



CHECKLIST FOR ACCURATE DATA IN EDUCATOR PORTAL

- All teachers in Educator Portal have an Educator ID. This should be the TEACH ID or the teacher's email address if there is no TEACH ID.
- All teachers have completed the required training.
- All teachers have signed the security agreement.
- All students in Educator Portal are NYSAA-eligible, are expected to test and have a valid NYSSIS ID.
- All students in Educator Portal are assigned the appropriate grade according to the Age Range chart found at <http://www.p12.nysed.gov/assessment/nysaa/2017-18/agerange-18.pdf>
- All NYSAA eligible high school students are assigned to the Grade 9 cohort in Educator Portal, regardless of the actual grade the student is enrolled in at their school. Their grade must be 9 in the system.
- All students taking the Science NYSAA are assigned grade 4, 8 or 9 in Educator Portal (according to the Age Range chart).
- All students are rostered to a teacher in Educator Portal (Note: NYSED is not creating rosters).
- All students have a Personal Needs Profile completed.
- All students have a First Contact Survey completed.