



**Battelle  
for Kids**  
Bringing clarity to  
school improvement

# ROSTER VERIFICATION

Principal and Support Team Guide

2012

# Getting Started with BFK•LINK®

- The Link web page is your dashboard

The screenshot shows the BFK•LINK dashboard interface. At the top, there are navigation tabs for 'Prof', 'Portfolio', and 'Support'. The main content area is divided into three columns, each with a callout box:

- Step 1 (School Setup):** Includes a 'Watch Video Tutorial' button and instructions: '1. Review expected classes. 2. Review teachers & classes for accuracy.' There is also a 'Review Teachers and Classes' button.
- Step 2 (Roster Verification):** Includes a 'Watch Video Tutorial' button and instructions: '1. Facilitate teacher training. 2. Monitor teacher completion. 3. Review unresolved teacher alerts.' There is also a 'View Teacher Completion' button.
- Step 3 (Review and Approval):** Includes a 'Watch Video Tutorial' button and instructions: '1. Review student instruction. 2. Review unresolved student alerts. 3. Review and approve rosters.' There are buttons for 'Review Students', 'Review and Approve Rosters', and 'Approve Rosters'.

On the right side, there is an 'Important Dates' section with three boxes:

- School Setup:** February 14 - February 23
- Roster Verification:** February 24 - March 04, **Ends in 4 days**
- Review and Approval:** Due by March 09, **Begins in 4 days**

Below the main content, there is a 'My Class Rosters' section for 'Bradshaw, Katherine (principal)'. A callout box states: 'Support Team members who teach classes requiring confirmation will see their list of class rosters'. Below this is a message: 'No classes requiring verification were found. Support Team members can add classes if verification is required.' There is an 'Add Class' button.

At the bottom, there is a 'School Alerts and Notifications' section with a 'Refresh Alerts' button. It lists two categories of alerts, each with three items and '0 Alerts' next to them:

- Student Completion Alerts:**
  - Student claimed more than 100% (More)
  - Student claimed when not expected (More)
  - Student claimed less than 100% (More)
- Teacher Completion Alerts:**
  - Rosters with no students (More)
  - Grade/Subject with less than 70% of students claimed (More)

On the far right, there is a 'Support Team' section with a 'Change' button and a list of team members: 'Bradshaw, Katherine (principal)'. Below that is a 'Resources' section with links for 'Link Overview', 'Watch Video Overview', 'Teacher Tutorial', 'Principal Guide', 'Staff Guide', and 'Contact Support'. A 'Return' button is located at the bottom left of the dashboard.



# Getting Started (cont'd)

## □ Establish a Support Team

**My BFK > Link**

**Link**

Profile | Link | ePortfolio | Support

**School: Singleton Elem (DD14A\_105)**

School Setup	Roster Verification
<p><b>Watch Video Tutorial</b></p> <ol style="list-style-type: none"> <li>1. Review expected classes.</li> <li>2. Review teachers &amp; classes for accuracy.</li> </ol> <p><b>Review Teachers and Classes</b></p>	<p><b>Watch Video Tutorial</b></p> <ol style="list-style-type: none"> <li>1. Facilitate teacher training.</li> <li>2. Monitor teacher completion.</li> <li>3. Review unresolved teacher alerts.</li> </ol> <p><b>View Teacher Completion</b></p>

**Support Team members have access to this page and all associated data. Use Support Team members to help review, monitor and complete the Roster Verification Process.**

**Click "Change" if you want to add or remove Support Team members.**

**Support Team members can review and modify teacher and class information for the school, but only school principals can approve rosters.**

**Bradshaw, Katherine (30172-14A)**

**My Class Rosters** Expected Classes

No classes requiring verification were found. Support Team members can add classes if verification is required.

**Add Class**

School Alerts and Notifications	Refresh Alerts
<p><b>Student Completion Alerts</b></p> <ul style="list-style-type: none"> <li>✓ Student claimed more than 100% <a href="#">(More)</a></li> <li>✓ Student claimed when not expected <a href="#">(More)</a></li> <li>✓ Student claimed less than 100% <a href="#">(More)</a></li> </ul> <p><b>Teacher Completion Alerts</b></p> <ul style="list-style-type: none"> <li>✓ Rosters with no students <a href="#">(More)</a></li> <li>✓ Grade/Subject with less than 70% of students claimed <a href="#">(More)</a></li> </ul>	<p>0 Alerts</p> <p>0 Alerts</p> <p>0 Alerts</p> <p>0 Alerts</p> <p>0 Alerts</p>

**Resources**

- Link Overview
- Watch Video Overview
- Teacher Tutorial
- Principal Guide
- Staff Guide
- Contact Support

**Return**



# School Setup

- 1. Review “Expected Classes”
- 2. Review teachers & classes for accuracy

School: Singleton E

Watch tutorial if desired.

1. **Expected Classes**

**School Setup**

[Watch Video Tutorial](#)

1. Review expected classes.
2. Review teachers & classes for accuracy.

2. [Review Teachers and Classes](#)

**Teacher Verification**

[Watch Video Tutorial](#)

1. Facilitate teacher training.
2. Monitor teacher completion.
3. Review unresolved teacher alerts.

[View Teacher Completion](#)

**Review and Approval (0 Rosters)**

[Watch Video Tutorial](#)

1. Review student instruction.
2. Review unresolved student alerts.
3. Review and approve rosters.

[Review Students](#)

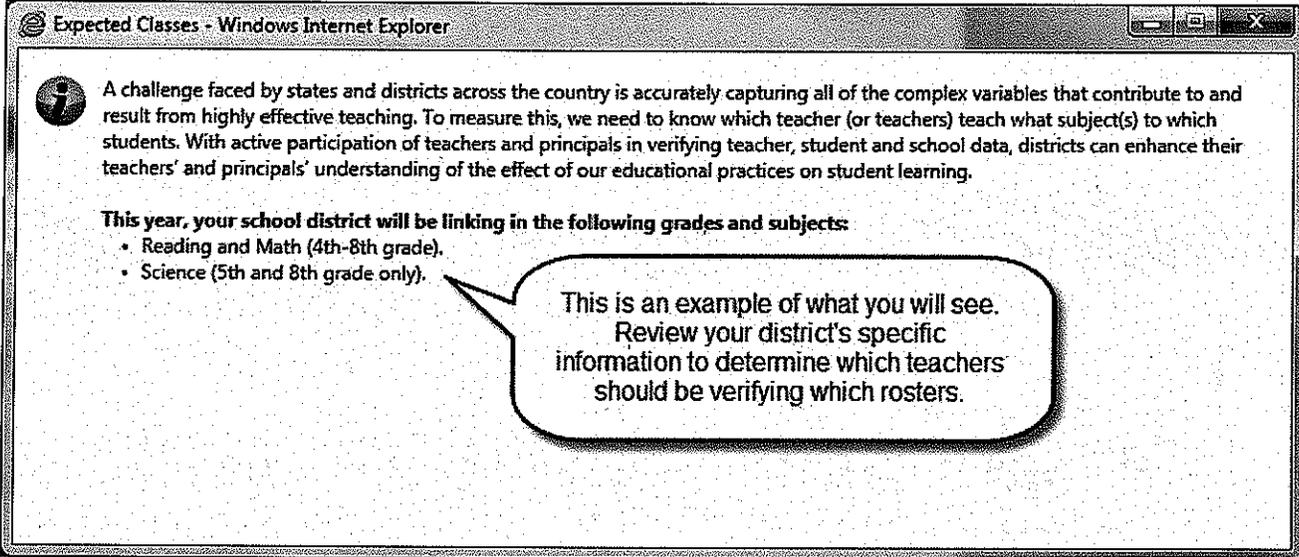
[Review and Approve Rosters](#)

[Approve Rosters](#)



# School Setup

## □ Review “Expected Classes”



**Expected Classes - Windows Internet Explorer**

 A challenge faced by states and districts across the country is accurately capturing all of the complex variables that contribute to and result from highly effective teaching. To measure this, we need to know which teacher (or teachers) teach what subject(s) to which students. With active participation of teachers and principals in verifying teacher, student and school data, districts can enhance their teachers' and principals' understanding of the effect of our educational practices on student learning.

**This year, your school district will be linking in the following grades and subjects:**

- Reading and Math (4th-8th grade).
- Science (5th and 8th grade only).

This is an example of what you will see.  
Review your district's specific information to determine which teachers should be verifying which rosters.



# School Setup (cont'd)

- Review teachers and classes for accuracy

My BFK > Link > School Setup - Class View

**School Setup - Class View** Help

School: Singleton Elem (DD14A\_105) District: Stnd Link Demo District #14A Return

Class View | Staff View | Subject View | Grade View

Show: Staff with Classes No Students on Roster

Verify that each teacher who needs to verify rosters is listed here on the Class View tab **with an accurate list** of their class rosters.

Only principals and support team members can add and delete staff and classes.

Class	Actions
Allison Nicholas (30108-14A) Integrated English Language Arts 4-6 16 - Not Started	Add Class Remove Staff Copy/Transfer Delete
Baird, Peggy (30102-14A) Integrated English Language Arts 4-6 48 - Not Started Integrated English Language Arts 4-6 16 - Not Started Science 4-6 40 - Not Started	Add Class Remove Staff Copy/Transfer Delete Copy/Transfer Delete Copy/Transfer Delete
Christensen, Alfred (30057-14A) Integrated English Language Arts 4-6 25 - Not Started Social Studies 4-6 37 - Not Started	Add Class Remove Staff Copy/Transfer Delete Copy/Transfer Delete



## School Setup (cont'd)

- Review and make necessary corrections

The screenshot shows the 'School Setup - Class View' interface. It includes a navigation bar with 'My BFK > Link > School Setup - Class View', a 'Help' button, and a 'Return' button. Below the navigation bar are tabs for 'Class View', 'Subject View', and 'Grade View'. A 'Show:' dropdown menu is set to 'Staff with Classes', with an 'Add Staff' button next to it. A table lists classes with columns for 'Students on Roster', 'Deleted Students', 'Status', and 'Actions'. The table contains several rows, including one for 'Baird, Peggy (30...14A)' and others for 'Integrated English Language Arts 4-6' and 'Science 4-6'. Callout boxes provide instructions: 'Use the "Show" filter to expand or limit the list of displayed staff.', 'Search for and add missing staff that need to verify rosters.', 'Remove staff that did not work in your building. It is not necessary to remove staff that are not verifying rosters. (This link becomes active when all classes have been deleted)', 'Click on a class rosters to display the roster details including students.', 'Add missing classes (a new class has an empty roster to which teachers can add students taught). Delete inaccurate classes. Copy or transfer classes to another teacher using the Copy/Transfer wizard.', and 'Add Class' and 'Remove Staff' buttons are highlighted in the actions column.



- **School Setup is complete** when teachers and class rosters requiring verification are accurately listed.

# Roster Verification

- 1. Facilitate teacher training
- 2. Monitor teacher completion
- 3. Review unresolved teacher alerts

**Resources**

- [Link Overview](#)
- [Watch Video Overview](#)
- [Teacher Tutorial](#)
- [Principal Guide](#)
- [Staff Guide](#)
- [Contact Support](#)

School: Singleton Elem (0D14A\_105)

**School Setup**

- [Watch Video Tutorial](#)
- 1. Review expected classes.
- 2. Review teachers & classes for accuracy.
- [Review Teachers and Classes](#)

**Roster Verification**

Watch tutorial if desired.

- [Watch Video Tutorial](#)
- 1. Facilitate teacher training.
- 2. Monitor teacher completion.
- 3. Review unresolved teacher alerts.
- [View Teacher Completion](#)

**Review and Approval (0 Rosters)**

- [Watch Video Tutorial](#)
- 1. Review student instruction.
- 2. Review unresolved student alerts.
- 3. Review and approve rosters.
- [Review Students](#)
- [Review and Approve Rosters](#)
- [Approve Rosters](#)

1.

2.

3.

Refresh the alert analysis after making updates in response to an alert.

Click the "Alert" link for a list or related details.

**Student Completion Alerts**

- ✓ Student claimed more than 100% ([More](#))
- ✓ Student claimed when not expected ([More](#))
- ✓ Student claimed less than 100% ([More](#))

**Teacher Completion Alerts**

- ✓ Rosters with no students ([More](#))
- ✓ Grade/Subject with less than 70% of students claimed ([More](#))

0 Alerts

0 Alerts

0 Alerts

1 Alert

0 Alerts



# Roster Verification

- Facilitate teacher training by directing teachers to the interactive “Teacher Tutorial” located in the “Resources” section.

The screenshot displays the 'Class Roster' interface for 'Integrated English Language Arts K-3'. The interface includes a sidebar with navigation options, a main content area with student details, and a table of students with their instruction periods. A callout box points to a drop-down menu in the table header.

**Class Roster Details:**

- Course Name:** Integrated English Language Arts K-3 (050152)
- Subject Area:** Language Arts
- Class Schedule:** Full Year (Aug/Sep - May/Jun)
- Status:** Not Started
- District:** Link Demo District #5A
- Building:** Singleton Elem (DDSA\_105)
- Staff:** Marks, Kely

**Students (14):**

Student Name	Grade	From	To	% of Instruction
Aguilar, Miriam (300504-SA)	3	Aug/Sep	May/Jun	
Burch, Casey (300093-SA)	3	Nov	May/Jun	
Cardenas, Miguel (301413-SA)	3	Aug/Sep	May/Jun	
Carillo, Amber (300469-SA)	3	Aug/Sep	May/Jun	
Elliott, Myrtle (300038-SA)	3	Dec	May/Jun	
Foreman, Andre (301243-SA)	3	Aug/Sep	May/Jun	
Hobbs, Claude (302533-SA)	3	Aug/Sep	May/Jun	
Michael, Alex (302437-SA)	3	Aug/Sep	May/Jun	
Payne, Gene (301358-SA)	3	Aug/Sep	May/Jun	
Robbins, Gloria (300097-SA)	3	Aug/Sep	May/Jun	
Rocha, Chris (301204-SA)	3	Aug/Sep	May/Jun	
Simon, Danny (300838-SA)	3	Aug/Sep	May/Jun	
Smail, Isaac (301150-SA)	3	Aug/Sep	May/Jun	
Washington, Clifton (300724-SA)	3	Aug/Sep	May/Jun	

**Deleted Students (1)**

**Callout:** Click the drop-down menu

**Callout:** Displayed here is an example page with interactive prompt.

**Footer:** BFK-Link, 05:12 / 10:38 Minutes, © 2012 Battelle for Kids.

# Roster Confirmation (cont'd)

## □ Monitor teacher completion

My BFK > Link > Monitor Teacher Completion

**Monitor Teacher Completion**

School: Singleton Elem (DD148\_105) District: Stnd Link Demo District #148 [Return](#)

### Roster Completion

● Approved (6)  
● Submitted (31)  
● Not Started (12)

At this point, we see that most teachers have submitted their rosters for approval.

There are two teachers who may need a reminder to complete their roster verifications.

During the Roster Verification step, the Support Team should focus on making certain all class rosters have been submitted for approval.

Principals may approve rosters individually once submitted, however, it is recommended that approvals are completed during the Review and Approval time period.

Roster Co. Show:

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted	Action
Allison, Nicholes (20108-148)	1	-	1	-	-	<a href="#">View Changes</a>
Baird, Peggy (20102-148)	7	6	1	-	10	<a href="#">View Changes</a>
Christensen, Alfredo (20057-148)	2	-	2	-	-	<a href="#">View Changes</a>
England, Alice (20248-148)	3	-	3	-	-	<a href="#">View Changes</a>
Fitzpatrick, Paula (20010-148)	4	1	3	-	-	<a href="#">View Changes</a>
Floyd, Gilbert (20247-148)	1	-	1	-	-	<a href="#">View Changes</a>
Garrett, Josephine (20151-148)	1	-	1	-	-	<a href="#">View Changes</a>



# Roster Verification (cont'd)

- Click on "Alerts" to see the "Alert Details" list

**School Alerts and Notifications - Last run on 2/29/2012 12:45 PM** [Refresh Alerts](#)

- ▼ **Student Completion Alerts**
  - ✓ Student claimed more than 100% [\(More\)](#) 0 Alerts
  - ✓ Student claimed when not expected [\(More\)](#) 0 Alerts
  - ✓ Student claimed less than 100% [\(More\)](#) 0 Alerts
- ▼ **Teacher Completion Alerts**
  - ⚠ Rosters with no students [\(More\)](#) **2 Alerts**
  - ✓ Grade/Subject with less than 70% of students claimed [\(More\)](#) 0 Alerts

My BFK > Link > Alert Details

### Alert Details

School: Singleton Elem (DD148\_105) District: Stnd Link Demo District #148 [Return](#)

Alert Category: Teacher Completion Alerts

This alert checks for course rosters not containing students. Please verify the roster and add students for linkage.

Alert Details	Action
Pittman, Kirk (20132-148) - Social Studies 4-6	<a href="#">View / Edit</a>
Fitzpatrick, Paula (20010-148) - Mathematics 4-	<a href="#">View / Edit</a>

[Return](#)

Different alerts require different actions. In this example, these two rosters are empty.

To resolve this alert you could do one of the following:  
 Ask the teacher to add students, verify and submit, or  
 Click "View/Edit" and delete the roster if not valid.

- **Roster Confirmation is complete** when teachers have confirmed and submitted their rosters and any teacher completion alerts have been resolved.



# Review and Approval

- 1. Review student instruction
- 2. Review unresolved student alerts
- 3. Review and approve rosters

School: Singleton Elem (DD14B\_105)

School Setup	Roster Verification	Review and Approval (22)
<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"> <li>1. Review expected classes.</li> <li>2. Review teachers &amp; classes for accuracy.</li> </ol> <p><a href="#">Review Teachers and Classes</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"> <li>1. Facilitate teacher training.</li> <li>2. Monitor teacher completion.</li> <li>3. Review unresolved teacher alerts.</li> </ol> <p><a href="#">View Teacher Completion</a></p>	<p><a href="#">Watch Video Tutorial</a></p> <ol style="list-style-type: none"> <li>1. Review student instruction.</li> <li>2. Review unresolved student alerts.</li> <li>3. Review and approve rosters.</li> </ol> <ol style="list-style-type: none"> <li>1. <a href="#">Review Students</a></li> <li>2. <a href="#">Review and Approve Rosters</a></li> <li>3. <a href="#">Approve Rosters</a></li> </ol>

Watch tutorial if desired.

2. School Alerts and Notifications - Last run on 2/29/2012 12:56 PM

Alert Category	Alerts
<p><b>Student Completion Alerts</b></p> <ul style="list-style-type: none"> <li>✓ Student claimed more than 100% <a href="#">(More)</a></li> <li>✓ Student claimed when not expected <a href="#">(More)</a></li> <li>✗ Student claimed less than 100% <a href="#">(More)</a></li> </ul>	0 Alerts
<p><b>Teacher Completion Alerts</b></p> <ul style="list-style-type: none"> <li>✓ Rosters with no students <a href="#">(More)</a></li> <li>✓ Grade/Subject with less than 70% of students claimed <a href="#">(More)</a></li> </ul>	0 Alerts

Refresh Alerts

Refresh the alert analysis after making updates in response to an alert.

Click the "Alert" link for a list or related details.



# Review and Approval

- Click on students not on rosters

My BES > Link > Review Students

### Review Students

School: Singleton Elem (DD14B\_105) District: Strd Link Demo District #148 [Return](#)

Grade: All | 3 | 4 | 5 | 6 Show: **Students Flagged for Review**

Grade: All Student Not On Roster Complete Needs Review

Student Name	Grade	Language Arts	Math	Science	Social Studies
Armstrong, Derek (201365-14B)	3	✓	✓	⚠	✓
Callahan, Jean (200577-14B)	4				⚠

**Derek is not on a Science class roster.**

[Return](#)

### Student-Subject Linkage Detail

Student: Armstrong, Derek (201365-14B)

Class	Teacher	Aug/08	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/09
<input checked="" type="checkbox"/> Language Arts		100	100	100	100	100	100	100	100	100
<b>Language Arts Total:</b>		100	100	100	100	100	100	100	100	100
<input checked="" type="checkbox"/> Math		100	100	100	100	100	100	100	100	100
<b>Math Total:</b>		100	100	100	100	100	100	100	100	100
<input checked="" type="checkbox"/> Not On Roster										
<b>Science Total:</b>		0%	0%	0%	0%	0%	0%	0%	0%	0%
<input checked="" type="checkbox"/> Social Studies	Afford, Johnnie	100	100	100	100	100	100	100	100	100
<b>Social Studies Total:</b>		100	100	100	100	100	100	100	100	100

Months not in Singleton Elem:

[Save](#) [Cancel](#)

**Click to add this student to an existing class roster.**



# Review and Approval (cont'd)

- Click on students needing review

My BFK > Link > Review Students

### Review Students

School: Singleton Elem (DD14B\_105) District: Stnd Link Demo District #14B [Return](#)

Grade: All | 3 | 4 | 5 | 6 Show: **Students Flagged for Review**

Grade: All Student Not On Roster Complete Needs Review

Student Name	Grade	Language Arts	Math	Science	Social Studies
Armstrong, Derek (201365-148)	3	✓	✓	ⓘ	✓
Callahan, Jean (200577-148)	4	✓	✓	✓	ⓘ

[Return](#)

Jean's instruction requires a review.

### Student-Subject Linkage Detail

Student: Callahan, Jean (200577-148)

LA Language Arts	100	100	100	100	100	100	100	100	100
M Math	100	100	100	100	100	100	100	100	100
SC Science	100	100	100	100	100	100	100	100	100
SS Social Studies	70	70	70	70	70	70	70	70	70
Social Studies	20	20	20	20	20	20	20	20	20
<b>Social Studies Total:</b>	<b>90%</b>								

Months not in Singleton Elem: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

[Save](#) [Cancel](#)

This student is not at 100% in Social Studies. Should the percentage claimed by one of these teachers be changed?



## Review and Approval (cont'd)

- Review and approve rosters (this is an optional step that allows individual review and approval of class rosters prior to final approval)

My BFK > Link > Review and Approve Classes

**Review and Approve Classes**

School: Singleton Elem (DD14B\_105) District: Stnd Link Demo District #14B

Staff	Submitted Classes
Allison, Nicholas (20108-14B)	<a href="#">1 class</a>
Baird, Peggy (20102-14B)	<a href="#">1 class</a>
Christensen, Alfredo (20057-14B)	<a href="#">2 classes</a>
England, Alice (20248-14B)	<a href="#">3 classes</a>
Fitzpatrick, Paula (20010-14B)	<a href="#">3 classes</a>
Floyd, Gilbert (20247-14B)	<a href="#">1 class</a>
Garrett, Josephine (20151-14B)	<a href="#">1 class</a>
Henson, Brittany (20189-14B)	<a href="#">3 classes</a>
Hunter, Randall (20071-14B)	<a href="#">3 classes</a>
Marks, Kelly (20035-14B)	<a href="#">3 classes</a>
Mcknight, Carl (20264-14B)	<a href="#">1 class</a>
Mendez, Stanley (20201-14B)	<a href="#">3 classes</a>
Owen, Neil (20188-14B)	<a href="#">2 classes</a>
Rose, Rick (20056-14B)	<a href="#">1 class</a>
Simon, Randall (20074-14B)	<a href="#">3 classes</a>

[Return](#)

Click on "[2 classes](#)" to review a summary of changes for this teacher's submitted rosters.



# Review and Approval (cont'd)

## □ Review and approve rosters (cont'd)

My BFK > Link > Review and Approve Classes > Review and Approve Classes - Roster Changes

### Review and Approve Classes - Roster Changes

Staff: Christensen, Alfredo (20057-148)

Changes to pre-loaded class rosters are summarized below. Students receiving 100% of assignments each month are not shown.

For convenience, all class rosters submitted by this teacher can be approved at the same time.

LA Integrated English Language Arts 4-6										
(4 out of 26 students)										
Status: Submitted										
Student Name	Aug/Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May/Jun	Comments
Avery, Naomi (200437-148)	50 %	50 %	50 %	50 %	50 %	50 %	50 %	50 %	50 %	
Britt, Wade (200345-148)	100 %	100 %	100 %	100 %				100 %	100 %	Added
Crosby, Ben (200482-148)	80 %	80 %	80 %	80 %				80 %	80 %	Deleted
Lambert, Marcia (200691-148)	-	-	-	-						

After reviewing changes, this teacher's class roster can be individually approved.

Click "View" to open the class roster for viewing or making changes.

SS Social Studies 4-6										
(1 out of 37 students)										
Status: Submitted										
Student Name	Jan	Feb	Mar	Apr	May/Jun	Comments				
Cooley, Rachel (201018-148)	-	-	-	-	-	Deleted				

This page displays changes such as adding or deleting students and will also show any claims less than 100%.



# Review and Approval (cont'd)

## □ Approve rosters – step 1

Mr. Beck > Link > Approve Classes

Approve Classes

1 Review Teacher Completion 2 Review Students 3 Submit

School: Singleton Elem (DD148\_109) District: Sand Link Demo District #148

There are 3 steps in the final review and roster approval.

Roster Completion

When beginning the final approval process, all rosters should have been submitted and some may have already been approved individually.

● Approved (36)  
● Submitted (6)  
● Not Started (0)

Roster Completion

Show: All Staff

Staff	# Classes	Not Started	Submitted	Approved	# Students Deleted
Allison, Nicholas (20108-148)	1	-	1	-	-
Pairst, Peggy (20103-148)	4	-	-	4	10
Christensen, Alfredo (20097-148)	2	-	2	-	2
England, Alice (20048-148)	3	-	-	3	-
Hawstrick, Paula (20010-148)	3	-	-	3	-
Open, Neil (20148-148)	2	-	2	-	-
Simman, Sony (20132-148)	4	-	-	4	-
Rose, Rick (20056-148)	1	-	1	-	-
Simon, Randall (20074-148)	3	-	-	3	-
<b>Totals</b>	<b>44</b>	<b>-</b>	<b>8</b>	<b>36</b>	<b>22</b>

View 25 1 to 17 of 17

Click next when you have confirmed that all rosters have been submitted.

1 Review Teacher Completion 2 Review Students 3 Submit

Next Cancel



# Review and Approval (cont'd)

## □ Approve rosters – step 2

My BFK > Link > Approve Classes

### Approve Classes

1 ————— 2 ————— 3  
 Review Teacher Completion    Review Students    Submit

---

School: Singleton Elem (DD14B\_105)      District: Strnd Link Demo District #14B

Grade: All | 2 | 4      Show:  Students Flagged for Review

Grade: All       Student Not On Roster     Complete     Needs Review

	Language Arts	Math	Science	Social Studies
▼ Barry, Wendy (201181-146)	4 ✓	4 ⚠	4 ✓	4 ✓
▼ Snider, Douglas (201412-148)	4 ⚠	4 ✓	4 ✓	4 ✓
▼ Britt, Wade (200345-148)	6 ✓	6 ⚠	6 ✓	6 ✓

1 ————— 2 ————— 3  
 Teacher Completion    Review Students    Submit

Back   Next   Cancel

Review flagged students who may need to be reviewed for total percentage of claimed instruction, or who may not be on an expected class roster.

Click next when you understand why any remaining students are still flagged.



# Review and Approval (cont'd)

## □ Approve rosters – step 3

My BFK > Link > School Link Approval Confirmation

### School Link Approval Confirmation

Review Teacher Completion    Review Students    Submit

School: Singleton Elem (DD14B\_105)    District: Stnd Link Demo District #14B

#### Students Verified

Number of unique students verified in each grade and subject.

Grade	Language Arts	Math	Science	Social Studies
3	162	162	162	162
4	162	162	162	162
5	162	162	162	162
6	162	162	162	162

You are about to Approve All Completed Linkage Classes in your organization. Please make sure you have spot-checked shared instruction, staff with numerous classes, staff who have multi-organization classes and others you feel necessary. Click "Approve" to continue or "Cancel" to return.

**Statement of Accuracy & Completeness**  
I understand that the data I am submitting will be used to determine academic gains. Therefore, by submitting the data, I attest that it is complete and accurate to the best of my knowledge.

Approve Rosters, or these 3 steps, can be completed multiple times if necessary.

Click Approve when you have reviewed the verification summary and Statement of

- **Review and Approval is complete** when student instruction is accurately documented and class rosters have been approved.

