



BASICS	Access	<p>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</p> <p>WebConnect Link: https://schools.ra.nyc.gov ATS Wiki Page: https://wiki.nycenet.edu/display/ATSWiki</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 STAT: Page with a summary of school statistics ULOC: Update User Location (if you have access to more than one school)</p>
PRE-ROLLOVER	Creating Classes	<p>CMOD: Create or modify a class in current year CFMO: Create changes or make changes to next year RFCL: Future Class List Report</p>	
	Student Search	<p>SBIO: find student OSIS #'s and biographical data</p>	
	List Notice	<p>LNIN: List Notice a student with OSIS numbers RLNR: List Notice Report RLNB: List Notice Biographical/Exam Roster Report</p>	
	Quick Registration	<p>QPKF: Pre-registration for students in Pre-K or without OSIS numbers RPKF: Pre-registration Report</p>	
POST	Transfers	<p>TRAF: Transfer students with OSIS numbers</p>	
	Quick Admission	<p>QADM: Admit students who do not have an OSIS number ACPR: Activate a Pre-registered student</p>	
STUDENT ADMISSIONS DATA	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"> • 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	<p>BIOU: Update Student Biographical Data PARU: Update Parent Information UETR: Update Race/Ethnicity</p>	
	Assessment Screens	<p>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</p>	<p>REGT: Regents Exam Menu REDS: Regents Exams Answer Document Status NLAT: NYSESLAT Exam Menu ITEL: NYSITELL Exam Menu SATR: SAT Day Registration Menu</p>
TESTING			

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 <ul style="list-style-type: none"> • 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 RHLT: Health Report Screens <ul style="list-style-type: none"> • RHIL: Immunization Status List • RFHI: 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 TLST: View and Update Eligibility by School, Grade, Class TTRE: View Individual Eligibility TUTD: Assign a Bus Stop/Metro card 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 <ul style="list-style-type: none"> • STRE: SPED Bus Eligibility (Door to Door) • SLST: SPED Busing Eligibility (Door to Door) Metro Card Screens <ul style="list-style-type: none"> • 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 <small>*See the most recent Transfer, Discharge Graduation Guidelines to view all codes</small>	GPRO: Grade Promotion Menu (Grades K-11) in June/July SIGT: Change Grade in August GRDT: High School Graduation Certification (Grade 12 Only)* <ul style="list-style-type: none"> • Code 26: Local Diploma for NYSED Approved Safety Net Provision Graduates • Code 27: High School Regents Diploma
	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: CharterSchools@schools.nyc.gov</small>	WARN: Pending Discharge from Your School TRDX: Change a Discharge Code HIAD: Admission and Discharge History DISC: Remove a Student from the School Register * <ul style="list-style-type: none"> • 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**)
SQR	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)
RQSA	Enter Action Requests <small>* All other functions under RQSA do not apply to Charter Schools. For questions/support, email: CharterSchools@schools.nyc.gov</small>	RQSA: Request Changes from ATS Programmers <ul style="list-style-type: none"> • 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	ROCL: Official class list RESI: List of student biographical and assessment data RLER: NYSTELL/NYSESLAT Eligibility Roster RLAT: LAB-R, NYSITELL, 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

