



ATS-A-THON

A quick reference guide for charter schools.

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Contents

Introduction to ATS.....	3
Are charter schools required to use ATS?.....	3
How do you access ATS?.....	4
Basic Navigation	5
Creating Classes and List Noticing/Pre-registering Students	5
Cap Class Codes	8
CAP Manual Excerpt - New Continuum- Community School Districts / HighSchools.....	8
Basic Information and Recommendations.....	9
Commonly Used Commands and Reports.....	10
ATS SYSTEM ACCESS REQUEST FORM with MAYORAL DIRECTIVE	13

Introduction to ATS

What is ATS?

Automate the Schools is a computerized Student Information System that standardizes and automates the collection and reporting of data for all students in public schools (both district and charter) in New York City.

Are charter schools required to use ATS?

Yes, charter schools are required to use ATS for data tracking for some, but not all data. The following chart outlines how charter schools are required to use ATS, but this chart does not cover all data elements. If you have specific questions about how you are required to use ATS, please contact charterschools@schools.nyc.gov .

Data	Mandatory	Optional
Enrollment data	X	
ELL Status	X	
Housing Status	X	
Race/Ethnicity data	X	
Immunization Records	X	
Special ed: ensure students in CAP/SESIS are enrolled in school by CSE; first attend date entered by provider	X	
Free/Reduced Lunch Status (not entered by school)	X	
Attendance		X
Metro card or yellow bus service (if student is eligible)	X	

How do you access ATS?

In order to access ATS, you need access to both the ATS portal and the WebConnect Portal. Web Connect is the internet based portal used to support the ATS web application. You have to log in to the WebConnect portal in order to accessATS.

Portal	How to gain access
ATS	Complete the four page form at the end of this handout and e-mail it to charterschools@schools.nyc.gov or to Tiffany Liu Tliu2@schools.nyc.gov .
Web Connect	All charter Schools have been given limited access to a web-based HR and budget system called Galaxy. If your school does not have access to Galaxy, contact charterschools@schools.nyc.gov . Once you have access to Galaxy, your school's principal or designated table maintainer can add staff members to the system. Once added, the DOE will e-mail users approximately 7-10 business days later. They will send two separate e-mails: one containing the user's new DOE e-mail address andthe other containing their password. The DOE user ID can be used to log into Web Connect, DOE webmail and SESIS (if they have a role assigned as a SESIS

Click [here](#) to login to WebConnect- you must log in to WebConnect in order toaccess ATS.

Click [here](#) to log in to Galaxy- you should only do this if you are your school'sSystem Administrator (table maintainer), responsible for adding staff to the system and assigningroles.

Click [here](#) to log in to your DOE e-mail account. Click [here](#) to change your password. You must change your password when it is first issued. It should be at least 8 characters and include at least three of the following: special character, upper case letter, lower case letter and a number. Note if your password just stops working and the error message suggests you have the wrong password, you most likely need to change it.

Click [here](#) to log in to SESIS- New York State's new Special Education Student Information System

Logging in to ATS

Once ATS launches, type "ATS" and press the right enter key also known as the Red Enter button, then type in your username and password and press the right enter keyagain. The welcome screen will appear, press the right enter key again and the STATscreen

will appear. Press the F³ key and the main ATS screen will appear, from which you can navigate to any page in the system.

Basic Navigation

There are three ways to navigate ATS.

1. **Jump Codes** - most functions in ATS can be prompted by four letter commands. Once you start to use ATS more often, you will start to memorize the jump codes. They can be entered on the command line (the top of the screen to the immediate right of the ==> symbols). Once you enter a jump code you can press the right enter key.
2. **Numeric prompts**- anytime you see a list of numbered options on the screen, you can enter the number (associated with the option you want to choose) on the command line and press the right enter key to make the selection.
3. **Tab to select**- anytime you see a list of numbered options on the screen, you can press the tab key until you reach your selection and then press enter. Additionally when you are on a search screen (searching for students, or entry options for a specific data field) you can press tab until you reach your selection and then press F2 to select/save.

Creating Classes and List Noticing/Pre-registering Students

Function	Any time	Post roll over (current school year)	Pre roll over (future school year)
Create classes		CMOD	CFMO
Modify classes		CMOD	CFMO
Add grade code when school is growing or to add special ed codes	GRA		
Search to see if students are in ATS	SBIO		QPKF
- Child is not in ATS		QADM, then F5	QPKF
- Child in ATS		TRAF	LNIN
Undo transfer		TRDX – if same day as transfer entered. Call ATS help desk if later	The sending school (i.e., not your school) cancels using LNSS. So you have to contact the sending school.

See students in school		RADR - address report including housing code ROCL - by official class RMEL - by meal codes RDGS - for student groups	RLNB – list noticed in children RPKF – new admit students
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- Your school must have classes before you can enroll students into yourschool.
- Decide on a nomenclature for all school classes – i.e., all second grade classes start with 2 – 201, 201, etc.
- To create an official class for adding students to your school (for middle,high school – home room).
 - Enter school OPT number
 - Enter Y or N for Bilingual
 - Enter Y or N for SAR/LTA - student at risk or long termabsence
 - Enter the Teacher Information (can be added later)
 - Enter the ATS Grade Code (see table below)
 - Enter the number of students allowed in the class- keep in mind this should be higher than the actual number you plan on having to provide a buffer
 - Enter the printer location. This will be your ATS location[DDBSSS]
 - If you are entering a Special Education class, enter the CAP code (see page 7). ICT Classes must have at least two codes, one ending in “9” for the students with IEPs (see second chart below)
 - Press the F2 key to save the data

Grade	ATS Code
Kindergarten	310
First	110
Second	120
Third	130
Fourth	140
Fifth	150
Sixth	160
Seventh	170
Eighth	180
Ninth	190
Tenth	200
Eleventh	210
Twelfth	220

Creating a Class in ATS

CMOD is the ATS command for creating/modifying a class in the current year.

CFMO is the ATS command for creating/modifying a class for the upcoming year.

- The Class Code can be any three-character code you want comprised of letters and numbers. You should develop a consistent naming convention for classes.

- Unless the class is going to be an official bilingual class for ELLs, this field should be completed with an "N."

- This is where you enter the grades you are serving. Please see the previous page for a list of grade codes

- Enter your school's OPT number

- Enter your school's DBN

- Enter the room number where the class will be.

Session 5582

File Edit Preferences Help

PROFILE 84-K-333 New York City Public Schools 06-22-12 15:23:55
 CMOD0100 Future Class Data Add / Change Screen (CFMO) 01646-RDAVERIN
 ==>

SCHOOL NUM: 333

CLASS CODE: OKA BILINGUAL: N (Y/N) SAR/LTA: N (Y/N) FUNDING: (PRE-K ONLY)

TEACHER: LAST NM: FIRST: ADVISOR: LAST NM: FIRST: ADDL STAFF: TYPE: LAST NM: FIRST: ADDL STAFF: TYPE: LAST NM: FIRST:

CLASS NAME: KA CLASS DESC: GRADES: 310 GRADE LEVEL: ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY): 1 LANGUAGE TAUGHT: GIFTED/TALENTED: PHYSICAL LOCATION: 0000

NUMBER OF STUDENTS - ALLOWED: 035 ACTUAL: 0

OPT NUMBER: 17333 PRINTING LOC: 84K333 ROOM NUMBER: CAP CLASS:

Make changes to this data as required

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

LULU Device BT00021 negotiated

Session ID: 5582 6/33

3:23 PM 6/22/2012

- This field should be completed with an "N."
- This field should left blank.
- This should only be completed if it is a Special Ed. Class (e.g. ICT/CTT)
- If you are using ATS to track attendance, you should enter the number of times in a day you will do this (1 or 2). If you are not tracking attendance in ATS, you can just enter "1" as "0" is not an option.
- These fields should be left blank.
- Only enter a CAP class code if the class is Special Ed. Class (e.g. ICT/CTT, 12:1:1, etc.) please see the next page for a list of codes.

Cap Class Codes

CAP Manual Excerpt - New Continuum- Community School Districts / HighSchools

Program	Service	Ratio	Monolingual Class	Bilingual Class	SAR	ATS Grade Code
Special Class SE	1R	12:1	E01 - E15	E81 - E89	E91 -	951 - Elementary 961 - Secondary
	2R High Schools Only	15:1	E16 - E30	E81 - E89	E91 - E99	962 - High Schools
	3R	12:1:1	E31 - E40	E81 - E89	E91 - E99	953 - Elementary 963 - Secondary
	4R	8:1:1	E41 - E50	E81 - E89	E91 - E99	954 - Elementary 964 - Secondary
	5R	6:1:1	E51 - E60	E81 - E89	E91 - E99	955 - Elementary 965 - Secondary
	6R	12:1:4	E61 - E70	E81 - E89	E91 - E99	956 - Elementary 966 - Secondary
Collaborative Team Teaching TT	TT		T01 - T79	T81 - T89	T91- T99	359 - Pre-K 319 - Kindergarten 119 - Grade 1 129 - Grade 2 139 - Grade 3 149 - Grade 4 159 - Grade 5 169 - Grade 6 179 - Grade 7 189 - Grade 8 199 - Grade 9 209 - Grade 10 219 - Grade 11
Special Education Teacher Support Services SETSS	ST		R01 - R79	R81 - R89	R91- R99	

Basic Information and Recommendations

- ATS is live M-F 6a-9p, Sat 8:30a-4p, Sun 10a-4p
- new schools/existing schools with new students should use 7/1 or 7/2 for admit date (if entering before third week of July - this is important for transportation purposes so that students are active in the system for routing)
- use F9 to refresh if screen freezes
- In ATS you can only change data in white - yellow data is fixed and would have to be changed by DOE
- use F4 from main menu to search for jump codes or menus by topic. Use simple descriptions or key words, e.g. attendance, then F10 to see list.
- STAT from main menu – (school statistics) overview of active & pending discharge students, future admits, pending grad, temp housing, previously unscanned rosters, address , exam & immunization errors, students missing attendance, etc.
- 2nd page of STAT - 407 will be long term absences (10 consecutive days or 20 aggregate)
- ULOC - set up default or current printer or change schools if you have access to multiple schools- you can switch from school to school by typing “ULOC” then a space and then the DBN for the school you want to access. You can also use the ULOC command to change your default ATSprinter.
- UADT - set up number of copies to print for different locations when you admit, discharge, etc
- Always use the tab key to move forward.
- To go back you also use the tab key while holding down the shift key.
- The arrow keys as well as the mouse can be used, however they were not meant for this system; using the tab and shift keys leave much less room for error.
- You will notice on the bottom of the screen there is a guide for the Function keys. This is important because the functions of some of the keys change from page to page.
 - F² for example is usually used to save information you have entered on a specific page, however it can also be used to select a function from a field lookup.
 - F⁴ is usually used as a lookup for the fields with many selections.
 - F⁶ is usually used to execute certain reports and print jobs.
 - F⁷ is usually used to move back when a report has multiple pages being viewed on the screen.
 - F⁸ is usually used to move forward when a report has multiple pages being viewed on the screen.
 - F¹² is always used to exit the system if pressed twice or three times from some screens.

Commonly Used Commands and Reports

ATS Command/ Report Name	Category	Detailed Description/Function
BIOU	Demographics	Update biographical info
CCMM	Class	After July 15 can mass update official class room numbers, descriptions, print location,
CFMO	Enrollment	Modify or add new class for the following year (before ATS rollover in July)
CMOD	Enrollment	Modify or add new class during the year (after ATS rollover in July)
DISC	Enrollment	Discharge - for those leaving the city or going to private/parochial school, address unknown.
GCLU	Enrollment	Update grade and class. When GCLU closes for the year, use opt 9 on the BIOS screen to change a student's grade.
GPPL	Enrollment	Grade Promotion mass entry
HEIU	Health	Immunization Update (for single student)
HETU	Health	Tuberculosis Update (for single student)
HEVM	Health	Mass entry for vision screening data
HEVU	Health	Vision screening data entry for students who need to see an eye doctor
HLST	Health	Used to update the above screens by class or grade
HLTH	Health	Main health screen
LNIN	Enrollment	Pre-register students who have osis numbers
MEXB	Assessment	Used to update student exam history
OCLU	Enrollment	change student class
QADM	Enrollment	(use in the fall/after summer ATS update) new students (not in ATS) – to immediately enter in
QPKF	Enrollment	Pre-register students who do not have osis numbers
RADP	Enrollment	Admissions/Discharges/Future Admits/etc.
RADR	Enrollment	List all students enrolled in school- includes address, CSD and housing status
RCON	Safety	Report of court orders (auth code 7)
RDGS	Demographics	Student Demographics
RENC	Demographics	Students missing ethnic codes
RESI	Assessment	Student evaluation data – credits, scores, Regents
REXH	Assessment	Exam history
RFLG	Demographics	Indicator reports for students with flags for SpEd, ELL, and other special status (update in

ATS Command/ Report Name	Category	Detailed Description/Function
RHFL	Health	Screen for printing vision screening letters
RHIL	Health	Immunization status report.
RHLT	Health	Immunization reports menu.
RHTF	Health	Immunization and TB information
RHVX	Health	Vision non-compliance report
RLAT	Assessment	History of LAB R and NYSESLAT scores
RLNR	Enrollment	Enter Y next to receiving school and enter current grades to see students list noticed into school (change printer to 's' to see report on screen)
RMEL	Demographics	Meal Code report.
ROCL	Enrollment	Official Class lists.
RQSA	Maintenance	Action request entry menu, for system changes that require ATS to update e.g. for a grade level to be added to the school's profile (GRA)
RQSD	Enrollment	View action requests that have been entered
RSCL	General Informatio	School information for other schools- need district, borough and school (DBN) for lookup.
RTRR	Transportation	to view students with assigned transportation
RYOS	Demographics	ELL Years of Service
SIGT	Enrollment	Change student grade/class (limit this)
STAT	Statistics	School statistics page
TLST	Transportation	Metrocards
TRAF	Enrollment	(fall) for transfers Sept 8 or after from DOE/Charter schools (DURING SCHOOL YEAR - becomes active immediately)
TRDX	Enrollment	if you admit or discharge in error and you catch it the same day
UADT	Profile Settings	set up number of copies to print for different locations when you admit, discharge, etc.
UETR	Demographics	Update Race and Ethnicity
ULOC	Profile Settings	Set default printer and switch between school profiles (only if you have access to multiple
UPCO	Demographics	Mass update of fields such as housing status, place of birth, home language, etc.
UPSI	Demographics	Update student indicators
USCR	Demographics	Update student attendance, credit accumulation,
WARN	Enrollment	Pending discharges



Automate The Schools System Access Request

User Information - Please Print Clearly Or Type

Last Name				First		Telephone Number (Work) ()	
Job Location:	District	Boro	School	or Central Office		Job Title	
Previous ATS USERID (if applicable)							

Access Requested (Please check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Admit/Discharge/Bio Updates/Reports | <input type="checkbox"/> Period Attendance | <input type="checkbox"/> ESPA |
| <input type="checkbox"/> Display only/Reports/No updates | <input type="checkbox"/> Library Download | <input type="checkbox"/> MSPA |
| <input type="checkbox"/> Attendance Updates/Reports | <input type="checkbox"/> Immunization Updates | <input type="checkbox"/> Related Services |
| <input type="checkbox"/> FasTrack Purchasing | <input type="checkbox"/> Transportation | <input type="checkbox"/> Downloads |
| <input type="checkbox"/> Payroll Functions (OP152;HRS display) | <input type="checkbox"/> Bio Updates/Reports/No admits or Disch | |

**By receiving this ATS USER ID, I accept responsibility for its use.
I have signed the "Acknowledgment of Mayoral Directive 81-2."**

Signature	Date
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School Authorization

Principal's Name (Please Print)	Principal's Signature	Date
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District/School/Supervisory Authorization

Name (Please Print)	Job Title
Supervisor's Signature	Date
ATS Coordinator's Signature	Date

Central Authorization

Name (Please Print)				Date	
ID Assigned	Date Entered	Group	SCTY Level/Profile Assigned	SCTY INIT	

Return signed form with the signed Mayoral Directive to :


ATS Security
2 MetroTech Center, Suite 3900
Brooklyn, NY 11201

E-Mail Inquiries to: ATS.Security

HelpDesk: 718-935-5100

FAX signed forms to: 718-935-5192

CITY OF NEW YORK

	STANDARD SYSTEMS SECURITY	Title: Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	Number 002
			Date Issued 9/1/81
			Page 1 of 3

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

DIRECTIVE TO ALL HEADS OF AGENCIES AND DEPARTMENTS


No. 81-2
JUNE 24, 1981

ELECTRONIC DATA PROCESSING SECURITY STATEMENT OF POLICY

The City of New York relies heavily on its electronic data processing ("EDP") systems to meet its operational, financial and informational requirements. It is essential that these systems be protected from misuse and that both the computer systems and the data that they process be operated and maintained in a secure environment. The Office of Operations and the Department of Investigation are directed to work closely with agency heads, heads of information services and Inspectors General to ensure that this is accomplished and that observations of computer fraud and misuse are reported in accordance with the requirements of Executive Order No. 16 (1978).

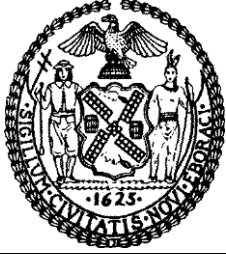
1. All use of City owned or leased computer systems must be for officially authorized purposes only. Agency heads shall be responsible for the proper authorization of computer utilization by their agencies and the establishment of effective use.
2. The Commissioner of Investigation shall establish City-wide standards for EDP security to ensure that programs, data files and data communications as well as City computer systems are used in compliance with this Directive.
3. The use of City computer systems for non-City consulting work or other unofficial purposes is prohibited without the written approval of the responsible agency head and the consent of the Corporation Counsel.
4. The sale of City computer system time to persons or organizations other than city employees or agencies is prohibited without the prior written approval of the responsible agency head and the consent of the Corporation Counsel.

CITY OF NEW YORK

	STANDARD SYSTEMS SECURITY	Title: Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	Number 002
			Date Issued 9/1/81
			Page 2 of 3

5. All computer programs and data in City computer systems and data libraries are for the sole use of the City. All computer programs and data developed for the City by consultants to the City or provided to consultants for use in conjunction with programs or data developed for the City are the property of the City and must be promptly returned to the City upon project completion or termination, unless requested prior thereto by the agency head or the agency head's designee.
6. Copies of any programs or data may only be released from City computer systems upon written authorization of the agency head or the agency head's designee.
7. Effective immediately, all information services, contracts, leases, licenses or other information services agreements entered into by the City shall contain a provision, approved as to form by the Corporation Counsel, advising information services vendors of the City's retained property rights with respect to its information systems, programs and data and the City's requirements for EDP security, including data maintenance and return.
8. Passwords and other EDP security procedures shall be protected by individual users from unauthorized use or disclosure.
9. Employees whose employment is terminated shall return all City property and equipment used in connection with City computer systems. Such items as keys, identification cards and badges, portable computer and communications equipment, manuals and documentation and other materials shall be returned to the individual employee's supervisor prior to the last day of active employment. It is recommended that agency heads refer to "*Systems Security Standard No. 116*", a copy of which is attached to this Directive, on this subject.
10. A violation of procedures established pursuant to this Directive may result in the initiation of disciplinary procedures. Misuse of government property, including programs and data, may also be punishable by fine or imprisonment or both.
11. All City employees and vendors to the City are hereby directed to remove immediately all unofficial data files and programs from City computer systems. Questions concerning the appropriateness of a data file or computer program shall be directed to the individual employee's supervisor or to the responsible agency head.
12. This Directive shall take effect immediately.

CITY OF NEW YORK

	STANDARD SYSTEMS SECURITY	Title: Acknowledgment Of Receipt Mayoral Directive No. 81-2 Compliance: Mandatory	Number 002
			Date Issued 9/1/81
			Page 3 of 3

I _____ have received a copy of Mayoral Directive 81-2 which defines the City of New York's computer usage and data security policy.

I understand that City computers, computer programs and computerized data are substantial City assets and that their use must be only for official City work. Further, I understand that any rights that I may have to use these assets will cease upon my leaving City service, whether by resignation or adverse termination procedure, and that failure to comply with Directive 81-2 will be cause for disciplinary or criminal action to be initiated against me.

Signature

Date