

Teacher-Student Roster Verification 101 Handbook 2014-2015

Dear Teacher:

The purpose of this booklet is to help guide you through the Teacher-Student Roster Verification process. Section 30-2.3 of the Rules of the Board of Regents requires teachers and principals to be involved in the review and verification of linkage data. In short, your verification of your rosters and student attendance/enrollment data will ensure that your APPR scores are correctly generated.

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 access this page directly from the “Staff Resources” menu on the district website by selecting “Teacher-Student Roster Verification.”

If you received a “PIN” last year or earlier this year, you will log into the system with the same username and password. If you forgot your password and/or username, click on the appropriate links. Your username should be your email address.

If you have the correct username and password but are having difficulty logging in, please email a description of the issue to: Dataquest@mail.nysed.gov Please include the name under which the PIN was issued since it may be different from your current name.

Teacher Authorization and Authentication - Windows Internet Explorer

https://eservices.nysed.gov/taa/login.htm

File Edit View Favorites Tools Help

Teacher Authorization and Authentication

NYSED.gov

Teacher Access and Authorization

First Time Users

You will need to click on the Create an Account Link to begin. Please watch our [Account Creation Video walkthrough](#) for information on creating a new account, or our [TSR video walkthrough](#) for information on how to view your TSR report.

You should have received a PIN from your district. Unique PINs are generated for teachers once a district reports the appropriate teacher, student, and course data to the State Information Repository System. PIN numbers will be available on the IRS Portal for the district to download and distribute. If you have not received a PIN number please contact your district administrator.

Once you create an account you will have access to various report tools developed to assist teachers in viewing data related to the courses they teach. Simply enter your username and password to login. For more information on the Teacher Student Roster Verification Report tool, visit our [IRS Teacher Website](#).

If you identify inaccurate data within the report we ask that you work with your District Data Coordinator to correct the errors in your Student Management System.

Online Growth Reporting System

You can access the secure Online Growth Reporting System at <https://ny.growth.airast.org>. **Teachers** should use the same login and password that are used for the NYSED Teacher Student Roster Verification system. **Principals** and District-Level users should use the same username and password that are used for the NYSED Application Business Portal system.

New York City teachers and principals will be using a separate distribution process to access their reports. Information about this process is available on the [DOE website](#).

[Login](#) | [Help](#)

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If you did not receive a PIN last year, you will need to create an account. Click “I need to create an account” (blue box under login area).

STEP 1: Verify your Personal Information - Enter the last 4 digits of your SSN, date of birth, and PIN. Make sure to enter the PIN EXACTLY as it appears on your Teacher-Student Roster Verification invitation sheet, including the dashes (ABC-DEF-GHIJ). Then enter the image verification (i.e. “man”). Click “Verify My Information.”

The screenshot shows a Windows Internet Explorer browser window displaying the NYSED Teacher Authorization and Authentication page. The URL bar shows a secure connection to nysed.gov. The page header includes the NYSED.gov logo and a "Create a New Account" link. The main content area is titled "Step 1: Verify Your Personal Information" and contains the following fields:

- Last 4 Social Security digits: [text input]
- Date of Birth: [MM/DD/YYYY format]
- PIN: [text input] (Note: Your PIN number should have been given to you in XXX-XXX-XXXX format.)
- Image Verification: [Image of the word "man" and "iXtXet" with a CAPTCHA overlay]

Below the image verification is a "Type the two words:" input field and a CAPTCHA logo. At the bottom of the form is a blue button labeled "Verify My Information". The footer of the page includes a "Login | Help" link and a copyright notice: "COPYRIGHT © 2012 NYSED.GOV. BUILD: FEBRUARY 26 2013 1116". The Windows taskbar at the bottom shows several open applications, including Microsoft Excel and a PIN Verification application.

STEP 2: Set up your Account – Enter your email address and create a password. Please note that your password needs to have at least one uppercase letter and one symbol. My suggestion is to use your email password, make one letter uppercase, and add an “!” at the end (i.e. bart1234 becomes Bart1234!). Enter two security questions and answers, and the check the box “I have read and agree to the terms of service. Hit “Submit Registration.” Make sure to write down your password, security questions, and security answers in a safe place.

Teacher Authorization and Authentication - Windows Internet Explorer

https://eservices.nysed.gov/taa/newaccount.htm

File Edit View Favorites Tools Help

Teacher Authorization and Authentication

NYSED.gov Create a New Account

Step 1 has successfully been verified.

Step 2: Setup your Account

Email Address: [THIS WILL ALSO BE YOUR USERNAME]

Confirm Email Address:

Password: Passwords must contain at a minimum eight characters, one capital letter and one number

Confirm Password:

Choose a security question:

Answer:

Confirm Answer:

Choose another security question:

Answer:

Confirm Answer:

☐ I have read and agree to the [Terms of Service](#)

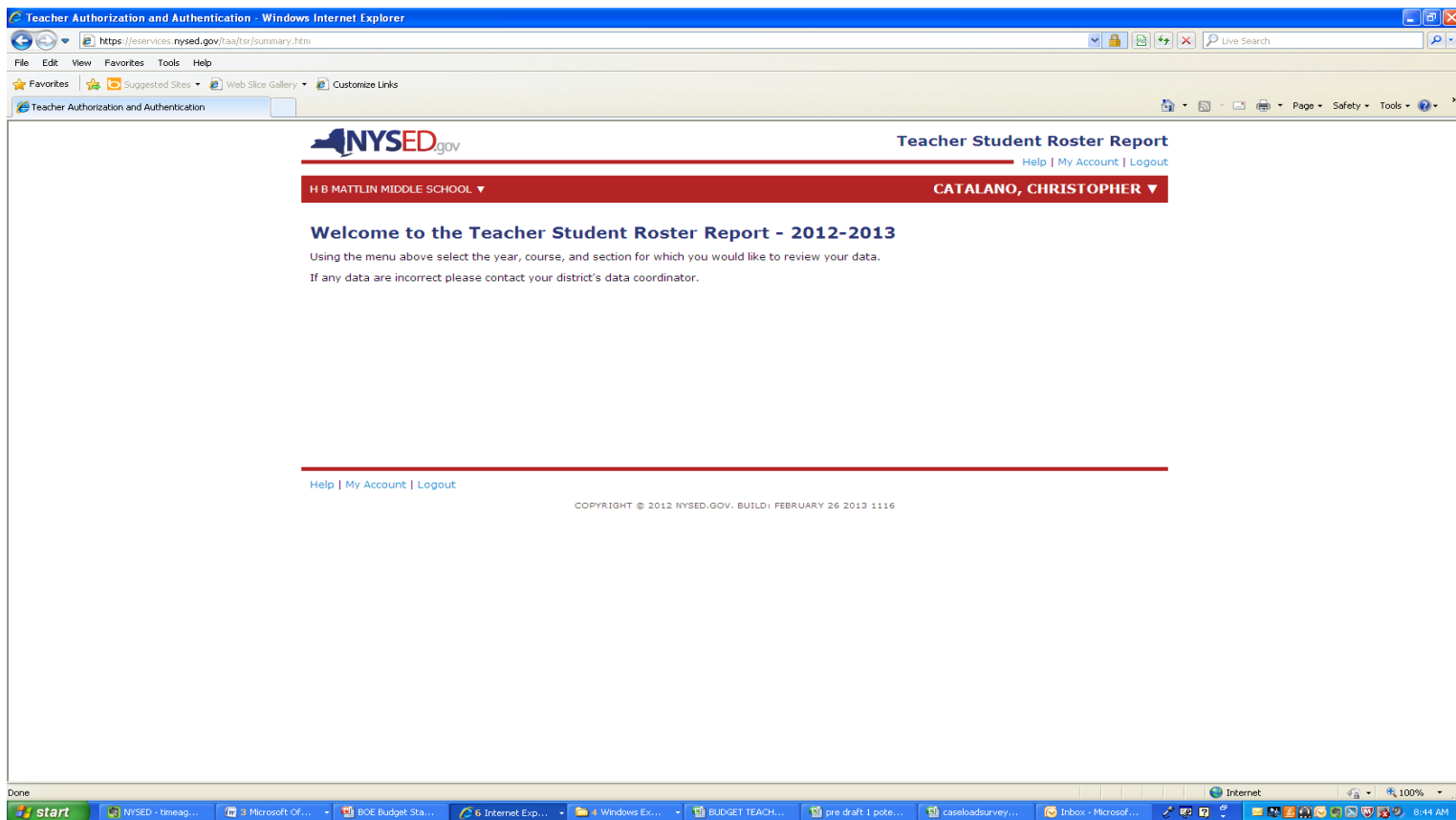
Submit Registration

[Login](#) | [Help](#)

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STEP 3: Verify Your Email – Go into your email and open the email that you should have just received from NYSED. **There is a link in the email that says, "Click Here to Confirm Your Account". CLICKING ON THIS LINK IN THE EMAIL** should complete the registration process.

STEP 4: Log into your account and verify your data – Go to the following web site: <https://eservices.nysed.gov/taa/login.htm> (you can also access this site from your school website page) and log into your account.



STEP 5: 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. If you teach semester courses, both fall and spring courses should be included. Please note that anything that you teach that is NOT in PowerSchool (i.e. you are not a teacher of record for attendance) will not be included.

STEP 6: 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 06/30/2015 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 was enrolled in a fall semester course, the last day of the semester should appear.

Teacher Authorization and Authentication - Windows Internet Explorer

https://services.nysed.gov/aaaj/sr/summary.htm?ay=471&reportID=005577947d85240e1b3ec7716259e2d

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Teacher Authorization and Authentication

NYSED.gov

Teacher Student Roster Report

Help | My Account | Logout

H B MATTLIN MIDDLE SCHOOL ▼

CATALANO, CHRISTOPHER ▼

CHORUS - 2012-2013

SHOW ASSESSMENT SNAPSHOT | VIEWING FULL YEAR SNAPSHOT

H B MATTLIN MIDDLE SCHOOL
LAST UPDATED: 02/23/2013

0672-405

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
160018054	Arnold, Frank	06/30/13	09/11/12	06/21/13
008117761	Bacarella, Samantha	06/30/13	09/04/12	10/11/12
008117010	Barsky, Scott	06/30/13	09/04/12	06/21/13
008117170	Barton, Taylor	06/30/13	09/04/12	06/21/13
008117175	Bravin, Alexa	06/30/13	09/11/12	06/21/13
008116991	Brenner, Lindsay	06/30/13	09/04/12	06/21/13
008116994	Campitello, Victoria	06/30/13	09/04/12	06/21/13
008117920	Casale, Anthony	06/30/13	09/04/12	06/21/13
90000547	Chen, Katie	06/30/13	09/04/12	10/17/12
008117641	Cohen, Madison	06/30/13	09/04/12	06/21/13
008117680	Das, Pritika	06/30/13	09/04/12	06/21/13
008117808	Diaz, Juliana	06/30/13	09/04/12	06/21/13
008117949	Drebsky, Ashley	06/30/13	09/04/12	10/11/12
008117072	Federmann, Maya	06/30/13	09/04/12	06/21/13
008117045	Fell, Brianna	06/30/13	09/04/12	09/14/12
008117935	Foster, Samantha	06/30/13	09/04/12	06/21/13
008116307	Frisch, Jacob	06/30/13	09/04/12	06/21/13
008117196	Fuggini, David	06/30/13	09/04/12	11/13/12
008117594	Gelfman, Andrew	06/30/13	09/04/12	06/21/13
008117204	Greenberg, Rebecca-Rose	06/30/13	09/04/12	06/21/13
008116185	Gruddauria, Samantha	06/30/13	09/19/12	06/21/13
008117906	Guo, Jennifer	06/30/13	09/27/12	06/21/13
160017209	Haffing, Elisa	06/30/13	09/04/12	06/21/13
160017918	Huang, Princeton	06/30/13	09/04/12	06/21/13
008117674	Iloulan, Daniela	06/30/13	10/02/12	06/21/13
008117706	Kachianos, Julia	06/30/13	09/04/12	10/11/12
160016336	Katz, Lauren	06/30/13	09/04/12	06/21/13
008117716	Kim, Matthew	06/30/13	09/04/12	10/11/12
008117721	Korn, Elizabeth	06/30/13	09/16/12	06/21/13

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STEP 7: Final Step – This year all teachers must verify this data at two times during the year.

The February roster(s) verification deadline is March 13th

The May roster(s) verification deadline is May 15th

Please sign and date a copy of your roster to indicate that you were successfully able to access your account and verify your data no later than the verification deadlines above. Hand this roster in to your Principal. If you are unable to verify your roster because you have uncovered an issue, please email your Principal as soon as possible. Please be as specific as you can in your description of the issue. You will need to verify your roster after the issue has been resolved. Please be aware that the roster is a live document and will change as a student moves in or out

of the district, changes teachers, courses, sections, etc. Make certain that the linkage dates (start and end) are accurate. Please be patient while we attempt to locate the root cause of the issue.

Thank you for taking the time to verify your roster. If have any questions, please email your Principal. Again, please try and be as specific as you can in your description of the issue.

Thank you again!

OTHER USEFUL LINKS

- The New York State TEACH System. <http://www.highered.nysed.gov/tcert/teach/home.html>
- Guidance to the field regarding the performance evaluation system for teacher and principals.
<http://usny.nysed.gov/rttt/teachers-leaders/fieldguidance/>
- New York State Education Department Student Information Repository System Guidance
<http://www.p12.nysed.gov/irs/sirs/>. Look for the document titled Reporting Teacher-Course Data in SIRS under the Policy heading
- Questions Concerning the Teacher Student Roster Verification Report should be sent to dataquest@mail.nysed.gov