

Roster Verification Tool

Printing out the Class Rosters

1. Log into the Roster Verification Tool at <https://web04.fldoe.org/RosterVerification/>.
2. On the Teacher Main Menu, click "**Class Rosters**".

ROSTER VERIFICATION TOOL

Welcome
User Level: TEACHER
St. Lucie, ELEMENTARY SCHOOL

Main Menu Change Password Logout

TEACHER MAIN MENU

- [Class Rosters](#) ←
- [Submit Complete Rosters](#) - Once you have reviewed all your rosters and made the necessary changes, click to submit the rosters and complete the process.
- [Teacher Guide \(PDF\)](#)

3. Click the link "**Print All Rosters Listed to MS Word...**".

ROSTER VERIFICATION TOOL

Main Menu Change Password Logout

CLASS ROSTERS

[Previous Page](#)
[Print All Rosters Listed to MS Word \(approximately 6 page/s\)](#) ←

Click highlighted headers to sort by that column. Click again to reverse the sort.

No.	Term	Section	Period Begin	Period End	Course	Course Number	Changes	Rosters	Teacher Reviewed	Locked by (Shows if so locked teache
1	3	02	5	5	Language Arts-Grade	5010041		Roster		
2	3	02	1	1	Reading-Elementary	5010050		Roster		
3	3	02	2	2	Integrated Language Arts-Elementary	5010060		Roster		
4	3	02	6	6	Mathematics - Grade	5012020		Roster		
5	3	02	3	3	Physical Education	5015020		Roster		
6	3	02	3	3	Science	5020010		Roster		

4. "**Open**" the file.
5. "**Print**" within Microsoft Word.