

Class Roster – Additional Guidance



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Actions ▾

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The 3 main data categories are:

Courses, Staff, and Student.

Sharing the following.

Master Schedule

- Missing/Invalid Service IDs
- Check every Staff Assignment to check they have proper flag of Teacher of Record 087 or Long Term Sub 047
- Check the courses that should be flagged with a specific Non-Campus Based Instruction Code
- Missing Staff Assignments
- Missing Assistant/Support Teachers
- Missing Class Periods/Missing Class locations
- Staff names who are not teachers but you have as "placeholders". Should they have an actual teacher
- Course has no students scheduled

Campus Student Class Rosters

- Make sure New students are added to their proper scheduled courses for Snapshot Sept 29
- Demographics/Unique IDs are correct
- Students' entry and withdrawal in courses correct

HR System

- new hires as of Sept 29 are added
- Demographics/unique ids are correct
- Highest degree earned is updated
- Years of prior teaching experience is updated

Also, make sure you have access to the proper TEAL TSDS Role of Core Data Completer with the Privilege of Class Roster.

I hope this helps. Also, please check with your ESC, as they may have conducted the training on this already.

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Reply

