

Remove students from rosters in a year-long course:

1. If the student was not in the class on Oct. 1, 2011
2. If the student was absent for 20 consecutive days after Oct. 1, 2011 until testing (April 9, 2012) (year-long course)
3. If the student was moved to another class in the school anytime between Oct. 1, 2011 and testing (April 9, 2012) for a year-long course
4. If a student left the school after Oct. 1, 2011
5. If student was not with the teacher from Oct. 1, 2011 to testing (April 9, 2012) (year-long course)
6. If student is classified as homebound, for 20 or more consecutive days between Oct. 1, 2011 and testing, April 9, 2012
7. If student in on medical leave/hospitalization for 20 or more consecutive days between Oct. 1, 2011 and testing, April 9, 2012)
8. If student is incarcerated for 20 or more consecutive days between Oct. 1, 2011 and testing, April 9, 2012

Remove students from rosters in a block/semester long course

1. If a student was not in class on Oct. 1, 2011 (for the fall block/semester schedule)
2. If the student left the school after Oct. 1, 2011 (for the fall block/semester schedule)
3. If a student was absent for 20 consecutive days after Oct. 1, 2011 to the end of the fall block/semester testing
4. If a student was not in class in Jan 2012 (at the start of the spring block/semester schedule) to the end of the spring block/semester testing
5. If a student left the school after Jan 2012 (at the start of the spring block/semester schedule)
6. If a student was absent for 20 consecutive days after Jan, 2012 (the start of the spring block/semester schedule) to the end of the spring block/semester testing

\*Removing class(es) from a teacher.

1. Teacher is reassigned to another class/courses after Oct. 1, 2011 (year-long course)
2. Teacher is reassigned to another class/courses after Oct. 1, 2011 (for fall block/semester schedule)
3. Teacher is reassigned to another class/course after Jan. 2012 (the start of the spring block/semester schedule)
4. Teacher was incorrectly listed as teaching that course(s)
5. Teacher is absent for 30 days in the academic year due to **“approved extended leave, such as maternity leave, extended sick leave, or sabbatical leave”** (See Revised Bulletin 130; §325.Extenuating Circumstances) <http://www.louisianaschools.net/ide/uploads/19338.pdf>

6. Teacher is no longer at the school

\*District data managers can add/delete courses as necessary for teachers and principals

Teachers and principals can add students to the roster as necessary.

Upon completion of roster verification, please make sure to click on the “**VERIFICATION COMPLETE**” button.