



<b>BASICS</b>	Access	<p><b>Step 1:</b> Principal/Ops Leader adds staff member to TO in order to provision a DOE email (@schools.nyc.gov)  <b>Step 2:</b> Once you receive your DOE credentials, complete the Systems Access Request Form and Mayoral Directive  <b>Step 3:</b> Send complete forms to: <a href="mailto:SystemsAccess@schools.nyc.gov">SystemsAccess@schools.nyc.gov</a>  For support email: <a href="mailto:CharterSchools@schools.nyc.gov">CharterSchools@schools.nyc.gov</a></p> <p>WebConnect Link: <a href="https://schools.ra.nyc.gov">https://schools.ra.nyc.gov</a>      ATS Wiki Page: <a href="https://wiki.nycenet.edu/display/ATSWiki">https://wiki.nycenet.edu/display/ATSWiki</a></p>	
	Navigation*	<p>F2 = Save  F6 or Enter = Execute  F4 = Search/Look Up Field  F3 or F7 = Exit/Back Screen  F8 = Forward Screen</p> <p>*Always refer to the bottom of the ATS Screen for the most accurate navigation directions.</p>	<p>TAB = Forward on the current page  SHIFT + TAB = Back on the current page  Jump codes are 4 Letter Navigation Quick Code  <b>STAT:</b> Page with a summary of school statistics  <b>ULOC:</b> Update User Location (if you have access to more than one school)</p>
<b>PRE-ROLLOVER</b>	Creating Classes	<p><b>CMOD:</b> Create or modify a class in current year  <b>CFMO:</b> Create changes or make changes to next year  <b>RFCL:</b> Future Class List Report</p>	
	Student Search	<p><b>SBIO:</b> find student OSIS #'s and biographical data</p>	
	List Notice	<p><b>LNIN:</b> List Notice a student with OSIS numbers  <b>RLNR:</b> List Notice Report  <b>RLNB:</b> List Notice Biographical/Exam Roster Report</p>	
	Quick Registration	<p><b>QPKF:</b> Pre-registration for students in Pre-K or without OSIS numbers  <b>RPKF:</b> Pre-registration Report</p>	
<b>POST</b>	Transfers	<p><b>TRAF:</b> Transfer students with OSIS numbers</p>	
	Quick Admission	<p><b>QADM:</b> Admit students who do not have an OSIS number  <b>ACPR:</b> Activate a Pre-registered student</p>	
<b>STUDENT ADMISSIONS DATA</b>	Enrollment Documents	<p>The following information must be provided at the time of enrollment to enter student in ATS:</p> <ul style="list-style-type: none"> <li>• Proof of Birth – Birth Certificate or Passport</li> <li>• Name – As written on proof of birth</li> <li>• Date of Birth – As written on proof of birth</li> <li>• Home Address – As written and confirmed by proof of address documentation</li> <li>• Parent/Guardian Information – As confirmed by enrollment documentation</li> <li>• Federal Parent/Guardian Student Ethnic &amp; Race Identification Form</li> <li>• Residency Questionnaire (McKinney-Vento Act)</li> <li>• Home Language Survey</li> <li>• Health/Immunization Form</li> <li>• Admit Date – Pre-Rollover (7/2) Post Rollover (9/6)</li> <li>• Admit Reason Code</li> </ul>	
	Update Biographical Data	<p><b>BIOU:</b> Update Student Biographical Data  <b>PARU:</b> Update Parent Information  <b>UETR:</b> Update Race/Ethnicity</p>	
	Assessment Screens	<p><b>EM38:</b> 3 - 8 ELA/Math Exam Menu  <b>EMDS:</b> 3 - 8 ELA/Math Exam Answer Document Status  <b>SC48:</b> 4 &amp; 8 Science Exam Menu  <b>SCDS:</b> 4 &amp; 8 Science Exam Answer Document Status</p>	<p><b>REGT:</b> Regents Exam Menu  <b>REDS:</b> Regents Exams Answer Document Status  <b>NLAT:</b> NYSESLAT Exam Menu  <b>ITEL:</b> NYSITELL Exam Menu  <b>SATR:</b> SAT Day Registration Menu</p>
<b>TESTING</b>			

OPERATIONAL TASKS	School Food Screens	<b>RMEL:</b> Meal Category Report ( <b>ALL SCHOOLS</b> ) <b>RMCU:</b> Meal Tracking Report with source system <b>UPSI:</b> Update Student Indicators to update meal code determinations ( <b>SFA SCHOOLS ONLY</b> )  <b>School Meal Codes:</b> A=Free (HRA)   1=Free (Form)   2=Reduced \$   3=Full \$   4=Full \$ (Missing Info)   5=Full \$ (No Form)
	Health Screens	<b>HLTH:</b> Health Screens <ul style="list-style-type: none"> <li>• <b>HEIU:</b> Immunization Update</li> <li>• <b>HEID:</b> Immunization Display</li> <li>• <b>HLST:</b> Update/Display Status by Grade/Class</li> <li>• <b>HEVU:</b> Vision Update, Single Student Entry</li> <li>• <b>HEVM:</b> Vision Update, Mass Student Entry</li> </ul> <b>RHLT:</b> Health Report Screens <ul style="list-style-type: none"> <li>• <b>RHIL:</b> Immunization Status List</li> <li>• <b>RFHI:</b> Future Class Immunization Status List</li> <li>• <b>RSIE:</b> Medical/Religious Exemptions List</li> <li>• <b>RHVL:</b> Hearing and Vision Class List</li> </ul>
	Transportation Screens	<b>TRNS:</b> Transportation Status Screen <b>RTRN:</b> Transportation Reports Menu  <b>TLST:</b> View and Update Eligibility by School, Grade, Class <b>TTRE:</b> View Individual Eligibility <b>TUTD:</b> Assign a Bus Stop/Metro card  <b>Transportation Status Codes</b> (TRANS STAT under TLST): Blank=No Transportation   AT=Assign Metro Card   AP=Has Metro Card   AB=Busing   SB=Busing Error  <b>Yellow Bus Screens</b> <ul style="list-style-type: none"> <li>• <b>STRE:</b> SPED Bus Eligibility (Door to Door)</li> <li>• <b>SLST:</b> SPED Busing Eligibility (Door to Door)</li> </ul> <b>Metro Card Screens</b> <ul style="list-style-type: none"> <li>• <b>TDMC:</b> Display or Deactivate a Metro card</li> <li>• <b>TMPS:</b> Metro card Mass Entry</li> </ul>
	Summer School	<b>SSOS:</b> Activate Summer School Site  <b>SCAL:</b> Update Summer School Calendar
PROMOTION AND DISCHARGE	Graduation/Promotion  <small>*See the most recent Transfer, Discharge Graduation Guidelines to view all codes</small>	<b>GPRO:</b> Grade Promotion Menu (Grades K-11) in June/July <b>GRDT:</b> High School Graduation Certification (Grade 12 Only)* <ul style="list-style-type: none"> <li>• Code 26: Local Diploma for NYSED Approved Safety Net Provision Graduates</li> <li>• Code 27: High School Regents Diploma</li> </ul> <b>SIGT:</b> Change Grade in August
	Discharges  <small>*See the most recent Transfer, Discharge Graduation Guidelines to view all codes</small>  <small>** For CSO approval, please send all relevant documentation to: <a href="mailto:CharterSchools@schools.nyc.gov">CharterSchools@schools.nyc.gov</a></small>	<b>WARN:</b> Pending Discharge from Your School <b>HIAD:</b> Admission and Discharge History <b>DISC:</b> Remove a Student from the School Register * <ul style="list-style-type: none"> <li>• Code 08: Discharge to a Non-Public School in NYC</li> <li>• Code 11: Discharge to a School Outside of NYC</li> <li>• Code 12: Address Unknown (Need CSO Approval)**)</li> <li>• Code 39: Voluntary Withdrawal/Over Compulsory Age (Planning Interview and CSO Approval**)</li> </ul> <b>TRDX:</b> Change a Discharge Code
SQR	Credit Accumulation and Attendance	<b>UACR:</b> Update College Credit Bearing and Advanced Math Courses (for High Schools Only) <b>USCR:</b> Update Credit Accumulation and Middle School Passing Totals (All Schools)
RQSA	Enter Action Requests  <small>* All other functions under RQSA do not apply to Charter Schools. For questions/support, email: <a href="mailto:CharterSchools@schools.nyc.gov">CharterSchools@schools.nyc.gov</a></small>	<b>RQSA:</b> Request Changes from ATS Programmers <ul style="list-style-type: none"> <li>• 1 Change Admission Date</li> <li>• 2 Change Discharge Date</li> <li>• 3 Change Discharge Code</li> <li>• 4 Cancel Duplicate OSIS</li> <li>• 5 Add Current/Future Grade Code</li> <li>• 6 Add Current/Future Grade Code</li> <li>• 7 Request Student Records</li> <li>• 8 Request GRC Change of Student Grade Level</li> </ul>
REPORTS	Reports	<b>ROCL:</b> Official class list <b>RESI:</b> List of student biographical and assessment data <b>RLER:</b> NYSTELL/NYSESLAT Eligibility Roster <b>RLAT:</b> LAB-R, NYSITELL, NYSESLAT Exam History <b>RETT:</b> Grades 3 – 8 ELA/Math Exam Test Takers Report <b>MEXB:</b> To update and enter exam data <b>REXB:</b> To view exams entered in MEXB <b>VEXM:</b> To view high school exams

