

Request Authorization to Report

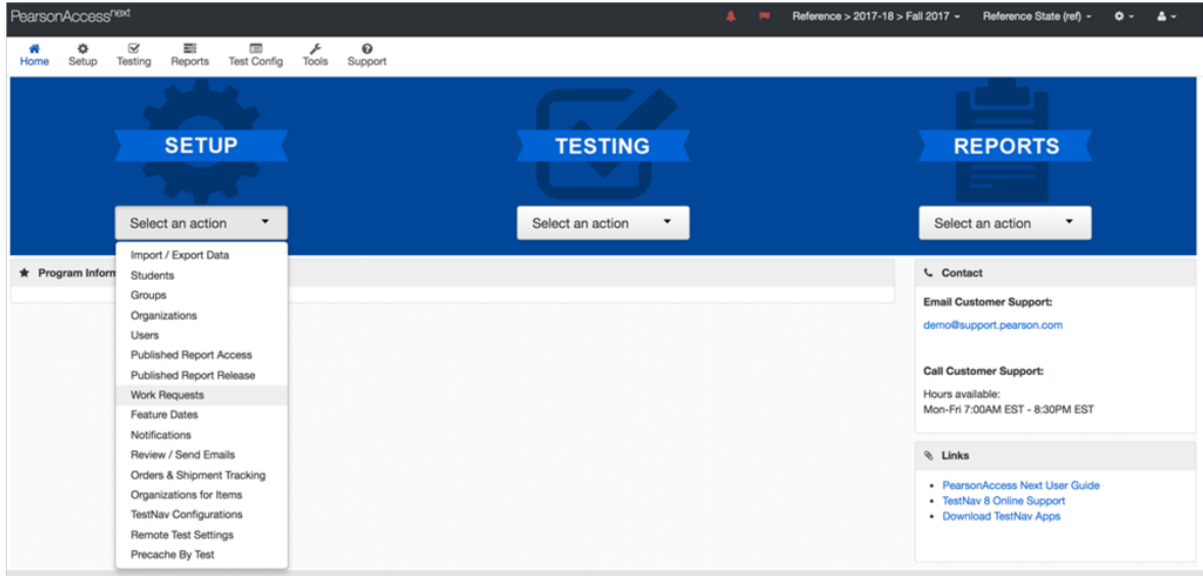


Feature availability varies by program and role.

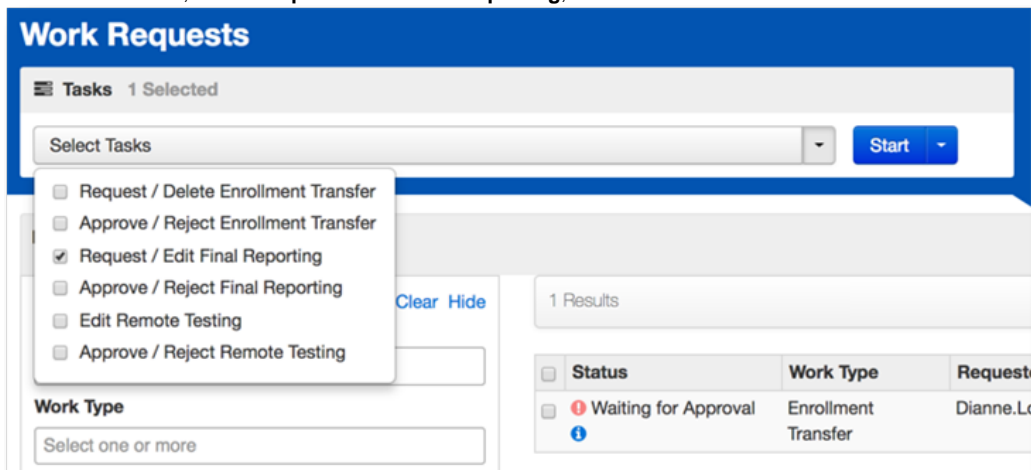
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

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, there is a blue button labeled 'Request Final Reporting'. In the 'DETAILS' section, the title is 'Request Final Reporting'. Below the title, there is a field labeled 'Organization*' with a dropdown menu. The 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 first 'DEMO DISTRICT 1 (010000)' entry is highlighted in blue. Below the dropdown, there are two buttons: 'Send Request' and 'Reset'.

4. Click **Send Request**.

This screenshot is identical to the previous one, but the 'Send Request' button is now highlighted in purple, indicating it has been clicked. The dropdown menu is no longer open, and the 'Organization*' field now displays 'DEMO DISTRICT 1 (010000)'. Below the field, there is a red asterisk and the text '* Required'. The 'Send Request' button remains highlighted.

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

The screenshot shows the 'Organizations' page. At the top, there is a blue header with the title 'Organizations'. Below the header, there is a 'Tasks' section with a dropdown menu set to '1 Selected'. A list of tasks is displayed, with 'Manage ATR Status' checked. Below the tasks, there is a search bar with the text 'Q Search' and a dropdown arrow. Below the search bar, there is a 'Clear Hide' button and a '5 Results' indicator. Below the indicator, there is a table with two columns: 'Organization Name*' and 'Code*'. The table contains one row with the following data:

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.
