# ATS CHEAT SHEET FOR CHARTERS

## BASICS

**Access**
- Step 1: Principal/Ops Leader adds staff member to TO in order to provision a DOE email (@schools.nyc.gov)
- Step 2: Once you receive your DOE credentials, complete the Systems Access Request Form and Mayoral Directive
- Step 3: Send complete forms to: SystemsAccess@schools.nyc.gov
  
  For support email: CharterSchools@schools.nyc.gov

  WebConnect Link: https://schools.ra.nyc.gov  
  ATS Wiki Page: https://wiki.nycenet.edu/display/ATSWiki

### Navigation*
- F2 = Save
- F6 or Enter = Execute
- F4 = Search/Look Up Field
- F3 or F7 = Exit/Back Screen
- F8 = Forward Screen
- TAB = Forward on the current page
- SHIFT + TAB = Back on the current page
- Jump codes are 4 Letter Navigation Quick Code
- STAT: Page with a summary of school statistics
- ULOC: Update User Location (if you have access to more than one school)

### Creating Classes
- CMOD: Create or modify a class in current year
- CFMO: Create changes or make changes to next year
- RFCL: Future Class List Report

### Student Search
- SBIO: find student OSIS #'s and biographical data

### List Notice
- LNIN: List Notice a student with OSIS numbers
- RLNR: List Notice Report
- RNLN: List Notice Biographical/Exam Roster Report

### Quick Registration
- QPKF: Pre-registration for students in Pre-K or without OSIS numbers
- RPKF: Pre-registration Report

### Transfers
- TRAF: Transfer students with OSIS numbers

### Quick Admission
- QADM: Admit students who do not have an OSIS number
- ACPR: Activate a Pre-registered student

## STUDENT ADMISSIONS DATA

### Enrollment Documents

The following information must be provided at the time of enrollment to enter student in ATS:

- Proof of Birth – Birth Certificate or Passport
- Name – As written on proof of birth
- Date of Birth – As written on proof of birth
- Home Address – As written and confirmed by proof of address documentation
- Parent/Guardian Information – As confirmed by enrollment documentation
- Federal Parent/Guardian Student Ethnic & Race Identification Form
- Residency Questionnaire (McKinney-Vento Act)
- Home Language Survey
- Health/Immunization Form
- Admit Date – Pre-Rollover (7/2) Post Rollover (9/6)
- Admit Reason Code

### Update Biographical Data
- BIOU: Update Student Biographical Data
- PARU: Update Parent Information
- UETR: Update Race/Ethnicity

## TESTING

### Assessment Screens
- EM38: 3 - 8 ELA/Math Exam Menu
- EMDS: 3 - 8 ELA/Math Exam Answer Document Status
- SC48: 4 & 8 Science Exam Menu
- SCDS: 4 & 8 Science Exam Answer Document Status
- REGT: Regents Exam Menu
- REDS: Regents Exams Answer Document Status
- NLAT: NYSESLAT Exam Menu
- ITEL: NYSITELL Exam Menu
- SATR: SAT Day Registration Menu
### OPERATIONAL TASKS

#### School Food Screens
- **RMEL:** Meal Category Report (**ALL SCHOOLS**)
- **RMCU:** Meal Tracking Report with source system
- **UPSI:** Update Student Indicators to update meal code determinations (**SFA SCHOOLS ONLY**)

#### School Meal Codes:
- A = Free (HRA)
- 1 = Free (Form)
- 2 = Reduced $
- 3 = Full $
- 4 = Full $ (Missing Info)
- 5 = Full $ (No Form)

#### Health Screens
- **HLTH:** Health Screens
  - **HEIU:** Immunization Update
  - **HEID:** Immunization Display
  - **HLST:** Update/Display Status by Grade/Class
  - **HEVU:** Vision Update, Single Student Entry
  - **HEVM:** Vision Update, Mass Student Entry

#### Health Report Screens
- **RHLT:** Health Report Screens
  - **RHL:** Graduation Status List
  - **RFHL:** Future Class Immunization Status List
  - **RSIE:** Medical/Religious Exemptions List
  - **RHVL:** Hearing and Vision Class List

#### Transportation Screens
- **TRNS:** Transportation Status Screen
- **RTRN:** Transportation Reports Menu

#### Transportation Status Codes (**TRANS STAT under TLST**):
- Blank = No Transportation
- AT = Assign Metro Card
- AP = Has Metro Card
- AB = Busing
- SB = Busing Error

#### Yellow Bus Screens
- **STRE:** SPED Bus Eligibility (Door to Door)
- **SLST:** SPED Busing Eligibility (Door to Door)

#### Metro Card Screens
- **TDMC:** Display or Deactivate a Metro card
- **TMPS:** Metro card Mass Entry

#### Summer School
- **SSOS:** Activate Summer School Site
- **SCAL:** Update Summer School Calendar

### PROMOTION AND DISCHARGE

#### Graduation/Promotion
- **GPRO:** Grade Promotion Menu (**Grades K-11**) in June/July
- **GRDT:** High School Graduation Certification (**Grade 12 Only**) *
  - Code 26: Local Diploma for NYSED Approved Safety Net Provision Graduates
  - Code 27: High School Regents Diploma

#### Discharges
- **WARN:** Pending Discharge from Your School
- **HIAD:** Admission and Discharge History
- **DISC:** Remove a Student from the School Register *
  - Code 08: Discharge to a Non-Public School in NYC
  - Code 11: Discharge to a School Outside of NYC
  - Code 12: Address Unknown (Need CSO Approval**)
  - Code 39: Voluntary Withdrawal/Over Compulsory Age (Planning Interview and CSO Approval**)

#### Credit Accumulation and Attendance
- **UACR:** Update College Credit Bearing and Advanced Math Courses (**for High Schools Only**)
- **USCR:** Update Credit Accumulation and Middle School Passing Totals (**All Schools**)

#### Enter Action Requests
- **RQSA:** Request Changes from ATS Programmers
  - 1 Change Admission Date
  - 2 Change Discharge Date
  - 3 Change Discharge Code
  - 4 Cancel Duplicate OSIS
  - 5 Add Current/Future Grade Code
  - 6 Add Current/Future Grade Code
  - 7 Request Student Records
  - 8 Request GRC Change of Student Grade Level

### REPORTS

#### Reports
- **RQSL:** Official class list
- **RESI:** List of student biographical and assessment data
- **RLER:** NYSTELL/NYSESLAT Eligibility Roster
- **RLAT:** Lab-R, NYSTELL, NYSESLAT Exam History
- **RETT:** Grades 3 – 8 ELA/Math Exam Test Takers Report
- **MEXB:** To update and enter exam data
- **REXB:** To view exams entered in MEXB
- **VEXM:** To view high school exams