# 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 TNPortfolio 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 TNPortfolio > Reports > Teacher Report.
- Select Download CSV. This will download the Teacher Roster Report spreadsheet.

    o Check that every teacher in your district/charters' selected grade/model is on the roster.

    o Check each column for accuracy:

        ▪ **Teacher License Number (TLN) -** Check TNCompass and make sure the nine-digit TLNs are accurate.

        ▪ **Email-** Check for accuracy. This is the teacher's school email.

        ▪ **Portfolio Model-** Check for accuracy.

        ▪ **Date TNPortfolio Accessed-** If this is blank, the teacher has not logged in with their SSO account. Contact the teacher to support with log in.

- If everything is correct, complete the Roster Verification form no later than **Friday, January 31, 2025.**

- If corrections need to be made to your teacher roster, complete the Add/Remove Template and email it to Portfolio.Questions@tn.gov or before **Friday, January 24, 2025.**

    o 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.

    o 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.

- o   Reasons to **Update** a teacher on the roster:

    - The teacher's first or last name is misspelled.

    - The teacher's school email is incorrect.

    - The teacher's TLN is incorrect.

    - The teacher's portfolio model is incorrect.

- After corrections are submitted, download the portfolio teacher report again and review for accuracy. If correct, complete the [Roster Verification form](#) no later than **Friday, January 31, 2025.**

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