

**Teacher
Guide to the
2021-22
Florida Department of
Education
Roster Verification Tool**

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Overview

Section 1012.34(1)(a), Florida Statutes, requires districts to “provide instructional personnel the opportunity to review their class rosters for accuracy and to correct any mistakes.” To assist districts in complying with this requirement, the Florida Department of Education (FLDOE) has created an online Roster Verification Tool (RVT) allowing districts, schools, and teachers to view class rosters. Changes can be made and approved as needed through this tool.

This document contains step-by-step instructions for **teacher users** to complete the online verification tool and important descriptions and explanations for the different sections of the tool. **Please refer to all sections as you complete the online tool. Teachers should be aware that the district or school must open access to the tool before the temporary login information will be active. Please contact your school coordinator if you are unable to log into the tool.**

Timeline

The opening for the Fall 2021 RVT for all districts is planned for Wednesday, December 1, 2021. Districts can set specific school and/or teacher deadlines to allow time to review school data before final submission.

2021-22 Roster Verification Tool		
Verification	Scheduled Opening Date for Districts	Due Date
Fall RVT (Survey 2) Verification based on rosters as of October 15, 2021	Wednesday, December 1, 2021	Please contact your school coordinator for due date.
Spring RVT (Survey 3) Verification based on rosters as of February 11, 2022	March 2022	Please contact your school coordinator for due date.

Contact and Help Desk

For basic RVT application issues please use the following contact information:

Contact Information

Toll-free 1-855-814-2876

IENHELP@fldoe.org

Weekdays 7:00 AM to 6:00 PM (ET)

Please note that the help desk cannot look up or reset your password. Teachers must contact their school coordinator(s) for password retrievals/resets.

If you have questions about the policies or procedures associated with RVT, please continue to contact FLDOE at ClassRoster@fldoe.org.

Teacher – Login Instructions

When accessing RVT, you will be prompted to select an available Survey (Survey 2 - Fall, Survey 3 - Spring) to log into. You will have to log in separately to access each set of data.

- **To log into the Survey, you will need to obtain your login credentials from your district or school coordinator.** Use the default username and password (not case sensitive) when logging in for the first time. Upon initial login, you will be required to create a new password. In the “old password” box, type the default password you were given. The new password must be between 8 and 15 characters long and include at least one number. Passwords are not case sensitive.

ROSTER VERIFICATION TOOL

Roster Verification Survey Options

The Roster Verification application now supports the selection of several different rosters...

Please click the button corresponding to the Roster Survey you wish to access.

FALL ROSTER, VERIFICATION AS OF

Roster Verification - Survey 2

SPRING ROSTER, VERIFICATION AS OF

Roster Verification - Survey 3

Main Menu

Change Password

Logout

CHANGE PASSWORD

Account Information

Note: Passwords must be 8 to 15 characters, including at least one number.

Old Password:

New Password:

Confirm New Password:

Change Password

- If you forget your password after initial setup and need it to be reset, please notify your School Coordinator.

Teacher – Review, Modify, and Verify Rosters Instructions

Please note, this tool allows you the opportunity to review and verify the accuracy of your class rosters. Your district reports student and staff data throughout the year, with two major data collections occurring in the Fall (Survey 2) and Spring (Survey 3) of each year. This tool includes the data that was provided by your district during those time periods.

Please use this tool as an opportunity to confirm that the information is an accurate reflection of your class roster **at the time of survey reporting**. The tool allows you the option of adding students who are missing from your class roster and removing students who were not part of your class roster, if necessary. **Please keep in mind that this review and modification is in regard to a teacher's roster at the time of survey reporting. Any changes that have occurred to your roster since that time should not be made through this tool.**

- Fall 2021 (Survey 2) verification is based on rosters as of October 15, 2021.
- Spring 2022 (Survey 3) verification is based on rosters as of February 11, 2022.

To begin reviewing your class rosters:

From the Main Menu, select the first link, “Class Rosters,” where you will find all of your classes. If you would like to make changes to a roster, open the specific roster by clicking the “Roster” link on the list. From the Review Roster page, students may be added or deleted as needed.

- You can sort your rosters as needed by clicking on the column headers on the “Class Roster Page.” You may also export your rosters to a Word document, if needed.

CLASS ROSTERS

[Previous Page](#)

Roster Search Results

[Print All Rosters Listed to MS Word \(approximately 7 page/s\)](#)
Click highlighted headers to sort by that column. Click again to reverse the sort.

No.	Term	Section	Period Begin	Period End	Course	Course Number	Changes	Rosters	Teacher Reviewed	Locked by School (Shows if school has locked teacher changes)	Locked by District (Shows if district has locked teacher/school changes)
1	1	00001	2	2			yes	Roster	3/25/2013		
2	1	00001	2	2				Roster			
3	1	00001	5	5				Roster			
4	1	00001	5	5				Roster			
5	1	00001	1	1				Roster			
6	1	00002	3	3				Roster			
7	1	00003	6	6				Roster			

To add additional students to a roster:

If a student was in your class on the verification date (October 15th for Survey 2 or February 11th for Survey 3), but is not listed on your roster in the tool, you may add that student to your roster.

ADD STUDENT TO ROSTER

To add a student to your roster, click "Show Student Search Panel" if it is hidden, then select your search criteria and click "Search Students" Once list of students appears, select the student and click "View Student Details". The student details will display. If you want to add the student click "Add to Roster".

[Show Student Search Panel](#)

At the top of the screen, there is a section titled “Add Student to Roster.” You may filter on grade, first initial of the students’ last name, and/or first initial of the students’ first name. The tool will then load a list of students at your school that can be added to your roster. Select the student’s name that you wish to add and click “View Selected Student Details.” The tool will provide the student’s name, FLEID, date of birth, gender, and race to help ensure the appropriate student was selected. If the correct student was selected, you may click “Add to Roster.” You may leave comments in the text box, if so desired.

Note that the tool will attempt to identify if the student is already on another teacher roster for the selected period. The district and/or school coordinators will resolve this issue.

The successfully added student is added to the bottom of your roster and is noted as pending until approved by the district and/or school coordinators. Changes that are not approved by the school and/or district will not be taken into account.

To remove a student from a roster:

If a student was NOT in your class on the verification date (October 15th for Survey 2 or February 11th for Survey 3), but is listed on your roster in the tool, you may request to remove that student from your roster.

In the selected roster, check the box next to the appropriate student’s name in the column “Remove from Roster.” You can select as many students as needed. Once the students that are to be removed are selected, you must click “Save comments and removal checks” at the bottom of the table. A message will appear at the top of the screen confirming your changes and the students requested for removal will be moved to the bottom of your roster and highlighted in red.

CLASS ROSTER AS OF 10/12/2012

HIGH SCHOOL,

Teacher(s):
Course:

Class Period: 6
Section:
Scheduling Method: Self-contained

Survey: 2
Term: 1

COUNT	FLEID	LOCAL ID	LAST NAME	FIRST NAME	MIDDLE	GRADE LEVEL	DETAILS	REMOVE FROM ROSTER	CHANGE	APPROVAL STATUS	TEACHER COMMENT	APPROVAL COMMENT
1						12	detail	<input type="checkbox"/>				
2						12	detail	<input type="checkbox"/>				
3						11	detail	<input type="checkbox"/>				
4						12	detail	<input type="checkbox"/>				
5						12	detail	<input type="checkbox"/>				
6						12	detail	<input type="checkbox"/>				
7						12	detail	<input type="checkbox"/>				

Save comments and removal checks Complete - Click to save any changes and lock access for teacher changes

The students requested to be removed will remain pending until approved by the district and/or school coordinators. Changes that are not approved by the school and/or district will not be taken into account. The district and/or school coordinators will ensure the student is added to the appropriate class as needed.

To leave comments on a roster:

You may leave comments in the tool to aid your school and district in their review of your changes. Type your comments into the text box at the bottom of the roster review page and click “Save comments and removal checks.” Only one comment will be saved for each student, but you may modify or add to your comments as needed.

To verify your rosters:

Once you have completed making the additions, deletions, and comments on a roster, you may mark the roster as verified. All changes submitted will still be marked as pending until the school or district reviews them. While this will note to school/districts that you have reviewed and verified each roster, this step is not required. In each roster, click the button “Click to verify that the roster above is accurate.” **You will still be able to make changes to the roster if needed.**

7						detail	<input type="checkbox"/>			
8						detail	<input type="checkbox"/>			
9						detail	<input type="checkbox"/>			

Save comments and removal checks Complete - Click to verify that the roster above is accurate

Rosters that have been verified will appear as below:

Roster Search Results

[Print All Rosters Listed to MS Word \(approximately 7 page/s\)](#)
Click highlighted headers to sort by that column. Click again to reverse the sort.

No.	Term	Section	Period Begin	Period End	Course	Course Number	Changes	Rosters	Teacher Reviewed	Locked by School (Shows if school has locked teacher changes)	Locked by District (Shows if district has locked teacher/school changes)
1	1		2	2			yes	Roster	3/25/2013		
2	1		2	2				Roster			
3	1		5	5				Roster			
4	1		5	5			yes	Roster			

If you teach at more than one School:

If you teach at more than one School, RVT will automatically display a menu of those schools that included you in their survey submissions. You may then select each school in turn to verify your

rosters. You are able to submit your completed rosters at each school individually without getting a “Read Only” lock at all schools. After completing one school, you may either use the URL back arrow at the top left of your screen to go back to the school selection menu page for your next school, return to the Main Menu and proceed again from there, or you can log out and log back in again later to complete all your schools.

Teacher - Submit Complete Rosters

Once you have reviewed all of your rosters and made the necessary changes, click “Submit Complete Rosters” from the Main Menu to submit the rosters and complete the process. **Again, please note that all changes made to your rosters will still be marked pending until approved by the school and/or district before being taken into account.**

TEACHER MAIN MENU

This Roster Verification Tool allows you the opportunity to review and verify the accuracy of your class rosters as of **10/12/2012**. Your district reports student and staff data throughout the year, with two major data collections occurring in the Fall and Spring of each year. **10/12/2012** corresponds to the close of reporting week for the **Fall** collection (i.e., **Survey 2**). This tool includes the data that was provided by your district during that time period.

Please use this tool as an opportunity to confirm that the information is an accurate reflection of your class roster at that time. The tool allows you the option of adding students who are missing from your class roster and removing students who were not part of your class roster if necessary. Please keep in mind that this review and modification is in regard to a teacher's roster as of 10/12/2012. Any changes that have occurred to your roster since **10/12/2012** should not be made through this tool.

DO NOT USE THE BROWSER'S BACK BUTTON! Use the menu buttons at the top of the screen to navigate away from this page.

- [Class Rosters](#) - View class rosters.
- [Submit Complete Rosters](#) - Once you have reviewed all your rosters and made the necessary changes, click to submit the rosters and complete the process.
- [Teacher Guide \(PDF\)](#)

Clicking the "Submit" button on this page will send notice to the school coordinator that you have completed your roster verification process. This will also change your access to read only and you will no longer be able to make changes. **If additional changes are required, please contact your school coordinator.**