

## Portfolio Teacher Roster Verification Guidance for Portfolio Leads

Portfolio leads must maintain an accurate teacher roster in the portfolio platform, including adding or removing teachers. Portfolio teacher roster verification ensures the correct teachers have Portfolium access to upload and self-score their student artifacts. This process requires portfolio leads to review the teacher roster in the Portfolio platform for accuracy, ensuring the district's selected non-tested teachers receive an individual growth score.

### Completing the Portfolio Roster Verification Process

- Log in to [Portfolium](#) > Select Role - District Administrator > Select Year – 2023-24
- On the far left of the screen, select the Reporting tab. Scroll down the page to find the column labeled User Directory and select Teachers. This will download the Teacher Roster Report spreadsheet.
  - Check that every teacher in your district/charters' selected grade/model is on the roster.
  - Go to Column - Was Access Removed. A column that contains a "1" indicates the educator has been removed from your district's directory list and will not submit a portfolio. Filter Column - Was Access Removed to show only 0. This will give a complete list of teachers in your directory who have access to the platform for this year.
  - Check each column for accuracy:
    - **Portfolio Model** - Populated based on the teachers' selection in the platform. If portfolio model is *BLANK*, advise educators to log in and select their portfolio model.
    - **Activated** - Populated based on information in the platform: *1* indicates the educator has activated their account and *0* means the educator has not activated their account. For accounts showing *0*, advise your educators to log in and activate their accounts.
    - **Teacher License Number (TLN)** - Check TNCompass and make sure the nine-digit TLNs are accurate. Both TNCompass and the Teacher Roster Report will have the three leading zeros.
- If corrections need to be made to your Teacher Roster Report, complete the [Add/Remove Template](#) and email it to [Portfolio.Questions@tn.gov](mailto:Portfolio.Questions@tn.gov) or before **Friday, February 2, 2024**.
- After corrections are submitted, allow 5-7 business days, then download a new Teacher Roster Report and review for accuracy on or before **Friday, February 2, 2024**. After corrections are submitted, allow 5-7 business days, then download a new Teacher Roster Report and review for accuracy.
  - Reasons to **Add** a teacher to the roster:

- The teacher was left off the original roster. This teacher has been in the classroom all school year.
- This teacher has been in the classroom all school year, but just received an active permit, waiver, or TLN.
- Reasons to **Remove** a teacher from the roster:
- The teacher has been marked Partial Year Exemption (PYE) in TNCompass. For details, click here: [Partial Year Exemptions](#).
  - The teacher is not teaching in the portfolio implementing grade/model this school year. The teacher may have switched grade levels or content areas since the original roster was submitted.
  - The teacher is assigned to three or more schools this school year.
  - The teacher also teaches in a tested grade and receives an individual TVAAS score.
  - The teacher is a special education teacher. For example, the teacher team teaches with a general education teacher (Inclusion) or teaches a self-contained special education class.
- Reasons to **Update** a teacher on the roster:
- The teacher's first or last name is misspelled.
  - The teacher's email is incorrect. The teacher cannot receive emails at the account rostered.
  - The teacher's TLN is incorrect.
  - The teacher's school ID is incorrect.
- When the Teacher Roster Report is correct, complete the [Roster Verification form](#) no later than **Friday, February 9, 2024**.

With questions, contact [Portfolio.Questions@tn.gov](mailto:Portfolio.Questions@tn.gov).