

Roster Verification Phase Actions

These are highlights of actions that need to be taken for Roster Verification. For more specific guidance with this process, please see the Roster Verification e-Learning found on the [TVAAS](#) site. All District and School Administrators automatically have Roster Approver permission.

Preview Phase

District and School Roster Approver Actions:

- Make sure all schools are listed on the District Roster Verification Summary.
- Ensure that each school has the appropriate rosters.
- Ensure that the appropriate teachers have access to Roster Verification.
- Make sure each teacher has the appropriate roster. Add and remove rosters as needed. For example, adding a roster for special education teachers who need claim students.
- Mark rosters ineligible, if appropriate.
- Add Roster Approver permission to other users to assist with Roster Verification. Account management is required.

Teacher Phase

School Roster Approver Actions:

- Ensure that a roster is listed for each tested grade/subject or course taught in the school.
- Submit rosters for teachers on leave or who are unavailable to complete rostering during the Teacher Phase.

Teacher Actions:

- Ensure that a roster is listed for each tested grade/subject or course taught.
- Ensure that the correct students are listed in each roster. Add or remove students as needed.
- Claim instructional time and instructional availability.
- Submit a completed roster before the end of this phase.

School Phase

School Roster Approvers can begin reviewing rosters as soon as a teacher submits.

School Roster Approver Actions:

- Resolve overclaiming or underclaiming of students.
- Add or remove students from a teacher's roster as needed.
- Adjust percentages in the data columns as needed.
- Return rosters to teachers as needed.
- Approve and submit rosters to the district.

District Phase*District Roster Approver Actions:*

- Review rosters and edit as needed.
- Return rosters to schools for corrections. School Roster Approvers cannot return rosters to teachers during this phase.
- Resolve overclaimed and underclaimed students.
- Approve school rosters.
- Submit rosters to SAS.
- After rosters have been submitted to SAS, they cannot be returned to the district.