## Schoolnet: Verifying Your Roster

Learn how to verify your roster and submit requested changes to the school clerk.

Verify Your Roster

As a teacher, you may be periodically required to verify the accuracy of your student rosters. You can only verify rosters for sections for which you are the primary teacher. Note that if you are a secondary teacher for a section, you have the option to remove the section from your view.

1. From the Start Page, at the top right of the screen, click **My Account**
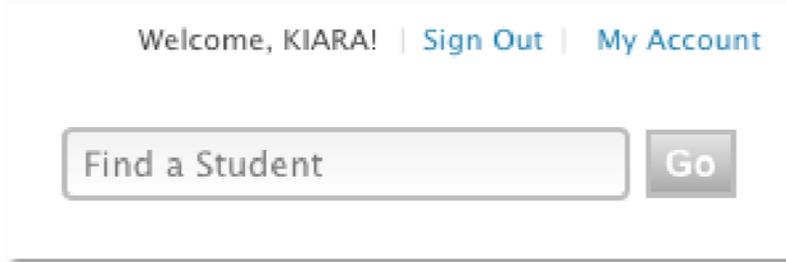
2. On the **My Settings**: My Roles and Operations page, click the **Sections & Rosters** tab
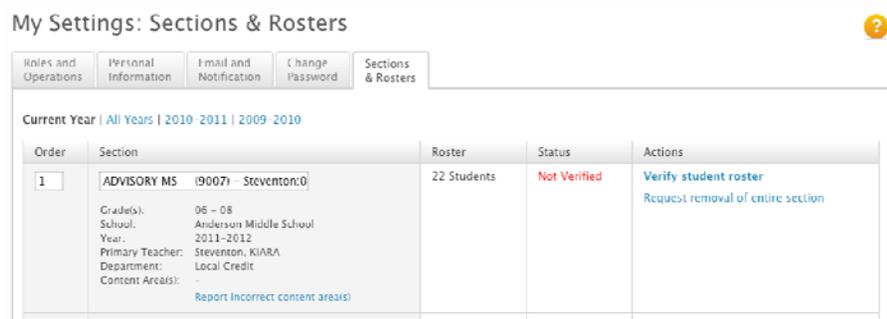
3. To verify each section's roster, click **Verify student roster** in the Actions column

4. On the Verify Roster page for a section, review the student list

5. For each student who does not belong on this section's roster, click **X Request Removal**

6. Enter a removal reason and/or the appropriate teacher name if you have that information, then click **Submit**

   The student's name will appear crossed out on your roster and marked as "Pending Removal" until the school clerk reviews the request and updates the SIS.

7. To add a student missing from this section's roster, click **Request Addition**
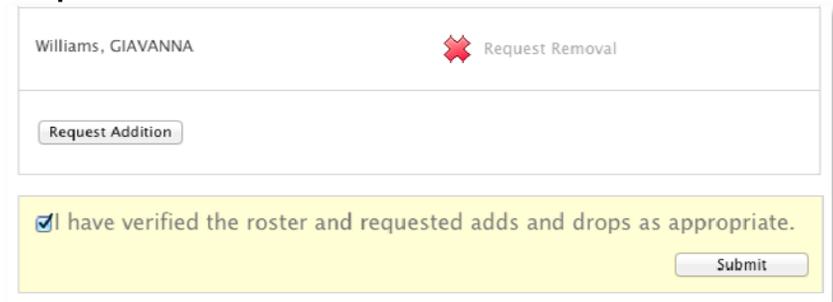
8. On the Request Addition page, enter the student's name in Last, First format and Student ID if you have it, then click **Submit**

   The student's name will appear on your roster marked as "Pending Addition" until the school clerk reviews the request and updates the SIS.

9. At the bottom of the Verify Roster page, check **I have verified the roster and requested adds and drops as appropriate.**

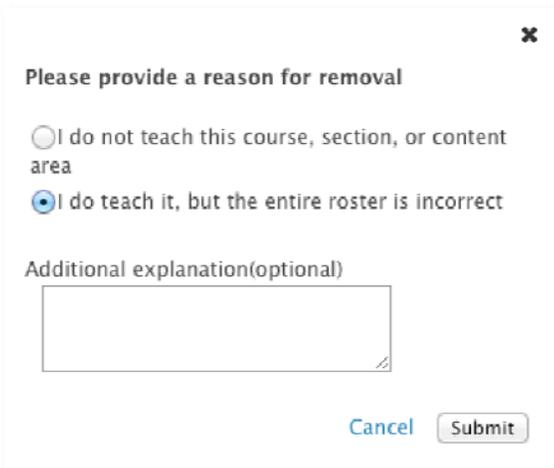10. Then click **Submit.**

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Request Removal of a Section

If you do not teach a section listed on your **My Settings: Sections & Rosters** page, or if the entire roster is incorrect for that section, submit a request to remove the section. The section will continue to appear on your Sections & Rosters page until the school clerk verifies and submits the removal from the SIS.

1. On the Sections & Rosters tab, find the section that needs to be removed

2. In the Actions column on the row for the section to be removed, click **Request removal of entire section**

> Actions
>
> **Verify student roster**
> Request removal of entire section

3. On the window that appears, choose the appropriate reason for removal

4. Add an explanation as needed

> ✖
>
> Please provide a reason for removal
>
> ○ I do not teach this course, section, or content area
> ◉ I do teach it, but the entire roster is incorrect
>
> Additional explanation(optional)
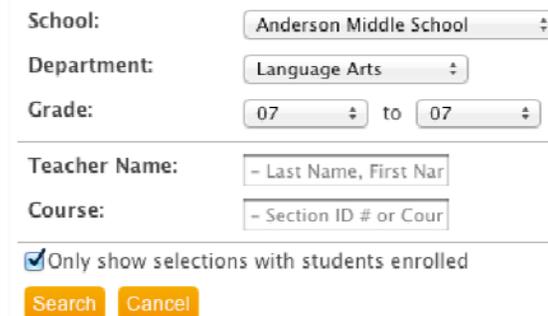>
> Cancel Submit

5. Then click **Submit**

Request a Section

If you are a primary or secondary teacher for a section that is not listed on the Sections & Rosters tab of your My Settings page, request access for that section. Your requested section will not appear on your Sections & Rosters page until your request has been reviewed and approved by an administrator.

1. On the Sections & Rosters tab, scroll to the bottom of the page

2. Select **Click here**

3. On the My Settings: Search for Sections page, select your school, department, and grade level from the menus

> My Settings: Search for Sections
>
> Find current year Sections (to which you want to be assigned) using any of the criteria below:
>
> School: Anderson Middle School ⬍
> Department: Language Arts ⬍
> Grade: 07 ⬍ to 07 ⬍
>
> Teacher Name: – Last Name, First Nar
> Course: – Section ID # or Cour
>
> ☑ Only show selections with students enrolled
> Search Cancel

4. Enter a teacher name or course number to narrow the results

5. Check **Only show selections with students enrolled** to narrow the results by current enrollment

6. Click **Search** to get a list of sections based on your search criteria

7. Check the section or sections to request access

8. Click **Request** to submit your request

9. Review the list of requested sections that appears, then click **Request Sections** to confirm your request