

Request Authorization to Report

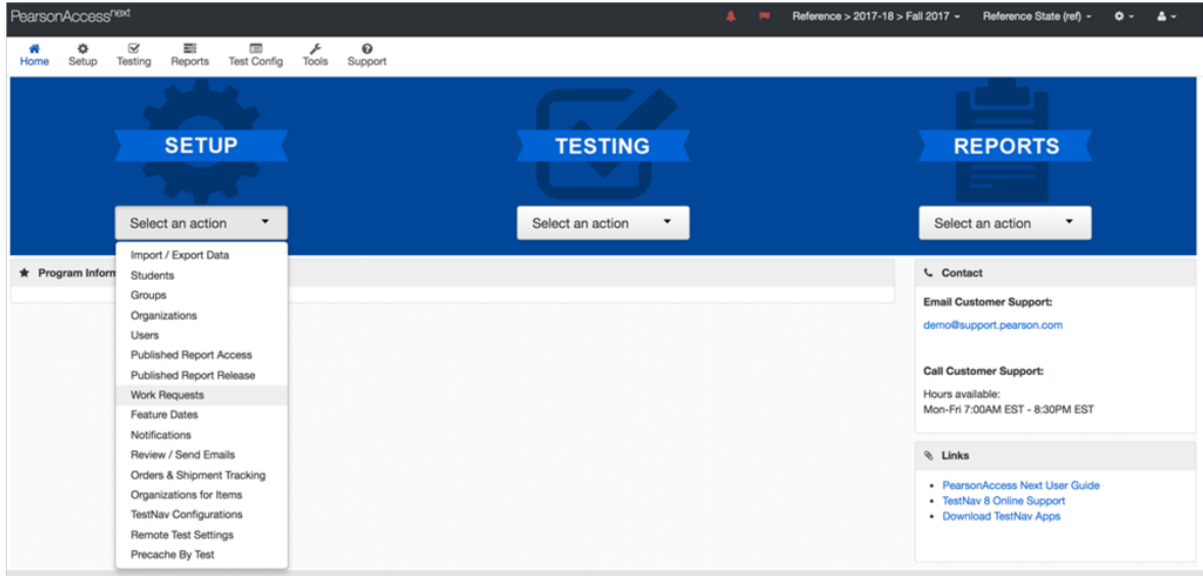


Feature availability varies by program and role.

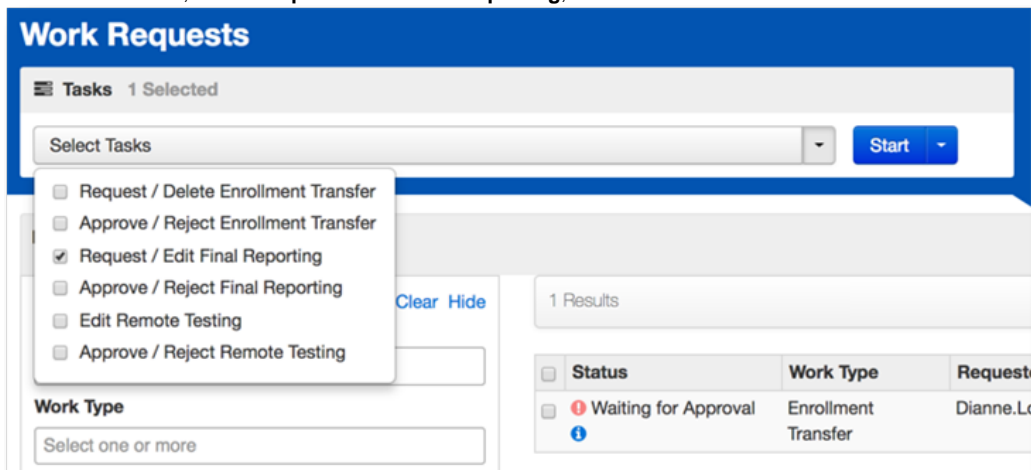
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

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.

The screenshot shows a web interface with two main sections: 'ORGANIZATIONS (0)' and 'DETAILS'. In the 'ORGANIZATIONS' section, a blue button labeled 'Request Final Reporting' is visible. The 'DETAILS' section has a title 'Request Final Reporting' and a field for 'Organization*'. A dropdown menu is open, showing a search bar and a list of organizations: 'DEMO DISTRICT 1 (010000)', 'AZ DISTRICT 1 (990001)', 'DEMO DISTRICT 1 (010000)', 'DEMO DISTRICT 2 (020000)', 'VID DISTRICT 1 (111111)', and 'VIDEO DISTRICT (098765)'. The 'DEMO DISTRICT 1 (010000)' option is highlighted in blue. Below the dropdown are 'Send Request' and 'Reset' buttons.

4. Click **Send Request**.

This screenshot is identical to the previous one, but the 'Send Request' button in the 'DETAILS' section is now highlighted with a red border, indicating it is the next step to be taken.

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

The screenshot shows the 'Organizations' task menu. At the top, it says 'Tasks 1 Selected'. Below this is a 'Select Tasks' dropdown and a 'Start' button. A list of tasks is shown with checkboxes: 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Manage Completion Statuses', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status' (which is checked), and 'Delete Organizations'. Below the list, there is a 'Clear Hide' button and a search bar with 'Q Search'. A table shows '5 Results' with columns for 'Organization Name*' and 'Code*'. The first row is 'DEMO DISTRICT 1' with code '010000' and is checked.

Organization Name*	Code*
DEMO DISTRICT 1	010000

Effects

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