

Step 9

Once you have created an account and successfully logged in, you will arrive at the TAA Welcome page. From here chose the Teacher Student Roster Verification *TSRV Report* option and you can start the process of reviewing your rosters.

For guidance on reviewing your rosters in TSRV please refer to the next section of this user guide *Using the Report to View Your Data*.



NYSED Applications for Teachers

Viewing Your TSRV Report

The Teacher-Student Roster Verification (TSRV) system allows you to verify the courses and students you teach are correctly reported to NYSED by your district/BOCES/charter school. Click the View TSRV Report button below to view to your rosters.

If you find errors in your TSRV reports (missing courses/students, incorrect dates, etc.) please contact your district/BOCES/charter school data coordinator to make corrections.

If you experience issues accessing the system (password/username issues, system errors) please click on the Help/Resources link in the lower left corner of every page on the site.

TSRV Report

Viewing and Completing Your PMFe Form

The new online Personnel Master File, PMFe, collects data submitted by teachers about the sections they teach, including job assignment, grade, years teaching, and more. Each teacher fills out a different form per district, if working in multiple districts. If you work in multiple districts, you will see a button below to access a different PMFe form for each district below.

If you need more information or help filling out your PMFe form, you can visit our Help page to browse through the frequently asked questions. All PMFe forms will be automatically saved when clicking the "Submit" button at the bottom of the form. Teachers will have until February 1st of the new school year to complete and correct their PMFe information. Your superintendent will review PMFe data before verifying data to NYSED.

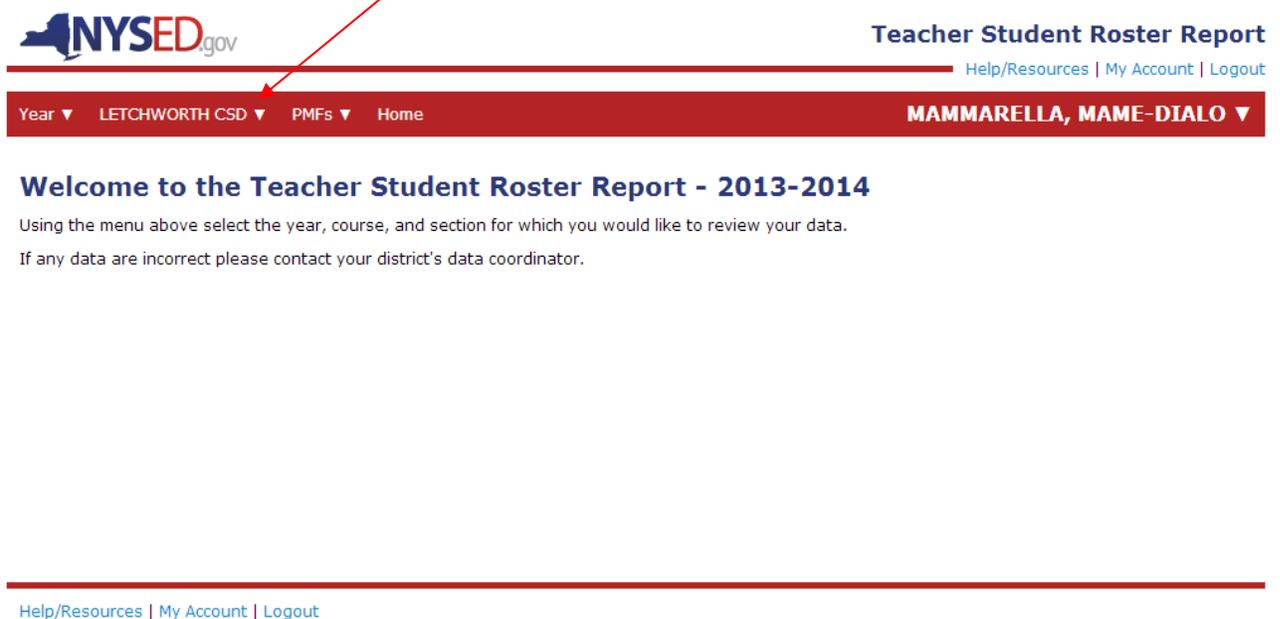
Click the PMFe form you want to work with below in order to start filling out your PMFe form.

If you have a problem with the student listing or section information that you find on your TSR report, you should contact dataquest@mail.nysed.gov.

LETCWORTH CSD PMF

Using the Report to View Your Data

On the TSRV welcome page you will want to use the dropdowns to display data for a particular year, school, course, and/or section. In the example below, you have the option to select which course you want to view data for (Grade 4 English Language Arts, Mathematics, or Science). If you teach in multiple schools you will see the various schools listed for you to choose from. If you teach multiple sections of a course then you will use the dropdown menus to choose which section you want to view data for. Each year will contain data for all the schools you were assigned to during that school year.



NYSED.gov **Teacher Student Roster Report**
[Help/Resources](#) | [My Account](#) | [Logout](#)

Year ▼ LETCHWORTH CSD ▼ **PMFs ▼** Home **MAMMARELLA, MAME-DIALO ▼**

Welcome to the Teacher Student Roster Report - 2013-2014

Using the menu above select the year, course, and section for which you would like to review your data.
If any data are incorrect please contact your district's data coordinator.

[Help/Resources](#) | [My Account](#) | [Logout](#)

Once you make your year, school, course, and/or section selections you will be brought to the corresponding report. You will need to now select which reporting snapshot you would like to view. These snapshot dates are used to calculate "Course Duration" and "Linkage Duration".

Courses linked to state assessments will automatically display an *Assessment Snapshot*, but will also have *Full Year Snapshot* views. Courses not linked to state assessments will only have a *Full Year Snapshot* view. Red letters will indicate which snapshot view is displaying.

Below is a view of an *Assessment Snapshot*. If you do not see data it could be for two reasons: either the course does not have a state assessment, or assessment roster data have not been reported by your district/school/BOCES. If data are available please review it for accuracy.

Next you can click on the *Show Full Year Snapshot* to view data in that report.

Teacher Student Roster Report
[Help/Resources](#) | [My Account](#) | [Logout](#)

Year ▾ LETCWORTH CSD ▾ PMFs ▾ Home **UBALDO, JENDI ▾**

GEOMETRY - 2013-2014 **LETCWORTH SENIOR HIGH SCHOOL**
 VIEWING ASSESSMENT SNAPSHOT | [SHOW FULL YEAR SNAPSHOT](#) LAST UPDATED: 07/20/2014

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000247322	CIEPLENSKI, PHILLAYSIA	06/03/14	09/03/13	06/03/14
000427954	EAGAN, JR., KALERE	06/03/14	09/03/13	06/03/14
000269107	FELDER-WASHINGTON, DREIANNA	06/03/14	09/03/13	06/03/14
000594594	FIGUEROA MORA, TYHEEN	06/03/14	09/03/13	06/03/14
000291893	JIMENEZ-CASTILL, WHINNIPHER	06/03/14	09/03/13	06/03/14
000223897	LAMPKINS, NAYLEAH	06/03/14	09/03/13	06/03/14
000360683	LORENZANO, ROZEE	06/03/14	09/06/13	06/03/14
000227802	ROJAS AVILA, MICHAEL JR.	06/03/14	09/03/13	06/03/14
000522996	ROJAS AVILA, ROZEE	06/03/14	09/03/13	06/03/14
000247014	SIAB, ZAHORYS	06/03/14	09/03/13	06/03/14
000597638	SOKOLIK, DRASHOWN	06/03/14	09/03/13	06/03/14
000238985	ZUMBOLO, ADEHM	06/03/14	09/03/13	06/03/14
000184625	ZUMBOLO, DEAH	06/03/14	09/03/13	06/03/14

Export options: [CSV](#) | [Excel](#) | [Print-Friendly PDF](#) [Print-Friendly PDF \[all courses\]](#)

[View Additional Data Columns](#)

This screenshot shows an example of the **Full Year Snapshot**.



GEOMETRY - 2013-2014

LETCHWORTH SENIOR HIGH SCHOOL

[SHOW ASSESSMENT SNAPSHOT](#) | [VIEWING FULL YEAR SNAPSHOT](#)

LAST UPDATED: 07/20/2014

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000456573	DANON, ALTER	06/30/14	09/03/13	06/26/14
000589289	DOUARNYNNEY, JOSE DANIEL	06/30/14	09/03/13	06/26/14
000278951	FARHANE, LENNIN	06/30/14	09/03/13	06/26/14
000194651	KUZNIAREK, KUBSURAT	06/30/14	09/03/13	06/26/14
000308941	LUMANG, BRAEDON	06/30/14	09/03/13	06/26/14
000237155	MAMMARELLA, SHAVEAZ	06/30/14	09/03/13	06/26/14
000249895	MARTYNOVICH, ANTHONY R	06/30/14	09/03/13	06/26/14
000280502	MARTYNOVICH, SAVIER	06/30/14	09/03/13	06/26/14
000527206	MOSTAFA, KENJI	06/30/14	09/03/13	11/13/13
000335790	NISNEWITZ, MODISTY	06/30/14	09/06/13	06/26/14
000599174	SAINTE CROIX, ZE LIN	06/30/14	09/03/13	06/26/14
000321933	UBALDO, PHILLAYSIA	06/30/14	09/03/13	06/26/14
000168623	ZITELNY, KELINA	06/30/14	09/03/13	06/26/14
000529214	ZUMBOLO, KYUNG JIN	06/30/14	09/03/13	06/26/14

Export options: CSV | Excel | Print-Friendly PDF [Print-Friendly PDF \[all courses\]](#)

[View Additional Data Columns](#)

What do I do now?

If you identify discrepancies, please work with your District or School Data Coordinator to correct errors in your Student Management System.

Check the rosters of each of your course sections. If you do not find any discrepancies, you do not need to take any further action.

We appreciate your time. Check back regularly for new or changed data provided by your District or Charter School. Reports are refreshed every Monday.

This report view is currently showing you the Basic View, meaning you are only viewing the first 5 columns of a larger report. There are 4 additional data columns used to establish linkage duration between you and your students. Click on the View Additional Data Columns link at the bottom of the report under the print options to see these data.

NYSED.gov **Teacher Student Roster Report** [Help](#) | [Logout](#)

Grade 4 English Language Arts Grade 4 Mathematics Grade 4 Science **AUQUILLA, TYHEEN ▼**

GRADE 4 ENGLISH LANGUAGE ARTS **BRIDGEPORT ELEMENTARY SCHOOL**
SHOW ASSESSMENT SNAPSHOT | VIEWING FULL YEAR SNAPSHOT LAST UPDATED: 03/04/2012

01400-01

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date
000211578	AUQUILLA, DEMYTREI	06/30/12	09/07/11	06/30/12
000471781	AUQUILLA, KEYANA	06/30/12	09/07/11	06/30/12
000332802	CAMBRIDGE-BOONE, HALEYROSE	06/30/12	09/07/11	06/30/12
000199149	DARNOWSKY, CURTISSA	06/30/12	09/07/11	06/30/12
000592638	FELDER-WASHINGTON, EBUBEKIR	06/30/12	09/07/11	06/30/12
000532530	FRAID, MICHAEL JR.	06/30/12	09/07/11	06/30/12
000254279	FRAID, TAHGEON	06/30/12	09/07/11	06/30/12
000139532	HOMCHAUDHURI, TOSHIHIRO	06/30/12	09/07/11	06/30/12
000540112	JIMENEZ-CASTILL, LENNIN	06/30/12	09/07/11	06/30/12
000588094	KUZNIAREK, DEAH	06/30/12	09/07/11	06/30/12
000539749	KUZNIAREK, TYHEEN	06/30/12	09/07/11	06/30/12
000202075	LA PLANT, ZAHORYS	06/30/12	09/07/11	06/30/12
000460214	MAMMARELLA, ANNA INEE	06/30/12	09/07/11	06/30/12
000174476	MARTYNOVICH, DEJANIQUE	06/30/12	09/07/11	06/30/12
000289748	MORENS, UDI	06/30/12	09/07/11	06/30/12
000445416	MOSTAFA, MOJISTY	06/30/12	09/07/11	06/30/12
000240819	SAINTE CROIX, ESAM MOHAM	06/30/12	09/07/11	06/30/12
000420270	SANAY, RIANNY	06/30/12	09/07/11	06/30/12
000346282	SIAB, ANTHONY R	06/30/12	09/07/11	06/30/12
000327952	SPAGNULO, AYGUN	06/30/12	09/07/11	06/30/12

Export options: [CSV](#) | [Excel](#) | [Print-Friendly PDF](#) [Print-Friendly PDF \[all courses\]](#)

[View Additional Data Columns](#)

What do I do now?

If you identify discrepancies, please work with your District or School Data Coordinator to correct errors in your Student Management System.

Check the rosters of each of your course sections. If you do not find any discrepancies, you do not need to take any further action.

We appreciate your time. Check back regularly for new or changed data provided by your District or Charter School. Reports are refreshed every Monday.

[Help](#) | [Logout](#)

This screenshot shows the Additional Data Columns. Explanatory information for all data columns is found in the *IMPORTANT ROSTER REPORT TERMS* table on the next page of this user guide.

GEOMETRY - 2013-2014

LETCHWORTH SENIOR HIGH SCHOOL

[VIEWING ASSESSMENT SNAPSHOT](#) | [SHOW FULL YEAR SNAPSHOT](#)

LAST UPDATED: 07/20/2014

[?](#)
[MAT200-S07](#)
[MAT200-S09](#)
[MAT221-S03](#)

This view contains additional data columns providing more detail on teacher-student linkage duration.

Local ID	Name	Snapshot Date	Linkage Start Date	Linkage End Date	Course Duration (hh:mm)	Enrollment Linkage Duration (hh:mm)	Attendance Linkage Duration (hh:mm)	Linkage Duration Adjustment
000232260	ASSEAUGUSTE, JANIVA	06/03/14	09/03/13	06/03/14	106:40	106:40	102:40	100%
000356533	CABREDO-ZAPATEL, LISJANE	06/03/14	09/03/13	06/03/14	106:40	106:40	102:40	100%
000519909	DARNOWSKY, OHM	06/03/14	09/03/13	06/03/14	106:40	106:40	92:00	100%
000279281	LAMPKINS, TRE'ZON	06/03/14	09/03/13	06/03/14	106:40	106:40	104:40	100%
000461649	LATRAY JR, DREIANNA	06/03/14	09/03/13	06/03/14	106:40	106:40	103:20	100%
000157762	LATRAY JR, YRVANE	06/03/14	09/03/13	06/03/14	106:40	106:40	101:20	100%
000280496	LOPACKI, ANTHONY R	06/03/14	09/03/13	06/03/14	106:40	106:40	94:40	100%
000230147	LOPACKI, MICHAEL JR.	06/03/14	09/03/13	06/03/14	106:40	106:40	101:20	100%
000407076	MARTYNOVICH, AYGUN	06/03/14	09/03/13	06/03/14	106:40	106:40	71:20	100%
000522178	MIDDLETON, UDY	06/03/14	09/03/13	06/03/14	106:40	106:40	105:20	100%
000468871	REGAZZI, OHM	06/03/14	09/03/13	06/03/14	106:40	106:40	105:20	100%
000269607	RERICK, XAVIAH	06/03/14	09/06/13	06/03/14	104:40	104:40	90:40	100%
000154686	SAINTE CROIX, KELINA	06/03/14	09/03/13	06/03/14	106:40	106:40	96:00	100%

Export options: [CSV](#) | [Excel](#) | [Print-Friendly PDF](#)
[Print-Friendly PDF \[all courses\]](#)

[Return to Basic View](#)

What do I do now?

If you identify discrepancies, please work with your District or School Data Coordinator to correct errors in your Student Management System.

Check the rosters of each of your course sections. If you do not find any discrepancies, you do not need to take any further action.

We appreciate your time. Check back regularly for new or changed data provided by your District or Charter School. Reports are refreshed every Monday.

Please ensure that you review the data for all your courses and course sections for all the schools in which you teach. If you do not find any discrepancies, you do not need to take any further action. If you do identify discrepancies, please work with your district or school data coordinator to correct the errors in your SMS. Changes your data coordinator appropriately submits to NYSED by COB Friday should be reflected in your account rosters by COB the following Monday.

IMPORTANT ROSTER REPORT TERMS

In the table below you will find the definitions for all of the data columns in the report.

Column Name	Column Definition
Local ID	District-assigned student ID
Name	Student Name
Snapshot Date	These snapshot dates are used to calculate "Course Duration" and "Linkage Duration". For 2012-13, Assessment Snapshot dates should be January 22 (Regents), April 16 (3-8 ELA), April 24 (3-8 math), or June 11 (Regents). The Full-Year Snapshot date should be June 30.
Linkage Start Date	The first day that both the teacher and student were reported as assigned to or enrolled in the course ("linked").
Linkage End Date	The last day that both the teacher and student were reported as assigned to or enrolled in the course ("linked").
Course Duration (hh:mm)	The length of the course in hours and minutes.
Enrollment Linkage Duration (hh:mm)	The amount of time that both the teacher and student were reported as assigned to or enrolled in the course ("linked"). Enrollment Linkage Duration will be less than the Course Duration for those teachers/students who were assigned to or enrolled in the course for only a part of the school year.
Attendance Linkage Duration (hh:mm)	The amount of time that the student actually attended the course while both the teacher and student were reported as "linked". Attendance Linkage Duration will be less than Enrollment Linkage Duration for students who are absent while enrolled in a course.
Linkage Duration Adjustment *	If a teacher's or student's actual assignment or enrollment in a course is only a percentage of the course's planned schedule, a linkage adjustment between 0 and 100% can be reported. For example, if a student is assigned to a course only three days a week (but the course meets five days a week), the Linkage Duration Adjustment would be 60%. If a teacher is assigned to a course only one day a week (but the course meets five days a week), the Linkage Duration Adjustment would be 20%. <i>*In 2013-14 AND 2014-15 linkage duration adjustment will not be used in State-provided growth score calculations. Linkages other than 1.0 will be used only for beta modeling.</i>