

## PROCEDURES FOR TEACHER ROSTER VERIFICATION

- Districts are required to provide instructional personnel the opportunity to review class rosters that will be used in their evaluation for accuracy and to correct errors.
- To meet this requirement, Miami-Dade County Public Schools has created a process via a link on the Employee Portal for the compulsory verification of class rosters as it relates to the students the teacher is responsible for on the last day of FTE Week.
- This link will be made available to teachers after the October FTE Survey and after the February FTE Survey. Screen samples below.

### Roster Verification

[View Roster For Current FTE Survey](#)

Only Internet Explorer is recommended.

[Roster Correction Form](#)

[Any Questions?](#)

[2014-15 Procedures for Teacher Roster Verification](#)

- The teacher will log on to the Employee Portal and click on the [View Roster for Current FTE Survey](#) link to view the class roster. Should the roster have an error, [FM-7494](#), Roster Correction Form, is available as a link.
- This Roster Correction Form must be downloaded, completed by the teacher; and submitted to [tchrroster@dadeschools.net](mailto:tchrroster@dadeschools.net) for processing. The principal will be contacted to review the request. If the principal confirms the requested change, the correction will be made.
- Once the correction has been made, the class roster will be updated (nightly); the teacher will be able to see the correction within 24 hours and approve the roster.
- A link (to the Federal and State Compliance Office at [tchrroster@dadeschools.net](mailto:tchrroster@dadeschools.net)) labeled "Any Questions" will support emails regarding questions about the rosters.
- **Teachers will be allowed to reset their roster acceptance. It is labeled in red as follows: "ACCEPTED ROSTER IN ERROR? CLICK TO RESET." See sample below. The relevant record is deleted from the roster table as accepted when the reset button is pressed so that the teachers may accept again.**

### Roster Verification

#### Roster Accepted

[View Roster For Current FTE Survey](#)

Only Internet Explorer is recommended.

[Roster Correction Form](#)

[Any Questions?](#)

[2014-15 Procedures for Teacher Roster Verification](#)

The Roster Verification links are only active for approximately 3 weeks after Survey 2 (October) and approximately 3 weeks after Survey 3 (February). Teachers will see the following when the links are not active:

[Roster Verification](#)

**No Roster Acceptance Required At This Time!**

[Roster Correction Form](#)

[Any Questions?](#)

- The teacher roster is a snapshot from FTE Week. Students not enrolled in class during FTE Week may not be added to a roster and students that withdrew after FTE Week must stay on the roster. Students enrolled and marked present one of the days during FTE Week must stay on the roster. Period changes that do not impact the students instructed do not require a roster change.
- This roster will serve as the major source of the students who will be included in a teacher's value added score. All students who appear on the roster for a teacher will be included in the calculations, assuming they have the necessary test scores.