



# Schoolnet: Managing Roster Requests Quick Reference Card

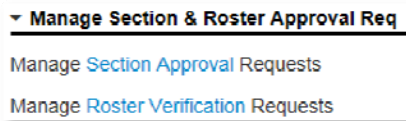
## Schoolnet: Managing Roster Requests

Learn how to view and manage roster change requests submitted by your school's teachers. Because Schoolnet receives roster information from the SIS, changes cannot be made directly in Schoolnet, but you can view the changes that have been requested. Actual roster changes must be made in the school's SIS, which will update the information in Schoolnet during the next data update cycle.

### View Enrollment Change Requests

Students may need to be added, dropped, or moved to another section. When teachers verify their rosters, they can submit requests for these enrollment changes. Find the list of roster change requests submitted in Schoolnet.

1. From **My Schoolnet** click **Manage Roster Requests** in the Manage Section and Roster Approval Webpart.



2. On the Enrollment Change Requests page, view the list of requests on the **Drop/Add** tab

Enrollment Change Request

Action	Date of Add/Drop	Student	Currently In	Should be In	Requested by	Request Date	Res
Drop		Castorcna, ERICA ID: 713050	ESOL MS BEC (1661) Romero:07: Prd 07 (07 2011 1661 e058439 046)		Romero, KARIZMA	10/9/2011	Stu frol

3. For each drop/add student request, make the necessary updates in your school's SIS (**roster changes cannot be made directly in Schoolnet**)
4. Then click **Done** after you've handled that request
5. Next, click the **Change Section/Course data tab** to view section change requests
6. For each of these requests, make the necessary changes in your school's SIS, then click **Done**.

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