

# Teacher Student Roster Verification Report

## Teacher Instructions

### Step 1: Log-in at: <http://eservices.nysed.gov/taa/>

- If you have not done so, create an account using the PIN you received from your principal. For help creating your account, [click here](#).

### Step 2: Choose a grade level/subject

The screenshot shows the NYS Teacher Student Roster Report interface. At the top, there is a navigation bar with the NYS logo and the title 'Teacher Student Roster Report'. Below this, there are three dropdown menus for selecting a course: 'Grade 4 English Language Arts', 'Grade 4 Mathematics', and 'Grade 4 Science'. The 'Grade 4 English Language Arts' dropdown is currently selected and highlighted with a red arrow. To the right of these menus, the user's name 'IORDANOU, FROILAN' is displayed. Below the navigation bar, there is a welcome message: 'Welcome to the Teacher Student Roster Report'. Underneath, it says: 'Using the dropdown menu above select the course and section for which you would like to review your data. If any data are incorrect please contact your district's data coordinator.'

### Step 3: Click “SHOW FULL YEAR SNAPSHOT”

The screenshot shows the NYS Teacher Student Roster Report interface for 'AUQUILLA, TYHEEN' at 'BRIDGEPORT ELEMENTARY SCHOOL'. The 'Grade 4 English Language Arts' dropdown is selected. Below the navigation bar, the page title is 'GRADE 4 ENGLISH LANGUAGE ARTS'. There are two buttons: 'VIEWING ASSESSMENT SNAPSHOT' and 'SHOW FULL YEAR SNAPSHOT'. The 'SHOW FULL YEAR SNAPSHOT' button is highlighted with a red circle. Below the buttons, there is a message: 'There is currently no data for this snapshot. This could be for two reasons. 1. Your course does not have a state assessment, or 2. Roster data as of the date of a State assessment has not been reported yet.' Below this message, there is a section titled 'What do I do now?' with the instruction: 'Click below to show roster data as of the end of the school year. View Full Year Snapshot'.

### Step 4: Check each student’s Linkage Start Date & Linkage End Date

The screenshot shows the NYS Teacher Student Roster Report interface for 'AUQUILLA, TYHEEN' at 'BRIDGEPORT ELEMENTARY SCHOOL'. The 'Grade 4 English Language Arts' dropdown is selected. Below the navigation bar, the page title is 'GRADE 4 ENGLISH LANGUAGE ARTS'. There are two buttons: 'SHOW ASSESSMENT SNAPSHOT' and 'VIEWING FULL YEAR SNAPSHOT'. The 'VIEWING FULL YEAR SNAPSHOT' button is selected. Below the buttons, there is a table of student data. The table has five columns: 'Local ID', 'Name', 'Snapshot Date', 'Linkage Start Date', and 'Linkage End Date'. The 'Linkage Start Date' and 'Linkage End Date' columns are highlighted with red boxes. The table contains four rows of student data.

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000211578	AUQUILLA, DEHYTREI	06/30/12	09/07/11	06/30/12
000471781	AUQUILLA, KEYANA	06/30/12	09/07/11	06/30/12
000332802	CAMBRIDGE-BOONE, HALEYROSE	06/30/12	09/07/11	06/30/12
000199149	DARNOWSKY, CURTISSA	06/30/12	09/07/11	06/30/12

Note:

- Linkage Start Date should be the date that the student first entered your class.
- Linkage End Date should be the last date that the student will be/was in your class.
  - Students currently enrolled will show 06/30/13.
  - Students who have exited will show the last day that the student was in your class.
- Students who have exited and then re-entered will be listed twice on this report. Check the dates for both records.
- If you took a leave this year for more than 10 days, you are not responsible for the students during the leave. This report should reflect your leave.

### Step 5: Report any discrepancies to your Building Principal