

# Request Authorization to Report

**On this page:**

[General Information](#) [Instructions](#) [Effects](#)

Search



*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



### Read It

*(Click  to view image)*

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.

[Back to the top](#)