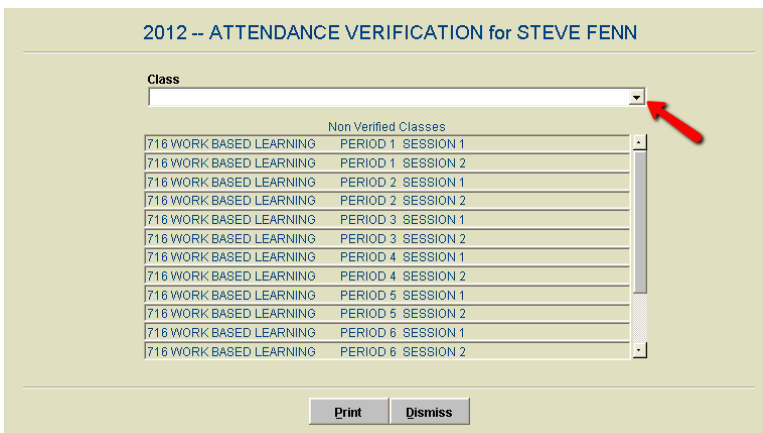
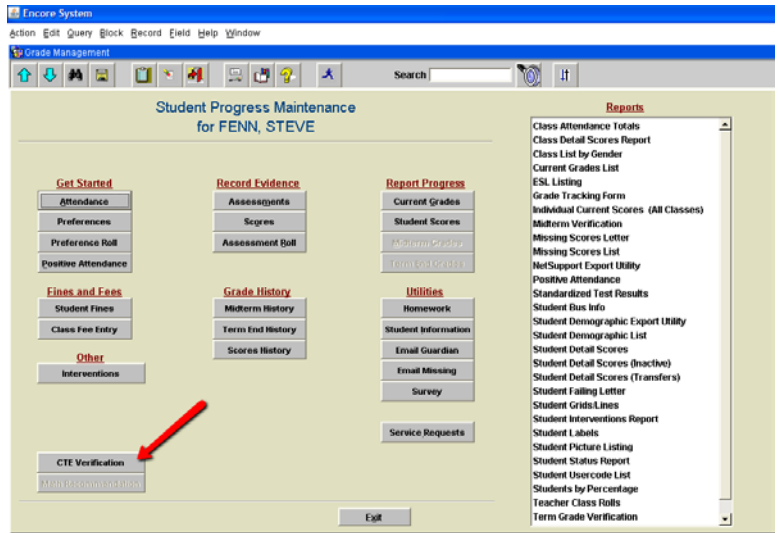


CTE Roll Verification

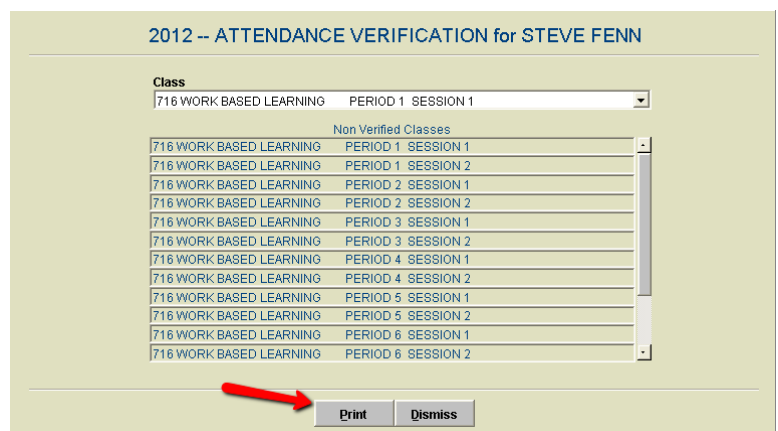
In Encore enter the Secondary Grade Book. In the lower left hand corner click CTE Verification.

If you do not have the Roll Verification button, please notify your CTE Coordinator.

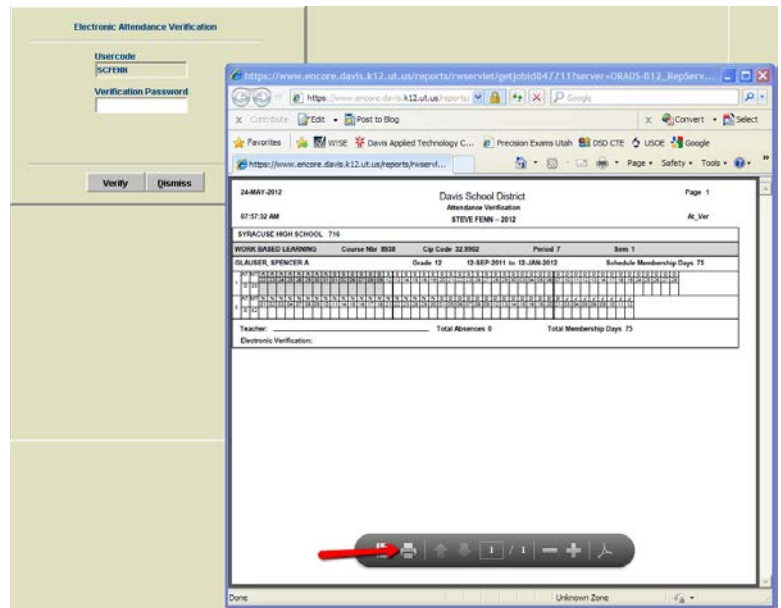


That will give you the Attendance Verification Screen. In the green area labeled Non Verified Classes you will see a list of classes you need to verify. To verify them you'll need to click on the pull down arrow in the white area above, labeled Class.

Select the class you would like to verify and click print. (Remember Session 1 is Semester 1 and Session 2 is Semester 2)



Your roll will come up and you can look through them to see if you have any students who need to be corrected. If you do not have any students that need to be corrected in that class, you do not need to print the roll. (Save a tree) Only print those rolls with students in them that need correcting. Once your cursor is on your roll the gray bar will show up and you can click print.



Once you have printed your rolls and circled the absences (five consecutive days absent if you're on an A/B block, ten consecutive days if you're on a seven period block) then you can give them to the CTE secretary if you're at a High School or your attendance secretary if you're at a Jr. High. When they have changed the absences code (HW, SX, or TK)* they will notify you so you will know your able to verify them. REMEMBER YOU CANNOT VERIFY YOUR ROLLS UNTIL THE

NEXT TO LAST DAY OF THE SEMESTER!

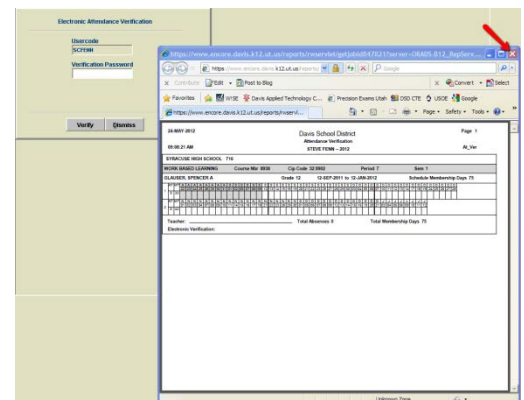
In fact, the Verification Screen will not appear until that time. Once you have verified first semesters roll, the verification screen will disappear until the next to last day of second semester when you'll be able to verify your rolls again.

A/B Schedule – 5 or more absences in a row.

or TK-Truant Homework. These codes mean you have given them the opportunity for homework. They do not have to accept that opportunity; just that it is available to them.

*HW-Homework, SX-Suspended Homework,

The day before the end of semester you can verify your rolls. Follow the previous instructions to verify your rolls. This time when your roll come up simply click the "X" in the red box in the upper right corner of the roll screen. This will close your rolls. You do not need to print them again.



The first time you verify your roll's, you will be setting your password. What you enter now, will be your verify password for the entire year. You will have to enter your new password twice (to confirm password). If you set your password 1st semester and go to verify your rolls 2nd semester and realize you have forgotten it. Notify your CTE coordinator, they can reset your password.

After you have confirmed your password for the first time, you will only see one box for a password.

Notice that when you start to verify your rolls, the classes drop from the green area labeled Non Verified Classes. Be aware, they remain in the white pull down area the entire year.

When you have completed the first semester, the only classes remaining in the green Non Verified Classes box should be session 2.

Once you complete second semester, the green Non Verified Classes box should be empty.

Congratulations! You have verified your rolls.