



Teacher Student Claiming (TSC) For Testing Coordinators

Last Updated: Spring 2019

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- Managing District Users
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- Frequently Asked Questions
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Teacher Student Claiming

- Shortly before the launch of fall and spring state testing, teachers will use the teacher student claiming (TSC) process to claim students they taught during the school year which may not be reflected in EIS.

Teacher Student Claiming

- Class rosters in EIS are not a record of instructional time in a subject. They represent enrollment in the school, but do not account for attendance or instructional time spent with another teacher in the same subject.
 - To get this record of instructional time that SAS uses in generating teacher TVAAS, there has to be another process that is teacher-involved, since they have the best knowledge of instructional time. Teacher student claiming was the process created for this.

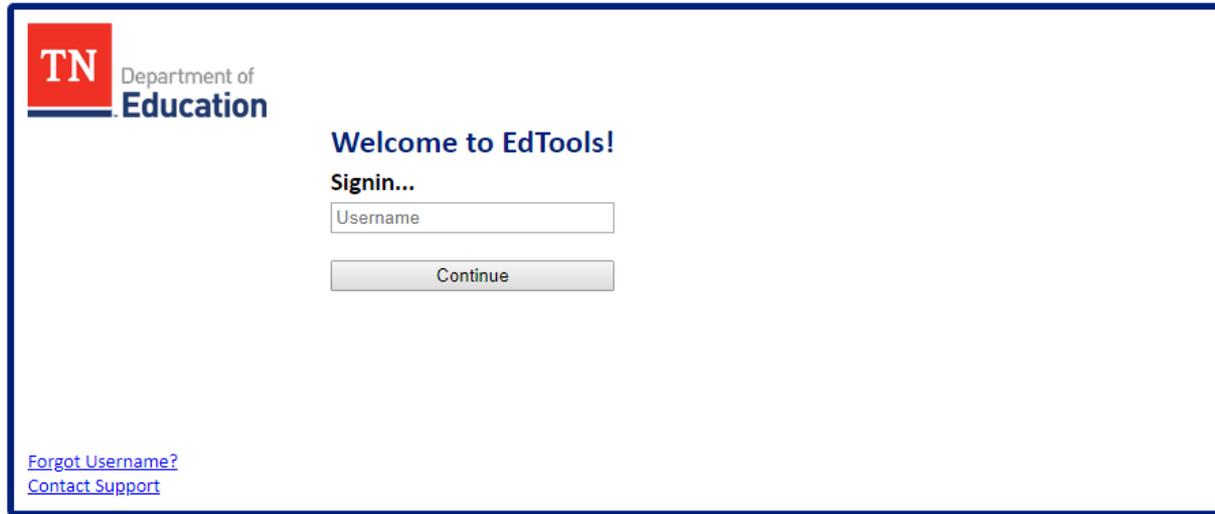
Teacher Student Claiming

- Once teachers have completed and approved their claiming rosters, the rosters will be used in calculating teacher value-added scores.
 - Part of what makes teacher TVAAS a helpful measure is that it accounts for the instructional value for that educator in that subject. If a student wasn't receiving that instructional value for a full school-year, that student should not factor into a teacher's score in the same way a student would if he/she did receive the teacher's instructional value for a full school year.

Teacher Student Claiming

- Districts and schools **do not** have to wait until during or after testing to begin teacher student claiming.
- Teacher of record—or the teacher who will have the initial roster in EdTools for each content area—is established in the district student information system (SIS) through complete and correct scheduling.
 - Districts/schools should only use teacher student claiming (TSC) in EdTools to update roster information **in circumstances where multiple teachers taught a specific content area** or based on personnel changes during the school year.

Log in to EdTools



TN Department of
Education

Welcome to EdTools!

Signin...

Username

[Forgot Username?](#)
[Contact Support](#)

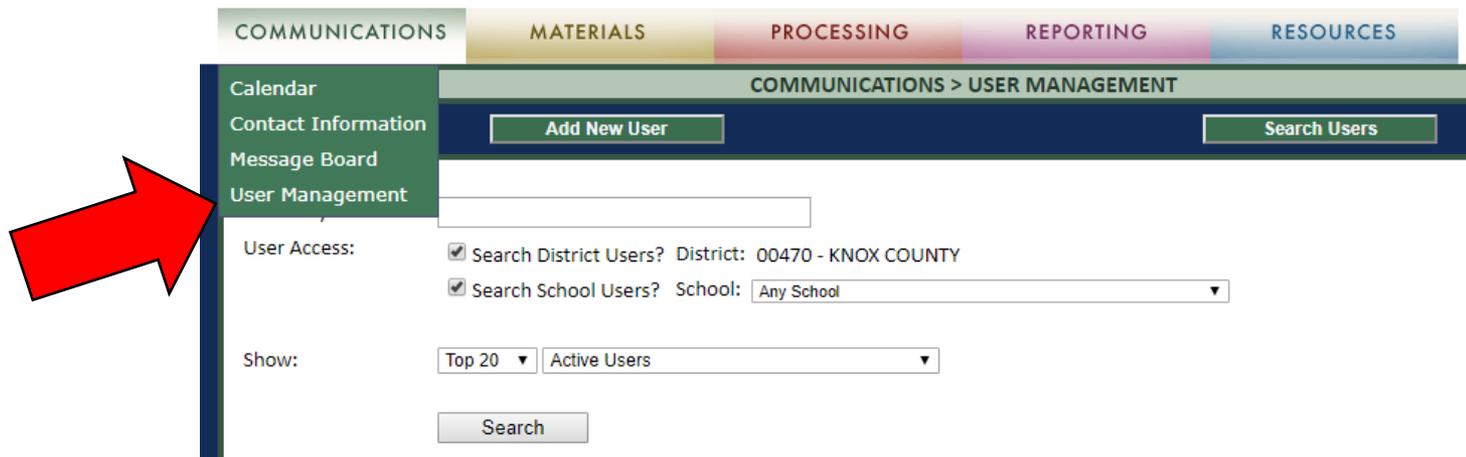
State of Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

- Minimum System Requirements:
- Internet Explorer (version 8 or higher)
 - Firefox (version 3.5 or higher)
 - Chrome (version 30 or higher)
 - Adobe Acrobat Reader

Log in to EdTools via <https://tdoe.randasolutions.com>
or Single Sign-On (Orion)

Managing District Users

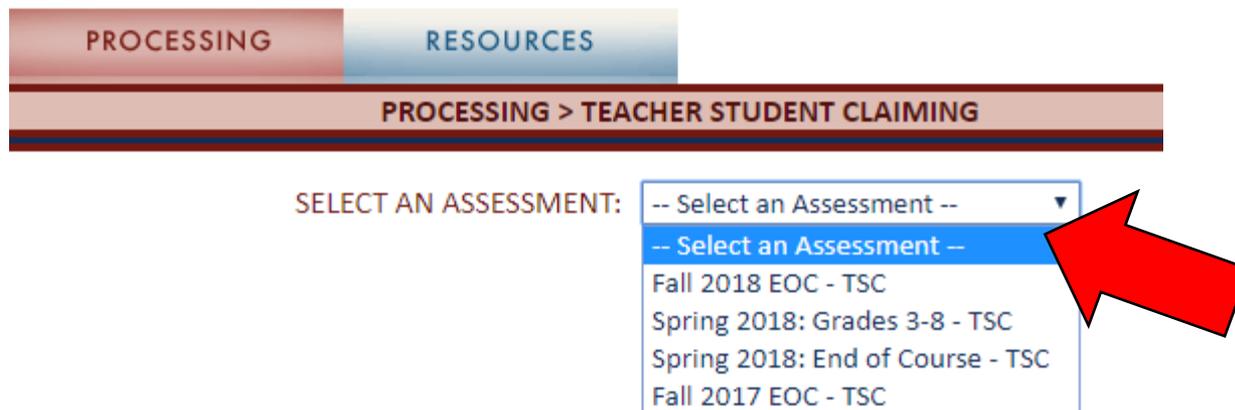
- If your primary district testing coordinator has changed, please email Claiming.Questions@tn.gov.
 - Districts are responsible for managing accounts for all other roles within their district.
 - Building testing coordinators are able to add accounts within their schools.



The screenshot shows a web interface for user management. At the top, there are five tabs: COMMUNICATIONS (selected), MATERIALS, PROCESSING, REPORTING, and RESOURCES. Below the tabs is a navigation sidebar with links: Calendar, Contact Information, Message Board, and User Management (highlighted with a red arrow). The main content area is titled 'COMMUNICATIONS > USER MANAGEMENT' and contains an 'Add New User' button and a 'Search Users' button. Below these buttons are search filters: 'User Access:' with checkboxes for 'Search District Users?' (checked) and 'Search School Users?' (checked), a dropdown for 'District: 00470 - KNOX COUNTY', and a dropdown for 'School: Any School'. There is also a 'Show:' section with a dropdown for 'Top 20' and another dropdown for 'Active Users', and a 'Search' button at the bottom.

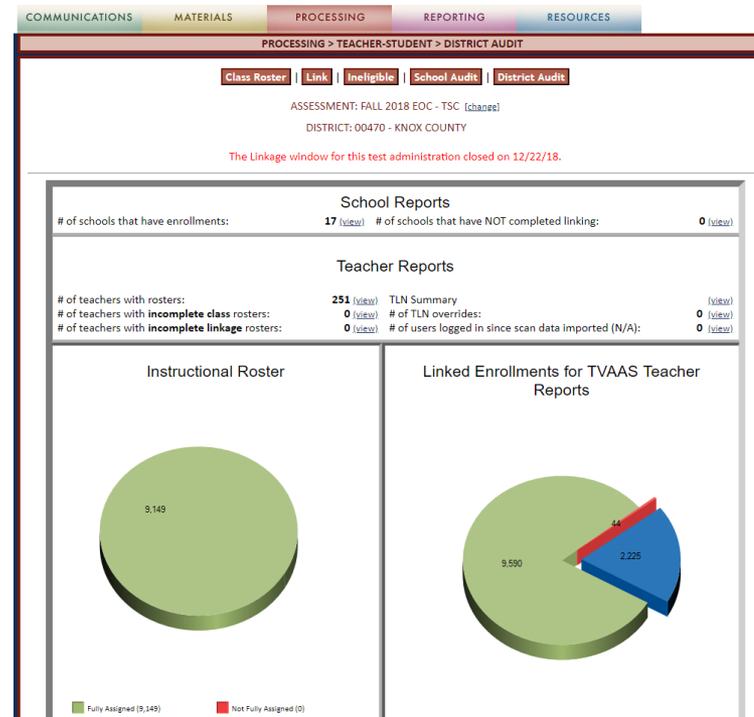
Managing Claiming

- Teacher student claiming is accessed in the Processing tab.
- Use the drop-down menu to select an assessment.
- TSC will need to be completed for each assessment **separately**.



Managing Claiming

- The landing page for each assessment shows your district's up-to-date status throughout the claiming window.



Managing Claiming

- Use Roster Reports and Linking Reports to monitor when student records are not assigned to a teacher roster or the ineligible roster, when student records are over- and under-claimed, for students with partial availability, and for students placed on the ineligible roster.

Roster Reports		Linking Reports	
# of Student Records:	9,149 (view)	# of Student Enrollments Linked 100%:	9,590 (view)
# of Students Fully Assigned:	9,149 (view)	# of Student Enrollments - Full IA (view) :	8,342
# of Students Not Fully Assigned:	0 (view)	# of Student Enrollments - Partial IA (view) :	1,248
# of Student Enrollment Records:	11,859	# of Student Enrollments - Excluded for Instr. Avail. (view) :	0
# of Student Enrollments Fully Assigned:	11,859	# of Student Enrollments NOT Linked 100%:	44 (view)
# of Student Enrollments Not Fully Assigned:	0	# of Student Enrollments Linked OVER 100% (view) :	0
# of Student Enrollments Marked Absent :	0	# of Student Enrollments Linked UNDER 100% (view) :	44
		# of Student Enrollments Marked Ineligible:	2,225 (view)

Managing Claiming

- Situations that will prevent a school and district from finalizing claiming and must be resolved prior to the end of the claiming window are:
 - Student enrollments not assigned to a teacher or the ineligible roster
 - Student enrollments linked OVER 100%

Managing Claiming

- Situations that will NOT prevent a school and district from finalizing claiming, but the district has a responsibility to monitor are:
 - Student enrollments linked UNDER 100%
 - Student enrollments marked Partial for instructional availability
 - Student enrollments placed on the ineligible roster
- Districts should review these metrics for concerning trends and outliers and follow up with schools.

Managing Claiming

- Use School and Teacher reports to find schools and teachers whose completion of claiming is not yet confirmed.

COMMUNICATIONS MATERIALS PROCESSING REPORTING RESOURCES

PROCESSING > TEACHER-STUDENT > DISTRICT AUDIT

Class Roster | Link | Ineligible | School Audit | District Audit

ASSESSMENT: FALL 2018 EOC - TSC [\[change\]](#)
DISTRICT: 00470 - KNOX COUNTY

The Linkage window for this test administration closed on 12/22/18.

School Reports

# of schools that have enrollments:	17 (view)	# of schools that have NOT completed linking:	0 (view)
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Teacher Reports

# of teachers with rosters:	251 (view)	TLN Summary	(view)
# of teachers with incomplete class rosters:	0 (view)	# of TLN overrides:	0 (view)
# of teachers with incomplete linkage rosters:	0 (view)	# of users logged in since scan data imported (N/A):	0 (view)

Managing Claiming

My Class Roster Add Student(s) to Roster...

This roster contains all the students for whom I was instructionally responsible at any time during this academic year.

<input type="checkbox"/>	Student's Name (USID)	eIEP	Status	Grade	Subject	Class Period	
<input type="checkbox"/>	LASTNAME, JERRY L (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, SUSIE C (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, KIMBERLY N (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, THOMAS T (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, ROBERT N (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, PAULA E (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, GERALDINE A (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, NOEL M (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, DEBORAH M (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, SAVANNAH P (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JAQUELINE W (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, MARIO R(000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, CADE T (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, SAVANNAH J (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, TANIA L (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JUSTIN M (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JASMINE F (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, JOHN L (000000000)			3	Reading / Language Arts	<input type="text"/>	
<input type="checkbox"/>	LASTNAME, MIKE L (000000000)			3	Reading / Language Arts	<input type="text"/>	

Total # of students on roster: 19

Remove Selected Add Student(s) to Roster...

Print My Class Roster Continue to Linking >

To complete a class roster, the teacher or another staff member must click **Continue to Linking**.

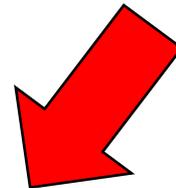
Managing Claiming

To complete a linkage roster, the teacher or another staff member must click the **acknowledgement box** at the bottom of the linkage page.

I acknowledge that I am instructionally responsible for the students on this roster. This linkage roster is verified, complete and accurate.

Once both the class and linkage roster are complete for the teacher, the teacher must also sign a print-out of his or her roster. This documentation must be kept on file for at least one year.

I acknowledge that I am instructionally responsible for the students on this roster. This linkage roster is verified, complete and accurate.

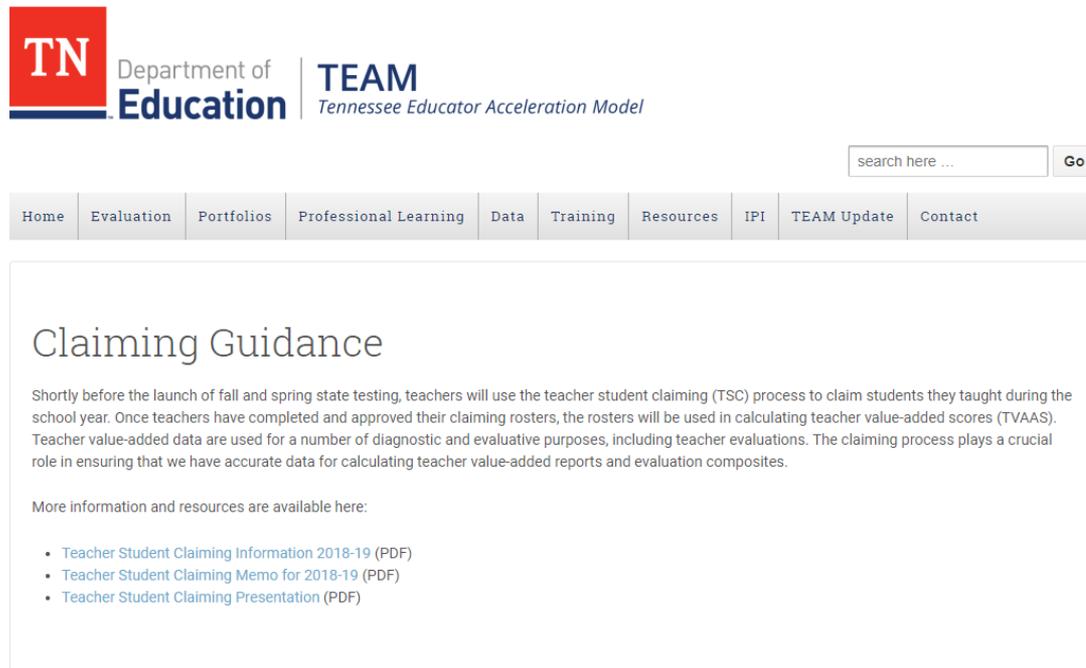


Print My Linkage Roster

Finish >

Resources and Policy

- Please review the resources on the [TEAM website](#), including the updated Teacher Student Claiming memo.



The screenshot displays the TEAM website header with the TN Department of Education logo and the TEAM Tennessee Educator Acceleration Model. A search bar is located in the top right. Below the header is a navigation menu with links for Home, Evaluation, Portfolios, Professional Learning, Data, Training, Resources, IPI, TEAM Update, and Contact. The main content area features the title 'Claiming Guidance' and a paragraph explaining the TSC process. Below this, a section titled 'More information and resources are available here:' lists three PDF documents: 'Teacher Student Claiming Information 2018-19', 'Teacher Student Claiming Memo for 2018-19', and 'Teacher Student Claiming Presentation'.

TN Department of Education | **TEAM**
Tennessee Educator Acceleration Model

search here ... **Go**

Home Evaluation Portfolios Professional Learning Data Training Resources IPI TEAM Update Contact

Claiming Guidance

Shortly before the launch of fall and spring state testing, teachers will use the teacher student claiming (TSC) process to claim students they taught during the school year. Once teachers have completed and approved their claiming rosters, the rosters will be used in calculating teacher value-added scores (TVAAS). Teacher value-added data are used for a number of diagnostic and evaluative purposes, including teacher evaluations. The claiming process plays a crucial role in ensuring that we have accurate data for calculating teacher value-added reports and evaluation composites.

More information and resources are available here:

- [Teacher Student Claiming Information 2018-19 \(PDF\)](#)
- [Teacher Student Claiming Memo for 2018-19 \(PDF\)](#)
- [Teacher Student Claiming Presentation \(PDF\)](#)

Resources and Policy

- The same resources are available in the Resources section of [EdTools](#).

The screenshot displays the EdTools website interface. At the top left is the TN Department of Education logo. The top right shows a user greeting: "Hello, Kaitlin Reynolds [Update My Profile] [Log Off] State-Level User (State User)". Next to it is a "Change Site View To:" section with a "Search All" dropdown and a "Go" button. Below the header is a navigation bar with tabs for COMMUNICATIONS, MATERIALS, PROCESSING, REPORTING, and RESOURCES. The RESOURCES tab is active, and a dropdown menu is open showing "Training Resources", "Need Help?", and "Contact Support". Below the navigation bar is a "TRAINING / HELP" section. The main content area is titled "Quick Links" and features a section for "Teacher Student Claiming Resources" with three links: "[Teacher Student Claiming Memo 2018-19](#)", "[Teacher Student Claiming Information 2018-19](#)", and "[Teacher Student Claiming PPT for Teachers](#)". Below this are two more links: "2-7-2018 Course Code and Visibility Tool Webinar" and "EIS Information 2018-19". An "Edit Page" button is located in the top right of the content area.

Resources and Policy

As noted in the updated claiming memo, instructional availability has two options rather than three. Partial now includes Unavailable.

Teacher Portion of Instruction

To select the Portion of Instruction, check the Editing checkbox and select the corresponding percentage of time for which you provided classroom instruction.

Editing	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
<input type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>								

Student Instructional Availability

To select Instructional Availability, check the Change Coding checkbox and select the appropriate availability.

Change Coding	Full	Part
<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>

Teacher Student coding should be chosen for the student based upon the students anticipated availability for instruction/enrollment/attendance; this is not an indication of the number of days present when the test is taken.

Traditional Schedule: Full (150 days or more) or Part (149 days or less)

Modified Schedule: Full (75 days or more) or Part (74 days or less)

Action: [Link Selected Student\(s\)](#)

of Students Selected: **None**
Change(s): **Nothing selected!**

[Apply Changes to Selected Student\(s\)](#)

Resources and Policy

- T.C.A. § 49-1-606 (a) states:

A student must have been present for one hundred fifty (150) days of classroom instruction per year or seventy-five (75) days of classroom instruction per semester before that student's record is attributable to a specific teacher.

- Used stock pile days are not counted as absent or unavailable for instruction.
- Student instructional availability is determined using the combination of enrollment and attendance.
- Participation in school activities or events is not considered unavailable for instruction.
- The 150 (75) days of instruction is out of a possible 180 days, such that a student who has missed 20 days at the time of testing but is expected to be in attendance through the remainder of the school year would be considered available 150 days.

Resources and Policy

- When you have questions about the claiming process or policy, email:
 - Claiming.Questions@tn.gov
- When you have technical questions or issues with the EdTools website, email:
 - tdoesupport@randasolutions.com

Frequently Asked Questions

- Do field tested teachers complete teacher student claiming?
 - No. We have ensured that all science rosters will not be imported into EdTools for this spring.

Frequently Asked Questions

- A student left our district prior to the testing window. What do we do with the student's records in EdTools?
 - Keep the student on his/her teachers' rosters. If the student had full instructional availability during the time of enrollment in your district and tests in another district, the teacher in your district is able to claim that instructional time.

Frequently Asked Questions

- A teacher left our district prior to the end of the year. What should we do in EdTools for that teacher?
 - If you have obtained written approval from the teacher, you may complete claiming in EdTools on behalf of the teacher. Instructional availability and instructional time should be agreed upon with the teacher.

Rosters must be approved by teachers, in writing.

Frequently Asked Questions

- A long-term substitute teacher is the teacher of record for a class. How should that class be claimed?
 - If the students received licensed instruction prior to having a long-term substitute, that time should be submitted during claiming by adjusting the percentage of instructional time and obtaining the previous teacher's approval. If the students did not receive any licensed instruction in a tested content area due to staffing, the students will be placed on the Ineligible Roster for that content area.

Never roster students to a staff member who did not teach them.



Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.

Excellence | Optimism | Judgment | Courage | Teamwork