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Date: 2/16/2009 4:59 PM
Subject: CEI Roster Verification available on MyData Portal for 2008-09 Semester 1
Attachments: EV_Teacher_Instructions_SEM1.pdf; EV_Approver_Instructions_SEM1.pdf

Beginning today and continuing through **March 13, 2009**, teachers can access their fall semester 2008-09 rosters for review as part of the CEI Roster Verification process. The deadline for teachers to submit rosters is **March 13, 2009**. The deadline for approvers to complete all reviews is **March 27, 2009**.

Instructions for teachers and for approvers are attached. These documents are also available on school and teacher homepages on MyData Portal under **CEI Roster Verification** in the **Teacher's Reports** or **Web Reports** sections. Additional instructions are provided online throughout the process.

Principals: You may again designate others on your campus to review teachers' rosters as they are submitted. These other approvers must have an active MyData Portal account.

Please send your questions to OIR@dallasisd.org. Always include your TEA number and a telephone number for faster service time. If your question involves a teacher, please include the employee ID.

Additional information:

This year, teachers are able to provide information about which students they instructed and gave a grade to during each six-week grading period. This change necessitated some page formatting changes. Please encourage teachers to refer to the instruction manual and online help.

Few teachers will need to make changes to their rosters.

A teacher's only responsibility in reviewing these rosters is to accurately report which students she instructed and gave a grade to during each grading period of the fall semester. She is not evaluating any of the CEI-eligibility criteria that are used in the final compilation of 2008-09 CEI rosters. Those criteria are applied globally at the end of the school year. The goal of the CEI Roster Verification process is to reduce the high volume of requests for roster adjustments we receive each fall after the indices are released.

*Teachers should access their rosters and make necessary changes as soon as possible. The window for teachers to review 2008-09 fall semester CEI rosters and submit corrections closes March 13, 2009. If an approver requires a teacher to adjust a roster submitted before March 13, the teacher will have access to that roster only until finished. **Teachers will not have another opportunity to work with their fall semester rosters.** If they begin near the March 13 deadline, they may not finish in time. No extensions will be given due to illness, questions, technical problems, etc. so that we can complete 2008-09 CEIs before the start of the next school year. The window for approvers to review teachers' submitted rosters closes March 27, 2009. After March 27, we will mark as "approved" all submitted rosters upon which the approver has not taken action.*

Data Analysis, Reporting, and Research Services

hosting MyData Portal (<https://portal.dallasisd.org/mydata>)

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