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Announcements

The ACP Spring Film Festival hosted by Evaluation and Assessment and Teaching and Learning will end on April 16. Sign up now for relevant film sessions by following the ACP Film Festival link on either the Local Assessment website or Curriculum Central.

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Confirm accuracy of course rosters prior to the production of CEIs with CEI Roster Verification

WHAT: The online CEI Roster Verification module gives CEI-eligible teachers the opportunity to view their CEI rosters and make corrections, where necessary. The one and only CEI Roster Verification period during the 2013-14 school year runs from Friday, May 9 through Friday, May 30.

WHY: The purpose of the CEI Roster Verification module is to ensure the creation of the most accurate rosters for computing CEIs. Rosters are constructed based on student scheduling data in Chancery. By viewing their rosters, teachers are confirming the students they instructed in each term of the 2013-14 school year. A student is listed on the roster if he was scheduled in the teacher's course for at least one day during a term. A student is linked to a teacher if he was properly scheduled with the teacher and attends the course a sufficient number of days throughout the course-relevant testing period. Principals and designated approvers work with teachers during CEI Roster Verification to guarantee that teachers' rosters reflect the instructional environment at the campus during the 2013-14 school year.

WHERE: *Investigate > SEIs/CEIs (Local Accountability) > CEI Roster Verification*

HOW: Teachers

1. Click *Review 2013-14 CEI Rosters*.

2. The course list is comprised of all of your CEI-eligible courses. Open one course to review. Students on the roster were scheduled in that course for at least one day during the term (based on information stored in Chancery.)

3. Click *Show instructions on this page* for a summary. Follow these instructions to make needed corrections to the course roster. Submitted rosters should reflect the students you instructed during the 2013-14 school year.

4. Repeat steps #2 and #3 for each of your courses.

5. After opening and completing all courses, click *Submit my rosters for review*. Once submitted, your rosters will be available for review by your principal or another staff member your principal designates as your approver. Your approver will make decisions for each course roster. When ready, you will be notified via e-mail that your approver's decisions are posted. Access the rosters in the same way to see if rosters were approved and to make additional changes if necessary.

Approvers

1. Click *CEI Roster Verification* to see a list of CEI-eligible teachers based on 2013-14 scheduling. (Non-principal approvers will see teachers delegated by the principal.) A "CEI-eligible" teacher taught at least one course that could receive a CEI.

2. PRINCIPALS: To assign a staff member as the approver for a teacher, click *Add* in the delegate column. Designated approvers can only view rosters for teachers assigned to them.

3. Look in the *Rosters to review* table for teachers who have submitted rosters.

4. Click *View* to the left of a teacher's name to view changes, approve or deny each roster, and add comments.

CONTACT: For more information on the CEI Roster Verification process, visit the CEI Information page or submit questions via the "Ask a question about CEIs" feature (sign-in required).

Frequently Asked Question: I am a fifth-grade reading teacher, but my students are listed on my roster under a grade 5 language arts course. How do I update my roster so that my students are listed under a reading course?

Beginning with the 2013-14 CEI Roster Verification, teachers' rosters are listed under a course group instead of by individual course. Courses are considered part of the same course group if they are evaluated with the same assessment(s) or if instruction received for a time in one course supports the instruction received in another course into which the student transfers or is concurrently enrolled. This change was put in place to more accurately track the amount of time that a student received instruction from a teacher within a single content area. Because grade 5 language arts and reading are evaluated with the same state and local assessments (i.e. grade 5 *STAAR 3-8* Reading and grade 5 semester 1 and 2 Language Arts and Reading *ACPs*), these courses are clustered together in the 0500 Language Arts course group. It is not necessary to update your 0500 Language Arts roster to a 0503 Reading roster.

Frequently Asked Question: I was on leave for 30 working days during the first semester. Can my 2013-14 CEIs be computed even though I was on leave for more than 20 working days during the school year?

Generally, teachers normally eligible for CEIs who have more than 20 working days of leave do not have CEIs computed for that school year because of the extensive time away from the classroom. Data from Human Capital Management is used to determine leave status. Teachers who were on leave during the school year now have the option to "opt-in" to receive CEIs. If you have (or will have) more than 20 days of leave accumulated for the school year, you can request that CEIs be computed for you despite your leave status. This decision cannot be changed after the CEI Roster Verification deadline. If you "opt-in" for CEIs, they will be computed for you over the summer, and you cannot at a later time request that the CEIs be removed or suppressed because of your leave status. CEIs computed at your request will be permanent.

To elect to receive your CEIs if on leave for longer than 20 working days (in total): Click the opt-in checkbox on your CEI Roster Verification homepage. By checking the box, you are indicating that in the event that you are on leave for more than 20 working days during the 2013-14 school year, you want your 2013-14 CEIs to be computed. To submit your request, click **Submit request**. Your request is not saved in our database until it is submitted.

Frequently Asked Question: Although many of my students have high attendance counts, all of my students have "x's" in the term columns. Why aren't my students linked with me for the purpose of computing CEIs?

The checkmarks and "x's" in the term columns reflect a student's eligibility for inclusion in the term CEI based on the student's scheduling with the teacher and attendance in the course during the related test term. A student must be scheduled with a teacher by the first day of the second six-weeks grading period for semester 1 and year-long CEIs and the first day of the fifth six-weeks grading period for semester 2 CEIs. Additionally, the student must be scheduled with the teacher on the term-relevant testing date. The counts provided in the *Attendance in Course* columns reflect the number of days that a student was in attendance in the course at the campus, independent of his or her enrollment with a specific teacher. Because attendance in a course is determined across teachers, it is possible for a student to have a sufficient number of days in attendance but not be properly scheduled with a specific teacher. For additional information about a student's scheduling and attendance history, click the icon in the *Detail* column.

Frequently Asked Question: I am trying to better understand students' scheduling and attendance history in my course. How do I interpret the information presented in a student's absence detail calendar?

The absence detail calendar provides specific information about each student's scheduling and attendance record for courses within a specific course group. The dates are color-coded to assist users in quickly identifying the days on which a student was not in attendance, either due to not being enrolled in a course within the course group or simply being absent. An orange background indicates that a student was not in attendance; while a white background designates that the student was in attendance. Gray font signifies that the student was not scheduled with and/or not in attendance in the teacher's course. Black font reflects days in which the student was scheduled with and in attendance in the teacher's course. Additional calendar notations highlight the first and last days of the course-relevant testing term.