



# School Leaders: The SUPER SEVEN Steps to Prepare for PVAAS Data Release

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The purpose of this resource is to provide the school leader with a strategic plan based on “Super 7 Steps” to follow in ensuring that PVAAS knowledge can be applied at the school and classroom levels to impact student performance and outcomes. This resource provides an explanation of each of these seven steps and is followed by a suggested timetable which can be used to develop and monitor a plan for effective use.

Review the SUPER SEVEN Steps below. Then, complete [School Leaders: The Super 7 Steps Timetable to Prepare for PVAAS Release](#) (on page 9).

## Step 1 – Check Access

### Questions

1. Do I hold the PVAAS School Admin account, and do I have the appropriate level of access to PVAAS reporting for the district and school?
2. Do I, as well as other Act 93 staff in my building, have the appropriate level of access to PVAAS teacher-specific reporting and student level data? And, also to eMetric and applicable benchmark and diagnostic data tools/reporting?
3. Do teachers have the appropriate level of access to PVAAS and other applicable data tools/reporting as determined by my LEA/district (i.e., student level data)?

### Actions

1. As the PVAAS School Admin account holder, check “Admin” link within PVAAS to review list of active account holders for the school. Make corrections as needed.
2. Check active accounts within eMetric and other applicable benchmark and diagnostic data tools. Make corrections as needed.
3. Ensure that all staff know their username(s) and password(s) to all applicable data tools.

### Resources

- [PVAAS Online Help](#): Creating and Modifying School Users (*In the left navigation pane of the Online Help, select “Managing Accounts,” under Admin Help, to expand the menu.*)

## Step 2 – Assess & Enhance My Knowledge & Skills

### Questions

1. Do I understand and know how to interpret the key PVAAS reports (indicated on the [Flowchart for School Leaders](#))?
2. Am I clear on which reports inform specific aspects of the work to ensure effective use of PVAAS reports throughout the year?
3. Am I clear on which benchmark and diagnostic reports can be used effectively with key PVAAS reports throughout the year? Do I understand how to interpret those reports?

### Actions

1. Review [Flowchart for School Leaders](#). Identify where knowledge gaps exist and use *Resources* listed below to build and enhance knowledge and skills.
2. Review the resource [School Leaders: Connect PVAAS Reports to Your Purpose\(s\)](#).
3. Review resources from additional data sources to build and enhance knowledge and skills.

### Resources

- Document: [Flowchart for School Leaders](#)
- Document: [School Leaders: Connect PVAAS Reports to Your Purpose\(s\)](#)
- [PVAAS e-Learning Modules](#) (choose modules most helpful to build own skills)
- Document: [What Do the PVAAS Colors Mean?](#)
- Video: [Understanding PVAAS to Round the Bases & Head to Home](#)

## Step 3 – Assess Knowledge of Staff & Plan Professional Learning

### Questions

1. Am I certain my staff understand the concept of growth, and the key differences between achievement and growth?
2. Am I certain my staff understand the concept of projections, and how to use the projections in planning for current students?
3. What professional learning opportunities can be planned for implementation throughout the year to enhance use of PVAAS? Which of these can also support the use of PVAAS reporting with other data tools/sources?
4. What professional learning opportunities can be planned for implementation throughout the year that address needs uncovered in teacher-specific data?
5. Am I able to lead staff in understanding how PVAAS reports can be used along with additional data sources throughout the year?

### Actions

1. Assess, review, and/or reinforce the concept of growth – and the key differences between achievement and growth – as needed.
2. Assess, review, and/or reinforce the concept of projections – and how to use projections in planning and monitoring progress of current students.
3. Assess where knowledge gaps exist and develop plan for year-long opportunities to address gaps and enhance use of PVAAS reports. Provide staff with information on which reports inform what types of work.
4. Provide enhanced professional learning opportunities for teacher leaders to build capacity and support within the school.
5. Review the PVAAS Professional Learning Opportunities for the current year to plan professional learning opportunities for staff.
6. Plan for the distribution and discussion of specific resources to enhance use of PVAAS data, based on assessment of knowledge gaps and tied to work being done at specific times throughout the year.
7. Identify teacher leaders to build long-term capacity and develop customized plan for their enhanced training.

### Resources

- [PVAAS Professional Learning Opportunities](#)
- Video: [Foundations of PVAAS Growth Reporting](#)
- Video: [Foundations of PVAAS Student Projections](#)
- Document: [What Should You Know About PVAAS?](#)

- [PVAAS e-Learning Modules](#) (choose modules specific to assessed needs; differentiate for staff and purposes)
- Document: [School Leaders: Connect PVAAS Reports to Your Purpose\(s\)](#)
- Document: [Teachers: Connect PVAAS Reports to Your Purpose\(s\)](#)
- Document: [School Leaders: How to Use PVAAS to Plan Professional Learning](#)
- Video: [Understand the Composite](#)
- Video: [Understanding PVAAS to Round the Bases & Head to Home](#)
- Online Help: [Creating a Custom Student Report](#)
- Online Help: [Assigning a Custom Student Report](#)
- Online Help: [Using the Custom Student Report](#)

## Step 4 – Plan to Establish the Big Picture

### Questions

1. How will I prepare staff to use the School Launchpad, Growth of Student Groups report, and Custom Student Reports to identify goals and priorities for the current year at the grade and/or subject levels (i.e., school-wide, grade/subject specific, teacher level)?
2. How will I align the work of instructional leadership (i.e., observations, walkthroughs, professional learning, lesson plan review) to the needs of the teachers and students as identified in PVAAS and other data sources?

### Actions

1. Reserve time for fall faculty meeting(s) to review School Launchpad, Growth of Student Groups report, and Custom Student Reports.
2. Plan and schedule (following faculty review) to meet with grade level and/or subject level data teams to dig deeply into PVAAS reports for purpose of developing specific plans of action for current students.
3. Identify teacher leaders to facilitate “digging deeper” discussions with staff.
4. Identify school level data sources that will be used throughout the year to track student progress toward goals.

### Resources

- [PVAAS e-Learning Modules](#)
- Document: [Complete Guide to Using PVAAS to Set Growth Goals and Priorities](#)
- Document: [Using PVAAS Custom Student Reports](#)
- Document: [Student Projections: Using Projected Percentile versus Projection Probability](#)
- Documents: [Digging Deeper Guides](#)
  - ELA/Literature
  - Mathematics/Algebra I
  - Science/Biology
  - Students with History of Higher Achievement
  - Students with History of Lower Achievement

## **Step 5 – Develop Plan to Use Key PVAAS Reports throughout the Year**

### **Questions**

1. How can I plan now to ensure that key PVAAS reports are used by staff during the year to inform their work?
2. How can I plan now to ensure that additional data sources are analyzed throughout the year to measure progress on student performance (i.e., PSSA, diagnostic assessments, benchmark assessments, classroom assessments)?

### **Actions**

1. Develop data meeting schedules for the entire year, aligned with the assessment calendar (i.e., grade level meetings, department meetings, ongoing data meetings).
2. Indicate which PVAAS reports will be used at what time of the year.
3. Indicate other data tools/reports that will be used and at what time of year.

### **Resources**

- Document: [Key PVAAS Reports for School Leaders](#)
- Document: [School Leaders: Connect PVAAS Reports to your Purpose\(s\)](#)

## Step 6 – Plan Teacher Conferencing Process

### Questions

1. How can I prepare to leverage PVAAS teacher-specific reports in working with each teacher to enhance their professional growth?
2. How can I efficiently schedule individual teacher conferences?
3. What do I need to do to prepare teachers for their data and conference?
4. What are my expectations for teacher goal setting based on PVAAS teacher-specific data?
5. What are my expectations for teacher goal setting in grades/subjects where no PVAAS reports are available?
6. How might I integrate teacher specific reports with the SLO process?

### Actions

1. Develop a tentative schedule for individual teacher conferences for all teachers receiving PVAAS teacher-specific reports, regardless of number of years of reporting and growth results. Consider integration of this conference with other scheduled conferences (i.e., goal development discussion/planning, evaluation summary conference).
2. Communicate expectations for teacher goal setting in grades/subjects where no PVAAS reports are available.
3. Discuss the Teacher Self-Reflection Guide, the Understand the Composite video and the Digging Deeper guides (teacher sections) with all teachers who receive PVAAS teacher-specific reports.
4. Consider and identify any teachers who might benefit from a review of the e-learning module on Teacher-Specific Reports.

### Resources

- Document: [Self-Reflection Guide for PVAAS Teacher Reporting](#)
- [PVAAS e-Learning Modules](#) - Teacher-Specific Reporting
- Video: [Using PVAAS as a Recipe for Success](#)
- Video: [Understanding the Composite](#)
- Document: [Common PVAAS Questions from Teachers](#)
- Documents: [Digging Deeper Guides](#)
  - ELA/Literature
  - Mathematics/Algebra I
  - Science/Biology
  - Students with History of Higher Achievement
  - Students with History of Lower Achievement

## Step 7 – Prepare to Respond to Release of New PVAAS Data!

### Questions

1. Is our school prepared to respond and be flexible once PVAAS reporting is released? For example, are we prepared for needed adjustments to:
  - a. Master schedule, and/or changes to schedule of tiered supports?
  - b. Identification of students receiving tiered supports, and the allocation of staff time, materials and resources?
  - c. Professional learning opportunities?
  - d. Growth and achievement goals and priorities?
  - e. Plan for progress monitoring?
2. Is our school prepared to review PVAAS data reports in conjunction with other data tools/sources once released, and throughout the school year?

### Actions

1. Use existing PVAAS reports (along with other data sources) to find ongoing patterns and trends to assist in planning for goals and priorities, professional learning, and designing course offerings and a master schedule. Use as a starting point for tweaking once fresh or new data is released.
2. Plan time to “re-look” at school-wide focus, grade-level focus, student projections, and specific established plans to tweak based on newest data.

### Resources

- LEA/District, [Local Intermediate Unit PVAAS Points of Contact](#) & PaTTAN Consultants



# School Leaders: The Super 7 Steps Timetable to Prepare for PVAAS Release

This timetable is prepared for you as an example of how you might plan specific actions based on the SUPER 7 preparation steps. Each step on the left is an action deemed to be helpful in carrying out the SUPER 7 steps; you may have additional action steps as you customize your own timetable.

1. Read each step. Determine the time period in which you plan to take that action and mark with an “X”
2. Post and use throughout the year to use PVAAS On Purpose FOR a Purpose!

Remember: Feel free to customize this timetable to make it work for you!

## Action Steps

Step 1 – Check Access	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Confirm access (my own and that of my staff). Ensure all staff know their PVAAS username and password.						
Check active accounts within eMetric and other applicable benchmark and diagnostic data tools. Make corrections as needed.						

Step 2 – Assess and Enhance my Knowledge & Skills	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Assess my own knowledge of each report on the <a href="#">Flowchart for School Leaders</a> .						
Confirm that I can explain how growth is measured in PVAAS and the difference between growth and achievement.						
Use PVAAS resources to fill in knowledge gaps and confirm understanding						
Review <a href="#">School Leaders: Connect PVAAS Reports to Your Purpose(s)</a> .						
Assess my knowledge of additional data sources and how they can be used in conjunction with PVAAS data.						

Step 3 – Assess Knowledge of Staff and Plan Professional Learning	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Check and ensure staff are able to explain the concept of growth and the key differences between achievement and growth. Plan for using the video <a href="#">Understanding PVAAS to Round the Bases &amp; Head to Home</a> to discuss concept of growth.						
Assess where knowledge gaps exist and develop plan for year-long opportunities to address gaps and enhance use of PVAAS reports. Provide staff with information on which reports inform what types of work (refer to documents <a href="#">School Leaders: Connect PVAAS Reports to Your Purpose(s)</a> , and <a href="#">Teachers: Connect PVAAS Reports to Your Purpose(s)</a> ).						
Review the <a href="#">PVAAS Professional Learning Opportunities</a> to plan professional learning opportunities for staff. Determine which PVAAS opportunities will help you and staff with your work. Ensure staff register for and access PVAAS professional learning opportunities (on-site, virtual, and/or recorded sessions).						
Plan for the distribution and discussion of specific resources to enhance use of PVAAS data, based on assessment of knowledge gaps and tied to work being done at specific times throughout the year. Be sure to consider (1) which resources and (2) which teachers (new hires, veterans, and or those new to tested grade/subject).						
Identify teacher leaders to build long-term capacity and develop customized plan for their enhanced training.						

Step 4 – Plan to Establish the Big Picture	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Designate time in fall faculty meeting for initial overview of School Launchpad, Growth of Student Groups report, and Custom Student Reports.						
Plan and schedule (following faculty review) to meet with grade level and/or subject level data teams to dig deeply into PVAAS reports for purpose of developing specific plans of action for current students.						
Use PVAAS resources to fill in knowledge gaps and confirm understanding, as needed.						
Identify school level data sources that will be used throughout the year to track student progress toward goals.						
Identify teacher leaders to facilitate <i>Digging Deeper</i> discussions with staff. (Reference and use the <a href="#">Digging Deeper Resources</a> as needed.)						

Step 5 – Develop Plan for Using Key PVAAS Reports Throughout the Year	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Develop data meeting schedules for the entire year, aligned with the assessment calendar (i.e., grade level meetings, department meetings, ongoing data meetings).						
Indicate which PVAAS reports will be used at what time of year.						
Indicate other data tools/reports that will be used and at what time of year.						

Step 6 – Plan Teacher Conferencing Process	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Develop a tentative schedule for individual teacher conferences for all teachers receiving PVAAS teacher specific reports, regardless of number of years of reporting and growth results. Consider integration of this conference with other scheduled conferences (i.e., goal development discussion/planning, evaluation summary conference).						
Communicate expectations for teacher goal-setting in grades/subjects where no PVAAS reports are available.						
Discuss the <a href="#">Self-Reflection Guide for Teacher-Specific Reporting</a> , the <a href="#">Understand the Composite</a> video and the <a href="#">Digging Deeper Guides</a> (teacher sections) with all teachers who receive PVAAS teacher-specific reports.						
Consider and identify any teachers who might benefit from a review of the <a href="#">e-Learning module</a> on Teacher-Specific Reports.						

Step 7 – Prepare to Respond to Release of New PVAAS Data!	Summer	Early Fall	Late Fall	Early Winter	Late Winter	Spring
Use existing PVAAS reports (along with other data sources) to find ongoing patterns and trends to assist in planning for goals and priorities, professional learning, and designing course offerings and a master schedule. Use as a starting point for tweaking once fresh or new data is released.						
Plan time for “re-look” at school-wide focus, grade-level focus, student projections, and specific established plans to tweak based on newest data.						