?

SLTs are included in the Compass Information System (CIS) Portal. To view rosters in the CVR Portal, please use the following link: https://leads13.doe.louisiana.gov/cvr/

25. How do I enter my SLTs?

If you are trying to access the Compass Information System (CIS) Portal to enter PGPs or SLTs, please use the link to the CIS Portal: https://leads13.doe.louisiana.gov/HCS/. Please email Compass (Compass@la.gov) if you need assistance with your CIS login.