

# Request Authorization to Report

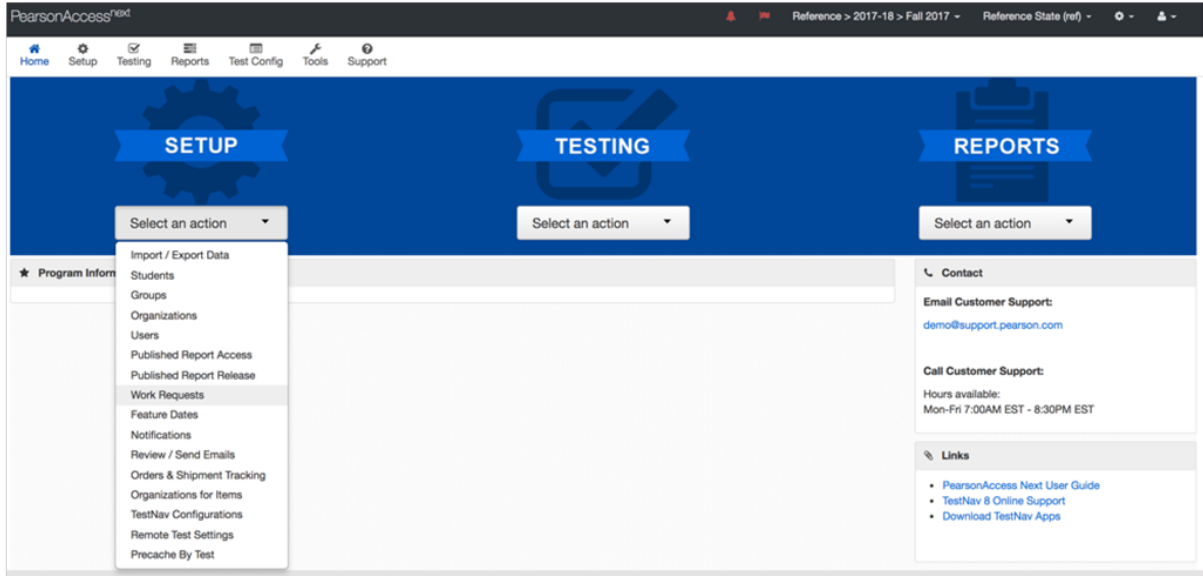


*Feature availability varies by program and role.*

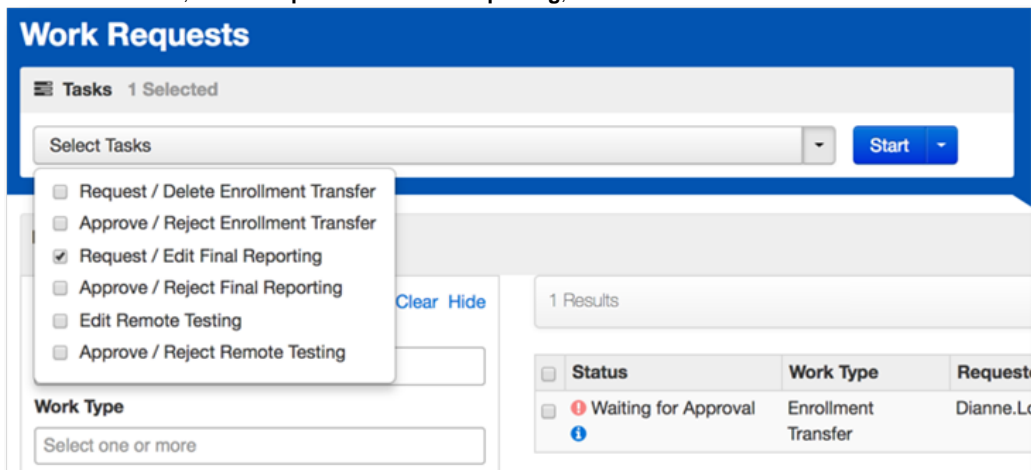
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

## 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 in purple, indicating it has been clicked.

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

The screenshot shows the 'Organizations' page. At the top, there is a 'Tasks' section with '1 Selected'. A dropdown menu is open, listing various tasks. The 'Manage ATR Status' task is checked. Below the tasks, there is a search bar and a table of organizations. The table has columns for 'Organization Name\*' and 'Code\*'. One organization is listed: 'DEMO DISTRICT 1' with code '010000'. The table shows '5 Results'.

Organization Name*	Code*
DEMO DISTRICT 1	010000

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## 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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