Roster Verification in Louisiana Educator Portal (LEP) User Guide 2024-2025

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State Superintendent of Education

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Roster Verification Overview

This document provides technical guidance to operate the student roster verification component related to teacher evaluations in the Louisiana Educator Portal (LEP), formerly Curriculum Verification and Results Reporting Portal (CVR). Student rosters in LEP 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.

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

2024-2025 Roster Verification Timeline

The roster verification timeline is described below along with the activities and actions school system administrators, data managers and other staff should take.

Class Schedule Data Review: Local LEP data managers should work with their local EdLink Data Manager to verify up to date class schedule data has been submitted to EdLink in the course offerings, student schedules, student enrollment and staff course offering link extracts.

As with the previous CVR system, all roster information in the Roster Verification system in LEP are pulled from the source, EdLink.

During the **View-Only Period** local LEP data managers, principals and teachers should review their class schedule data in LEP, and if errors exist, they can work with their local EdLink Data Manager to ensure data is corrected in their local system and submitted to EdLink for the 2024-2025 school year. In EdLink, class schedule data is submitted in the course offerings, student schedules, student enrollment and staff course offering link extracts. The LEP system will refresh the data from EdLink on a nightly basis during this View-Only Period. It is important to make updates during this period before LEP opens for roster verification.

During the **Roster Verification Period**, principals, and teachers should work with their local LEP data manager to make roster updates in LEP, if needed. Teachers and principals can verify rosters, while principals, superintendents and local LEP data managers can monitor roster verification completion.

School Year	System	Action Item	Dates
2024-2025	EdLink360	Data Managers submit course offerings, student schedules, student enrollments, and staff course offering data to EdLink360 (Nightly Refresh to LEP)	3/17/25 - 5/2/25
2024-2025	LEP (Roster Verification)	Data Managers, Principals and Teachers review rosters for accuracy.	3/17/25 - 5/2/25
2024-2025	LEP (Roster Verification)	Teachers and Principals will verify rosters.	5/5/25 - 5/30/25

2024-2025 Value-Added (VAM) Results Availability

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

2024-2025 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 **All grades:** Algebra I, Geometry English I & English II **Overall Percentiles**	**Fall 2025**	These data will be used in the 2024-2025 final evaluations

2024-2025 Rosters Eligible to Verify

Teachers instructing ELA, Math, Science 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. This includes in-person and virtually instructed courses by the teacher.

Social Studies teachers will not have any rosters to verify as the state field tested a Social Studies test in 2023-2024. Without a prior year test, VAM cannot be completed for Social Studies in 2024-2025.

Dual enrollment and distance learning courses will <u>not</u> be available for roster verification due to teachers facilitating, not instructing, these courses.

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
Algebra I	All grades
Geometry	All grades
English I	All grades
English II	All grades

Absences

Students may be removed from rosters if they had 10 or more unexcused absences in either semester per Act 515 (2014).

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. Absences because of COVID-19 should be considered per the school system's policy. If school system policy recorded a student as absent related to COVID-19, then it shall be considered as an absence as part of the roster verification process.

VAM

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, and Science 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 final evaluation. Please see the VAM FAQ to learn more about VAM and its use in teacher evaluations.

Important Notes for Data Managers, Principals and Teachers

1. If the teacher and/or the principal fail to verify the rosters in LEP, the data will be used as originally submitted to EdLink by the school system.

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 local LEP data managers or principals select **No** under the **Did Teacher Teach Class** column. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*
    a. NOTE: Teachers who are instructing a course, in-person and virtually, are eligible for roster verification in LEP.

3. The 2024-2025 VAM eligible courses were vetted by the LDOE Content team to ensure that the course curriculum aligned to state regular assessments.

4. Teachers are populated in roster verification based on the teaching percentages as submitted to the LDOE by their school systems. 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 roster verification.

5. Local LEP Data managers should select the correct Class Begin Date and Class End Date when adding block/semester or full-year high school courses.

6. Students may be removed from rosters if they have 10 or more unexcused absences in either semester per Act 515 (2014).

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.

Roster Verification Availability and User Access

All current school year superintendents, principals, and teachers of core content courses will have access to roster verification in LEP during the 2024-2025 Roster Verification Timeline. Access to LEP is requested through EdLink Security. For a step-by-step guide on how to utilize EdLink Security, please use the EdLink Security Guides PK-12 Public Schools.

Roster Verification guidelines are available in Appendix A.

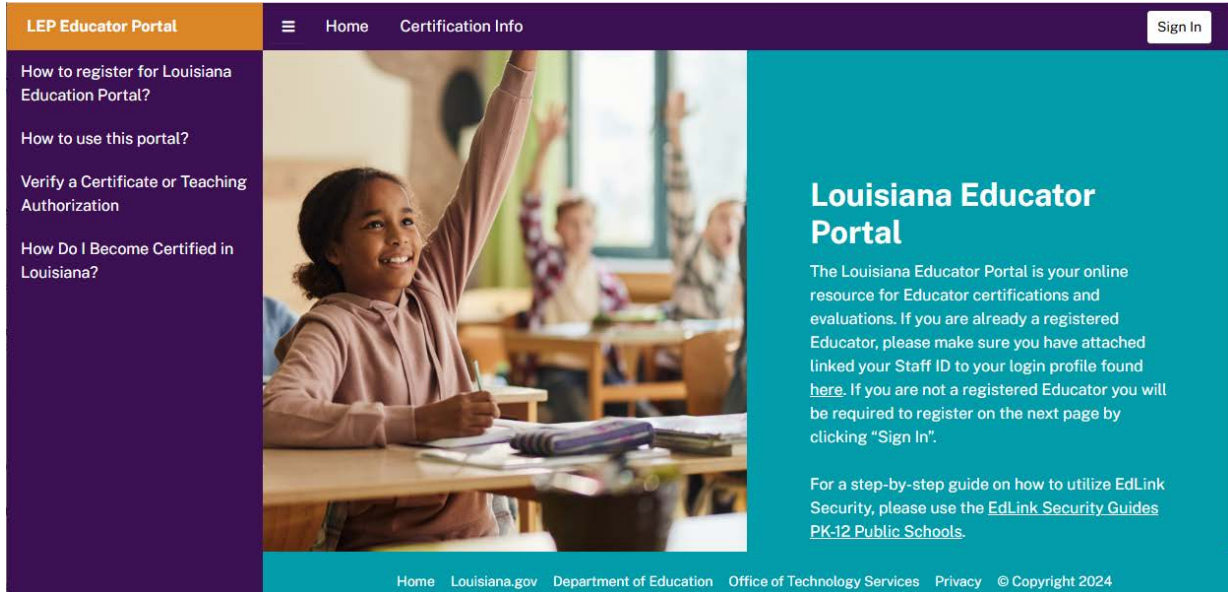A list of eligible state course codes and grade levels is available in Appendix B.

Roster Verification Frequently Asked Questions is available in Appendix C.

Account Login and Registration

Returning Users

1. To access LEP, navigate to https://lep.edlink.la.gov/

2. The first page is a welcome page; any important notices will be placed on this page.

3. Click **Sign In** to continue.
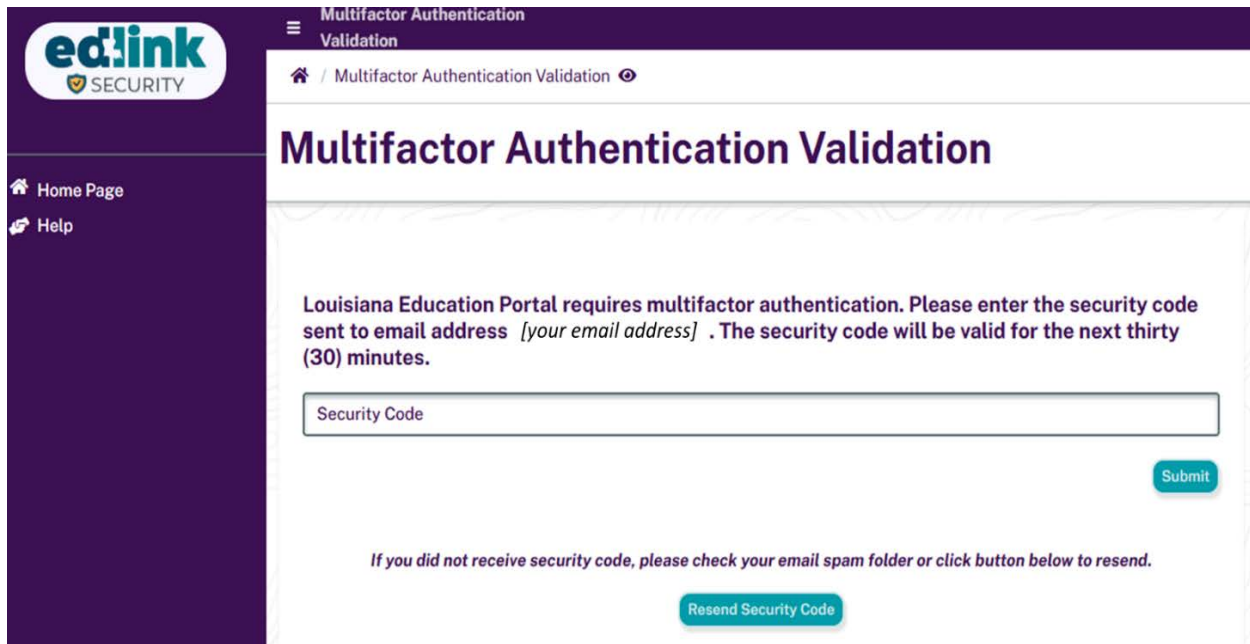
4. Enter the **Security Code** in the Multifactor Authentication Validation page. Click **Submit**.

- An eight character Security Code is automatically emailed to the email address on file in LEP, and will be valid for the next thirty (30) minutes.
- Click **Resend Security Code** if the code is not received or the time expired.

New Users

1. First time users will follow the instructions on the LEP home page at https://lep.edlink.la.gov/

2. If the first time user is already a registered Educator, please make sure you have linked your Staff ID to your login profile found here. If you are not a registered Educator you will be required to register on the next page by clicking **Sign In**.

3. For a step-by-step guide on how to utilize EdLink Security, please use the EdLink Security Guides PK-12 Public Schools.

LEP Superintendents

Current year school system Superintendents, as identified in EdLink, will have access to roster verification during the 2024-2025 Roster Verification Timeline. In order to help all schools complete roster verification, school system 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 local LEP Data Manager.

Monitor Verification Progress

The **Verification Counts** report will list the status of each school within a school system, including whether the principal reviewed and verified the rosters and the count and percentage of teacher roster verification. *Note: the settings for roster verification reports have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

LEP Data Managers

Local LEP 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, and view teacher rosters. Account Management is processed through EdLink Security. LEP Data Mangers should contact System Support (systemsupport@la.gov) for assistance in adding/deleting rosters during roster verification. Local LEP Data Managers will be the first in line as a resource to their principals and teachers in the district.

LEP Data Managers: View-Only Period

If teachers/courses/students are missing in LEP, the local LEP Data Manager should contact the local EdLink Data Manager to submit the updates in EdLink.

A list of specific course codes and grade levels eligible for roster verification can be found in Appendix B.

Review Course & Student Lists

1. After successfully logging in to LEP, select **Evaluation Administration** from the top menu and **Roster Verification** from the left side menu.
2. Select the appropriate **School Year**, **School System**, and **School Name** from the menus, if necessary.

3. Click the arrows to drill down to a **Teacher, Course, and Section** from the drop down menu. The roster for that class will then appear in a table below the class. This is will allow you to see the data that was submitted to EdLink.

4. To export rosters for all teachers and courses for the school, click the **Export to Excel** button.

5. If changes are needed to rosters, the local LEP Data Manager should contact the local EdLink Data Manager to submit the updates in EdLink.

6. Updates to rosters submitted to EdLink will be reflected in LEP the next day.

LEP Data Managers: Roster Verification Period

Add & Remove Teachers and Courses

1. After successfully logging in to LEP, navigate to **Evaluation Administration**, then **Roster Verification**.

2. Select the appropriate **School Year**, **School System**, and **School Name** from the menus, if necessary.

3. Click the arrows to drill down to a **Teacher, Course, and Section** 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. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

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

    a. 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)

7. If a teacher or course is omitted from the roster list, the local LEP Data Manager should contact the local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day.

8. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, the local LEP Data Manager can add data to the roster with advanced settings in LEP. *Note: the advanced settings have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

9. Click **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.

10. To export rosters for all teachers and courses for the school, click the **Export to Excel** button.

Add & Remove Students

1. If the student was in that class for the entire length of the class; do nothing.
2. If a student is included in the roster who did not attend the class, the data manager may remove that student by clicking the check box under the **Remove Student from List** column using the guidance below. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*
3. Clicking the check box under **Remove Student from List,** the data manager 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 (2014).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.
4. If a student is missing from a roster, that student may be added by updating the submission in EdLink. The local LEP Data Manager should contact the local EdLink

Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day.

5. By adding a student to a roster, the staff 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 (2014). NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

6. After making updates in EdLink and accessing LEP the next day, if it is determined that the student is still omitted from the roster list, the local LEP Data Manager can add the student to the roster with advanced settings in LEP. *Note: the advanced settings have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

7. Click **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.

8. To export rosters for all teachers and courses for the school, click the **Export to Excel** button.

Monitor Verification Completion

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 to verify. *Note: the settings for roster verification reports have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

The **Verification Counts** report will list the status of each school within a school system, including whether the principal reviewed and verified the rosters and the count and percentage of teacher roster verification. *Note: the settings for roster verification reports have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

LEP 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 roster data in LEP 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.

LEP Principals: View-Only Period

If teachers/courses/students are missing in LEP, the principal should contact the local EdLink Data Manager to update the missing information in EdLink.

A list of specific course codes and grade levels eligible for roster verification can be found in Appendix B.

Review Course & Student Lists

1. After successfully logging in to LEP, select **Evaluation Administration** from the top menu and **Roster Verification** from the left side menu.
2. Click the arrows to drill down to a **Teacher, Course, and Section** from the drop down menu.
3. Review each course and confirm all classes and students for each teacher.
4. To export rosters for all teachers and courses for the school, click the **Export to Excel** button.
5. If changes are needed to rosters, the principal should contact the local LEP Data Manager and work with the local EdLink Data Manager to determine if updates can be made in EdLink.
6. Updates to rosters submitted to EdLink will be reflected in LEP the next day.

LEP Principals: Roster Verification Period

Add & Remove Teachers and Courses

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.
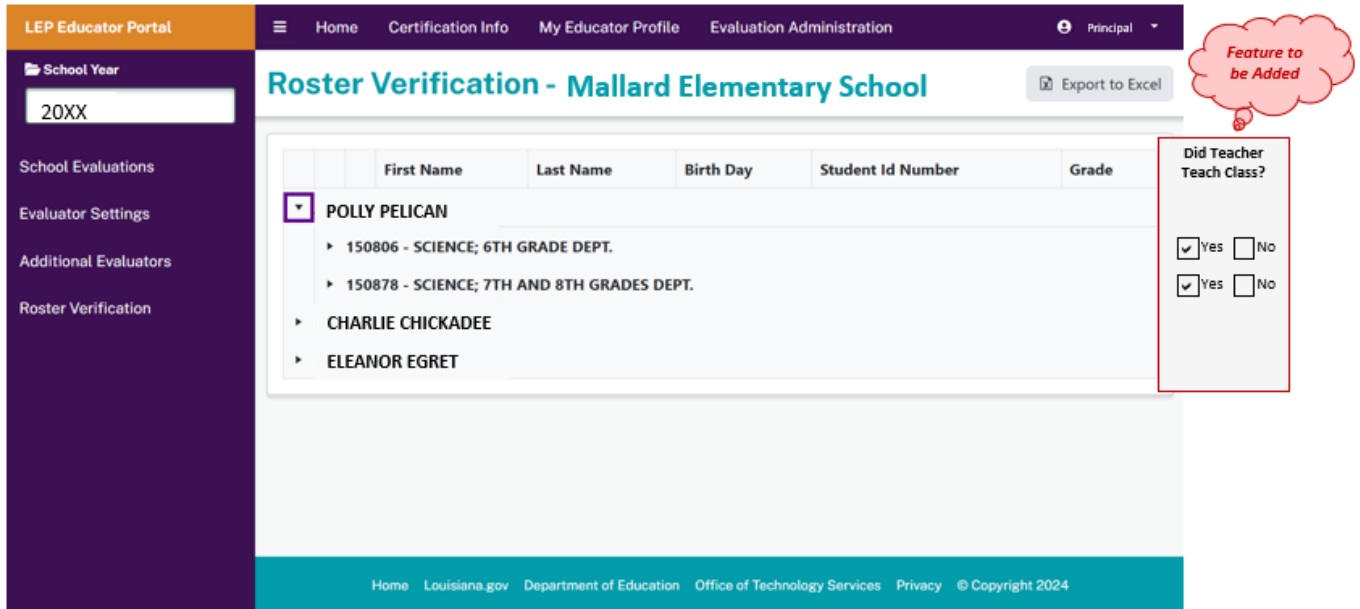
1. After successfully logging in to LEP, navigate to **Evaluation Administration**, then **Roster Verification**.

2. Click the arrows to drill down to a **Teacher, Course, and Section** from the menus, if necessary.

3. 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. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

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. If a teacher or course is omitted from the roster list, the principal should contact the local LEP Data manager and work with their local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day.

7. After making updates in EdLink and accessing LEP the next day, if it is determined that the teacher or course is still omitted from the roster list, the principal can add data to the roster with advanced settings in LEP. *Note: the advanced settings have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

8. Click **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.

9. To export rosters for all teachers and courses for the school, click the **Export to Excel** button.

Add & Remove Students

1. If the student was in that class for the entire length of the class; do nothing.
2. If a student is included in the roster who did not attend the class, the principal may remove that student by clicking the check box under the **Remove Student from List** column using the guidance below. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*
3. Clicking the check box under **Remove Student from List,** the staff certifies that one of the following statements reflects the student's enrollment:
   f. Not enrolled in class from October 1 to testing for a year-long course
   g. Not enrolled in class from October 1 to testing at the end of the block/semester for a fall block/semester course
   h. 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
   i. Had 20 or more CONSECUTIVE absences (excused or unexcused)
   j. Had 10 or more unexcused absences in either semester per Act 515 (2014).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.
4. If a student is missing from a roster, that student may be added by updating the submission in EdLink. The local LEP Data Manager should contact the local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day.
5. By adding a student to a roster, the staff 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 (2014).

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

6. After making updates in EdLink and accessing LEP the next day, if it is determined that the student is still omitted from the roster list, the local LEP Data Manager can add the student to the roster with advanced settings in LEP. *Note: the advanced settings have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

7. Click **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.

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 <u>not</u> 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 LEP

Note: the settings for completing verification have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.

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 superintendent, principal, and local LEP Data Manager. *Note: the settings for roster verification reports have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

LEP 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 roster data in LEP 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.

LEP Teachers: View-Only Period

If teachers/courses/students are missing in LEP, the teacher should contact their local LEP Data Manager and work with their local EdLink Data Manager to update the data in EdLink.

A list of specific course codes and grade levels can be found in Appendix B.

Review Course & Student Lists

1. After successfully logging in to LEP, navigate to **My Educator Profile**, then **Roster Verification**.
2. To export rosters for all courses for the teacher, click the **Export to Excel** button.
3. If changes are needed to rosters, the teacher should contact the local LEP Data Manager and work with the local EdLink Data Manager to determine if updates can be made in EdLink.
4. Updates to rosters submitted to Edlink will be reflected in LEP the next day.

LEP Teachers: Roster Verification Period

Add & Remove Students

When communicating with the LDOE regarding the addition of students, districts should communicate using only the student's eScholar Louisiana Secure ID (LASID).

1. After successfully logging in to LEP, navigate to **My Educator Profile**, then **Roster Verification**.
2. Review each course and confirm all classes and students you taught appear.
3. If a course is missing or a course is listed in error, the teacher should notify the principal who will contact their local LEP Data Manager and their local EdLink Data Manager to make updates in EdLink.
4. If the student was in that class for the entire length of the class; do nothing.
5. If a student is included in the roster who did not attend the class, the teacher may remove that student by clicking the check box under the **Remove Student from List** column using the guidance below. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

6. Clicking the check box under **Remove Student 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 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 (2014)..

    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 updating the submission in EdLink. The teacher should notify the principal who will contact their local LEP Data Manager and their local EdLink Data Manager to make updates in EdLink. Updates to rosters submitted to EdLink will be reflected in LEP the next day.

8. By adding a student to a roster, the teacher 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
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        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 (2014).

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

9. After making updates in EdLink and accessing LEP the next day, if it is determined that the student is still omitted from the roster list, the teacher can add the student to the roster with advanced settings in LEP. *Note: the advanced settings have not yet*

been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.

10. Click **Save Changes** to save changes to this roster. Note, please save changes to each teacher's roster individually.

11. To export rosters for all courses for the teacher, click the **Export to Excel** button.

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 LEP

Note: the settings for completing verification have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.

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

Appendix A: 2024-2025 Roster Verification Guidelines

Louisiana Educator Portal (LEP): https://lep.edlink.la.gov/

Roster Verification Timeline: 2024-2025 Roster Verification Timeline

Rosters Eligible to Verify

Teachers instructing in-person and virtual courses in ELA, Math and Science 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.

Social Studies teachers will not have any rosters to verify as the state field tested a Social Studies test in 2023-2024. Without a prior year test, VAM cannot be completed for Social Studies in 2024-2025.

Dual enrollment and distance learning courses will <u>not</u> be available for roster verification due to teachers facilitating, not instructing, these courses.

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
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 LEP, the data will be used as originally submitted to EdLink by the school system.

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 local LEP data managers or principals select **No** under the **Did Teacher Teach Class** column. NOTE: Teachers who are instructing a course, in-person and virtually, are eligible for roster verification in LEP.
3. The 2024-2025 VAM eligible courses were vetted by the LDOE Content team to ensure that the course curriculum aligned to state regular assessments.
4. Teachers are populated in roster verification based on the teaching percentages as submitted to the LDOE by their school systems. 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 roster verification.
5. Local LEP Data managers should select the correct Class Begin Date and Class End Date when adding block/semester or full-year high school courses.
6. Students may be removed from rosters if they have 10 or more unexcused absences in either semester per Act 515 (2014).
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.

La. R.S. 17:3914

To comply with La. 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 System Support (systemsupport@la.gov) for help in adding/removing students from rosters. Please only use the student's unique Louisiana Secure ID (LASID), 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 Louisiana Department of Education 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). NOTE: Teachers who are instructing a course virtually are eligible for roster verification.

*Local LEP Data Managers can add/delete courses as necessary for teachers and principals.
*Principals can remove classes for teachers.
*Teachers, principals and local LEP 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 on 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 (2014).
   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 on 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 (2014).
   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
2. Student left school after start of spring block/semester
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 per Act 515 (2014).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

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 per Act 515 (2014).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

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 (2014).
   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 (2014).
   NOTE: The department's attendance guidance provides definitions for excused and unexcused absences.

Contacting System Support

Please email systemsupport@la.gov for any Roster Verification questions, and kindly include the following information in your email:

1. Subject Line: *LEA Code – VAM Roster Verification Question*
2. District, School and Teacher's name.
3. The student's unique Louisiana Secure ID (LASID). Do **NOT** send Social Security numbers
4. Course Code/Class Code/Course Name.
5. District from which the student is entering.

Appendix B: 2024-2025 VAM Eligible Courses and Grade Levels

The following list of state course codes and grade levels are included in the calculation of the value-added model (VAM) for teacher effectiveness. Only teachers instructing the courses and grade levels listed in this document are eligible for roster verification and teacher VAM results.

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
120617	English Language (Part 1): Cambridge IGCSE	English I	All grades
120618	English Language (Part 2): Cambridge IGCSE	English II	All grades
120619	English Literature (Part 1): Cambridge IGCSE	English I	All grades
120620	English Literature (Part 2): Cambridge IGCSE	English II	All grades
120997	PK-5 French Immersion Math	Math	4-8
120998	PK-5 French Immersion Science	Science	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
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
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
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 I	All grades
160323	GEOMETRY	Geometry	All grades
160331	APPLIED ALGEBRA I	Algebra I	All grades
160332	APPLIED GEOMETRY	Geometry	All grades
160338	ALGEBRA I - PART II	Algebra I	All grades
160340	INTEGRATED MATHEMATICS II	Algebra I	All grades
160341	INTEGRATED MATHEMATICS III	Geometry	All grades
160342	APPLIED MATHEMATICS I	Math	4-8
160361	NOCCA INTEGRATED MATHEMATICS I	Algebra I	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 I	All grades
700011	FLOATING TEACHER (ELEM.)	ELA, Math, Science	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	4-8

Appendix C: 2024-2025 Roster Verification Frequently Asked Questions

1. **What happens during the View-Only Period and Roster Verification Periods?**

   During the **View-Only Period**, local LEP Data Managers, principals, and teachers can review their roster data, and, if errors exist, they can work with their local EdLink Data Manager to ensure correct data is submitted in EdLink for the 2024-2025 school year. This view-only period is important before roster verification begins to assist districts in correcting rosters in the source system (EdLink) before roster verification opens.

   During the **Roster Verification Period,** teachers and principals can verify rosters, while principals, superintendents, and local LEP Data Managers can monitor roster verification completion.

2. **Which courses and grades should be verified in** Louisiana Educator Portal (LEP)**?**

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

   A detailed list of eligible courses and grades is located in Appendix B of this user guide.

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

   In the 2024-2025 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, and Science courses in grades 4-8, and teachers of Algebra I, Geometry, English I, and English II high

school courses in all grade levels are eligible for their VAM result to be used in their final evaluation.

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

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

5. **What is the contact information for roster verification assistance?**

   Please email systemsupport@la.gov for any Roster Verification questions. Please include the following information in your email to System Support:
   - Subject Line: *LEA Code – VAM Roster Verification Question*
   - District, School and Teacher's name.
   - The student's unique eScholar Louisiana Secure ID (LASID). Do **NOT** send Social Security numbers.
   - Course Code/Class Code/Course Name.
   - District from which the student is entering.

6. **I am unable to log in. Why am I unable to log in to the Louisiana Educator Portal (LEP)?**

   If you are already a registered Educator, please make sure you have attached linked your Staff ID to your login profile found at https://ldoe.edlink.la.gov. If you are not a registered Educator you will be required to register in Louisiana Educator Portal (LEP) by clicking "Sign In". For a step-by-step guide on how to utilize EdLink Security, please use the EdLink Security Guides PK-12 Public Schools.

7. **My name is spelled incorrectly in LEP. How do I correct this?**

   Superintendent, principal, and teacher names are pulled from EdLink and are based on data submitted by your school system. As a result, names cannot be corrected in LEP. Please contact your local LEP Data Manager

and your local EdLink Data Manager regarding name changes that should be corrected in EdLInk.

8. **A teacher does not have rosters in LEP. How do I add a teacher?**

   LEP is populated from EdLink. Local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP daily.

9. **How do I remove a course for a teacher/remove a teacher?**

   Principals and local LEP 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. *Note: a column for this selection has not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

10. **A student is missing from a teacher's roster. How can I add the student?**

    LEP is populated from EdLink. Local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP daily.

11. **What student information can I provide to System Support?**

    R.S. 17:3914 (Act 837)

    To comply with La. 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 System Support (systemsupport@la.gov) for help in adding/removing students from rosters. Please only use the student's unique eScholar Louisiana Secure ID (LASID), 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 Louisiana Department of Education 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).

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

    To correct this, local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP daily. If the content area is correct, the teacher can leave the course as is. 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.

13. **I have one ELA section in my LEP 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?**

    To correct this, local LEP Data Managers should work with their local EdLink Data Managers to make corrections in EdLink. Rosters are refreshed in LEP daily. Students can be added to an existing section as long as the content area is correct (ELA in this example).

14. **How do I complete verification?**

    In LEP, 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. *Note: the settings for completing verification have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.*

15. **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 LEP and edit your rosters. Please save any changes you make.

16. **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 verify their rosters in LEP. Verification is tied to the account holder, so teachers will show as verified if they click the verification completed button while logged into their LEP account. As Principal, you can still review these rosters and make needed changes. Please save any changes you make.

17. **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.

Note: the settings for roster verification reports have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.

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

    Teachers should log into LEP 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.
    Note: the settings for roster verification reports have not yet been added in LEP. Once this functionality is added, the user guide will be updated with instructions and screenshots.

19. **How are absences due to COVID-19 considered in the roster verification process and value-added analytics?**

    If school system policy recorded a student as absent related to COVID-19, then it shall be considered as an absence as part of the roster verification process and included in value-added analytics.

20. **Are virtual courses included in roster verification? What if the virtual course is a distance learning course?**

    Virtual courses instructed by the teacher, in eligible courses and grade levels, are eligible for roster verification. However, some virtual courses may be facilitated and not instructed by the teacher, and are coded as distance learning. All courses coded as distance learning, including virtual, are excluded from roster verification because they are facilitated (not instructed) by the teacher.