

Roster Verification: April 15 – May 16, 2014

CVR Website: <https://leads13.doe.louisiana.gov/cvr>

The following teachers should verify their CVR rosters:

- **3rd grade:** ELA and Mathematics
- **4th-8th grade:** ELA, Mathematics, Science, Social Studies
- **Up to 9th grade:** Algebra I EOC course
- **Up to 10th grade:** Geometry EOC course

Remove class(es) from teacher rosters if:

1. Teacher is reassigned to another class/course after October 1, 2013.
2. Teacher is reassigned to another class/course after start of second-semester course.
3. Teacher was incorrectly listed as teaching that course.
4. Teacher is absent for 60 or more days in the academic year due to “approved extended leave, such as maternity leave, extended sick leave or sabbatical leave” (see Bulletin 130; §325. Extenuating Circumstances).
5. Teacher is no longer at the school.

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

*Principals can remove classes for teachers.

*Teachers and principals can add/remove students to the rosters as necessary.

Remove students from rosters of a year-long course if:

1. Student was not in class by October 1, 2013.
2. Student was absent for 20 or more consecutive days between October 1, 2013 and March 21, 2014. Where the student was for the 20 or more consecutive days does not matter, nor does excused vs unexcused.
3. Student was moved to another teacher’s class anytime between October 1, 2013 and March 21, 2014. If the student was moved to a different class/section but is still with the same teacher, the student stays on the roster.
4. Student left the school after October 1, 2013.

Remove students from rosters of a first-semester-only course if:

1. Student was not in class by October 1, 2013.
2. Student left school after October 1, 2013.
3. Student was absent for 20 or more consecutive days between October 1, 2013 and the end of the fall block/semester testing. Where the student was for the 20 or more consecutive days does not matter, nor does excused vs unexcused absences.

Remove students from rosters of a second-semester-only course if:

1. Student was not in class by start of spring block/semester 2014.
2. Student left school after start of spring block/semester 2014.
3. Student was absent for 20 or more consecutive days between the start of the spring block/semester and the end of the spring block/semester testing. Where the student was for the 20 or more consecutive days does not matter, nor does excused vs unexcused absences.

Add students to rosters of a year-long course if:

1. Entered class ON or BEFORE October 1, 2013 and remained in class until March 21, 2014.
2. Student was NOT absent for 20 or more CONSECUTIVE days.

Add students to rosters of a first-semester-only course if:

1. Entered the class ON or BEFORE October 1, 2013 and remained in class until testing at the end of the semester/block.
2. Student was NOT absent 20 or more CONSECUTIVE days.

Add students to rosters of a second-semester-only course if:

1. Entered the class ON the day that it began.
2. Student was NOT absent 20 or more CONSECUTIVE days.

**Only students who are entering from WITHIN your district can be added at the school or district level. If students from another district, state or country need to be added to a roster, the LDOECVR helpdesk (LDOECVR@la.gov) can assist. Please include the following information in your email:

1. District, School and Teacher's name.
2. Name of student (first and last).
3. Course Code/Class Code/Course Name.
4. District/state from which the student is entering.