



Roster Verification



**Principal and Support Team Guide
2019**

Roster Verification Overview

- This guide provides an overview of the roster verification process for district administrators by showing selected screen shots of the online tool.
- It is not meant to be a full training but rather a “snapshot” of key features of the tool from the district administrator’s perspective.



Learning Targets

- After reviewing this guide, principals and support team members will be familiar with:
 - ✓ The Link dashboard
 - ✓ The phases of roster verification
 - ✓ How to resolve any outstanding alerts
 - ✓ How to monitor the status of teacher completion during the roster verification phase
 - ✓ How to review and approve class rosters

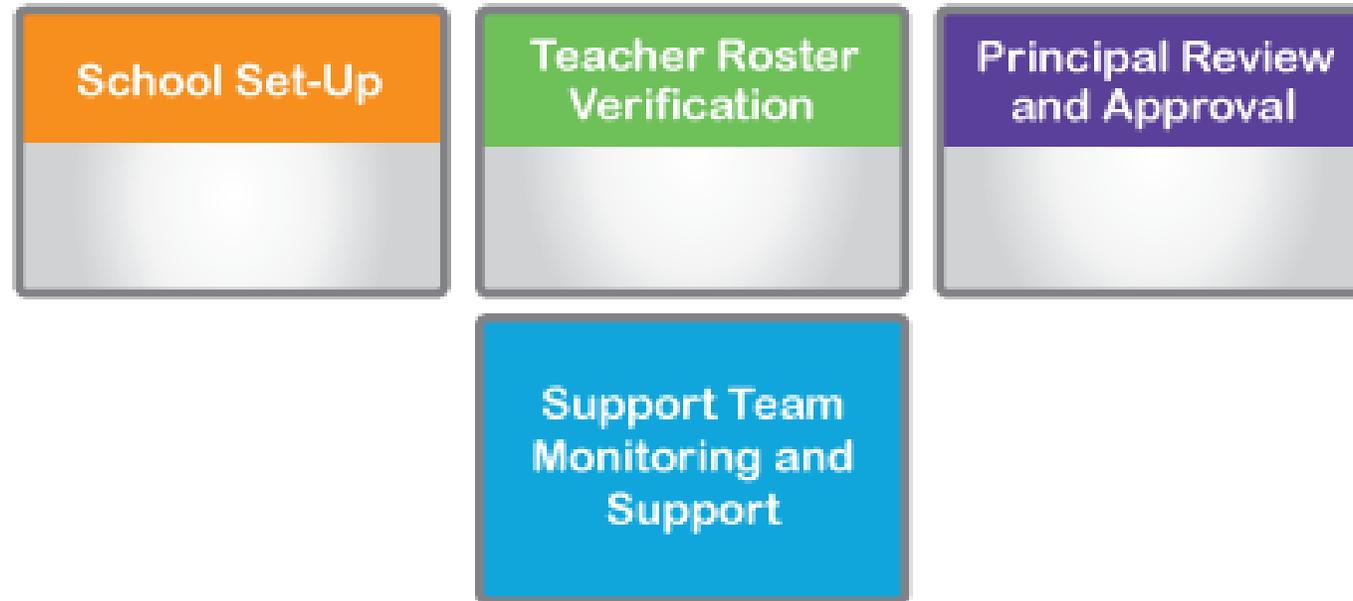
The Purpose of Roster Verification

- Roster verification was developed to give teachers an opportunity to correct the data in order to build trust and transparency.
- Teachers become involved in a process to ensure the record of instruction is ***official*** and ***right***, not ***official*** and ***wrong***.
- With roster verification, teachers get class rosters they can see, correct, and confirm.



The Big Picture

The Three Phases of Roster Verification



The Big Picture

The Three Phases of Roster Verification

- **Phase 1: School Setup**

Principals and their support teams prepare the tool for teachers to use.

Principal and Support
Team Kick-Off



The Big Picture

The Three Phases of Roster Verification

- **Phase 1: School Setup**

Principals and their support teams prepare the tool for teachers to use.

- **Phase 2: Roster Verification**

Teachers verify rosters with support from school leaders.

School-Based
Teacher Preparation



The Big Picture

The Three Phases of Roster Verification

- **Phase 1: School Setup**

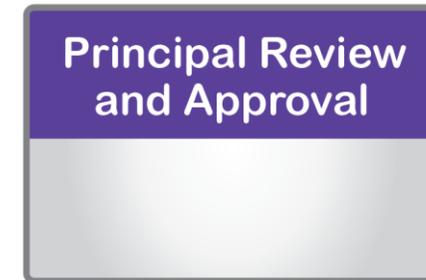
Principals and their support teams prepare the tool for teachers to use.

- **Phase 2: Roster Verification**

Teachers verify rosters with support from school leaders.

- **Phase 3: Review and Approval**

Principals and their support teams resolve alerts, errors, and omissions, and complete the process.



Phase 1: School Setup

The goal of Phase 1 is to set up classes and teachers correctly so that when teachers begin verifying rosters they see correct information.

Note: During Phase 1, principals and support staff should not be editing class rosters and correcting individual student data.

Getting Started

Your Link Dashboard

- The first thing we will look at is the Link Dashboard. It includes:
 - Tools for the three phases of roster verification
 - Important dates
 - Classes that support team members may teach
- Use the Link Dashboard to manage the process and monitor progress for your school.
- In this guide, we will show all three sections (phases) of the dashboard.
- The next page is a screen shot of a sample dashboard.

Getting Started

The Link Dashboard

The screenshot shows the Link dashboard interface for a school named Bradshaw Elem (DD41A_101). The dashboard is organized into several sections:

- Link:** A search box at the top left.
- School: Bradshaw Elem (DD41A_101):** A main section with three tabs: **School Setup**, **Roster Verification** (highlighted in green), and **Review and Approval (2 Rosters)**.
 - School Setup:** Labeled as **Phase 1**. It includes instructions: "1. Review expected classes" and "2. Review teachers & classes". A button "Review Teachers and Classes" is present.
 - Roster Verification:** Labeled as **Phase 2**. It includes instructions: "1. Facilitate teacher training", "2. Monitor teacher completion", and "3. Review unresolved teacher alerts". A button "View Teacher Completion" is present.
 - Review and Approval (2 Rosters):** Labeled as **Phase 3**. It includes instructions: "1. Review student instructions", "2. Review unresolved student alerts", and "3. Review and approve rosters". Buttons "Review Students", "Review and Approve Rosters", and "Review Summary and Approve Rosters" are present.
- Important Dates:** A sidebar on the right with three date ranges:
 - School Setup:** Jan 5 - Jan 14
 - Roster Verification:** Jan 15 - Jan 24, **Ends in 4 days**
 - Review and Approval:** Due by June 29, **Closed**
- Support Team:** A section titled "Your Support Team" showing the principal, Stanley Foley (30299-41A), with a "Change" link.
- Resources:** A sidebar on the right with links: "Teacher Tutorial", "Principal Guide", "View Hidden Alerts", "Teacher Guide", and "Contact Support".
- My Class Rosters:** A table for Stanley Foley (30299-41A) with columns "Class Name" and "Status". It currently shows "No records to display."
- School Alerts and Notifications - Last run on 1/20/2016 9:51 AM:** A table of alerts:
 - Student Completion Alerts:**
 - Student claimed more than 100% (More): 0 Alerts
 - Student claimed when not expected (More): 0 Alerts
 - Student claimed less than 100% (More): 0 Alerts
 - Student not on Roster (More): 0 Alerts
 - Teacher Completion Alerts:**
 - Rosters with no students (More): 8 Alerts
 - Grade/Subject with less than 70% of students claimed (More): 16 Alerts
 - Rosters in progress (More): 0 Alerts
- Return:** A button at the bottom left.

Callouts in the image provide additional context:

- Phase 1:** Points to the School Setup instructions.
- Phase 2:** Points to the Roster Verification instructions.
- Phase 3:** Points to the Review and Approval instructions.
- Your Support Team:** Points to the principal's name.
- Support Team members who teach classes requiring verification will see their list of class rosters:** Points to the "My Class Rosters" table.
- Issues needing attention:** Points to the "Student claimed less than 100%" alert.
- Support Resources:** Points to the "Contact Support" link.

Phase 1: School Setup

Tasks for Principals

1. Authorize Support Team members for your school.
2. Review staff and teaching assignments loaded into the system.
3. Correct teachers and/or instructional assignments by adding, updating, or removing incorrect classes.

School Setup: Task 1

Authorize Support Team Members

My Portal > Link

Link

School: Bradshaw Elem (DD41A_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (2 Rosters)
<ol style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. <p>Review Teachers and Classes</p>	<ol style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. <p>View Teacher Completion</p>	<ol style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. <p>Review Students</p>

Foley, Stanley (30299-41A)

My Class Rosters [Expected Classes](#)

Class Name
No records to display.

School Alerts and Notifications - Last run on 1/20/2016 9:51 AM [Actions](#)

Student Completion Alerts

✔ Student claimed more than 100% (More)	0 Alerts
✔ Student claimed when not expected (More)	0 Alerts
⚠ Student claimed less than 100% (More)	0 Alerts
⚠ Student not on Roster (More)	0 Alerts

Teacher Completion Alerts

⚠ Rosters with no students (More)	8 Alerts
⚠ Grade/Subject with less than 70% of students claimed (More)	16 Alerts
✔ Rosters in progress (More)	0 Alerts

Return

School Setup

Jan 5 - Jan 14

Roster Verification

Jan 15 - Jan 24
Ends in 4 days

Review and Approval

Due by June 29
Closed

Support Team [Change](#)

Foley, Stanley (principal)

Resources

[Contact Support](#)

Support Team members have access to this page and all associated data. Use Support Team members to help review, monitor, and complete the roster verification process.

Support Team members can review teacher and class information for the school, but **only school principals can approve rosters.**

Click "**Change**" to add or remove Support Team members.

School Setup: Task 2

Review Expected Classes

This screen will pop up when you first log into the system and access your dashboard.

This is an example of what you will see. Review your district's specific information to determine which teachers should be verifying which rosters.

Click "Expected Classes" to refer back to this information.

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

School Setup	Roster Verification	Review and Approval (4 Rosters)
<ol style="list-style-type: none">1. Review expected classes.2. Review teachers & classes for accuracy. <p>Review Teachers and Classes</p>	<ol style="list-style-type: none">1. Facilitate teacher training.2. Monitor teacher completion.3. Review unresolved teacher alerts. <p>Monitor Teacher Completion</p>	<ol style="list-style-type: none">1. Review student instruction.2. Review unresolved student alerts.3. Review and approve rosters. <p>Review Students</p> <p>Review and Approve Rosters</p> <p>Review Summary and Approve Rosters</p>

Expected Classes - Internet Explorer

http://dev-portal.battelleforkids.org/BFKLinkCE/core/help/inlineHelpPopup.aspx?pageTitle=Link&helpTitle=Linkage Overview&orgID=597228

i This year, your school district will be completing roster verification for the following grades and subjects:

- Reading and Math (4th-8th grade)
- Science (5th and 8th grades only)

School Setup: Task 3

Review Teachers and Instructional Assignments

The screenshot displays the 'School Setup' process for Bradshaw Elem (DD9A_101). It is divided into three main sections: 'School Setup', 'Roster Verification', and 'Review and Approval (4 Rosters)'. The 'Review Teachers and Classes' step is highlighted with a red box and a green arrow icon.

School Setup - Class View

Class View | Staff View | Subject View | Grade View

School: Bradshaw Elem (DD41A_101) | District: Stnd Link Demo District #41A (DD41A) | Print | Return

Show: Staff with Classes | for Content Area: All | Add Staff | No Students on Roster

Staff	Class	Count	Status	Actions	
Bartlett, Joan (30168-41A)	LA Integrated English Language Arts 4-6			Actions	
	LA Integrated English Language Arts 4-6			Actions	
	LA Integrated English Language Arts 4-6	11	-	Not Started	Actions
	M Mathematics 4-6	12	-	Not Started	Actions
Brady, Marvin (30308-41A)	LA Integrated English Language Arts K-3	19	-	Not Started	Actions
	M Mathematics K-3	14	-	Not Started	Actions
	Sc Science PreK-3	19	-	Not Started	Actions

Verify that each teacher who needs to verify rosters is listed here on the Class View tab **with an accurate list** of their class rosters.

Principals and support team members can add and delete staff and classes.

School Setup: Task 3 (continued)

Correct Teachers and/or Instructional Assignments

My Portal > Link > School Setup - Class View

School Setup - Class View

Class View

Use the "Show" and "Content Area" filters to expand or limit the list of displayed staff.

Search for and add missing staff who need to verify rosters.

Click "Setup Complete" once list has been reviewed and is accurate.

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A) [Print](#) [Return](#)

Show: for Content Area: ⚠ No Students on Roster

Class				
Staff:	<input type="text"/>		<input type="button" value="↺"/> <input type="button" value="ⓘ"/>	
<input checked="" type="checkbox"/> Bartlett, Joan (30168-41A)			Actions ▾	
<input type="checkbox"/> LA Integrated English Language Arts 4-6			Actions ▾	
<input type="checkbox"/> LA Integrated English Language Arts 4-6			Actions ▾	
<input type="checkbox"/> LA Integrated English Language Arts 4-6			Actions ▾	
<input type="checkbox"/> M Mathematics 4-6	12	-	Not Started	Actions ▾
<input checked="" type="checkbox"/> Brady, Marvin (30308-41A)				Actions ▾
<input type="checkbox"/> LA Integrated English Language Arts K-3	19	-	Not Started	Actions ▾
<input type="checkbox"/> M Mathematics K-3				Actions ▾
<input type="checkbox"/> Sc Science PreK-3				Actions ▾

Click on a class roster to display the roster details including students.

Use the "Actions" button on the **teacher row** to:
Add missing classes. (A new class will have an empty roster to which teachers can add students.)
Remove staff who did not work in your building. It is not necessary to remove staff who are not verifying rosters. (This option becomes active when all classes for that teacher have been deleted.)

Use the "Actions" button on the **roster row** to:
Delete inaccurate classes.
Copy or transfer classes to another teacher.

School Setup is complete...

when teachers and class rosters requiring verification are accurately listed.



Phase 2: Roster Verification

During this phase, teachers confirm:

- Which students they taught,
- During what period of instruction, and
- For what percent of instructional responsibility.

Support teams provide support and monitor completion.

Phase 2: Roster Verification

Tasks for Principals and Support Team

1. Plan and conduct a rollout with teachers who will complete roster verification to encourage participation.
2. Monitor completion regularly to ensure all staff who need to complete roster verification do so by the deadline.
3. Assist teachers with questions or concerns.

Roster Verification: Task 1

Plan and Conduct Rollout

Leverage communication and training resources so that participating teachers:

- ✓ Understand the purpose of Roster Verification .
- ✓ Know how to access the system and their login information.
- ✓ Know how and when to complete the three-step roster verification process.
- ✓ Know where to access any Guidelines or FAQ information and have an understanding of local policies regarding Roster Verification.
- ✓ Know who to contact with questions.

Roster Verification: Task 2

Monitor Teacher Completion

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

School Setup

- 1. Review expected classes.
- 2. Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

Roster Verification

- 1. Facilitate teacher training.
- 2. Monitor teacher completion.
- 3. Review unresolved teacher alerts.

[Monitor Teacher Completion](#)

Review and Approval (4 Rosters)

[My Portal](#) > [Link](#) > Monitor Teacher Completion

Monitor Teacher Completion

School: Bradshaw Elem (DD41A_101) District: Stnd Link Demo District #41A (DD41A)

Roster Completion

At this point, we see that the majority of rosters have not been started by teachers, a couple are in progress, and several have been submitted for approval.

During Phase 2, the Support Team should focus on making certain all class rosters have been submitted for approval.

Principals may approve rosters individually as they are submitted. However, it is best to approve rosters during the Review and Approval time period for consistency and efficiency.

Monitor individual teacher progress. Rosters not started, in progress, or unapproved require action by the teacher. Submitted rosters are ready for principal approval.

Click a teacher's name to view their classes.

Roster Completion Show: All Staff

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions	
Bartlett, Joan (30168-41A)	4	4	-	-	-	-	-	-	-	Actions
Brady, Marvin (30308-41A)	4	3	-	-	1	-	-	-	-	Actions
Burch, Kathleen (30163-41A)	1	-	1	-	-	-	-	-	-	Actions
Freeman, Harold (30142-41A)	2	2	-	-	-	-	-	-	-	Actions

Roster Verification: Task 2 (continued)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 1/1/2025

Student Completion Alerts

- ⚠ Student claimed more than 100% [\(More\)](#)
- ✅ Student claimed when not expected [\(More\)](#)
- ✅ Student not on Roster [\(More\)](#)
- ⚠ Student claimed less than 100% [\(More\)](#)

Teacher Completion Alerts

- ⚠ Rosters with no students [My Portal > Link > Alert Details](#)
- ⚠ Grade/Subject with no students [My Portal > Link > Alert Details](#)
- ✅ Rosters in progress

Alert Details

School: Bradshaw Elem (DD9A_101) District: Stnd Link Demo District #9A [Return](#)

Alert Category: Teacher Completion Alerts Alert Type: Rosters with no students

This alert checks for course rosters not containing any students. To fix these course rosters, click on the *View/Fix* link below to view the roster and add students for linkage.

Alert Details	Action
Benson, Edwin (30009-9A) - Mathematics 4-6 (110150)	View / Edit
Burch, Kathleen (30163-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Freeman, Harold (30142-9A) - Algebra I (110301)	View / Edit
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Green, Edwin (30213-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	View / Edit
Green, Edwin (30213-9A) - Mathematics 4-6 (110150)	View / Edit
Green, Edwin (30213-9A) - Science 4-6 (132120)	View / Edit
Green, Edwin (30213-9A) - Science 4-6 (132120)	View / Edit
Sanford, Alma (30008-9A) - Integrated English Language Arts 4-6 (050154)	View / Edit

[Return](#)

Alerts highlight information that may require review.

On occasion, alerts may need to be refreshed. Click "Actions" and select "Refresh."

The alert refresh may take a few minutes to complete, however you can continue to do other work in the application while it is in progress.

Click "16 Alerts" to review.

Different alerts require different actions. In this example of a "Rosters with no students," these rosters are empty. To resolve this alert you could do one of the following: Ask the teacher to add students, verify and submit, or click "View/Edit" and delete the roster if not valid.

Roster Verification: Task 2 (continued)

Monitor Teacher Completion

School Alerts and Notifications - Last run on 3/8/2015 7:36 PM

Student Completion Alerts

- ⚠ Student claimed more than 100% [\(More\)](#)
- ✅ Student claimed when not expected [\(More\)](#)
- ⚠ Student claimed less than 100% [\(More\)](#)
- ✅ Student not on Roster [\(More\)](#)

Teacher Completion Alerts

- ⚠ Rosters with no students
- ⚠ Grade/Subject mismatches

Alert Summary By Building

Std Link Demo District #9A

School: Bradshaw Elem Show: All Alert Types

Staff Name	Rosters with no students	Student claimed less than 100%	Total Alerts
ⓧ Hobbs, Alma (30256-9A)	-	26	26
ⓧ Mcknight, Robert (30082-9A)	-	26	26
ⓧ Todd, Maria (30218-9A)	-	26	26
ⓧ Lyons, Anthony (30012-9A)	-	25	25
ⓧ Larsen, Alvin (30284-9A)	-	23	23
ⓧ Benson, Edwin (30009-9A)	1	21	22
ⓧ Underwood, Louis (30038-9A)	-		
ⓧ Freeman, Harold (30142-9A)	1		
ⓧ Green, Edwin (30213-9A)	6		
ⓧ Bartlett, Joan (30168-9A)	-		
ⓧ Burch, Kathleen (30163-9A)	1		
ⓧ Sanford, Alma (30008-9A)	1		

Return

Actions

- 👤 View By Teacher
- 🔍 Review Acknowledged
- 🔄 Refresh

0 Alerts

[83 Alerts](#)

0 Alerts

You can view alerts by teacher. This can be very helpful for a principal or support member.

Here, you might start by checking with the teachers who have rosters with no students to determine whether those rosters should be deleted or simply still need to be verified.

Roster Verification: Task 3

Monitor Teacher Completion

- Use the information in the guides and FAQs to assist teachers where possible.
- Contact your district support team with questions.

Roster verification is complete...

when teachers have verified and submitted their rosters and teacher completion alerts have been resolved.

Phase 3: Review and Approval

During this phase, principals and support teams ensure that all teachers have completed roster verification representing the most accurate summary of instructional responsibility for students at the school throughout the school year with minimal errors or omissions.

Phase 3: Review and Approval

Tasks

1. Review reports and alerts in the system and make corrections where appropriate (e.g., under-claimed students or students without a teacher).
2. Review changes with teachers who completed roster verification as necessary and appropriate.
3. Approve the school's verified roster information as accurate and complete.

Review and Approval: Task 1

Review Reports and Alerts

School: Bradshaw Elem (DD9A_101) [Expected Classes](#)

School Setup

- Review expected classes.
- Review teachers & classes for accuracy.

[Review Teachers and Classes](#)

Roster Verification

- Facilitate teacher training.
- Monitor teacher completion.
- Review unresolved teacher alerts.

[Monitor Teacher Completion](#)

Review and Approval (4 Rosters)

- Review student instruction.
- Review unresolved student alerts.
- Review and approve rosters.

[Review Students](#)

[Review and Approve Rosters](#)

[Review Summary and Approve Rosters](#)

SCHOOL: Bradshaw Elem (DD41B_101) DISTRICT: Strnd Link Demo D

⊘ Student Not On Roster
 ✔ Complete
 + Overclaimed
 - Underclaimed
 ! Claimed when not in School

Show: for Content Area:

Student Name	Grade	Language Arts	Math	Science	Social Studies
Aguirre, Eddie (201182-41B)	4	+	✔	✔	✔
Anderson, Florence (201048-41B)	3	⊘	-	-	-
Ashley, Heather (200071-41B)					

Anderson, Florence (201048-41B)

Show:

Class	Teacher	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun
Language Arts	+ Add to Roster									
Not On Roster										
Language Arts Total:		0%	0%	0%	0%	0%	0%	0%	0%	0%
Math	+ Add to Roster									
A1 Mathematics K-3	Brady, Marvin	50	50	50	50	50	50	50	50	50
Acknowledge Alert: <input type="checkbox"/>										
Math Total:		50%	50%	50%	50%	50%	50%	50%	50%	50%

This report indicates that Florence is not on a Language Arts class roster.

Click to add this student to an existing class roster.

If information is correct, address the alert by acknowledging it.



Review and Approval: Task 1 (continued)

Review Reports and Alerts

Home > Link > Review Students Help

Review Students

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B) Actions ▾

Ⓡ Student Not On Roster ✓ Complete + Overclaimed ⊖ Underclaimed
! Claimed when not in School

Show: for Content Area:

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All] ▾				
Aguirre, Eddie (201182-41B)	4	+	✓	✓	✓
Anderson, Florence (201048-41B)	3	Ⓡ	⊖	⊖	⊖
Ashley, Heather (200071-41B)	3	⊖	⊖	⊖	⊖

Heather's instruction also requires review.

Review and Approval: Task 2

Review Changes with Teachers as Needed

B Student Roster Summary

Anderson, Susan (200670-41B)

Show: All Content Areas

Class	Teacher	Jan	Feb	Mar	Apr	May/June
Language Arts	<input type="button" value="+ Add to Roster"/>					
E11 Integrated English Language Arts 4-6	Mcknight, Robert	100	100	100	100	100
Language Arts Total:		100%	100%	100%	100%	100%
Math	<input type="button" value="+ Add to Roster"/>					
A1 Mathematics 4-6	Mcknight, Robert	60	60	60	60	60
Acknowledge Alert: <input type="checkbox"/>		60%	60%	60%	60%	60%
Math Total:		60%	60%	60%	60%	60%
Science	<input type="button" value="+ Add to Roster"/>					
B Science 4-6	Mcknight, Robert	100	100	100	100	100
Science Total:		100%	100%	100%	100%	100%
Social Studies	<input type="button" value="+ Add to Roster"/>					
SS Social Studies 4-6	Mcknight, Robert	100	100	100	100	100
Social Studies Total:		100%	100%	100%	100%	100%
Months not in Bradshaw Elem (DD41B_101):		<input type="checkbox"/>				

Any changes to acknowledged alerts will require you to refresh alerts.

Callout 1: This student is not 100% claimed in Math.
Should another teacher claim this student? If yes, then add this student to a teacher's roster.

Callout 2: If the claimed instruction is in fact accurate, address the alert by acknowledging it.

Review and Approval: Task 3

Approve School's Verified Rosters

- This is an optional step that facilitates the review and approval of individual class rosters prior to final school approval.

The screenshot displays the 'Review and Approve Classes' interface for School: Bradshaw Elem (DD9A_101). The interface is divided into three main sections: 'School Setup', 'Roster Verification', and 'Review and Approval (4 Rosters)'. The 'Review and Approval' section is highlighted with a red box around the 'Review and Approve Rosters' link.

Review and Approve Classes

School: Bradshaw Elem (DD9A_101) District: Stnd Link Demo District #9A

Staff	Pending Approval
Bartlett, Joan (30168-9A)	2 classes
Brady, Marvin (30308-9A)	3 classes
Hammond, Brandon (30049-9A)	2 classes

Click on "2 classes" to review a summary of changes for this teacher's submitted rosters.

Return

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > [Link](#) > [Review and Approve Classes](#) > Principal Review Report

Principal Review Report

Hobbs, Alma (20256-41B) Approve All

Changes to pre-loaded class rosters are summarized below. Students receiving 100% of assigned instruction from this teacher for each month are not shown. Show: Unapproved Rosters ▼

E11 Integrated English Language A Status: Submitted View Approve
(1 out of 16 students)

This page displays changes such as students who were added or deleted, as well as any students who are claimed less than 100%. To view or make changes to a roster, click "View" to open it.

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Mccall, Carolyn (200855-41B)	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added

A1 Mathematics 4-6 Status: Submitted View Approve
(3 out of 26 students)

If all changes are accurate, approve this roster.

Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Gilliam, Nicole (200704-41B)	50%	50%	50%	50%	50%	50%	50%	50%	50%	
Kelly, Brian (200072-41B)	100%	100%	100%	100%	100%	100%	100%	100%	100%	Added
Rosario, Nicholas (200616-41B)	50%	50%	50%	50%	50%	50%	50%	50%	50%	

B Science 4-6 Status: Submitted View Approve
(0 out of 26 students)

No Changes



Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

Approval - Teacher Completion

1. Review Teacher Completion | 2. Review Students | 3. Approve Rosters | 4. Approve School

Roster Completion

Category	Count
Approved	4
Submitted	15
Unapproved	0
In Progress	2
Not Started	32
Pending Deletion	0
Deleted	1

Staff	# Classes	Not Started	In Progress	Unapproved	Submitted	Approved	Pending Deletion	Deleted	# Student Deletions
Bartlett, Joan (30168-41A)	4	1	-	-	3	-	-	-	1
Freeman, Harold (30142-41A)	2	-	-	-	1	-	-	1	-
Green, Edwin (30213-41A)	7	6	-	-	1	-	-	-	-
Hammond, Brandon (30049-41A)	4	-	-	-	2	-	-	-	-
Lyons, Anthony (30012-41A)	4	-	-	-	4	-	-	-	-
Underwood, Louis (30038-41A)	4	-	-	-	4	-	-	-	-
Totals					15			1	1

View: 25 | Page 1 of 1, items 1 to 6 of 6.

Next | Cancel

School approval is a four-step process. If necessary, "Approve Rosters" may be completed multiple times during the Review and Approval period.

Review teacher completion. For school approval, all rosters should have been submitted and some may have already been approved individually.

Click "Next" after confirming that all rosters have been submitted.



Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

Home > Link > Approval - Student Completion Help

Approval - Student Completion

1 — 2 — 3 — 4
Review Teacher Completion Review Students Approve Rosters Approve School

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B)

R Student Not On Roster ✓ Complete + Overclaimed ⊖ Underclaimed
i Claimed when not in School

Show: for Content Area:

Student Name	Grade	Language Arts	Math	Science	Social Studies
<input type="text"/>	[All]				
Aguirre, Eddie (201182-41B)	4	+	✓	✓	✓
Anderson, Florence (201048-41B)	3	R	⊖	⊖	⊖
Ashley, Heather (200071-41B)	3	⊖	⊖	⊖	⊖
Avery, Jamie (200589-41B)					
Galloway, Kristin (200961-41B)	3				
Garrett, Carlos (201353-41B)	6				

1 2 3 4 Page 1 of 4, items 1 to 50 of 183.

1 — 2 — 3 — 4
Review Teacher Completion Review Students Approve Rosters Approve School

Back Next Cancel

Review students.
For flagged students whose instruction may not be fully claimed, verify whether they should be added to a roster.

Click "Next" when you understand why all remaining students are still flagged.

Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My BFK > Link > Approval - Approve Rosters

Approval - Approve Rosters

You are about to Approve All Completed Linkage Classes in your organization. Please make sure you have spot-checked shared instruction, staff with numerous classes, staff who have multi-organization classes and others you feel necessary. Click

School: Bradshaw Elem (DD41B_101)

Number of Rosters Pending Approval: 28

Content Area: All

Number of unique students in all submitted and approved rosters.

Grade	Language Arts	Math	Science	Social Studies
3	-	20	-	-
4	54	36	37	36
5	45	45	45	45
6	52	52	52	52

Statement of Accuracy & Completeness
I understand that the data I am submitting will be used to determine academic gains. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Back Approve Rosters Cancel

Approve rosters.
Notice the number of rosters pending approval. A count of students in all submitted and approved rosters is also provided.

Approving rosters can be completed multiple times if necessary.

Click "Approve Rosters" when you have reviewed the verification summary and Statement of Accuracy, and are ready to approve rosters.



Review and Approval: Task 3 (continued)

Approve School's Verified Rosters

My Portal > Link > Approval - Approve School

Approval - Approve School

 Rosters were approved successfully.

1 Review Teacher Completion 2 Review Students 3 Approve Rosters 4 Approve School

You are about to approve roster verification for your organization which will indicate to administrators that you have completed the approval process. Please make sure all rosters have been verified and the class and student information are complete and accurate to the best of your knowledge. Click "Approve School" to continue or "Cancel" to return.

School: Bradshaw Elem (DD41B_101) District: Stnd Link Demo District #41B (DD41B)

Content Area:

Number of rosters in each subject and status.

Roster Status	Language Arts	Math	Science	Social Studies	Algebra I
Not Started	5	4	4	3	1
Approved	16	10	8	7	-

Statement of Accuracy & Assurance
I understand that the data is accurate and complete to the best of my knowledge. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Approve the school.

Review the number of unique rosters in each grade and subject.

Click "Approve School" when you are ready to submit the school's rosters.

Review and Approval is complete...

when student instruction is accurately documented and class rosters have been approved.

THANK YOU!

