



# Roster Verification Alert Guidelines

Since every situation is unique, the following is for **reference** only, and it is the responsibility of the administrator to check alerts and address them.

<b>NOTICE ABOUT ALERTS:</b> <ul style="list-style-type: none"> <li>Alerts will only update on the Roster Verification dashboard when they are manually refreshed. To refresh alerts, click on Actions→Refresh.</li> <li>If you are updating and fixing students with alerts, you will not see a change in the number, unless the alerts are refreshed.</li> </ul>	
<b>Students Claimed less than 100%</b>	<p>This alert checks for students claimed less than 100%. Click on the <i>View/Edit</i> link to view the individual student linkage report and fix linkages where appropriate.</p> <p>Acknowledge the alert if:</p> <ul style="list-style-type: none"> <li>The teacher was out on leave during the school year.</li> <li>The student was not in the course or the building for the entire course length.</li> </ul> <p>Do not acknowledge the alert if:</p> <ul style="list-style-type: none"> <li>The student was added to a roster and the percentage claim has not yet been made.</li> <li>The student is to be claimed by multiple teachers and not all have completed RV.</li> <li>The course setup needs to be adjusted→example: Full year course may need changed to Fall (FYE/Block) or Spring (FYE/Block).</li> </ul>
<b>Students Claimed more than 100%</b>	<p>This alert checks for students who are claimed in an unbalanced manner more than 100% in any subject. Click on the <i>View/Fix</i> link to view the individual student linkage report and fix linkages where appropriate.</p> <p>Do not acknowledge the alert if:</p> <ul style="list-style-type: none"> <li>The student has been incorrectly claimed by a teacher.</li> </ul>
<b>Student Claimed when not expected</b>	<p>Alert is generated when the principal has marked the student as not in building and the teacher claimed the student for that month.</p> <p>This alert cannot be acknowledged.</p> <ul style="list-style-type: none"> <li>The teacher will need to claim the student only for the months that the student was enrolled in the school.</li> </ul>

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<b>Student Not on Roster</b>	<p>This alert checks for students not claimed on a roster. Click on the <i>View/Fix</i> link to view the individual student linkage report and fix linkages where appropriate.</p> <p>Acknowledge the alert if:</p> <ul style="list-style-type: none"> <li>• The student is open enrolled out of your district.</li> <li>• The student withdrew before being enrolled for a majority of the instructional days available in any month.</li> </ul> <p>Do not acknowledge the alert if:</p> <ul style="list-style-type: none"> <li>• The student should be added to a roster.</li> </ul>
<b>Grade/Subject with less than 70% of students claimed</b>	<p>This alert checks for linkage coverage that is less than expected for any grade and subject. Click on the <i>View/Fix</i> to view the full grade level report and fix linkages where appropriate.</p> <p>This alert cannot be acknowledged.</p> <ul style="list-style-type: none"> <li>• This warning draws your attention to a potential issue regarding the number of students linked in the particular grade level or subject.</li> </ul>
<b>Roster not assigned to teacher</b>	<p>This alert checks for course rosters not assigned to a teacher.</p> <p>This alert requires one of the following actions:</p> <ul style="list-style-type: none"> <li>• The course roster should be assigned to the correct teacher.</li> <li>• The course was not taught or was taught by a substitute for the entire year and should be deleted.</li> </ul>
<b>Rosters with no students</b>	<p>This alert checks for course rosters not containing any students. To fix these course rosters, click on the <i>View/Fix</i> link to view the roster and add students for linkage.</p> <p>This alert requires one of the following actions:</p> <ul style="list-style-type: none"> <li>• If the course was not taught delete the roster.</li> <li>• If the course was taught add the correct students.</li> </ul>
<b>Rosters in progress</b>	<p>This alert checks for rosters saved but not yet submitted. To fix these rosters, click on the <i>View / Edit</i> link to view the roster and submit for approval.</p> <p>This alert requires one of the following actions:</p>

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	<ul style="list-style-type: none"> <li>The teacher, principal or support team member will need to review and submit the roster.</li> </ul>
<b>Rosters with students in unexpected grade levels</b>	<p>This alert checks for class rosters that include students outside of the expected grade levels for the course.</p> <p>This warning should be reviewed for the following:</p> <ul style="list-style-type: none"> <li>Make sure that the students on the roster should really be in the course.</li> <li>Ensure the test selected for the course is accurate. <ul style="list-style-type: none"> <li>Example: for the test subject area → ELA I is a high school course and should not be used for elementary students.</li> </ul> </li> </ul>
<b>Teachers with rosters and missing email address</b>	<p>This alert requires one of the following actions:</p> <ul style="list-style-type: none"> <li>Provide the email address.</li> <li>If the teacher is no longer with the school, go to the roster and check the box indicating that the teacher is no longer with the school when prompted to enter their email address. A building support staff member may need to complete the roster depending on the situation. Please refer to ODE Guidelines and FAQ's for sample situations.</li> </ul>
<b>Pending Delete Approval</b>	<p>This notification cannot be acknowledged and must be corrected. It will not display on the alerts list but is found on the Manage Link Completion page.</p> <ul style="list-style-type: none"> <li>Building administrator must approve the deletion of a class. <ul style="list-style-type: none"> <li>Note: During the 4-step building approval process, the course deletion will remain in the deleted but unapproved state.</li> </ul> </li> <li>If the deletion was a mistake, and the class should be there for the teacher, then cancel the deletion by restoring the course.</li> </ul>