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Logging on to ATS

Type ATS
Press Right Ctrl (Red Enter).

Enter the ATS username and password

- Read the Security Screen and press Right Control (Red Enter)
• Press Right Ctrl (Red Enter)

GOOD MORNING!
In order to comply with NYC Comptroller Audit regulations you are required to change your password every 90 days.

When you continue to the next screen you will be asked to change your password. The new password must be at least 7 characters. It cannot contain any blanks, commas or colons. The password can be a combination of alpha, numeric or other symbols. You will be asked to enter the NEW PASSWORD TWICE.

Please check the displayed information. Please update your phone number. If any other information is incorrect please EMAIL corrections to DLESLIE. Thank you.

PRESS RIGHT CTRL/RED ENTER KEY TO CONTINUE
Enter your current password (new users should enter ATS).
Press F2/Save.
Select a new password.
Enter your new password (you will not see it on the screen).
Press F2/Save.
Enter the same password again and press F2/Save again.

You will be brought back to the first screen you see upon entering ATS.
When you log on to ATS for the first time every day the first screen after the security screen is the Stat Screen. The information contained on this screen is the information for the school as of the close of the previous day. This information does not change through the course of the day. It contains general information regarding registers, attendance, immunizations, addresses, etc. It is the first line of information for the pupil accounting secretary and attendance personnel.

- Press F10/Flags to see the School Status
Function Keys

Function keys are the keys on the top row of the keyboard. They are labeled consecutively starting with F1 through F12. In ATS, the “function” that each key is able to perform is dependent upon the currently visible screen. Each screen has a function key list at the bottom that indicates which keys are active and what each does. Let’s examine one sample screen.

Note: Do not press Right Ctrl (Red Enter) after pressing one of the function keys.
Some common uses for function keys are:

**F1/Help**  
Help information for the screen you are on

**F2/Save**  
Saves changes made by the user

**F2/Select**  
Used in conjunction with **TAB** to select from a list displayed on the screen.

**F3/Quit-return**  
Leaves the current screen without saving changes.

**F4/Lookup**  
Many fields in ATS have tables associated with them. If you press F4 in a field that has an associated table, it will display the table. You can then select from this table by pressing **TAB** until you reach the desired selection and then pressing **F2**.

**F5/Print**  
Used to print selected items such as the ATS news.

**F6/Execut**  
Used to generate a report where the user creates the report from current data.

**F7/Bkwd**  
Goes back to the previous screen

**F8/Frwd**  
Advances to the next screen of information on a table or a listing of student records.

**F9/Refresh**  
Restores the screen to its initial state erasing anything you have entered without saving it.

**F12/Exit**  
Pressing **F12** from most screens in ATS takes you to the ATS Primary Menu. From the ATS Primary Menu, if you press **F12**, you will be logged off.
Reading the ATS News

An important method by which ATS keeps you abreast of the constantly changing information on the system is through the ATS NEWS. It is extremely important that you read and/or print the news daily.

- On the Command Line (➔) from the “ATS Primary Menu” select 1. Right Ctrl (Red Enter) OR
- Type NEWS Right Ctrl (Red Enter) OR
- Tab down to NEWS Right Ctrl (Red Enter)
- The ATS News screen below will be displayed.

- You can read the news on the screen by using the F8 (Forward) and F7 (Backward) keys respectively.
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- You can print the news by pressing **F5** choose your printer number and press **F5** again.
- Press **F3** to exit the news.

**Setting/Changing the User Profile**

In each building one or more printers are designated as ATS Printers. You can choose a Default Printer for your ATS account that you use most frequently so you do not have to type the printer number each time you print a report. You can also change your password at any time.

- Type **ULOC** at the command line (➔) and press Right Ctrl (Red Enter).
- From this screen you can choose your Default Printer, change your phone number or change your password.

To change phone number, tab to **WORK PHONE**, Type in phone number and press **F2** to save. OR

To change printer location, tab to **DEFAULT PRINTER**, Type the printer location you wish to use (**DDBSSS** and the number of the printer i.e. **19K007 1**) and press **F2** to save. OR
• To change your password, tab to NEW PASSWORD. Type your new password press F2 Re-enter the new password again and press F2 to save

Printing Student Labels

Information and mailing labels may be printed for individual students or for groups of students. Labels may be printed for current students or for future students (list noticed, grade promoted, or pre-registered). To print labels type RLBL on any menu screen and press the RED ENTER key or [right CONTROL (Ctrl) key]. The menu screen illustrated on the next page will appear.

Type the number of your choice next to the command arrow and press the RED ENTER key or [right CONTROL (Ctrl) key].

General Information:
♦ Labels will not print immediately. They will be held on the print queue until you release them
♦ Mailing labels are printed on 30 labels per sheet stock (Avery 5160)
♦ Information labels are printed on 14 labels per sheet stock (Avery 5162)
♦ Information labels will print 14 labels for each student or 7 per student if done for an entire grade or class
♦ Mailing labels will print 1 label per student
♦ Place the label stock in the drawer of the printer normally used for the attendance rosters.

See below for the print selection of the various labels.

RLBI – Current Student Information Label
If the BIOG INFORMATION FORMAT (W/O ADDRESS) “Y” option is chosen, the labels will print without the student’s address. Only name, ID#, class, grade code and grade level will print.

**RLFI – Future Information Label**
Printing the Postcards

To print postcards, type **RPOS** on any menu and press the **RED ENTER** key or **right CONTROL** (Ctrl) key. The screen illustrated below will appear.

- Enter the selection criteria that you wish to use [entire school, pre-reg only, indicator, official class, grade level or code]
- Enter the ID number of the message that you wish to print
- Enter the ID number of the postage message
- Select a sort option
- Press the **F6** key to execute the report

Remember that the postcards will be **held on the print queue until you release them**. Remember to load the printer with postcard stock before releasing the report.
ATS Reports

How to Run Reports

Although each ATS report has a different function, the way in which reports are executed is similar for all. The majority of report screens are separated into 3 sections:

- **Selection Criteria**: this section is where you will enter the criteria to be used to select the students for the report.
- **Sort Options**: this section is used to select how the report will be sorted.
- **Print Option**: this section you choose whether you want to view the report on the screen or send it to a specific ATS printer.

After a report is requested by the user, the job is sent to the print queue (DFS). Most jobs print out automatically. Sometimes a job is sent to the DFS and is on hold. The user will have to log on to DFS to release the job.

Frequently Used Reports

This is a list of commonly used reports that you will be frequently requesting on ATS.

**RCRL**: (Cross Reference List) Report that prints an enrollment list. This report can be used to print lists of students identified by ATS Student Indicators.

**RACL**: (Class information Report) Report that lists all official classes in a building and register totals for each class.

**RREG**: (School Register Report) Report that prints the number of classes per grade code and register for each grade for a specific date.

**RFLG**: (Special Programs Report) Report that allows you to print student lists based on multiple student indicators.

**RSNS**: (No Show Report) Report that prints a list of No Show students in your building for a particular date range.

**RCUA**: (Cumulative Absences Report) Report that allows you to print a list of students that have been absent for a certain number of days or percentage.

**RGST**: (Registers and Attendance Report) Report that prints attendance percentages for your building.

**ROCR**: (Official Class Register Report) Report that prints out statistics, including attendance, for all official classes for a specific date in your building.

**RISA**: (Individual Student Attendance Report) Report prints the current year’s attendance for a student.

**RISP**: (Individual Student Attendance History) Report prints the attendance for a student for past years dating back to the 1999 school year. A specific year can be selected.

**RMSR**: (Exam Reports) From this report screen you can choose to run one of three different test reports.
- Primary/Secondary you can select one or two standardize exams
- Gains Report allows you to compare current year’s reading or math score with the previous year’s scores.
Exam Rosters allows you to print exam rosters for all standardized exams.

**RHSP:** (Student Historical Profile Screen) Report prints out a student’s entire BIO history.

### Sample ATS Reports

On the next pages, you will see sample screen shots of some of the most requested ATS reports. If you do not need current data (the information for the day you are running the report) reports should be requested in ATS Region 2. In ATS Region 2 the information is as of the previous day.

**RACL (Class Information Report)**

This report prints official class information for all official classes including the number of students registered in that class. This report also includes: official class codes, class type, class name, CAP class code, room number and the teacher’s name for each class.

From the ATS Primary Menu screen type **RACL** at the command line (.pose) and press **Right Ctrl (Red Enter)**. The screen below will appear.

- Select the specific criteria you need
- Select sort option
- Select print option
- Press **F6/Execut**
RREG (School Register Report)

This report prints all grade codes along with their class and register totals. This is the same information that will appear on the school PAR. This report should be generated and examined weekly to ensure that the end of the month totals will be accurate.

From the ATS Primary Menu screen type RREG at the command line (→) and press Right Ctrl (Red Enter). The screen below will appear.

- Select the date you need the report for
- Select the format you prefer
- Do you want it overnight (Y/N)
- Select print option
- Press F6/Execut
RCRL (Cross Reference List)

This report lists student name, ID number, Official Class information, Date of Birth and Telephone Number. You can also choose just to have the student name, ID number and Official Class, whichever way you wish. When sorted alphabetically, this report can be used as a directory list by many offices in the school.

From the ATS Primary Menu screen type RCRL at the command line (►) and press Right Ctrl (Red Enter). The screen on next page will appear.

- Select the which students you want
- Select if you just require the students’ names and IDs only
- Select printer option
- Press F6/Execut

RCUA (Cumulative Absence Report)

This overnight report lists the names of students who have been absent for a specified number of days over a selected date range. It can be used to list students who have attendance problems. In addition to the dates of absence, phone numbers and adult names are included for parental contact. The status of at the student at the time the report is generated is important. An RCUA run today will check the attendance for all students active today for the specified date range. Discharged students will not be included. This report is not available if incomplete attendance exists. The Cumulative Absence Report is also used to generate absentee postcards.
From the ATS Primary Menu screen type **RCUA** at the command line (→) and press **Right Ctrl (Red Enter)**. The screen on next page will appear.

- Select the date range
- Select sort option
- Select print option
- Press **F6/Execut**

**RISA (Individual Student Attendance Report)**

This report is a year-to-date attendance record for an individual student. It will list daily attendance information with aggregate total for the individual student selected and can be printed at any time during the year. If this report is requested for more than one student, it will be generated **overnight**.

From the ATS Primary Menu screen type **RISA** at the command line (→) and press **Right Ctrl (Red Enter)**. The screen on the next page will appear.
Enter student ID or IDs if report is for more than one student OR
Select other selection criteria
Select the status of the student (active, discharge, etc.)
Select sort option
Select print option
Press F6/Execut

RISP (Individual Student Attendance History)

This report is similar to the RISA but it will give you the attendance record for an individual student for a previous school year. It will list daily attendance information with aggregate total for the individual student selected. The biographical information is the same as it was at the end of the selected school year. If this report is requested for more than one student, it will be generated overnight. The RISP may be generated only for the years in which the school was taking attendance on ATS, starting with the 1991-1992 school year.

From the ATS Primary Menu screen type RISP at the command line (➔) and press Right Ctrl (Red Enter). The screen on the next page will appear.
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Enter student ID or IDs if report is for more than one student OR
Select other selection criteria
Select the school year needed
Select sort option
Select print option
Press F6/Execut

- RMSR (Exam Report)

This report can be used to list test results for one or two exams given in a specific year and season. This report can only be run in ATS Region 2. Generally ATS will notify schools through the ATS News when the most recent scores have been posted to the system.

From the ATS Primary Menu screen type XREG at the command line (⇒) and press Right Ctrl (Red Enter). This will take you into ATS Region 2. At the command line (⇒) type RMSR and press Right Ctrl (Red Enter). The screen on the next page will appear.
- Select the criteria needed
- Enter a Y next to the type of report you wish to run. Please note some exams can only be run with the Exam Roster format.
- Press F5 to continue
• On the Primary Exam field press **F4**. Select the exam you need and press **F2**. The exam name will now appear on the Primary Exam line.
• Tab to the “Type of Score” field and press **F4**. Select the type of score and press **F2**.
• Enter a range for the exam selected.
• Enter the year and season needed for the report
• If you want a report for two exam, repeat the process for the Secondary Exam
• On the Logic field select the criteria needed. **B** for students who took both exams or **O** for students who took either exam.

![Session A - (24 x 80)](image1)

![Session A - (24 x 80)](image2)

• Press **F5** to continue

• Enter sort option. 1 by students or 2 by grades
• Select printer
• Press **F6/Execut**
Using Indicators

What are Indicators?

Indicators are special codes that have been established by ATS for use in tracking students in special programs or to monitor the status of students in respect to particular data, e.g., meal status, immunization status, etc. Many ATS reports can be printed for only those students who meet a particular criterion or set of criteria as specified by an indicator code. For example, you could print or download for Phonemaster a listing of students who have not returned their meal eligibility form. Using the indicators enables a school to print reports that are focused on a particular segment of the student population.

ATS has established over 50 indicators that are in use in the system. In addition, there are three indicators that a school may use for itself.

The table below lists the ATS indicators in use at the present time.

Indicators may be entered by the school, system generated based on specific pre-determined criteria, or imported from another system.

Each indicator may have one or more codes associated with it. For example, the codes for the ESL indicator may be “Y” meaning that the student receives that service or meets the criterion, a blank, or a “T” which means that the student had a “Y” in the field at a previous school. Other indicators, such as the one for meal codes, have multiple values, (i.e. 1 = free lunch; 2 = reduced lunch; 3 = full price lunch; 4 = no form returned).
Printing an Indicator Checklist

The indicator checklist report (RCHK) is the starting point for working with indicators in your school. This report will show for each student, which of the indicators have been updated with information.

Updating Indicator Data

Indicator data may be updated for students in several ways.

1. Using indicator scan sheets
2. Updating en masse on the screen
3. Updating individual students

Printing Indicator Scan Sheets

The job that is used to print indicator scan sheets is SIND. The screen shown below is used to enter the criteria for the print job.

On the screen you will enter the criteria to be used for printing. You can even select indicators as criteria. This would allow you to print sheets for only those students who have or have not already been updated with a particular indicator. After entering the criteria, you need to select which indicators you want printed on the scan sheet. Up to 13 may be printed on one scan sheet. Press the F4 key while on the PRINT INDICATOR(S) line and fill in the ones that you want to print. The indicators that have %% next to them cannot appear on a scan sheet as they are entered into the student records differently. Once you have completed the sort criteria and pressed the F6 key the scan sheets will be...
placed on DFS overnight and will need to be released when you are ready to print them. Be sure to put the gray scan sheets in the proper bin for printing.

Once the scan sheets have been bubbled in, they can be scanned to ATS and the indicator data will be updated.

### Updating En Mass on the Screen

If you do not want to use scan sheets or scan sheets would not be practical, indicator updates can be done to large groups of students on the screen using the job UPSI. The screen shown below is the first one seen when you enter the UPSI job.

![Screen shot](image-url)
Using this job, you may update either an entire grade level or an entire official class at one time. To update an entire grade, place the cursor on the line next to GRADE and type in the grade level you want or press the F4 key and select the grade level to update. To update an entire official class at once, place the cursor on the line next to OFF. CL. and type in the official class to update or press the F4 key and select the official class to update. Once you have selected the one that you want to use, press the F5 key to bring up the indicator groups selection screen. On the selection screen, you may select up to five indicators to update at one time. Type in the order that you want them to appear on the screen by entering the numbers 1 thru 5 next to the indicators that you want. The ones that have the % symbol cannot be updated because they are updated by ATS based on other input.

After filling in the ones that you want, press F2. Press the RED ENTER key and the first list of students will appear.

The indicators that you selected will appear. Any student that already has information in a particular indicator field will appear with that information. You can, at this point, fill in missing information or change existing information. Move the cursor to the student and indicator that you want to update and type in the proper indicator code. If you do not know the code, press the F4 key to look up and select the proper code. See next page for an example of an update screen.
Updating One Student

To update students individually, the job to use is BINU. This job can be reached through the BIOS screen. Once on the BIOS screen, enter the student’s ID number, select 10 and press the RED ENTER key. The screen on the next page will appear on which you can update the indicators that you need to for the student.
Using School Indicators

A powerful feature of indicators is the ability of a school to set up their own system of internal indicators. A school has 108 separate indicators that it may use. Once this has been set up and the indicators assigned to the students, those students may be tracked as to their attendance and other data. Reports may be produced and data downloaded for that segment of the school population.

Setting up School Indicators

To see how indicators are set up, let us imagine that we wish to set up indicators for the four houses that our school has (alpha, beta, charlie, gamma). To set up indicators for the school, follow the steps that are outlined below.

1. From the ATS primary menu, type SSTU. This will bring you to the Table Update screen as shown below.

2. Press the F4 key. This will bring up a list of tables. Press the TAB key until the cursor is next to “School A” (or “School B” or “School C”). Press the F2 key. When the Table Update screen has returned, press the RED enter key. This brings up the screen on which you will enter the indicators that you want to use.
3. On the screen shown above you will enter the codes, descriptions and scan titles to be used for your indicators.
   a. **codes** – these can be any letter A-Z or the numbers 0-9. Each can be used only once on a table
   b. **description** – this is a short description of the meaning of the indicator
   c. **scan title** – this is a shorter version of the description that is to be used on the scan sheet

4. **TAB** to the first code line and type an “A”. **TAB** to the description column and type “ALPHA HOUSE”. **TAB** to the scan title column and type “A HSE”. Continue with the other indicator codes that you want to use. Press the F2 key to save when you are done.
WHAT HAPPENS TO AN INDICATOR WHEN A STUDENT TRANSFERS?

When a student transfers from one school to another, it is helpful for the new school to know as much as possible about that student. One way to get information is to transfer the indicator data with the student. ATS transfers certain indicators with current values and changes the current value of some indicators to a "T."

The following indicators will change to a "T" when a student transfers:

- Bilingual
- ESL
- Mainstreamed
- Resource Room
- Related Service
- Speech Impaired
- Phys. Challenged
- Foster Home
- Gifted
- Released Time
- Extended Day

The following indicators are automatically populated by ATS and contain calculated values. These values go with a student when a student transfers:

- LEP
- Special Ed
- CT/ST

The Chapter 53 indicator will transfer with the current value. The value will not change to a "T."

District A, B, and C Indicators will transfer with the current values if the student transfers within the current district. If the student transfers to a different district those values will be erased.

All Funded Program Participation and School A, B, and C Indicators are erased when a student leaves the school
Understanding tables in ATS

In ATS almost every function has a table code associated with it. For example, if you wanted a list of your current grade codes you would look up table code 110.

1. Type **TBLD** from the main menu

2. Press **F4/Lookup** to see the list of valid tables
Setting Up Print Parameters

Selecting a Default Printer

The printer to which you print your reports can be selected each time you print by typing the printer number next to the word PRINTER: in the lower part of the screen. However, to avoid doing this each time, you may select a default printer by using the ULOC screen illustrated previously (page 6).

- Press TAB until the cursor is next to DEFAULT PRINTER:
- Type the identification number for the printer you wish to print to [District,Boro,School # - DDBSSS and the number of the printer]
- Press the F2 key to save your selection.

Indicating Forms to Print

Before you begin to do your work for the first time, you should set up which and how many of the various forms that will be printed when you admit, transfer, or discharge a student you wish to print. To do this, use the jump code UADT. Type UADT from any menu and press the RED ENTER or [right CONTROL (Ctrl) key]. The screen illustrated below will appear.
Type a “Y” next to the words “SET DEFAULT VALUES FOR USERID” and press the RED ENTER key or [right CONTROL (Ctrl) key].

The screen illustrated below will appear.

Next to each of the selections that you wish to set:

- Type the location [DDBSSS] of the printer to print to
- Type the number of the printer to print to
- Type the number of copies of the form to print
- To copy the printer information for all transactions, place the cursor on the first printer location field and press F11
- Press the F2 to save when you are done
Admitting Students

Admissions to your school may be of several types:

- First time entrant into NYC Public Schools
- Re-admit to NYC Public Schools
- Transfer from another NYC Public School

Note:
List noticed students [students coming from NYC elementary or middle schools] will automatically be registered in your school in September and do not have to be entered manually.

First Time Admits

All types of admits should be entered into the system using the Quick Admit process. This may help to ensure, but not guarantee, that duplicate student ID numbers are not issued. Type QADM from any menu and press the RED ENTER or [right CONTROL (Ctrl) key].

The BIOS screen illustrated below will appear.

- Type a “1” next to the command arrow at the top of the screen
- Press TAB and type the student’s last name
- Press TAB and type the student’s first name
- Press TAB and type the student’s birth date
- Press TAB and type the student’s sex
- Press the RED ENTER key or [right CONTROL (Ctrl) key].

The ATS system will be searched to see if matching information can be found. If students are found, they will be displayed on the screen illustrated below. This screen was obtained by typing in the following sample information:

SMITH JOHN  07 15 85  M

Check carefully to see if the student that you want to admit is NOT appearing on the search screen. Remember, names can be spelled differently and birth dates may be misstated. If you want to see more information about a student that appears
on the search screen, \textbf{TAB} to the line that the student appears on and press the \textbf{F2} key. This will bring up more detailed information about the student that you can check.

If you are certain that the student that you wish to admit is new, press the \textbf{F5} key.

The screen illustrated below will appear.

A 9-digit student ID number is automatically assigned to the student.
Complete the following fields: (req indicates that the field must be entered)

- Middle name
- *Proof of Birth [req]
- *POB [Place of birth – req]
- *GEO [req]
- *Boro [accept or change – req]
- House No [req]
- Street [req]

* indicates that a lookup is available using the F4 key

After entering the above data, you must enter at least ONE name in the “Resides with Adult” fields. Enter the following information for that adult:

- Last name [req]
- First Name [req]
- Middle name
- *Authorization code [req]
- *Relation code [req]
- *Work phone

Press the F2 key to save the information that you entered.

When the admit has been successfully completed, the notice of admission form(s) will be printed at the printer that you designated when you filled out the UADT screen. In addition, a set of student information labels will be sent to the print queue but will not print until you release them.

**Transfers of Students**

If you know that a student was in a NYC Public School, follow the same steps as outlined previously for first time admits. When the search screen appears, press the TAB key until the cursor is next to the name of the student that is transferring in and press the F2 key. A screen like the one illustrated below will appear.

- Make all changes needed to the data shown on the screen in **white**. Data in **yellow** cannot be changed
- Be sure to enter the **Health Ins**. Information if there is none there.
To automatically update the address of the adult associated with this student to any new address that you enter on this screen, leave the “Y” in the UPDTE ADLT ADDR field. Otherwise, change it to “N”.

- Enter and Admit code and Admit date
- Enter Grade, Grade Lvl, and Off Class information
- Press the F2 key to save the information and complete the transfer

If you have set up your account to print a transfer form using the UADT screen, that form will print to the printer that you designated. Labels will not automatically print for transferred students. See instructions for printing labels.

### Discharges

#### Pending Discharge

If a student has been admitted to another NYC Public School, a pending discharge will appear on your STAT screen. This screen appears the first time that you sign on to ATS every day. You can also bring it up at any time by typing STAT from the main menu.

To see the pending discharge and complete the discharge, type WARN from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key].

The screen shown below will appear.

- Press TAB to move the cursor to the line with the student to be discharged
- Enter an “X” on the line in the SEL column
- Enter a discharge code on the line in the DIS column [press F4 to lookup]
Discharges

When you are informed that a student needs to be discharged from a NYC Public School, you need to make sure that you have the proper information before you can enter the discharge onto ATS. The guidance office, attendance office, or attendance teacher should inform you as to the reason that the student is leaving. This will enable you to enter the proper discharge code on ATS. In addition, if the student is leaving the city, you will need the new street address, city, and state. If the student is leaving the country, you will need the city and country to which they are going.

A student who is transferring to another NYC Public School cannot be discharged until they have been admitted to the new school. When this happens, a pending discharge will be generated which you will complete to discharge the student.

To discharge a student, type DISC from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key]. The BIOS screen will appear.

- Type 5 at the command arrow
- Press TAB and type the 9-digit ID of the student to be discharged
- Press the RED ENTER key or [ right CONTROL (Ctrl) key ]

The screen illustrated below will appear.

<table>
<thead>
<tr>
<th>PROFILE 300-0-011</th>
<th>New York City Public Schools 08-13-08 10:45:18</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>RAUL CHIDO</td>
</tr>
<tr>
<td>DOB</td>
<td>03/02/01</td>
</tr>
<tr>
<td>SEX</td>
<td>M</td>
</tr>
<tr>
<td>STUDENT ID</td>
<td>201 130 515</td>
</tr>
<tr>
<td>DISC CODE</td>
<td>-</td>
</tr>
<tr>
<td>DISC DATE</td>
<td>/ /</td>
</tr>
<tr>
<td>DISC CONFIRM DTE</td>
<td>/ /</td>
</tr>
<tr>
<td>DIPLOMA TYP/DISC REASON</td>
<td>-</td>
</tr>
<tr>
<td>DISC PENDING</td>
<td>-</td>
</tr>
<tr>
<td>RECORDS SENT DTE</td>
<td>/ /</td>
</tr>
<tr>
<td>PLAN INTERVIEW OR LETTER DATE</td>
<td>/ /</td>
</tr>
<tr>
<td>OPEN 407:</td>
<td></td>
</tr>
<tr>
<td>OLD ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>HOUSE NO:</td>
<td>46-55</td>
</tr>
<tr>
<td>STREET:</td>
<td>STREET:79</td>
</tr>
<tr>
<td>CITY:</td>
<td>JACKSON HEIGHTS</td>
</tr>
<tr>
<td>STATE:</td>
<td>NY</td>
</tr>
<tr>
<td>ZIP:</td>
<td>11372</td>
</tr>
<tr>
<td>BORO:</td>
<td>Q</td>
</tr>
<tr>
<td>DIST:</td>
<td>30</td>
</tr>
<tr>
<td>PHONE:</td>
<td>718 555 5555</td>
</tr>
<tr>
<td>NEW ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>HOUSE NO:</td>
<td>__________</td>
</tr>
<tr>
<td>STREET:</td>
<td>__________</td>
</tr>
<tr>
<td>CITY:</td>
<td>__________</td>
</tr>
<tr>
<td>STATE:</td>
<td>__________</td>
</tr>
<tr>
<td>ZIP:</td>
<td>__________</td>
</tr>
<tr>
<td>BORO:</td>
<td>__________</td>
</tr>
<tr>
<td>DIST:</td>
<td>__________</td>
</tr>
<tr>
<td>PHONE:</td>
<td>__________</td>
</tr>
<tr>
<td>GEO (STATE/COUNTRY):</td>
<td>__________</td>
</tr>
<tr>
<td>GOING TO:</td>
<td>__________</td>
</tr>
<tr>
<td>SCHOOL LOCATION:</td>
<td>__________</td>
</tr>
<tr>
<td>SCHOOL NAME</td>
<td>__________</td>
</tr>
<tr>
<td>COMMENTS:</td>
<td></td>
</tr>
</tbody>
</table>

Make changes to this data as required
F1/Help F2/Save F3/Quit-return F4/Lookup F5/ F6/ F7/ F8/ F9/Refresh F10/ F11/ F12/Exit

- Enter a discharge code [ use F4 to lookup]
- Enter a discharge date
- If the student is moving to another location enter the new address if available
- Enter the GEO code if the student is moving to a new city or country
- If the student is going to another NYC school, enter the boro, district, and school information
- If the student is going to a private or parochial school, enter the school name
- Press the F2 key to save the information

Canceling an Admit, Transfer, or Discharge

An admission, transfer, or discharge can be canceled by you on the same day of the transaction. To cancel one of these transactions once the day has passed, call the ATS Help Desk at 935-5100.
NEW YORK CITY DEPARTMENT OF EDUCATION

To cancel a same day transaction, type **TRDX** from any menu and press the **RED ENTER** key or [right CONTROL (Ctrl) key]. The BIOS screen will appear.

- Type **7** at the command arrow.
- Enter the student’s 9-digit ID number.
- Press the **RED ENTER** key or [right CONTROL (Ctrl) key].

The **Cancel** screen shown below will appear.

Place an “**X**” next to the transaction type that you wish to cancel and press the **RED ENTER** key or [right CONTROL (Ctrl) key]. The screen shown on the next page will appear.

- Verify that this is the record to cancel and press the **F6** key.
- Press **F6** again to confirm.

**Interclass/Intergrade Transfers**

- To move students within the school either interclass (on the same grade) or intergrade, type **SIGT** from any menu and press the **RED ENTER** key or [right CONTROL (Ctrl) key]. The screen illustrated below will appear.

---

**Interclass/Intergrade Transfers**

- To move students within the school either interclass (on the same grade) or intergrade, type **SIGT** from any menu and press the **RED ENTER** key or [right CONTROL (Ctrl) key]. The screen illustrated below will appear.

---

**Interclass/Intergrade Transfers**

- To move students within the school either interclass (on the same grade) or intergrade, type **SIGT** from any menu and press the **RED ENTER** key or [right CONTROL (Ctrl) key]. The screen illustrated below will appear.
Type the 9-digit student ID number of the student that you wish to move or type the last name, first name, DOB and sex
Press the RED ENTER key or [ right CONTROL (Ctrl) key ]

The screen illustrated below will appear.

Enter the new information for grade, level, official class and effective date (grade and level must be entered even for an interclass transfer)
Press the F2 key to save the data

InterClass Students En Mass

If you need to interclass but not intergrade a group of students at once, you can use the OCLU function for that task. Type OCLU from any menu and press the RED ENTER key or [ right CONTROL (Ctrl) key ]. The screen illustrated below will appear.

Enter a grade or official class and press the RED ENTER key or [ right CONTROL (Ctrl) key ].
Enter the new official classes in the far right column (numbers in white)
Press the F2 key to save the changes

Mass Modify of Official Classes

- If you need to modify information for several official classes at once, use the CCMM function. This can be used to modify print location, room number, CAP/BIL/LTA, physical location, class description and class name for several or all official classes at one time. Type CCMM and press the RED ENTER key or [right CONTROL (Ctrl) key].

The screen illustrated below will appear.

- Press the F5 key to get a listing of the fields that can be updated.
- Press the TAB key until the cursor is next to the field that you wish to update
- Press the F2 key
- When the mass update screen returns, press the RED ENTER key or [right CONTROL (Ctrl) key].

All of the official classes in the school will be listed on the screen, with space to the right to make the changes to the fields that you wanted to change. See the sample screen below which illustrates a request to change the teacher and advisor names.
Enter the changes that you wish to make and press the F2 key to save.

### Creating/Modifying Official Classes

Before students can be admitted to a school, official classes need to be in existence to place the admits into. If you do not have any official classes or you need to add additional classes, you will use the job CMOD to add/change official classes.

- Type CMOD from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key].

The screen illustrated below will appear.

<table>
<thead>
<tr>
<th>CLS</th>
<th>CLASS</th>
<th>LAST</th>
<th>FIRST</th>
<th>ADVISOR</th>
<th>LAST</th>
<th>FIRST</th>
</tr>
</thead>
<tbody>
<tr>
<td>AO1</td>
<td>A01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BO1</td>
<td>B01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CO1</td>
<td>C01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DO1</td>
<td>D01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XJZ</td>
<td>XJZ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>001</td>
<td>CRUZ</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>003</td>
<td>CRUZ</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>005</td>
<td>005</td>
<td>STEINFELD</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>007</td>
<td>007</td>
<td>LAMOTHE</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>011</td>
<td>011</td>
<td>STEINFELD</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>051</td>
<td>051</td>
<td>MASSEY</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>053</td>
<td>053</td>
<td>MILLINGTON</td>
<td>MALAM</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make changes to this data as required.

F1/Help | F2/Save | F3/Quit-return | F4/ | F5/ | F6/ |
F7/ | F8/Forw | F9/Refresh | F10/ | F11/ | F12/Exit

1. Enter the code of the official class to create or edit

Press the RED ENTER key or [right CONTROL (Ctrl) key]. The screen shown below will appear.
The fields listed below are required and must be entered. The rest are optional.

- Enter Y or N for Bilingual
- Enter Y or N for SAR/LTA
- Enter the Teacher Information
- Enter the ATS Grade Code (e.g. 190, 200, 210, 220)
- Enter the number of students allowed in the class
- Enter the printer location. This will be your ATS location [DDBSSS]
- If you are entering a Special Education class, enter the CAP code
- Press the F2 key to save the data

### Displaying Official Class Data

- To display information about an official class, use the CDIS job. Type CDIS from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key].
- Type the code of the class to display
- Press the RED ENTER key or [right CONTROL (Ctrl) key]

The information for the class that you asked for will appear. If you wish to see a listing of the students in the class, press the F4 key.

### Deleting Official Class Information

- If you need to delete an official class, you can use the CDEL. An official class can only be deleted if there are no students in the class. Type CDEL from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key].
- Type the code of the class to delete
- Press the RED ENTER key or [right CONTROL (Ctrl) key].

The information for the class to delete will appear. Press the F6 key to delete the class.
Displaying Student Biographical Data

- To display the biographical data for a student, type **BIOD** from any menu and press the **RED ENTER** key or [right CONTROL (Ctrl) key]. The screen shown below will appear.

![Profile Display](profile_display.png)

- Type **2** at the command arrow and press **TAB**
- Type the 9-digit student ID number of the student that you wish to view or type the last name, first name, DOB and sex
- Press the **RED ENTER** key or [right CONTROL (Ctrl) key]

The student display screen illustrated below will appear.

![Profile Display](profile_display_2.png)

- For History enter HIST or for Transportation enter TTRE on Command Line
- Enter required student info, select menu function and press Red enter

Press the **F5** key to display the student indicator screen.
Updating Student Biographical Data

- Student biographical data can be updated using the BIOU function. Type BIOU from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key]. The screen shown below will appear.

```
STUDENT ID: ____ ____ ____
LAST NAME: _______________ FIRST: _______________
BIRTH DTE: ___ ___ ___ SEX: _
```

- Type 8 at the command arrow and press TAB
- Type the 9-digit student ID number of the student that you wish to view or type the last name, first name, DOB and sex
- Press the RED ENTER key or [right CONTROL (Ctrl) key].

The student update screen illustrated below will appear.

```
STUDENT ID: 000 000 000
LAST NAME: DXXXX______ FIRST: CAROL _______
MIDDLE: CXXXXX______
DOB: 09 / 00 / 00 SEX: F PROOF OF BIRTH: 1 CERT #: 10000000000_ POB CODE: 88
HOUSE NO: 00-55__ STREET: 48 STREET_________ APT NO: ______
CITY: WOODSIDE____________ STATE: NY ZIP: 11377 1308 HOUSING ST: _
E-MAIL: __________________________________ PHONE: 718 999 9999
BORO CODE: Q MEAL CODE: _
GEO CODE: 88 ADDR STAT: V NON-RES TUITION: _
HOME LANG: NO IMMUN: C
HEALTH ALERT: U HEALTH INS: U RECS RECEIVED: _ CITIZEN: Y
ADMIT CODE: 50 ADMIT DATE: 07 / 02 / 04 STATUS: A ADMIT REASON: _
DATE ENTERED NYC SCHOOL SYSTEM: 09 / 30 / 92 UPDATE ADLT ADDR: Y
SCHOOL LOCATION: BORO DIST SCHOOL GRADE GR LVL OFF CLASS
CURRENT: Q 28 505 190 09 A2C
PREVIOUS: Q 77 505
```

Any data that is shown in white can be changed as needed. Press the F2 key to save when you are done.

**NOTE:** Health Insurance data must be entered if it has not already been entered.
Press the F5 key to update indicator data.

**Searching for a Student**

You can locate data for an individual student if you have the name, **first or last**, of the student.

- Type **SRCH** from any menu and press the RED ENTER key or [right CONTROL (Ctrl) key].
- On the screen that appears, type **11** and press the RED ENTER key or [right CONTROL (Ctrl) key].

The Student Search Select screen that appears next is shown below.

![Screen Capture](image-url)

- Type the name [last, first, or both] and/or date of birth of the student to search for or
- Enter a House Number and Street Name and zip code or
- Enter the Home Phone Number
- Press the F2 key to select the name

If there is more than one student with the same name, they will all appear on this screen. To select the one that you wish to view;
- Press **TAB** to move the cursor next to the name you want
- Press the F2 key

The biographical data screen for the student selected will appear.
Wild Card Searches

You may also use the wild card character [*] in place of one letter or a group of letters. You may place the wild card character anywhere in the search string, i.e. Will* or mi, or sm*t

Mass Modify of Official Class Teacher, Advisor, Additional Staff

- If you need to modify information for several official classes at once, use the UTEA function. This can be used to modify official class teacher, advisor or additional staff for several or all official classes at one time. Type UTEA and press the RED ENTER key or [right CONTROL (Ctrl) key].

The screen illustrated below will appear.

- Enter a Y to select the official class to be updated and press right ctrl/red enter
- Make the necessary updates and press F2/Save
Missing Child Data Entry

Use the Update Parent/Adult Info Function (PARU) to enter the following:

- **Profile 30-Q-010**
  - New York City Public Schools
  - 07-02-09 14:50:45
- **BIOG0120-DEMO-Q**
  - Biographical By Individual Student
  - 00157-ROCDD1U01

**STUDENT ID:** 123 125 600

**LAST NAME:** _______________  **FIRST:** _______________  **BIRTH DTE:** __ __ __  **SEX:** _

1. QADM Quick Admission
2. TRAF Transfer Student Records
3. DISC Discharge Student
4. BIND Display Student Indicators
5. TRDX Cancel Admit/Transfer/Disch
6. BIOD Display Biographical Info
7. SIGT Inter-Grade/Class Transfer
8. BIND Display Student Indicators
9. SRCH Student Search
10. UPDI Update Discharged Student
11. ADMT First Time Admit
12. PARU Update Parent/Adult Info
13. SHIN Shared Instruction Functions
14. PDSC Upd/View Post-Disch Info
15. NBEG New Beginnings Assgnt
16. HSRE Re-entry to Home School

For History enter HIST or for Transportation enter TTRE on Command Line

Enter required Student info, select menu function, and press **RIGHT CTRL/RED E**

- F1/Help  F2/Select  F3/Quit-return  F4/Lookup  F5/  F6/Exams
- F7/  F8/  F9/Refresh  F10/  F11/Health  F12/Exit

- Select Update Parent/Adult Info (PARU) from the biographical by Individual Student Menu and press **Right Ctrl (Red Enter)**.

**Profile 30-Q-010**
- New York City Public Schools
- 07-02-09 15:01:52
- **BIOG0170-DEMO-Q**
  - Adult List Screen
  - 00157-ROCDD1U01

**NAME:** SMITH, BRYAN  **DOB:** 06/10/88  **SEX:** M  **STUDENT ID:** 123 125 600

**LAST NAME:** SMITH  **FIRST NAME:** JOVICA  **REL:** 02  **AUTH:** 01  **RESIDES FLAG:** Y  **PHONE:** (718) 999-9999

**LAST NAME:** SMITH  **FIRST NAME:** PERSA  **REL:** 01  **AUTH:** 01  **RESIDES FLAG:** Y  **PHONE:** (718) 222-2222

Place an "X" next to selection desired or "D" to delete and press F2

- F1/Help  F2/Select  F3/Quit-return  F4/  F5/Add adult  F6/
- F7/  F8/  F9/Refresh  F10/  F11/Copy adult  F12/Exit

- Press F5/Add adult
NEW YORK CITY DEPARTMENT OF EDUCATION

PROFILE 30-Q-010       New York City Public Schools       07-02-09 15:06:16
BIOG0180-DEMO-Q       Add Adult Record       00157-ROCD1U01

NAME: SMITH, BRYAN       DOB: 06/10/88       SEX: M       STUDENT ID: 123 125 600

LAST NAME: MISSING       FIRST: CHILD       MIDDLE: _______________

RESIDES WITH STUDENT: N       AUTH CDE: 07       RELATION: 18

HOUSE NO: PO BOX       STREETS: 100       APT NO: ___
CITY: NEW YORK       STATE: NY       ZIP: 10003       PHONE: 800 346 3543

BORO CODE: M       PREFERRED LANGUAGE       WRITTEN: ___       SPOKEN: ___

WORK ADDRESS: ________________________       WORK PHONE: ___ ___ ____       EXT: ___

MAIDEN NAME: _______________       DECEASED YR: ___

CELL PHONE    ___ ___ ____       BEEPER: ___ ___ ___

EMAIL: ___________________________________

Enter required data to add this record
F1/Help       F2/Save       F3/Quit-return       F4/Lookup       F5/       F6/
F7/       F8/       F9/Refresh       F10/Stud addr       F11/Copy adult       F12/Exit

• Enter information in the Last Name (Missing), First Name (Child), Resides (N), Authorization Code (07 Court Order), Relation Code (18 Non-Relative), Address (in the Street Field enter PO Box #) and Telephone Number Fields.
• Press F2/Save.

The following information will appear on the Adult List Screen:

PROFILE 30-Q-010       New York City Public Schools       07-02-09 15:22:18
BIOG0170-DEMO-Q       Adult List Screen       00157-ROCD1U01

NAME: SMITH, BRYAN       DOB: 06/10/88       SEX: M       STUDENT ID: 123 125 600

LAST NAME: MISSING       FIRST: CHILD       REL       AUTH       RESIDES       PHONE
NAME: SMITH       NAME: JOVICA       REL: 02       AUTH: 01       RESIDES: Y       PHONE: (718)999-9999
NAME: SMITH       NAME: PERSA       REL: 01       AUTH: 01       RESIDES: Y       PHONE: (718)222-2222

Place an "X" next to selection desired or "D" to delete and press F2
F1/Help       F2/Select       F3/Quit-return       F4/       F5/Add adult       F6/
F7/       F8/       F9/Refresh       F10/       F11/Copy adult       F12/Exit
When Student Biographical Information is accessed, the following Warning Screen will appear:

<table>
<thead>
<tr>
<th>PROFILE 30-Q-010</th>
<th>New York City Public Schools</th>
<th>07-02-09 15:30:17</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOG0270-DEMO-Q</td>
<td>Access Warning Screen</td>
<td>00157-ROCD1U01</td>
</tr>
</tbody>
</table>

==> * * * WARNING * * *

STUDENT ID : 123 125 600 STUDENT NAME : BRYAN SMITH

THERE IS A COURT ORDER BARRING ACCESS TO THE STUDENT OR THE RECORDS FOR THE FOLLOWING LIST OF ADULTS:

CHILD MISSING - NON-REL

If any of these adults are present and seeking information press F3 to return to biographical menu, otherwise press F5 to continue.

If this list of adults is incorrect press F3 to return to biographical menu and select #12 (PARU) to update adult information.

Please press the proper function key

F1/Help F2/ F3/Quit-return F4/ F5/Cont F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit

Domestic Violence Data Entry

It is important to flag domestic violence victims in a way that will alert users to potential dangers. Currently, if there is no adult on the student’s file with a court order (authorization code 07) barring access to student information, ATS is suggesting that users enter “domestic violence” as an adult with an authorization code of 07.

PROFILE 30-Q-010 New York City Public Schools 07-02-09 14:50:45
BIOG0120-DEMO-Q Biographical By Individual Student 00157-ROCD1U01

===> 12

STUDENT ID: 123 125 600

LAST NAME: _______________ FIRST: _______________ BIRTH DTE: __ __ __ SEX: _

1 QADM Quick Admission 2 BIOD Display Biographical Info
3 TRAF Transfer Student Records 4 BIND Display Student Indicators
5 DISC Discharge Student 6 PARD Display Parent/Adult Info
7 TRDX Cancel Admit/Transfer/Disch 8 BIOU Update Biographical Info
9 SIGT Inter-Grade/Class Transfer 10 BINU Update Student Indicators
11 SRCH Student Search 12 PARU Update Parent/Adult Info
13 ADMT First Time Admit 14 UPDI Update Discharged Student
15 SHIN Shared Instruction Functions 16 PDSC Upd/View Post-Disch Info
17 NBEG New Beginnings Assgt 18 HSRE Re-entry to Home School

For History enter HIST or for Transportation enter TTRE on Command Line

Enter required Student info, select menu function, and press RIGHT CTRL/RED E

F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Exams
F7/ F8/ F9/Refresh F10/ F11/Health F12/Exit

- Select Update Parent/Adult Info (PARU) from the biographical by Individual Student Menu and press Right Ctrl (Red Enter).
### New York City Department of Education

#### Profile 30-Q-010

New York City Public Schools  
07-02-09 15:01:52

BIOG0170-DEMO-Q  
Adult List Screen  
00157-ROCD1U01

---

**NAME:** SMITH, BRYAN  
**DOB:** 06/10/88  
**SEX:** M  
**STUDENT ID:** 123 125 600

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>REL</th>
<th>AUTH CDE</th>
<th>FLAG</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH</td>
<td>JOVICA</td>
<td>02</td>
<td>01</td>
<td>Y</td>
<td>(718)999-9999</td>
</tr>
<tr>
<td>SMITH</td>
<td>PERSA</td>
<td>01</td>
<td>01</td>
<td>Y</td>
<td>(718)222-2222</td>
</tr>
</tbody>
</table>

Place an "X" next to selection desired or "D" to delete and press F2

- F1/Help  
- F2/Select  
- F3/Quit-return  
- F4/F5/Add adult  
- F6/F7/F8/F9/Refresh  
- F10/F11/Copy adult  
- F12/Exit

#### Add Adult Record

New York City Public Schools  
07-02-09 15:06:16

BIOG0180-DEMO-Q  
Add Adult Record  
00157-ROCD1U01

---

**NAME:** SMITH, BRYAN  
**DOB:** 06/10/88  
**SEX:** M  
**STUDENT ID:** 123 125 600

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>MIDDLE</th>
<th>RESIDES WITH STUDENT</th>
<th>AUTH CDE</th>
<th>RELATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VIOLENCE</td>
<td>DV</td>
<td></td>
<td>N</td>
<td>07</td>
<td>18</td>
</tr>
</tbody>
</table>

**HOUSE NO:** PO BOX  
**STREET:** 100  
**APT NO:**

**CITY:** NEW YORK  
**STATE:** NY  
**ZIP:** 10003  
**PHONE:** 800 346 3543

**BORO CODE:** M  
**PREFERRED LANGUAGE**  
**WRITTEN:**  
**SPOKEN:**

**WORK ADDRESS:**  
**WORK PHONE:**  
**EXT:**

**MAIDEN NAME:**

**DECEASED YR:**

**CELL PHONE**  
**BEEPER:**

**EMAIL**

Enter required data to add this record

- F1/Help
- F2/Save
- F3/Quit-return
- F4/Lookup
- F5/  
- F6/  
- F7/  
- F8/  
- F9/Refresh  
- F10/Stud addr  
- F11/Copy adult  
- F12/Exit

- Press F5/Add adult

- Enter information in the Last Name (Violence), First Name (DV), Resides (N), Authorization Code (07 Court Order), Relation Code (18 Non-Relative), Address (in the Street Field enter PO Box #) and Telephone Number Fields.

- Press F2/Save.
The following information will appear on the Adult List Screen:

<table>
<thead>
<tr>
<th>NAME</th>
<th>NAME</th>
<th>CDE</th>
<th>CDE</th>
<th>FLAG</th>
<th>NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, BRYAN</td>
<td>JOVICA</td>
<td>02</td>
<td>01</td>
<td>Y</td>
<td>(718)999-9999</td>
</tr>
<tr>
<td></td>
<td>PERSA</td>
<td>01</td>
<td>01</td>
<td>Y</td>
<td>(718)222-2222</td>
</tr>
</tbody>
</table>

Place an "X" next to selection desired or "D" to delete and press F2

When Student Biographical Information is accessed, the following Warning Screen will appear:

<table>
<thead>
<tr>
<th>STUDENT ID</th>
<th>STUDENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 125 600</td>
<td>BRYAN SMITH</td>
</tr>
</tbody>
</table>

THERE IS A COURT ORDER BARRING ACCESS TO THE STUDENT OR THE RECORDS FOR THE FOLLOWING LIST OF ADULTS:

DOMESTIC VIOLENCE - NON-REL

If any of these adults are present and seeking information press F3 to return to biographical menu, otherwise press F5 to continue.

If this list of adults is incorrect press F3 to return to biographical menu and select #12 (PARU) to update adult information.

How to Delete Missing Child or Domestic Violence Information
STUDENT ID: 123 125 600

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST</th>
<th>BIRTH DTE</th>
<th>SEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________</td>
<td>___________</td>
<td>__ __ __</td>
<td>_</td>
</tr>
</tbody>
</table>

1. QADM Quick Admission
2. BIOD Display Biographical Info
3. TRAF Transfer Student Records
4. BIND Display Student Indicators
5. DISC Discharge Student
6. PARD Display Parent/Adult Info
7. TRDX Cancel Admit/Transfer/Disch
8. BIOU Update Biographical Info
9. SIGT Inter-Grade/Class Transfer
10. BINU Update Student Indicators
11. SRCH Student Search
12. PARU Update Parent/Adult Info
13. ADMT First Time Admit
14. UPDI Update Discharged Student
15. SHIN Shared Instruction Functions
16. PDSC Upd/View Post-Disch Info
17. NBEG New Beginnings Assgt
18. HSRE Re-entry to Home School

For History enter HIST or for Transportation enter TTRE on Command Line
Enter required Student info, select menu function, and press RIGHT CTRL/RED E
F1/Help    F2/    F3/Quit-return F4/Lookup F5/    F6/Exams
F7/    F8/    F9/Refresh F10/    F11/Health F12/Exit

- Select Update Parent/Adult Info (PARU) from the biographical by Individual Student Menu and press Right Ctrl (Red Enter).

<table>
<thead>
<tr>
<th>NAME</th>
<th>DOB</th>
<th>SEX</th>
<th>STUDENT ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH, BRYAN</td>
<td>06/10/88</td>
<td>M</td>
<td>123 125 600</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>REL</th>
<th>AUTH</th>
<th>RESIDES</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MISSING</td>
<td>CHILD</td>
<td>18</td>
<td>07</td>
<td>N</td>
<td>(800)346-3543</td>
</tr>
<tr>
<td>SMITH</td>
<td>JOVICA</td>
<td>02</td>
<td>01</td>
<td>Y</td>
<td>(718)999-9999</td>
</tr>
<tr>
<td>SMITH</td>
<td>PERSA</td>
<td>01</td>
<td>01</td>
<td>Y</td>
<td>(718)222-2222</td>
</tr>
<tr>
<td>VIOLENCE</td>
<td>DV</td>
<td>18</td>
<td>07</td>
<td>N</td>
<td>(212)529-7230</td>
</tr>
</tbody>
</table>

Place an "X" next to selection desired or "D" to delete and press F2
F1/Help    F2/Select    F3/Quit-return F4/    F5/Add adult F6/
F7/    F8/    F9/Refresh F10/    F11/Copy adult F12/Exit

- Enter a D next to the information that you want to delete and press F2/Select.
Using the DFS Printer Web Application to print ATS reports

- Access the DFS Printer Web Application at the following web address:
  - http://ats.nycboe.net/atsprint/

The screen shown below will appear.

- Type the USERID [it will be DDBSSSP]
- Type the PASSWORD [it will be PRTQ]
- Click on the Login button with the left mouse button.

If you are not able to login, refresh the page and try the password again. Be sure that your District, Borough, and School number are displayed correctly and you are entering the correct password.

A screen such as the one illustrated below will appear:

The system is set up so that the reports are listed in date and time order.

To get to the most current reports, left click on the Date Time tab with your mouse. You can also click on any of the other tabs to sort your reports (ie. Print Job Name, Printer, User, etc.)
The scroll bar to the right of the screen will allow you to browse through jobs by moving it up and down.

**Column Explanations**

- **Print Job Name**: The name of the report.
- **School**: The District, Borough and School Number at where report was printed.
- **Printer**: The Printer Identification number.
- **Date Time**: The Date and Time of when the report printed.
- **User**: The ATS user ID of who generated the report.
- **Pages**: The number of pages for the ATS report.

**To reprint an ATS Report in the DFS print queue**

- Use the mouse and left click on the ATS Report you would like to reprint. It will highlight in blue.
- Use the mouse to left click on the **Reprint** button in the bottom left of the application screen. You will be prompted with “Are you sure you want to REPRINT this job?”. Using the mouse, left click the **Yes** button to confirm.

**To print an ATS Report that is a ‘Held’ job**

If a job is being Held, you should first check the printer to make sure that it is loaded with paper in the proper drawer, the drawer is pushed all the way in, the cables in the back are in tightly, and that the printer is turned on. If all is as it should be:

- Select the Held Jobs tab in the DFS Printer Application.
- Using the mouse, left click on the ATS Report you would like to release.
- Left click on the **Release** button using the mouse.
- You should see the following prompt: “Are you sure you want to RELEASE this job?” Select **Yes** using the mouse.

If you need to reroute a job to another printer, you will have to call the Help Desk for assistance at (718) 935-5100.

---

**Attendance**

When you come in the morning, the attendance rosters will have printed overnight and will be waiting in the printer to be distributed. If the rosters are not there, the first thing to do is to check the printer. Make sure there are no paper jams and also check to make sure there is paper in the tray. Log on to the DFS print queue and reprint the rosters.

If you are able to get the job printing using the instructions given, then all is well. If not, you should call the ATS Help Desk (718-935-5100) for assistance.

**Scanning the Attendance Sheets**

When the attendance sheets have been filled out by the teachers and returned to the attendance office, proceed with the scanning process.

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**Non-Compliance Report**

After scanning has been completed, you should run the **RNOC** job to determine if any of the scan sheets are missing. The Non-compliance report that is generated will list the classes that are missing, along with the names of the teachers. The roster number will also be printed on the report. This number may be used to update the attendance on-line. A sample of the RNOC report is shown on the next page.
Any sheet that has not been scanned may be scanned on any subsequent day.

**Missing Retroactive Attendance**

When a student is admitted to the school, it may occur that their name does not appear on the attendance sheet immediately. If that occurs, they will have retroactive attendance missing. A list of those students may be obtained using the **RRAI** report.

**Reprinting Daily Attendance Rosters**

If you need to reprint attendance rosters, the following jobs can be used.

Reprinting a Single Roster - A single attendance roster may be reprinted using the job **RRST**. Type RRST from any menu and press the **RIGHT CTRL** key.

Reprinting a Range of Rosters - You may reprint all of the rosters or a group of rosters by using the job **RRNG**. Type RRNG from any menu and press the **RIGHT CTRL** key.

**Updating Attendance Online**

**Unscanned Sheets** - Attendance sheets that have not been scanned may be updated online using the **RUPD** function. Type RUPD from any menu and press the **RIGHT CTRL** key.

**Scanned Sheets** - Once attendance rosters have been scanned, any updates to attendance cannot be done using the RUPD function. Updates to students must be done on an individual basis using the **CIND** function. Type CIND from any menu and press the **RIGHT CTRL** key.

**Retroactive Attendance** - Retroactive attendance for new admits may be entered using the **UARA** function. Type UARA from any menu and press the **RIGHT CTRL** key.

**Releasing an Official Class from School** - It may be necessary to release an entire official class from school (e.g. Parent/Teacher conferences). You may do this using the **CCLA** job. Type CCLA from any menu and press the **RIGHT CTRL** key.

**Displaying a Student’s Daily Attendance** - The daily attendance for a student may be displayed on the screen using the **DISA** function. Type DISA from any menu and press the **RIGHT CTRL** key.

**Reversing Student Attendance** - There may be students who attended classes during the day but missed the official attendance period. These students may have their official attendance reversed using the **REVA** function. Type REVA from any menu and press the **RIGHT CTRL** key.
Health

Health information is entered on ATS using the Health and Immunization Menu screens. Type HLTH from any menu and press the RIGHT CTRL key. The following screen will appear.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 HEIU</td>
<td>Immunization Update</td>
</tr>
<tr>
<td>2 HEID</td>
<td>Immunization Display</td>
</tr>
<tr>
<td>3 HETU</td>
<td>Tuberculosis Update</td>
</tr>
<tr>
<td>4 HEID</td>
<td>Tuberculosis Display</td>
</tr>
<tr>
<td>5 HLST</td>
<td>Health Student Listing</td>
</tr>
<tr>
<td>6 S504</td>
<td>Section 504 Update</td>
</tr>
<tr>
<td>7 HEHU</td>
<td>Hearing Update</td>
</tr>
<tr>
<td>8 HEVU</td>
<td>Vision Update</td>
</tr>
<tr>
<td>9 HHVH</td>
<td>Hearing and Vision History</td>
</tr>
<tr>
<td>10 HEHM</td>
<td>Hearing Mass Entry</td>
</tr>
<tr>
<td>11 HEVM</td>
<td>Vision Mass Entry</td>
</tr>
</tbody>
</table>

Enter required student info, select menu function and press RIGHT CTRL/RED ENTER


From this screen you can select the different functions to display or update an individual student’s immunizations, vision results, hearing results and 504’s. 504’s are any special health issues a child has and the procedures that have to be followed for said child while in school.

Transportation

Transportation information is entered on ATS using the Transportation Main Menu screens. Type TRNS from any menu and press the RIGHT CTRL key. The following screen will appear.

<table>
<thead>
<tr>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 TTRE</td>
<td>Eligibility - By Individual Student</td>
</tr>
<tr>
<td>2 TLST</td>
<td>Eligibility - By School, Grade or Official Class</td>
</tr>
<tr>
<td>3 TTTH</td>
<td>Transaction History</td>
</tr>
<tr>
<td>4 TBRM</td>
<td>Run Number / Bus Stop Maintenance</td>
</tr>
<tr>
<td>5 TDMC</td>
<td>Display or Deactivate Metro Card</td>
</tr>
<tr>
<td>6 TMPS</td>
<td>Metro Card Mass Entry</td>
</tr>
<tr>
<td>7 FTRN</td>
<td>Future Yellow Bus Request</td>
</tr>
<tr>
<td>8 STRE</td>
<td>Eligibility - By Individual Student</td>
</tr>
<tr>
<td>9 SLST</td>
<td>Eligibility - By School, Grade or Official Class</td>
</tr>
<tr>
<td>10 STTH</td>
<td>Transaction History</td>
</tr>
<tr>
<td>11 SPLA</td>
<td>List of Biographical Changes</td>
</tr>
<tr>
<td>12 SVER</td>
<td>End of Year Verification (OPT Reconciliation)</td>
</tr>
<tr>
<td>13 PLST</td>
<td>Eligibility - By School, Grade or Official Class</td>
</tr>
</tbody>
</table>

For Transportation reports, enter RTRN on Command Line

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER

NEW YORK CITY DEPARTMENT OF EDUCATION

From this screen you can select the different functions to display or update an individual student’s transportation information. The student’s home address determines the type of transportation service the student is entitled to.

From the menu, you can enter the information by an individual student, school, grade or official class. You can enter yellow bus information or metro card information depending on the type of service the student is entitled to. It also includes Special Education Door to Door information for the school’s special ed population (This is usually arranged by the Special Education Office).

You can see what your Metro Card inventory is by selecting F11. It gives you the number of cards that the school was shipped, activated and deactivated.

**Special Education**

**Using the Special Education Data Screen (SPEA) -** This function will display all of the CAP data that ATS has received during the weekly load from CAP. Type SPEA on the command line (➡) on any menu, press Right Ctrl (Red Enter) and the screen shown on the next page will appear:

```
PROFILE 20-Q-231       New York City Public Schools       02-11-09 09:20:06
BIOG0010               Special Education Data            01152-MYUSERID

STUDENT ID: 123 456 789

Enter required data and press RIGHT CTRL/RED ENTER
F1/Help    F2/    F3/Quit-return F4/    F5/    F6/
F7/        F8/    F9/Refresh    F10/    F11/    F12/Exit
```

- Enter the student’s id number and press **Right Ctrl (Red Enter).**
- The screen will show you all the special ed services the student is receiving.