



“Why Link?” Video Series

Facilitation Guide

This guide provides a step-by-step process to help administrators, principals, support teams, and teachers understand the roster verification process or what’s also known as “linkage.”

Each of the six videos is two to seven minutes long and can be shown as a series in the prescribed order or individually. Watching the entire video series with time for discussion should take about an hour and 15 minutes.

Facilitator comments for introducing the series, discussing each video, and wrapping up the session are provided, but paraphrasing is encouraged.

Facilitator Introduction

To maximize school improvement efforts, we need accurate data. However a major challenge can be accurately capturing the relationship between students and teachers needed to measure classroom-level student growth.

Today, you’ll see a series of videos on why accurately verifying student rosters is so important in determining teacher effectiveness and how to be successful through this process. Each video focuses on a specific aspect of the roster verification process.

If you have comments or feedback as you view these videos, please save them until the end of each video. At the end of today’s session we will discuss next steps in the roster verification process.

Video 1: Why Linkage? (13 minutes)

- **Pre-video Comments:** This first video shows why districts should engage in the roster verification process.
- **Show Video 1:** Why Linkage? (7 minutes)
- **Post Video Comments:** As you can see, a strong data system is the foundation for improving teacher effectiveness and preparing students for the future. While the data gathering process may appear simple, there are many variables that must be considered.

Video 2: What is Linkage, and How Will it Affect Student Growth? (11 minutes)

- **Pre-video Comments:** Let’s move on to the next video, which explains roster verification and how it ensures that reliable data is used in a school’s student growth model. The video reviews some of the checks and balances used to ensure that the most accurate data is collected.
- **Show Video 2:** What is Linkage and How will it Affect Student Growth Measures? (5 minutes)
- **Post Video 2 Comments:** This video begins to show how school support teams and principals work together to ensure the most reliable data is captured and used to determine the impact of instructional practices on student progress.

Video 3: Why is Linkage Important? (11 minutes)

- **Pre-video Comments:** Now that you understand how roster verification works, let's explore its importance. This video highlights the types of data that are collected as part of the process and shows what can happen when a school lacks reliable data.
- **Show Video 3:** Why is Linkage Important? (5 minutes)
- **Post Video Comments:** Without reliable data, administrators can make inaccurate assumptions about instructional practices and student growth measures. The roster verification process ensures reliability.

Video 4: Linkage Roles for Principals/Support Teams (10 minutes)

- **Pre-video Comments:** Principals play a key role in a successful roster verification process, but it's important to know that they are not alone in the linkage process. Principals are encouraged to identify a support team early in the process to ensure success. This video will show you why principals and support teams are critical to successful roster verification.
- **Show Video 4:** Linkage Roles for Principals/Support Teams (4 minutes)
- **Post Video Comments:** Now, you can see why principals and support teams play an important role at the beginning of roster verification.

Video 5: What is the Teacher Roster Verification Process? (9 minutes)

- **Pre-video Comments:** Once principals and support teams engage in roster verification, it's time for teachers to engage in the process. This next video shows us why teachers are so integral in the verification process.
- **Show Video 5:** What is the Teacher Verification Process? (3 minutes)
- **Post Video Comments:** It's evident how important teachers are in roster verification. While process takes time and effort from individual teachers, the payoff is in the accuracy of the classroom-level growth reports.

Video 6: What are the Final Steps with Linkage? (9 minutes)

- **Pre-video Comments:** Once teachers have verified that the data provided is accurate, there is only one more step in the roster verification process. This next video highlights why these checks are so important in completing the process.
- **Show Video 6:** What are the Final Steps with Linkage? (3 minutes)
- **Post Video Comments:** The last steps of roster verification are just as important as the initial school set-up period. The principal and support team play an important role in these final steps to ensure that teacher, school and student data is aligned.

Wrap-up/Call-to-Action (5 minutes)

Thank you for taking the time today to learn about the roster verification process and how it helps school districts securely and effectively collect essential data for teacher-level measures of effectiveness, including value-added analysis.

Do you have any thoughts or comments about the information shared today?

Our roster verification process will take place from (DATE) to (DATE). More information on your specific role in the process will be provided in the coming weeks. A number of online and printed support tools will be shared with you throughout the process.

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