

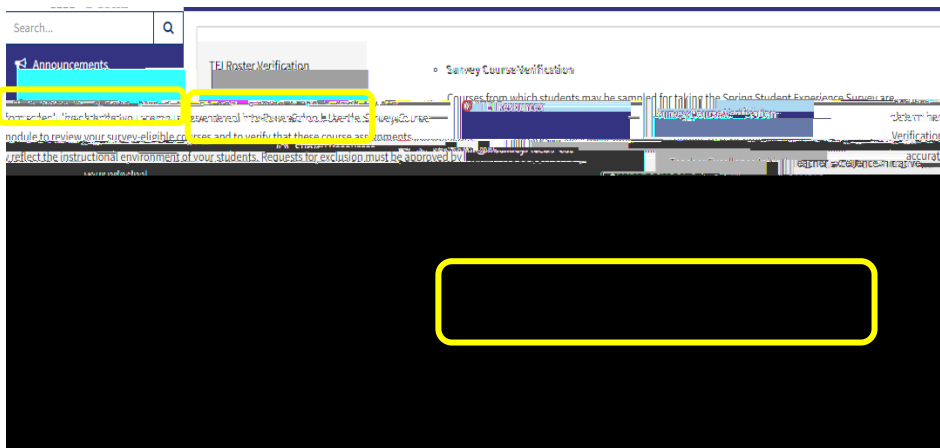
# Survey Course Verification (SCV) for Principals Quick Reference Card

The SCV Module allows teachers, with principal supervision, to review their courses and to verify that these assignments accurately reflect the instructional environment of the students. The courses are only those that are “survey eligible”, which means students from these courses may be sampled to take the Spring 2024 Student Experience Survey. Students also must meet eligibility requirements to be sampled. After teachers submit their courses, principals can approve or deny them. Most teachers will not need to make changes to their courses.

SCV opens at 7 AM on February 5 and closes at 5 PM on February 16. Principals can approve courses through 6 PM on February 23. **Corrections that were submitted by teachers, but not approved by principals, will be denied when SCV ends on February 23.**

## Review Courses as Approver

Log onto MyData Portal and click **Review Spring 2024 Survey Courses** in the Survey Course Verification menu under TEI Resources from the left menu.



## Navigate the Teacher List

The Teacher List is the first page you will see after you click on the link to review survey courses.

Delegate approval. Principals are the default approver for all teachers on the campus. Only the principal can change a teacher’s approver. Click **Add** in the delegate column and select an approver. Approvers must be either principals or assistant principals.



## Approve or Deny Teacher Courses

1. Teachers with Decision Date as **PENDING**, are the only courses you can approve or deny.

A screenshot of the Survey Course Verification table. The table has columns for 'Survey eligible course', 'Course Number', 'Section / Period', 'Change Request', 'Decision', and 'Add Comment'. The table content is mostly obscured by a large black redaction box.

2. Approvers must select a Decision option for all instances. If you select “Deny” you must enter a comment.
3. Approvers must act on a teacher’s request by February 23. If a decision is not made on or before February 23, the request will automatically be “denied”.
4. After you approve or deny a teacher’s rosters, Click **Submit my decision to teacher**.