Request Authorization to Report

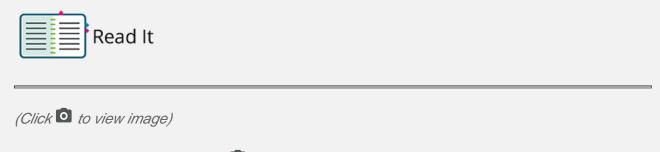
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Feature availability varies by program and role.

You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

Step-by-Step



- 1. From Setup, select Work Requests.
- 2. Click Select Tasks, select Request / Edit Final Reporting, and click Start.
- 3. Select the organization.
- 4. Click Send Request.

You can also request authorization through the task Manage ATR Status.

Effects

When an organization requests Authorization to Report (ATR) for a test administration, the administration level data becomes Read Only, until approved.

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