

Teacher-Student Roster Verification 101 Handbook 2017-18

Dear Teacher:

The purpose of this booklet is to help guide you through the Teacher-Student Roster Verification process.

As per the **Hudson City School District and Hudson Teachers Association Annual Professional Performance Review Plan III**, classroom teachers will verify the subjects and/or student rosters assigned to them on a regular basis. New for this year, only classroom teachers providing instruction in grades 3-8 ELA and /or 3-8 Math and/or Math Regents courses will have to review their rosters. Roster data for other courses will not be displayed in your TAA online report. Teachers will report, in writing, any inaccuracies to the Data Coordinator, Marlena Peduzzi.

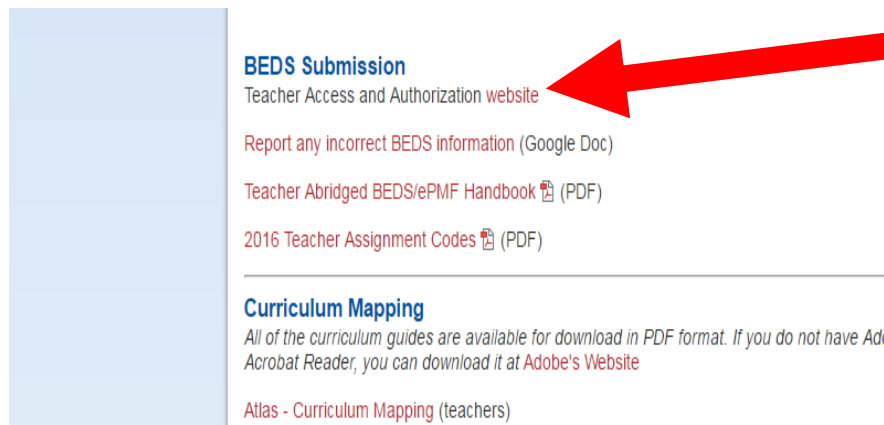
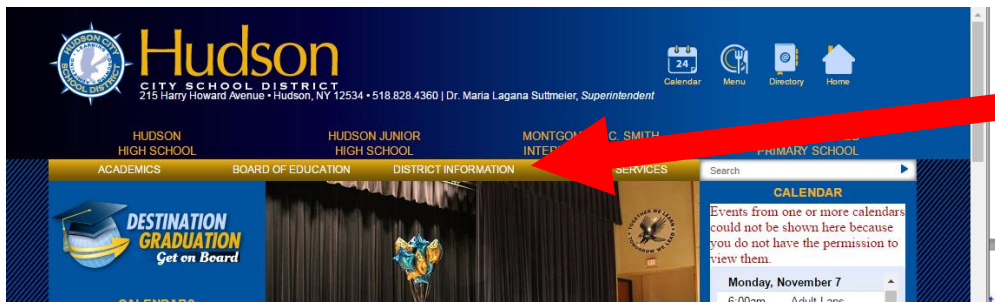
In short, the verification of your rosters and student attendance/enrollment data will ensure that your APPR scores are correctly generated come this spring.

Your TSDL (Teacher-Student Data Linkage) Rosters are now available for verification in the NYSED TAA (Teacher Access and Authorization) Portal. To view and verify your roster(s) please follow the directions below.

Thank you in advance for your time and effort.

To access the login page, please go to: <https://eservices.nysed.gov/taa/login.htm>

You can also access this page directly from the “District Information” pull down menu on the district website. Scroll down and click on the “Employee Info & Resources” tab, then select “Teacher Access and Authorization” website under “BEDS Submission”



This is the same login page used to access the ePMF BEDS information that you completed in the fall.

If you used the TAA portal either last year to verify your rosters or in the fall to enter your BEDs assignments, you will log into the system with the same **username** and **password**. Your username should be your HCSD email address. If this username isn't working, some of you may still be using your old email address as your current username, i.e. peduzzim@hudsoncityschooldistrict.com. If you forgot your password and/or username, click on the appropriate links. If you have forgotten your password and the answers to your security questions please follow the instructions in the attached file entitled "Resetting Your TAA Account" or email Marlena Peduzzi at peduzzim@hudsoncsd.org. These instructions can also be found on the X drive in the "APPR Materials" folder, which is located in the "Faculty & Staff" folder.

Teacher Access and Authorization (TAA)

Account Creation and Resets

To access TAA, users need to create an account. Once you create an account you will have access to both the **Teacher Student Roster Verification (TSRV)** system and the **electronic Personnel Master File (ePMF)** application. For more information, please see the [TAA Application User Guide](#).

For Administrators

When building administrators log into TAA, you will only see your teachers that have selected and submitted the PMF form for your building. For more information, please see the [TAA Application User Guide](#).

TAA Applications

Teacher Student Roster Verification Application

This system is used to verify district/BOCES/charter school reported roster data for teachers and principals outside of NYC. [More information...](#)

ePMF

The electronic Personnel Master File, ePMF, collects data submitted by teachers such as the sections they teach, including class assignment, grade level taught, and years teaching. [More information...](#)

Login

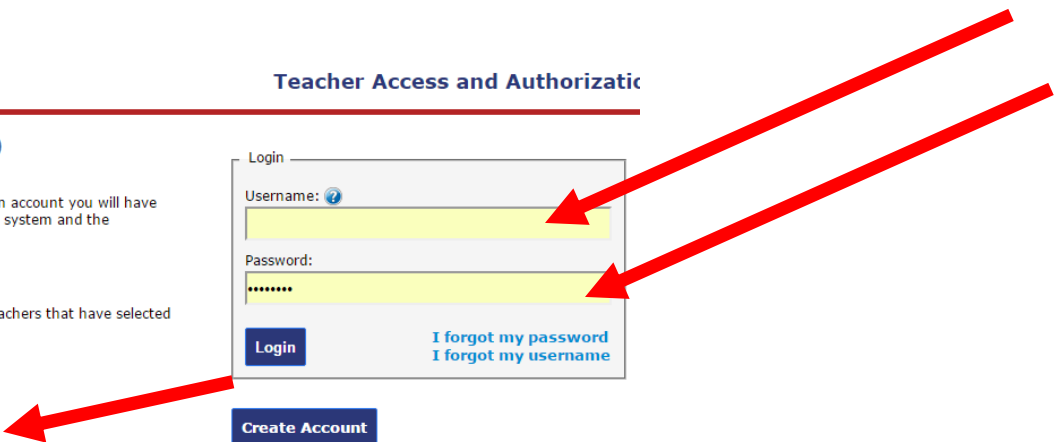
Username:

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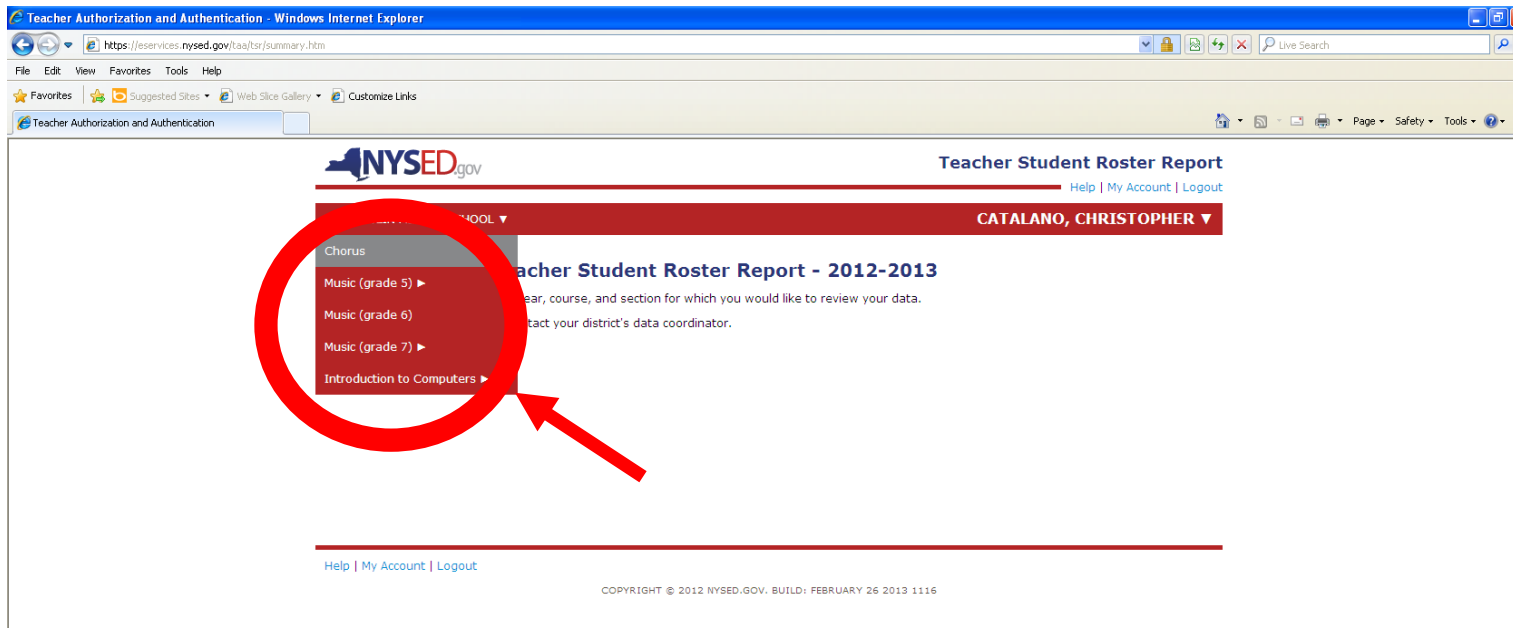
[Login](#) [I forgot my password](#)
[I forgot my username](#)

[Create Account](#)

[Need help with your account?](#)



STEP 1: Verify Courses and Classes – Check and make sure that each of your classes is included in the drop down menu on the top left of the screen. Only courses linked to state assessments are reported in your TSRV reports in 2017-18; roster data for other courses will not be displayed in your TAA online report. Please note that anything that you teach that is NOT in eSD (i.e. you are not a teacher of record for attendance) will not be included.



STEP 2: Verify your Student Roster Linkage Data for Each Class – Click on one class at a time and verify the student list. You can ignore the column that says, “Snapshot Date,” as this will be 06/30/2018 for all students. Verify the linkage start date for each student, which should be the first day of attendance for the student in your class. Verify the linkage end date for each student. If the

student is withdrawn from your class, the last day of attendance will appear. If the student is still enrolled, the last day of school should appear.

The screenshot shows the NYSED Teacher Student Roster Report interface. At the top, it displays the NYSED logo and the title 'Teacher Student Roster Report'. Below this, there are navigation links for 'Help/Resources', 'My Account', and 'Logout'. The report is for 'Year' 2016-17, 'LETCHWORTH CSD', and 'PMFs'. The teacher's name is 'UBALDO, JENDI'. The subject is 'GEOMETRY - 2016-17' and the school is 'LETCHWORTH SENIOR HIGH SCHOOL'. The report is a 'VIEWING ASSESSMENT SNAPSHOT' and was last updated on 07/20/2014. The table below shows student data for three courses: MAT200-S07, MAT200-S09, and MAT221-S03. The columns are Local ID, Name, Snapshot Date, Linkage Start Date, and Linkage End Date. The Linkage Start and End Date columns are circled in red.

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000247322	CIEPLENSKI, PHILLAYSIA	06/03/14	06/03/13	06/03/14
000427954	EAGAN, JR., KALERE	06/03/14	09/03/13	06/03/14
000269107	FELDER-WASHINGTON, DREIANNA	06/03/14	09/03/13	06/03/14
000594594	FIGUEROA MORA, TYHEEN	06/03/14	09/03/13	06/03/14

STEP 3: If you find ANY ERRORS:

1. Click the PDF button on the screen and print the roster report from the TAA.
2. Highlight the errors and notate corrections
 - a. Please try and be as specific as you can in your description of the problem.

3. Attach this roster report to the completed “HCSO TSDL Verification Form 17-18”
4. Send all documentation inter-school mail to Marlana Peduzzi at the District Offices.
5. Verify your roster report again in two weeks and submit an updated Verification form to Marlana Peduzzi at the District Offices.
 - a. Please be patient while errors are corrected.

If you find NO ERRORS: Go Straight to STEP 4.

If you have any questions or would like assistance, please contact Marlana Peduzzi at peduzzim@hudsoncsd.org.

STEP 4: Final Step – After all errors have been corrected, please sign and date the district *Teacher-Student Roster Verification* form to indicate that you were successfully able to access your account and verify your data. This form is attached to this email as “HCSO TSDL Verification Form 17-18”. This form is also located in the “APPR Materials” folder on the X-drive.

Possible explanations for missing data:

- Only classes that are linked to the following will appear in your TSDL/TSRV reports
 - Grades 3-8 ELA

- Grades 3-8 Math
- Math classes ending with a regents
- Only classes that are scheduled in eSD will show up in the system. Simply stated, if you do not take attendance for a specific group of kids that you work with during the day, you are not the teacher of record, and they will not appear as a separate class.
- eSD may need updating. Please be patient while we do this. There will be a short delay as the data corrections are uploaded to the Data Warehouse, and then uploaded to the State.

Thank you for taking the time to verify your data. If you have any questions, please either speak to or e-mail:

Marlena Peduzzi, District Data Coordinator

peduzzim@hudsoncsd.org

April Prestipino, Coordinator of School Improvement

prestipinoa@hudsoncsd.org

Thank you again!