

Roster Verification Tool

for Second Semester (Survey 3)

Verifying 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](#) - View 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 "Roster" for one of the class sections.

ROSTER VERIFICATION TOOL

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CLASS ROSTERS

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[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. Review the list of students on your course roster on "2/6/2026".
5. Use the "Add Student to Roster" section to add a student enrolled in the class on 2/6.
6. Click in the "Request Removal from Roster" box for students not enrolled on 2/6.
7. While not required, you can enter a "Teacher Comment" to indicate the need for the change to the roster.
8. Click the "Save comments and removal checks" button to save your changes.
9. When finished adding, removing and/or verifying students enrolled on 2/6 in this

approves or denies the change. Click the "Save comments and removal checks" button. Click the "Click to verify that the roster above is accurate" button when you are finished. **DO NOT USE THE BROWSER'S BACK BUTTON!** Use the menu buttons at the top of the screen to navigate away from this page.

Add Student to Roster

Select the grade level. Once list of students appears, select the student and click "View Selected Student Details". The student details will display. If you want to add the student click "Add to Roster".

--grade--

Class Roster as of 02/06/2026

ELEMENTARY SCHOOL

Teacher: _____ Class Period: 5
 Course: Language Arts-Grade, 5010041 Section: 02 Survey: 3
 Scheduling Method: Self-contained Term: 3

Count	Student ID	Local ID	Last Name	First Name	Middle	Grade Level	Details	Request Removal from Roster	Change	Approval Status	Teacher Comment (Only provide comment if there is a change.)	Approval Comment
1	*****	56211	ACO	JUL			detail	<input type="checkbox"/>				
2	*****	56211	ADR	KER			detail	<input type="checkbox"/>				
3	*****	56211	BRA	ISA			detail	<input type="checkbox"/>				
4	*****	56211	BUR	EVA			detail	<input type="checkbox"/>				
5	*****	56210	CHE	DEN			detail	<input type="checkbox"/>				

10. Repeat the steps 3-9 for all class sections.
11. When finished verifying, your screen will show confirmation that you have reviewed each section.

CLASS ROSTERS

Roster Verification Saved Successfully. Continue to next roster below, or return to Main Menu.

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No.	Term	Section	Period Begin	Period End	Course	Course Number	Changes	Rosters	Teacher Reviewed	Locked by School (Shows if school has locked teacher changes)
1	3	02	5	5	Language Arts-Grade	5010041	yes	Roster	3/13/2025	
2	3	02	1	1	Reading-Elementary	5010050		Roster	3/13/2025	
3	3	02	2	2	Integrated Language Arts-Elementary	5010060		Roster	3/13/2025	
4	3	02	6	6	Mathematics - Grade	5012020		Roster	3/13/2025	