

Students Roster Changes Form

Employee Name _____ School _____

Evaluator Name _____ Date _____

This form is for SLT# (circle all that apply): 1 2 3 4 5 6 7 8 9 10 other _____

Number of Students Currently Enrolled in this Course _____ Number of Students Listed in CIS _____

SECTION 1: All teachers must complete this section for each SLT prior to reporting results in CIS.

This form may be generated in Infinite Campus (SLT Attendance Report) or completed by the teacher. If the form is generated in Infinite Campus, documentation will be included. If the report is completed by the teacher, an Attendance Register from Infinite Campus and list of students being excluded (APPENDIX A) must be submitted with the completed form.

Students took the post-assessment, but will be excluded because they...	Number	Include/Exclude in SLT results.
a) Have ten (10) or more unexcused absences in a semester this year.		Based on state law, these students must be EXCLUDED from your SLT results.
b) Have twenty (20) or more consecutive absences.		Based on post-assessment data, I will (select one) INCLUDE EXCLUDE this entire group of students from my SLT data.
c) Enrolled in a U.S. school on or after April 25, 2015.		Based on post-assessment data, I will (select one) INCLUDE EXCLUDE this entire group of students from my SLT data.
d) Enrolled in my course after October 1.		Based on post-assessment data, I will (select one) INCLUDE EXCLUDE this entire group of students from my SLT data. <small>NOTE: Students with no baseline data (ex. no August F&P or Interactive Achievement score) will NOT be included in the SLT.</small>
TOTAL NUMBER OF EXCLUDED STUDENTS:		To calculate this number, total the students from sections a, b (optional), c (optional), and d (optional) above. Check the attached lists to ensure that no student is being removed more than once.

Roster changes PRIOR to administration of the post-assessment:

(e) Left the class prior to taking the post-assessment.		These students will be EXCLUDED from your results.
(f) Entered the class before 10/1, but were not initially included in data.		These students must be INCLUDED in your results.

Section 1 Signatures: I have reviewed the above information and have verified that it is complete and accurate.

Teacher Signature

Evaluator Signature

APPENDIX A: Student Roster Changes list

You must complete this section if the teacher is completing this form. Information will populate if the form is completed in Infinite Campus.

List of students not included in SLT results data:

Student Name	Baseline Score (if available)	Reason for Exclusion		
		Enrolled in course after October 1 (enter date enrolled)	ESL Newcomer (enter date entered U.S. school from IC)	Left the class (enter date dropped)

List of students being excluded – Excessive Absences (attach documentation from Infinite Campus)

Student Name	Baseline Score	Number of unexcused or consecutive absences

List of students not included in baseline calculation but included in results (for Baseline Amendment ONLY)

Student Name	Baseline Score	Date Entered (from IC)