

Alternative Growth Measures – Universal Reading Screener Teacher Rostering Process

Overview

The Tennessee Literacy Success Act (TLSA) requires all districts to report Universal Reading Screener (URS) scores to the Tennessee Department of Education (department). TLSA allows districts and charters to use their state board approved Universal Reading Screener (URS) as an approved alternative growth measure (AGM) for **Pre-K-2** teachers to generate individual growth scores for implementing teachers as an [alternative growth measure \(AGM\)](#).

To accurately identify specific teachers expected to receive individual growth scores from a state board approved URS, the department requires each implementing district to submit rosters identifying implementing teachers by grade(s) and approved screener. This guide outlines the instructions for districts and charters using the alternative growth measure-universal reading screener to submit their teacher rosters.

A pre-populated roster will be generated from the department's Education Information System (EIS) that will contain the English Language Arts (ELA) teachers listed in the district/charter's selected implementing grade(s). Districts must ensure implementing teachers are assigned to a grade-level ELA class or a grade-level self-contained class in EIS and the appropriate students are rostered to these teachers in EIS. Any additions to the roster must be updated in EIS prior to final roster submission, or the roster will be rejected. To update EIS, contact the district EIS Coordinator.

Charter School AGM Leads: Access to Rosters

Due to TNShare limitations, access to file share is **not** available for charter schools. Roster Templates will be sent via email to charter school AGM leads. Please disregard the "Navigating to TN Share (District AGM Leads Only)" section and begin with "Modifying the Teacher Roster."

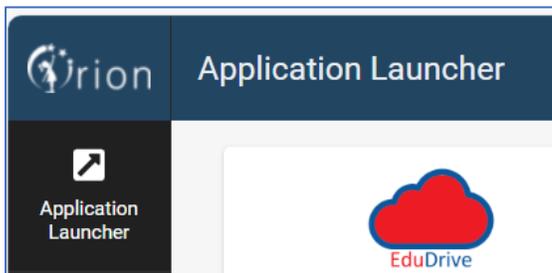
District AGM Leads: Access to TNShare

A Single Sign On (SSO) account is required to access the teacher roster file in TNShare. Information for SSO accounts will be distributed via email. If an Orion account has not been created, contact the district EIS coordinator to request an SSO account. With questions regarding the district EIS coordinator or for support with an SSO account please contact [District Technology Support](mailto:DT.Support@tn.gov) at DT.Support@tn.gov.

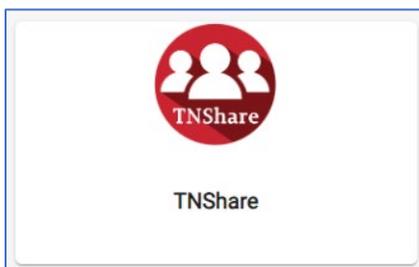
District AGM Leads: Navigating to TNShare

To download the roster file, navigate to TNShare via Orion.

1. Open Orion [here](#).
2. Access Orion using Single Sign On credentials. There may be a prompt to set up Two-Factor Authentication if logging in for the first time. Follow the prompts to return to the sign in.
3. Click "Application Launcher" to view the TDOE applications.



4. Click the TNShare application icon to navigate to TNShare.



5. Click on TN Districts.
6. Click 23-24 documents and find your district's name.
7. Then access the Educator Effectiveness folder.
8. In the folder you should see your teacher roster.

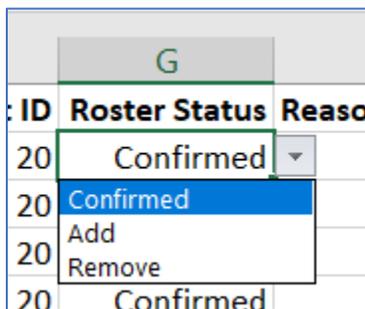
- You will need to download the roster to your desktop to complete it. Open the roster in Excel. If prompted, enable editing for the worksheet.



All District and Charter AGM Leads: Confirming a Row for AGM Score Calculation

Each row on the provided roster contains a teacher and associated grade that will be used to calculate AGM scores from URS data. Confirm that the teacher listed in each row should be used for calculations by following the steps below. Roster column definitions can be found on page 7 of this document and should be reviewed prior to editing the pre-populated rosters.

- Select “Confirmed” under roster status for rows that list the correct teacher and grade.



Changing the status on a row to “Confirmed” indicates that an AGM score should be calculated for that teacher/grade combination.

Confirming multiple grades for calculation

If a teacher teaches ELA (English Language Arts) for more than one grade, the teacher may be listed on the roster more than once:

Wynni	Osaka	900000	Pre K	39	20	Confirmed	
Wynni	Osaka	900000	K	39	20	Confirmed	

If additional grades are required, follow the instructions in the “Adding a row for AGM score calculation to the roster” section of this guide.

*Any rows with the “Confirmed” status **do not** need a corresponding reason selected:

A	B	C	D	E	F	G	H
First Name	Last Name	Teacher License Number	Grade	School ID	District ID	Roster Status	Reason for Add/Remove Status
Emma	Toft	500000	1	53	20	Confirmed	
Emma	Toft	500000	K	53	20	Add	Updated in EIS
Jayla	Renault	240000	1	15	20	Confirmed	
Joann	Freeman	520000	K	39	20	Confirmed	
Leon	Polenka	220000	1	39	20	Confirmed	
Lester	Pullman	510000	Pre K	40	20	Remove	PYE
Marcus	Chang	230000	Pre K	15	20	Confirmed	
Steven	Williams	200000	Pre K	78	20	Remove	Does not teach this grade
Steven	Williams	200000	1	78	20	Remove	Does not teach this grade
Steven	Williams	200000	2	78	20	Confirmed	
Tabitha	Stein	600000	2	39	20	Confirmed	
Troy	St. George	700000	K	40	20	Remove	Does not teach ELA
Wynni	Osaka	900000	Pre K	39	20	Confirmed	
Wynni	Osaka	900000	K	39	20	Confirmed	

All District and Charter AGM Leads: Removing a Teacher and Grade from the Roster

The department will populate a roster from the department’s Education Information System (EIS) that will contain the ELA teachers listed in the district/charter’s selected implementing grade(s). As part of roster review, select “remove” as the status for all teachers listed on the roster who **do not** need an AGM score from URS calculated due to subject taught, grade taught, or PYE (Partial Year Exemptions) status.

1. Select “Remove” as the status for the row that should not be used to calculate AGM scores.

20	Confirmed	
20	Remove	▼
20	Confirmed	
20	Add	
20	Remove	

2. Select a reason for removal of the row from the following options:

ed		
ove	Does not teach this grade	▼
ed	Does not teach this grade	
ove	Does not teach ELA	
	PYE	
	Updated in EIS	

3. Any row with the status “Remove” must have a corresponding reason selected.

Lester	Pullman	510000	Pre K	40	20	Remove	PYE
Marcus	Chang	230000	Pre K	15	20	Confirmed	
Steven	Williams	200000	2	78	20	Remove	Does not teach this grade
Tabitha	Stein	600000	2	39	20	Confirmed	
Troy	St. George	700000	K	40	20	Remove	Does not teach ELA

**A teacher may have been populated multiple times incorrectly due to inaccurate data in EIS.*

If the teacher is listed in multiple rows where one or more grades are incorrect, the status of the incorrect rows should be changed to “remove” and the reason would be “Does not teach this grade” as shown below.

Marcus	Chang	230000	Pre K	15	20	Confirmed	
Steven	Williams	200000	Pre K	78	20	Remove	Does not teach this grade
Steven	Williams	200000	1	78	20	Remove	Does not teach this grade
Steven	Williams	200000	2	78	20	Confirmed	

All District and Charter AGM Leads: Adding a Row for AGM Score Calculation to the Roster

Using the status “Add” and entering in a new row should be used **only** when the information for the teacher and grade listed **has already been corrected in EIS**.

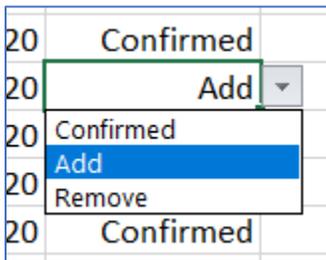


If a teacher has not been added to the initial roster, the teacher has not been set up correctly in EIS. The EIS coordinator must correct this information. Without correction in EIS, the teacher will remain unlinked and **will not receive an AGM score regardless of the information on the roster.**

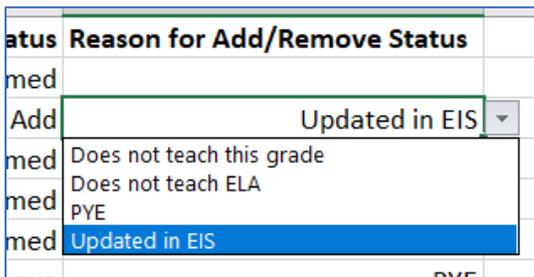
1. To add a teacher and grade combination to the roster for AGM score calculation, enter in all required information for a teacher, including First Name, Last Name, Teacher License Number (TLN), Grade, School Identification Number (School ID), and District Identification Number (District ID).

	A	B	C	D	E	F	G	H
1	First Name	Last Name	Teacher License Number	Grade	School ID	District ID	Roster Status	Reason for Add/Remove Status
2	Emma	Toft	500000	1	53	20	Confirmed	
3	Emma	Toft	500000	K	53	20	Add	Updated in EIS

2. Select "Add" as the roster status for the new row.



3. Select "Updated in EIS" as the "Reason for Add/Remove Status" to verify that this step as occurred. If the data has not been updated in EIS at the time of form submission, the teacher will remain unlinked and will not receive an AGM score regardless of being included on this roster.



Roster Columns and Definitions

The roster is pre-populated with data from EIS. If data is incorrect for a specific teacher, reach out to the district/charter EIS coordinator to correct the information.

First Name – The first name of the teacher, as entered in EIS.

Last Name – The last name of the teacher, as entered in EIS.

Teacher License Number – The unique license number for the teacher. This number must match an existing teacher in EIS for an AGM score to be calculated.

Grade – The grade the teacher taught for which an AGM score will be calculated. If a teacher taught multiple grades, each grade should be listed as its own row on the submitted roster to be included.

School ID – The numerical identification number for the teacher’s home school.

District ID – The numerical identification number for the teacher’s home district.

Roster Status – The roster status has three selections:

Confirmed – Selecting “Confirmed” flags this teacher and grade for calculating an AGM-URS score (will calculate an AGM score for teacher/grade listed per row).

Remove – Remove an existing row for a teacher and grade (will not calculate an AGM score).

Add – Use this status only if data for the teacher has been updated in EIS to support the addition of the teacher to the roster (will calculate an AGM score for teacher/grade listed in row).

If a teacher is not populated in the initial roster, the teacher has not been set up correctly in EIS. The EIS coordinator must correct this information. Without correction in EIS, the teacher will remain unlinked and **will not receive an AGM score** regardless of the addition to the roster.

Reason for Add/Remove Status – When using “Remove” or “Add” as a status, select a reason from the following below:

When selected status is “Add”

Updated in EIS – Select to verify that the necessary updates have been made in EIS for an added Teacher/Grade combination. Data in EIS **must** be updated any time a teacher is added to the roster.

When selected status is “Remove”

Does not teach this grade – Select when the teacher/grade combination of the row does not need an AGM URS score calculation.

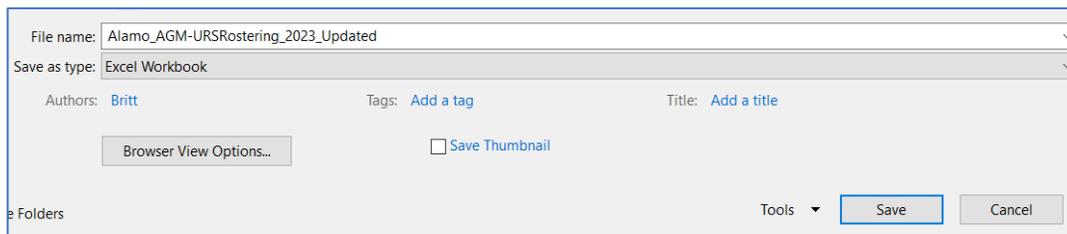
Does not teach ELA – Select when the teacher does not teach ELA and no AGM URS score can be calculated.

PYE – Select when the teacher is coded as Partial Year Exemption.

All District and Charter AGM Leads: Submitting Via Online Form

1. Save a copy of the file with “**Updated**” appended to the file name.

Example: Alamo_AMG-URSRostering_2023_Updated



2. Navigate to the roster submission form, [here](#).
3. Upload the form and submit the roster.

The submitted roster is considered final. Ensure all necessary changes are updated in EIS before submitting. **No additions to the roster will be accepted after submission.**

Once submitted, a notification will be sent via email to the AGM lead if there are any issues.

Please contact TEAM.Questions@tn.gov with any questions on the rostering process.