Principals and Designated Approvers: 2013-14 CEI Roster Verification (May 9-June 13, 2014)

These are the standard steps for reviewing teachers' submitted rosters:

1. On your MyData Portal homepage, open the ***Improve*** menu, select ***SEIs/CEIs (Local Accountability)***, go to the ***CEI Roster Verification*** category, and click CEI Roster Verification (link to CRV module). Principals will see a list of CEI-eligible teachers based on 2013-14 scheduling. (Other approvers will see teachers delegated by the principal.) A "CEI-eligible" teacher taught at least one course that receives a CEI.
2. PRINCIPALS: To assign a staff member as the approver for a teacher, click Add in the *Delegate* column. (Approvers who are not principals can only view rosters of teachers assigned to them.)
3. Look in *Rosters to review* for teachers who have submitted their rosters.
4. Click View to the left of a teacher's name to view changes, approve or deny each roster, and add comments.
5. After making a decision on ***all*** the teacher's rosters, click ***Submit my decisions to teacher***. The teacher will receive e-mail notification of your action, including instructions if he must review a roster again.
6. Repeat steps #4 and #5 for each teacher who has submitted rosters for review.

Teachers are verifying ***only*** that rosters show the students who were instructed in their course during each term. Teachers are ***not*** attempting to apply CEI-eligibility criteria, such as absences or retention, which are evaluated automatically using data from Chancery. Students on *approved* rosters will be used as the baseline rosters for the computation of a teacher's CEIs. Students are linked to a teacher if they were properly scheduled with the teacher and were in attendance in a course for a sufficient number of days during the course-relevant testing period.

Few teachers will need to make corrections to their rosters. The window for roster verification runs from **May 9 – May 30.** Teachers should access their rosters immediately and make necessary changes as soon as possible. Teachers who wait until the last few days to begin may not finish in time. **The window cannot be extended for extenuating circumstances, even if a teacher begins before the deadline.**

If you require a teacher to adjust a roster, he will have access to that roster only until finished. **The window for *approvers* to review teachers' submitted rosters closes on June 13, 2014.** After June 13, all submitted rosters upon which the approver has not taken action will be marked as "approved."

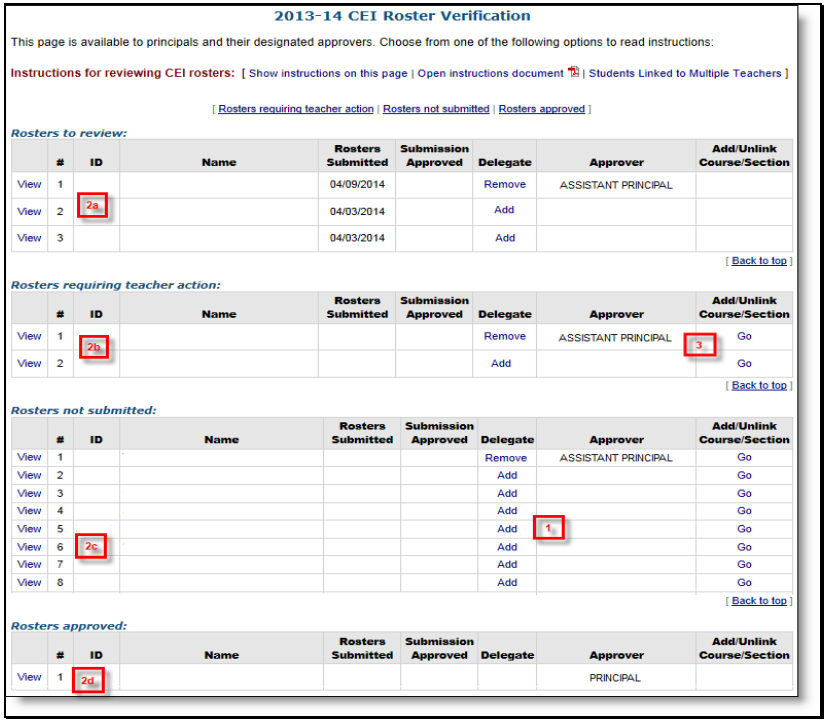
IMPORTANT MESSAGE CONCERNING ADJUSTMENTS: CEI adjustment requests cannot be made to correct *rosters*. CEI rosters must be corrected online during the CEI Roster Verification window. The CEI adjustment request process (which begins after CEI reports are published in the fall) exists *only* for concerns *other than* adding or removing students from rosters.

Click CEI Roster Verification (link to CRV module) in the ***CEI Roster Verification*** category from the ***Improve > SEIs/CEIs (Local Accountability)*** menu. This takes you to your teacher list.

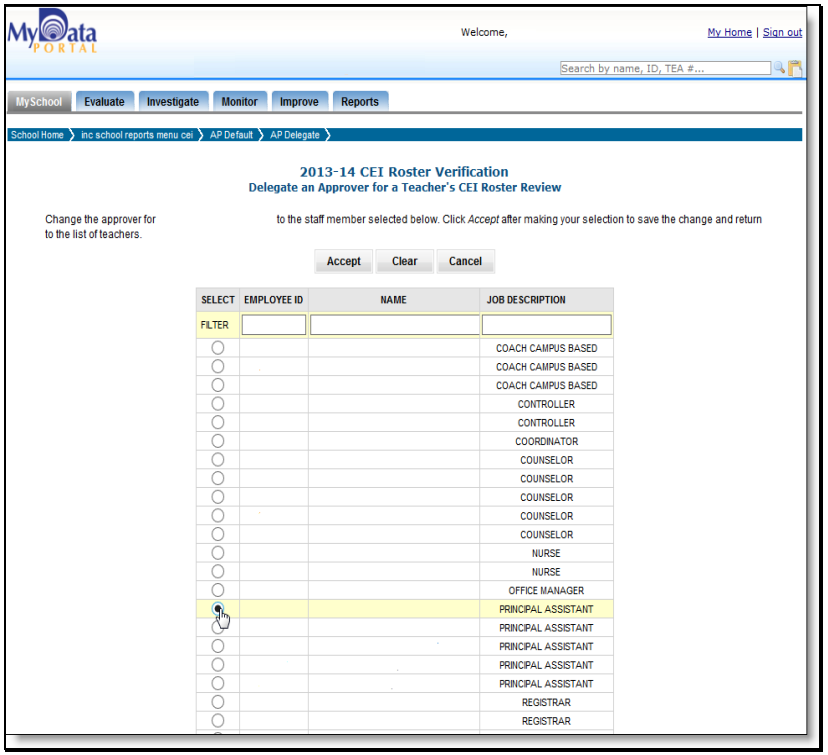
USERS WITH SCHOOLWIDE ACCOUNTS**:** If you do not see this link, you have not been designated as an approver by your principal.

PRINCIPALS: If you do not see this link, your account may not be set up for principal-level access, or your ID number may not have gotten assigned as the default approver for your campus. Contact the Office of Institutional Research at OIR@dallasisd.org**.**

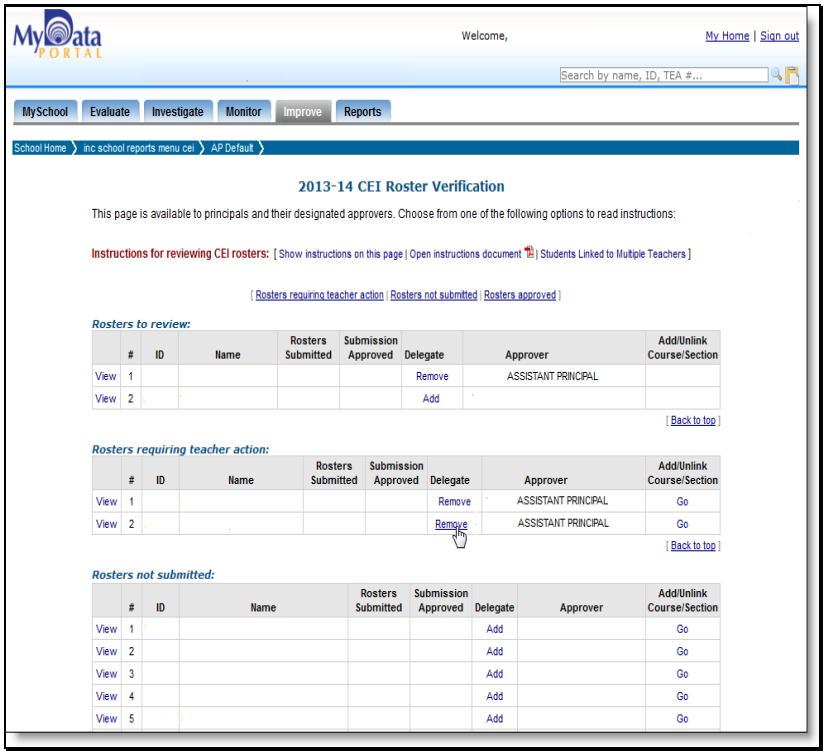
From the teacher list:



1. ***(Principals)*** Delegate the review of a teacher's rosters to another staff member. (The principal is the default approver.)
2. View a teacher's rosters:
   a. See changes and make decisions (deny or approve).
   b. See decisions requiring further action by a teacher, or reverse decisions already made on a teacher's rosters.
   c. See current state of rosters not submitted.
   d. See rosters already approved; revoke approvals.
3. ***(Principals)*** Transfer a section between teachers, add a course or section for a teacher to populate, or unlink a course or section from a teacher (not common).



1 ***Principals:*** Most of your professional staff members are listed as potential designated approvers. After selecting an approver for a teacher, click ***Accept*** to save your choice.



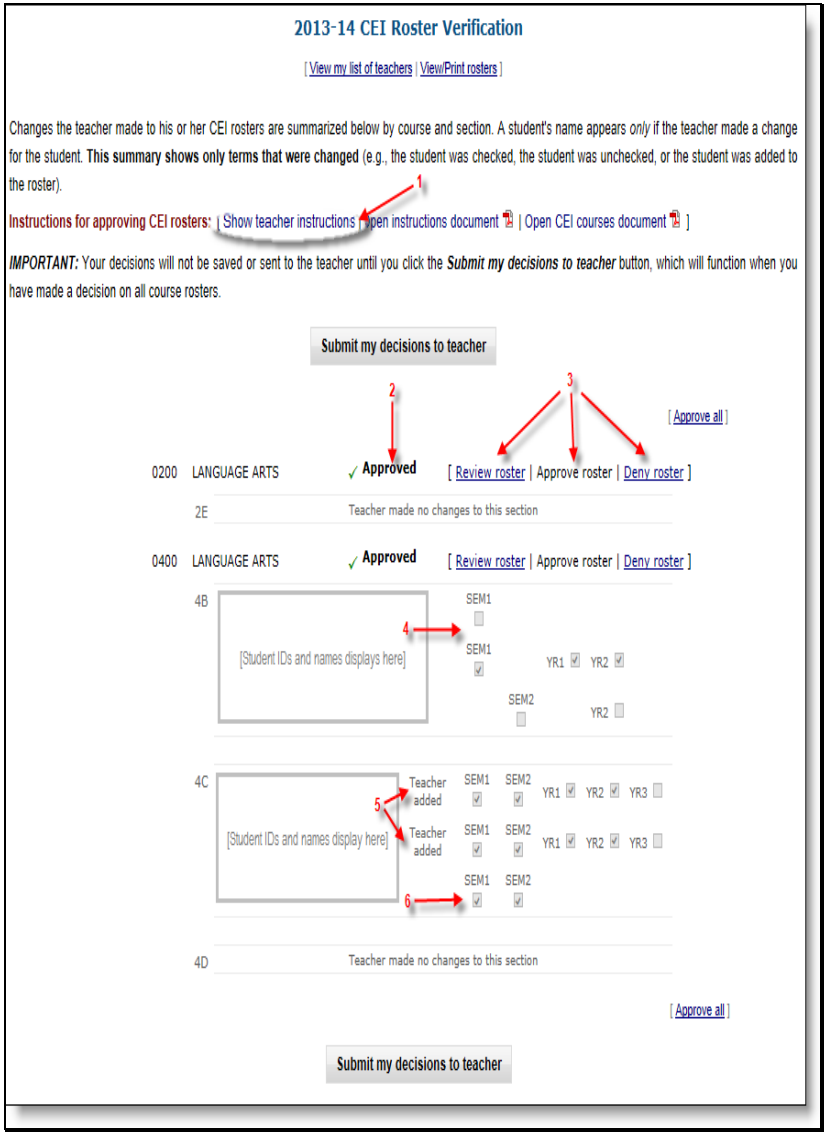
1 ***Principals:*** The approver's name will appear on the teacher list. (If you later change your mind, click Remove to remove the designated approver.)

Your name will show as the approver only after you have acted on a teacher's submission; until then, the *Approver* column remains blank and indicates you are the default approver for the teacher, and no other staff members can see the teacher's rosters.

A designated approver will have the teacher in his own teacher list when signing in.

The instructions for sections 2a-2d in this document apply to *all* approvers.

2a ***Rosters to review:*** Click View to see a summary of changes. Only terms that were changed in some way are displayed.



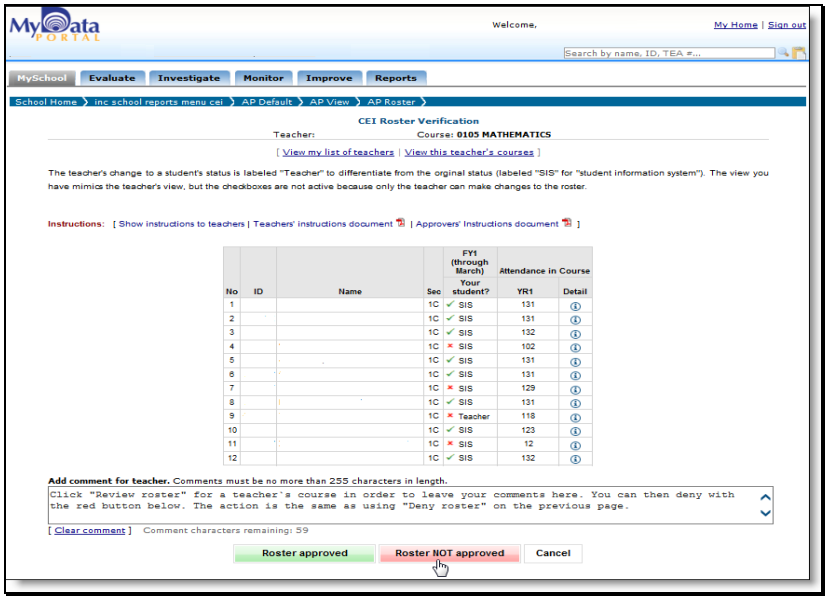
1. View detailed instructions for this page with the Show instructions on this page link. Text will appear on your screen.
2. The roster's status appears to the right of the course name. (In the example, the rosters were approved in a previous session.) Once approved, the teacher cannot access the roster to make changes.
3. For newly submitted rosters you can…
   - Review roster. See all students and sections in a view that mimics the teacher's view. (You are not able to make changes to the roster; only the teacher can make changes.)
   - Approve roster. If you are satisfied with the changes, or if none were made, approve the course roster without viewing.
   - Deny roster. If you disagree with the changes based on the summary information, deny the single course roster, making it available for the teacher to make further changes. ***NOTE: To leave comments regarding a denied roster, use Review roster. (See graphic next page.)***
4. A long list of students with unchecked boxes likely means the teacher removed all students from a section to indicate that she was not the teacher for this section. Use Review roster to see if other students remain in the section.
5. In Section 4C, you know the teacher added students to the roster because of the "Teacher added" label. You know she marked that the students were enrolled in her course for both semesters and the full year because the term checkboxes are checked.
6. Also in Section 4C, the teacher marked SEM1 and SEM2 boxes for a student that was already on her roster. Because they appear checked, you know these boxes had previously been empty, meaning Chancery data indicated that this student was not properly scheduled with the teacher and/or not in attendance in the course for a sufficient number of days during those terms. The teacher added the checkmarks to report that Chancery does not accurately reflect that the student *was* her student in these terms.
7. Your decisions will not be saved unless you click ***Submit my decisions to teacher***. The button will function after you make a

decision on each roster. The teacher will receive an e-mail message regarding your decisions.

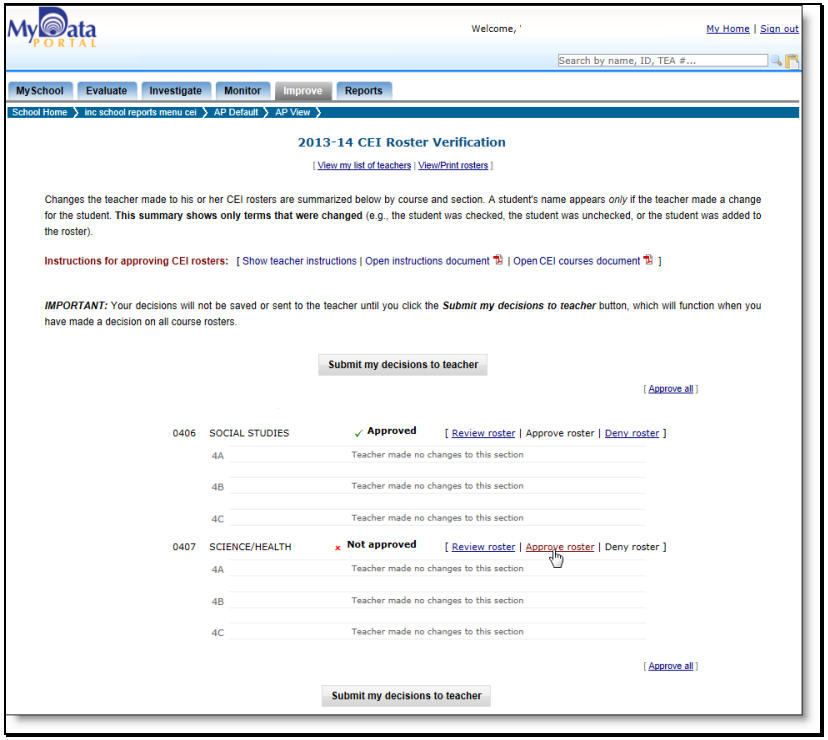
You approve or deny each roster separately, but you can quickly approve all course rosters with Approve all link above the course list on the right side. Finish with the ***Submit my decisions to teacher*** button at the bottom of the page. ***You must click the button to save your decisions.***

If you approve all rosters, the teacher's name will appear in a new table at the bottom of your teacher list. Those rosters are no longer accessible to you, and the teacher is not able to make any further changes. She has a ***View/Print*** button on her course list page to see the final versions that were submitted and approved.

NOTE ON LEAVING COMMENTS: Because a roster is not available to the teacher for further edits after you approve it, teachers cannot see comments left for rosters that were approved. Thus, you would leave a comment (see below) only if you intend to *deny* the roster. Clicking the **red *Roster NOT approved*** button after writing a comment is the same action as using the Deny roster link on the summary page.



2b ***Rosters requiring teacher action:*** Teachers in this table have at least one roster that was denied, but they have not yet returned to the roster and submitted new information. Click View to see the versions that were submitted and reviewed. No action can be taken on rosters in this table.



You cannot reverse a decision from this page. For example, if you denied a course roster but later learned that it was correct, you must contact the teacher and request that he resubmits his rosters. Once his rosters are resubmitted, his name will reappear in the *Rosters to review* table. From there click View and then Approve roster. In this example, approving the final roster will move the teacher to the *Rosters approved* table, and the teacher will receive notice that his 2013-14 CEI Rosters are complete.

For a continuous view of all information in the rosters, use the View/Print rosters link. The displayed rosters are ordered by course and section.

2013-14 CEI Roster Verification

Print this page

Teacher: Course: **2600 ALGEBRA I** Section: **1**

CEIs for this course are computed from **ALGEBRA I STAAR EOC , ALGEBRA I L STAAR EOC , ALGEBRA I SEM 1 ACP , ALGEBRA I SEM 2 ACP**

• This information was printed on 04/09/2014. This information was NOT submitted to your approver.

				Semester 1	Semester 2	YR3 (5/2/14)	Attendance in Course			
No	ID	Name	Section	Your student?	Your student?	Your student?	S1	S2	YR3	Detail
1			1	✓ SIS	✓ SIS	✓ SIS	68	68	141	ⓘ
2			1	✓ SIS	✓ SIS	✓ SIS	72	75	152	ⓘ
3			1	✗ SIS	✓ Teacher	✗ SIS	69	63	138	ⓘ
4			1	✓ SIS	✓ SIS	✓ SIS	73	73	152	ⓘ
5			1	✓ SIS	✓ SIS	✓ SIS	73	72	151	ⓘ
6			1	✗ SIS	✗ SIS	✗ SIS	40	3	45	ⓘ
7			1	✓ SIS	✓ SIS	✓ SIS	74	75	154	ⓘ
8			1	✓ Teacher	✓ SIS	✓ Teacher	74	75	155	ⓘ
9			1	✗ SIS	✗ SIS	✗ SIS	34	0	34	ⓘ
10			1	✗ SIS	✗ SIS	✗ SIS	44	0	44	ⓘ

2c ***Rosters not submitted:*** Teachers in this table have not submitted rosters to date. The View link shows the current state of their rosters, including changes they have made thus far. No action can be taken on these rosters. The teacher must complete her review and submit them.

2d ***Rosters approved:*** All rosters for teachers in this table were approved. Use View to see a summary of changes and access the printable rosters described in the graphic above. In addition, you can revoke approvals by course if necessary, which returns the rosters to the teacher for further work. This action would place the teacher's name in the *Rosters requiring teacher action* table.

Rosters approved:

	#	ID	Name	Rosters Submitted	Submission Approved	Delegate	Approver	Add/Unlink Course/Section
View	1						PRINCIPAL	
View	2						PRINCIPAL	
View	3						ASSISTANT PRINCIPAL	
View	4						PRINCIPAL	

[Back to top]

3 ***Principals:*** In rare instances, teachers will not have the correct courses available to review via their course list. A common example occurs at elementary schools: If students were scheduled with a single teacher for all courses when they should have been scheduled with multiple teachers by content area, a teacher will have courses displayed with students who she did not instruct in that subject.

The following two features allow the principal to correct errors in the school's 2013-14 master schedule that involve *multiple teachers*. It is possible to transfer sections between teachers and unlink a course or section from a teacher.

To begin, click Go next to a teacher's name in the teacher list.

Move or Copy a section (between teachers)

Move section rosters from selected teacher to another teacher, if students were not accurately assigned to teachers when scheduled in Chancery during the school year. With a *move*, the original teacher retains the roster but all students are "unlinked" from her. Copy sections from one teacher to another so that both teachers have the same roster of students associated with them for CEIs. With a *copy*, both teachers have the same student rosters and can edit them as they do other CEI rosters. Teachers receive e-mail messages confirming the updates, and the messages provide instructions.

Select check boxes for all rosters to be moved or copied, whether to "move or copy" the roster(s), and the teacher to receive the duplicated roster(s) .

0400 LANGUAGE ARTS
- ☐ 4C
- ☐ 4D

0406 SOCIAL STUDIES
- ☑ 4C
- ☐ 4D

I want to:
- ◉ MOVE
- ○ COPY

the rosters selected at left to the following teacher:

TEACHER, SAMPLE 99999

Move:ORIGINAL TEACHER will retain the original roster(s) but students will be "unlinked" and not matched to the teacher for CEIs.**TEACHER, SAMPLE (99999)** will have a copy of the roster(s) to edit as necessary.

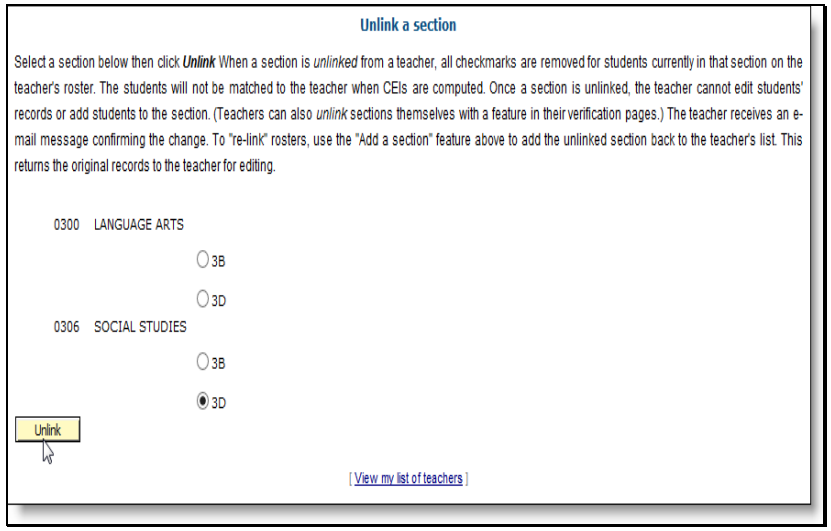
Copy: ORIGINAL TEACHER will retain the original roster(s) to edit as necessary. **TEACHER, SAMPLE (99999)** will have a copy of the roster(s) to edit as necessary.

Submit

Move/copy a section: Move rosters from the current teacher to another teacher if students were not accurately assigned to teachers when scheduled in Chancery. With a *move*, the original teacher retains the roster but all students are "unlinked" from her.

Copy sections from one teacher to another so that both teachers have the same roster of students associated with them for CEIs. With a *copy*, both teachers have the same student rosters and can edit them as they do other CEI rosters.

Select the checkbox for each roster to be moved or copied. Indicate whether you want to MOVE or COPY the rosters by selecting the appropriate radio button. Select the teacher to receive the duplicated rosters from the drop-down list. The two teachers will receive e-mail messages confirming the action. Once transferred, the receiving teacher must review and complete the new rosters as she does all her originals.



Unlink a section: This action can also be taken by the teacher: In her rosters, she would remove checkmarks from all terms for each student in the section. Particularly because slow networks can make this process tedious (teachers may need to submit changes in small increments), the option has been given to principals to do this more quickly.

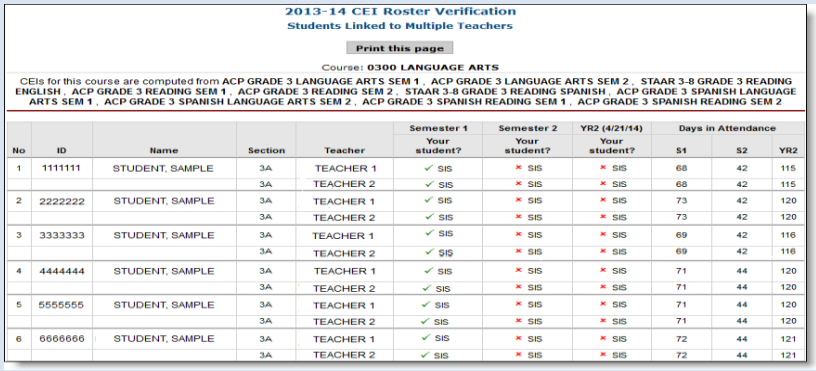
Select a single section to unlink from the teacher and click ***Unlink***. The teacher will receive notice that one of her sections has been unlinked from her for CEI purposes.

When the teacher accesses the course, the students in the unlinked section will remain on the roster. All terms will be unchecked, so these students cannot be used for computing a CEI in this course for the teacher. The affected students will be labeled "Unlinked" on the teacher's roster to record why their status was changed. No students can be added to an unlinked section. (However, students from an "unlinked" section can be moved to another section of the course that remains linked.)

IMPORTANT CEI ROSTER VERIFICATION FEATURES AND POLICIES

Principals: View Report of Students Linked with Multiple Teachers

Although it is rare, there are instances in which a student is linked to multiple teachers in the same course scheduling group during the same term. This may occur, for example, when two teachers at a campus provide instruction in the same subject area to the same set of students. A student may also be linked with multiple teachers for the same course scheduling group during the same term if he was transferred from one teacher's section to another teacher's section, but the information was not properly updated in Chancery. Additionally, in the process of correcting her CEI rosters, a teacher may add a student to her course list who is already linked to another teacher in the same course scheduling group and term. A student who is linked to two teachers in the same course scheduling group during the same term will be included in the computation of both teachers' CEIs. By providing a quick view of those students with multiple teacher linkages in submitted rosters, the "Students Linked to Multiple Teachers" report aids principals in ensuring that the appropriate groups of students are included in the computation of teachers' CEIs. To view the report, simply click the Students Linked to Multiple Teachers link above the *Rosters not submitted* table.



2013-14 CEI Roster Verification
Students Linked to Multiple Teachers

Print this page

Course: 0300 LANGUAGE ARTS

CEIs for this course are computed from ACP GRADE 3 LANGUAGE ARTS SEM 1 , ACP GRADE 3 LANGUAGE ARTS SEM 2 , STAAR 3-8 GRADE 3 READING ENGLISH , ACP GRADE 3 READING SEM 1 , ACP GRADE 3 READING SEM 2 , STAAR 3-8 GRADE 3 READING SPANISH , ACP GRADE 3 SPANISH LANGUAGE ARTS SEM 1 , ACP GRADE 3 SPANISH LANGUAGE ARTS SEM 2 , ACP GRADE 3 SPANISH READING SEM 1 , ACP GRADE 3 SPANISH READING SEM 2

					Semester 1	Semester 2	YR2 (4/21/14)	Days in Attendance		
No	ID	Name	Section	Teacher	Your student?	Your student?	Your student?	S1	S2	YR2
1	1111111	STUDENT, SAMPLE	3A	TEACHER 1	✓ SIS	✗ SIS	✗ SIS	68	42	115
			3A	TEACHER 2	✓ SIS	✗ SIS	✗ SIS	68	42	115
2	2222222	STUDENT, SAMPLE	3A	TEACHER 1	✓ SIS	✗ SIS	✗ SIS	73	42	120
			3A	TEACHER 2	✓ SIS	✗ SIS	✗ SIS	73	42	120
3	3333333	STUDENT, SAMPLE	3A	TEACHER 1	✓ SIS	✗ SIS	✗ SIS	69	42	116
			3A	TEACHER 2	✓ SIS	✗ SIS	✗ SIS	69	42	116
4	4444444	STUDENT, SAMPLE	3A	TEACHER 1	✓ SIS	✗ SIS	✗ SIS	71	44	120
			3A	TEACHER 2	✓ SIS	✗ SIS	✗ SIS	71	44	120
5	5555555	STUDENT, SAMPLE	3A	TEACHER 1	✓ SIS	✗ SIS	✗ SIS	71	44	120
			3A	TEACHER 2	✓ SIS	✗ SIS	✗ SIS	71	44	120
6	6666666	STUDENT, SAMPLE	3A	TEACHER 1	✓ SIS	✗ SIS	✗ SIS	72	44	121
			3A	TEACHER 2	✓ SIS	✗ SIS	✗ SIS	72	44	121

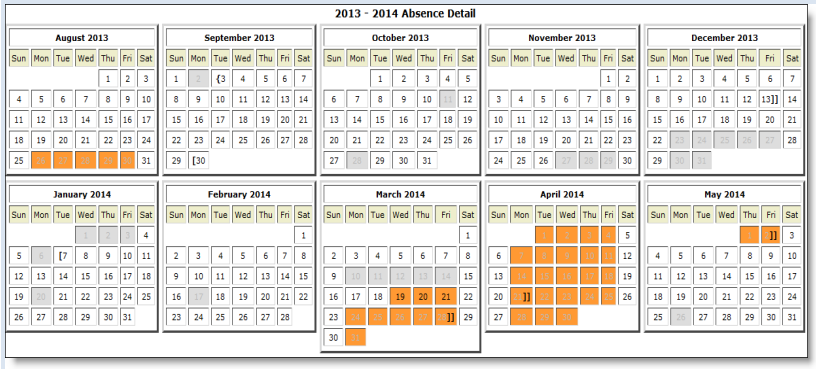
Teachers: Course Scheduling Group

Beginning with the 2013-14 CEI Roster Verification, teachers' rosters are listed under a course scheduling group instead of by individual course. Courses are considered part of the same course scheduling group if they

are evaluated with the same assessment(s) or if instruction received for a time in one course supports the instruction received in another course into which the student transfers or is concurrently enrolled. This change was put in place to more accurately track the amount of time that a student received instruction from a teacher within a single content area. For example, grade 5 language arts and reading are evaluated with the same state and local assessments (i.e. grade 5 *STAAR 3-8* Reading and grade 5 semester 1 and 2 Language Arts and Reading *ACPs*). As a result, these courses are clustered together in the 0500 Language Arts course scheduling group. It is not necessary to update your 0500 Language Arts roster to a 0503 Reading roster.

Teachers: Absence Detail Calendar

The updated absence detail calendar provides specific information about each student's scheduling and attendance record for courses within a specific course scheduling group. The dates are color-coded to assist users in quickly identifying the days in which a student was not in attendance, either due to not being scheduled in a course within a course scheduling group or simply being absent. An orange background indicates that a student was not in attendance; while a white background designates that the student was in attendance. Gray font signifies that the student was not scheduled with and/or not in attendance in the teacher's course. Black font reflects days in which the student was scheduled with and in attendance in the teacher's course. Additional calendar notations highlight the first and last days of the course-relevant testing term and student holidays.



Teachers: Reading/Language Arts CEIs for Grades 1-8

Beginning with the 2013-14 school year, Evaluation and Assessment will change the way CEIs are computed for English Language Arts/Reading courses in grades 1-8. The modification was recommended by the district's English Language Arts and Reading (ELAR) department.

- CEIs in grades 1-8 Language Arts, ELA, and Writing courses will be based on both *STAAR 3-8* Writing scores and *STAAR 3-8* Reading scores, where available. This means reading scores (whether norm-referenced or *STAAR 3-8*), will be used to compute CEIs for language arts or writing courses. Most language arts courses in grades 1-3, 5-6, and 8 will receive 2013-14 CEIs based on reading scores because no standardized, secure writing test is administered in these grades. Only in grades 4 and 7 will language arts courses receive CEIs based on writing and reading *STAAR 3-8* scores.
- CEIs in grades 1-8 Reading courses are based on scores from norm-referenced or *STAAR 3-8* reading tests and *STAAR 3-8* Writing scores, where available. This means scores from the *STAAR 3-8* writing test will be used in CEIs for reading courses.

Teachers: Availability of CEIs for Teachers On-leave

Teachers normally eligible for CEIs who have more than 20 working days of leave do not have CEIs computed for the school year because of the extensive time away from the classroom. Data from Human Capital Management is used to determine leave status.

Evaluation and Assessment provides the ability for teachers who were on leave during the school year to "opt-in". Teachers who have (or will have) more than 20 days of leave accumulated for the school year can request that CEIs be computed for them in spite of their leave. A teacher's decision to have her CEIs computed cannot be changed after the deadline for CEI Roster Verification. If a teacher "opts-in" for CEIs, they will be computed for her over the summer, and she cannot at a later time request the removal or suppression of her CEIs because of her leave status. The CEIs computed at the teacher's request will be permanent. Only *teachers* are able to opt-in to receive CEIs; no other staff can do this on their behalf. Teachers who have questions regarding how to opt-in to receive CEIs should read Page 6 of the CEI Roster Verification Teacher Instructions.

Frequently Asked Questions

1. **Q:** *How do I know what is required of teachers in reviewing their CEI rosters?*

   A: Read the teacher instruction document. A copy is available on your homepage and the teacher's homepage under the ***Improve*** tab.

2. **Q:** *We did not schedule teachers in Chancery to match the courses they actually instructed. How do I add a teacher to my teacher list, or add a course or section to a teacher's list, so he can populate the roster?*

   A: For assistance in determining if this step is necessary for your campus, contact the Office of Institutional Research at OIR@dallasisd.org.

3. **Q:** *If I deny a teacher's roster after May 30 but before June 13, can he make corrections?*

   A: Yes, to a roster that was denied. Teachers cannot *begin* the process after May 30, but they have access to rosters that were denied through June 13. Links will be removed at the end of the day June 13.

4. **Q:** *A teacher is on my list but has left my school. What do I do?*

   A: You are reviewing rosters from teachers who taught your students at some point during the year, regardless of the teachers' current locations. (Their new principals would not have information about the instructional environment at *your* school.) If the teacher has left the district, he cannot sign in to submit roster corrections. He will remain in your *Rosters not submitted* table with no consequence.

5. **Q:** *Does a teacher remove a student from her roster because the student will not meet all the criteria for inclusion in her CEI?*

   A: ***NO.*** The teacher is ***only*** to provide information that describes the students who were in her class each term. She would not attempt to apply any CEI-eligibility criteria, such as retention or appropriate test combinations, which are evaluated automatically before CEIs are computed but after all rules for CEI computation have been finalized by the district's executive team. The teacher is reporting whether she instructed each student for a term.

6. **Q:** *If a teacher did not begin teaching a group of students until later in the term, can the teacher still have the students "linked" to him for the year so that they can be included in his CEIs?*

   A: The choice to add students to a roster for the term, even if the teacher did not instruct them for the full term, must be made by the teacher and their approver. The CEIs are constructed so that these students are not linked to a teacher because it is not fair to compare teachers to one another when some have had as many as 30 fewer days with their students. Some teachers will be comfortable being held accountable for students' performance even though they had less time with the students. If this describes one of your teachers, he can add the students to his CEI rosters by checking them for the term. Once the teacher submits this change, it cannot be reversed. After they are submitted, the rosters will include the students as if they were in the teacher's course(s) for the entire term, and his CEIs will be computed with all students who are eligible for inclusion.

7. **Q:** *Does my 4th grade bilingual Reading/Language Arts (0427/0428) teacher need to update his roster to ensure that his CEIs are based on both STAAR Reading and STAAR Writing scores?*

   A: By design, the curricula for 0427 Reading/Language Arts (Spanish) and 0428 Reading/Language Arts (English) include instruction in both reading and language arts. As a result, CEIs for these courses will be based on both *STAAR* Reading and *STAAR* Writing scores. No updates are necessary to CEI rosters for teachers of courses 0427 and 0428. (Note that since 2010-11, as recommended by the Effectiveness Indices Advisory Council (EIAC) and English Language Arts (ELAR) and Multilanguage Enrichment Program (MLEP) departments, only student scores from tests of the same language as the course are used in computing CEIs for bilingual Reading/Language Arts courses. CEIs for 0x27 are based on scores from Spanish language tests, such as *Logramos* and Spanish *STAAR*, and CEIs for 0x28 are based on scores from English language tests, such as *ITBS* and English *STAAR*.)

8. **Q:** *I have a third-grade teacher who provides reading instruction to students, but her CEI rosters show that her students are listed on her roster under a grade 3 language arts course (0300 – Language Arts). How do we correct this so that her students are listed under a reading course?*

A: Beginning with the 2013-14 CEI Roster Verification, teachers' rosters are listed under a course scheduling group instead of by individual course. Courses are considered part of the same course scheduling group if they are evaluated with the same assessment(s) or if instruction received for a time in one course supports the instruction received in another course into which the student transfers or is concurrently enrolled. This change was put in place to more accurately track the amount of time that a student received instruction from a teacher within a single content area. Because grade 3 language arts and reading are evaluated with the same state and local assessments (i.e. grade 3 *STAAR 3-8* Reading and grade 3 semester 1 and 2 Language Arts and Reading *ACPs*), these courses are clustered together in the 0300 Language Arts course scheduling group. It is not necessary for her to update her 0300 Language Arts roster to a 0303 Reading roster.

9. **Q:** *I have a fifth-grade teacher who provides language arts instruction to students, but a note next to his CEI course list indicates that grade 5 STAAR 3-8 Reading scores will be used to compute his CEIs. Why will reading scores be used to compute 2013-14 CEIs for a language arts course?*

A: Beginning with the 2013-14 school year, CEIs in grades 1-8 Language Arts, ELA, and Writing courses will be based on students' scores from *STAAR 3-8* Writing and/or *STAAR 3-8* Reading, where available. This modification was recommended by the district's English Language Arts (ELAR) department.

10. **Q:** *One of our fourth-grade teachers only provides reading instruction, but he has CEI rosters for both reading **and** mathematics courses (0400 - Language Arts and 0405 - Mathematics). How can this be corrected?*

A: The teacher can "unlink" the students in the mathematics course by removing all checkmarks from the roster. (There is an "uncheck all" option to make this a quick process.) Alternatively, the principal can unlink the mathematics course from this teacher's CEI rosters. Instructions for unlinking a course or section from a teacher's rosters are available in this document beginning on Page 7. When the teacher accesses the course, the student names in the unlinked section will remain on the roster, but they will be "unchecked," so these students cannot be used for computing a CEI in this course for the teacher. The affected students will also be labeled "Unlinked."

11. *My Algebra I teacher has many students with high attendance counts, but all of her students have "x's" in the term columns. Why aren't her students linked with her for the purpose of computing CEIs?*

A: The checkmarks and "x's" in the term columns reflect a student's eligibility for inclusion in the term CEI based on the student's scheduling with the teacher and attendance in the course during the related test term. A student must be scheduled with a teacher by the first day of the second six-weeks grading period for semester 1 and year-long CEIs and the first day of the fifth six-weeks grading period for semester 2 CEIs. Additionally, the student must be scheduled with the teacher on the term-relevant testing date. The counts provided in the *Attendance in Course* columns reflect the number of days that a student was in attendance in a course at the campus, independent of his or her scheduling with a specific teacher. Because attendance in a course is determined across teachers, it is possible for a student to have a sufficient number of days in attendance but not be properly scheduled with a specific teacher.

12. **Q:** *Can a CEI be computed for a teacher who was on leave for more than 20 working days during the school year?*

A: The decision to receive CEIs for a school year in which a teacher was out on leave for more than 20 working days can only be made by the teacher. Teachers normally eligible for CEIs who have more than 20 working days of leave do not have CEIs computed for the school year. It is not fair to compare teachers to one another when some have had as many as 20 fewer days instructing their students. However, some teachers are comfortable being held accountable for students' performance even though they had significantly less "face-time" with the students because of their leave. These teachers can "opt-in" to have CEIs computed by checking the box located on the first of his CEI Roster Verification pages. If necessary, this request can only be reversed before the final deadline of the 2013-14 CEI Roster Verification period, June 13. After this date, his decision to have his CEIs computed cannot be changed. The CEIs that are computed will be permanent.

13. **Q:** *What if I fail to act on a teacher's submitted rosters before June 13? Or what if I make decisions but fail to submit them to the teacher before June 13?*

    A: The rosters submitted as of May 30 will be in effect. The teacher's changes will be automatically marked as "approved."

14. **Q:** *A teacher wants to make a roster correction to her **2012-13** CEI rosters that are currently published in her **2012-13** CEI report. How does she do this?*

    A: She cannot. The final CEI roster verification window for last year (2012-13) ran from May 6 through June 18, ***2013***. No 2012-13 roster corrections can be made at this time.

15. **Q:** *My teachers are not able to save their roster changes when they have a large number for a single course. The system freezes or "times out." What can our campus do to submit rosters?*

    A: Some campus networks will not allow a large number of changes to be transmitted at once. Teachers should take the following action to make a large number of changes to a roster, such as adding or removing checkmarks for all students in a term: Make only a small number (five or six) of changes and click ***Save current changes***. This commits their current changes to the database and leaves them on the roster screen to make additional changes. When all changes are completed, click ***I'm finished***.