

2015-16 Verification of Teacher-Student Data Linkages (TSDL)

Teacher-Student Data Linkage is a process by which a course's teacher(s) of record is linked to each student by both the enrollment of the teacher(s) and the enrollment and attendance of the student. This linkage is controlled by several pieces of information in PowerSchool. All of this data is submitted to NYS and this is your only chance to ensure it is accurate. Some or all of this data may be used by NYS as part of your APPR evaluation. Here are some steps you can take to ensure your data is accurate.

1. **Student Enrollment/Attendance** (verified daily): Ensure your period-by-period attendance is accurate. If a student is not enrolled in your class anymore, ensure their drop date is correct. **Students will be listed in the class for any time period they were enrolled, even if they later transferred out of the class.**
 - a. Attendance issues should be resolved through your building attendance clerk.
 - b. Enrollment issues should be resolved by Guidance and/or Data Processing.
2. **Teacher Enrollment** (as needed): Ensure your building reports when you have a long-term sub assigned to any of your courses. Long-term subs only take accountability for the class on day 11 of a long term absence. Teacher Enrollment issues are handled through the Personnel Office but the actual changes are made by Data Processing.

What do I need to do?

All teachers with scheduled classes need to log into: <https://eservices.nysed.gov/taa/> (same account used for BEDS Online), ensure they are looking at the 2015-16 school year data, and verify their **Full Year Snapshot** and their **Assessment Snapshot** (if applicable) by May 10, 2016. If you find any errors in your data, follow the directions above to ensure all issues are resolved by May 18, 2016. Updated snapshot reports come out each Monday starting May 2, 2016 from data pulled the previous Wednesday.

3. **Teacher-Student Roster Verification** (Due May 10, 2016): Verify your basic roster information (**Full Year Snapshot**).
4. **Assessment Snapshot Verification** (Due May 10, 2016): Assessment Snapshots are only generated for teachers who teach a course which ends in a NYSTP Grade 3-8 Assessment or a Regents exam. Teachers with these assessments will need to verify their **Assessment Snapshot**. This verification only runs up to the date of the assessment (**ELA: 4/5/2016; Math: 4/13/2016; Science 4/8: 5/25/2016; All Regents: 6/1/2016**; some Regents courses may also show the **January Regents: 1/26/2016**).

Once you have verified your **Full Year Snapshot** and **Assessment Snapshot** (if applicable), and worked with the appropriate staff to correct any issues, complete the information below and return this entire form to your building principal NLT May 18, 2016. The District deadline to complete all verifications, corrections and have data loaded to Data Warehouse is June 1, 2016 but because of data flow, we must verify ahead of this date to ensure changes are processed and are reflected at the State level.

I hereby verify that I have logged onto the NYSED website and have verified my **Full Year Snapshot** and **Assessment Snapshot** (if applicable) pertaining to TSDL and after working to resolve any errors, I find it to be:

- ☐ Correct
- ☐ Incorrect (Please list on back of form the unresolved issues and who you contacted to correct it.)

Printed Name: _____ Signature: _____

Date: _____

Building Secretary: Please ensure all forms are mailed to Data Processing by 3:00 PM on May 20, 2016.