

Request Authorization to Report

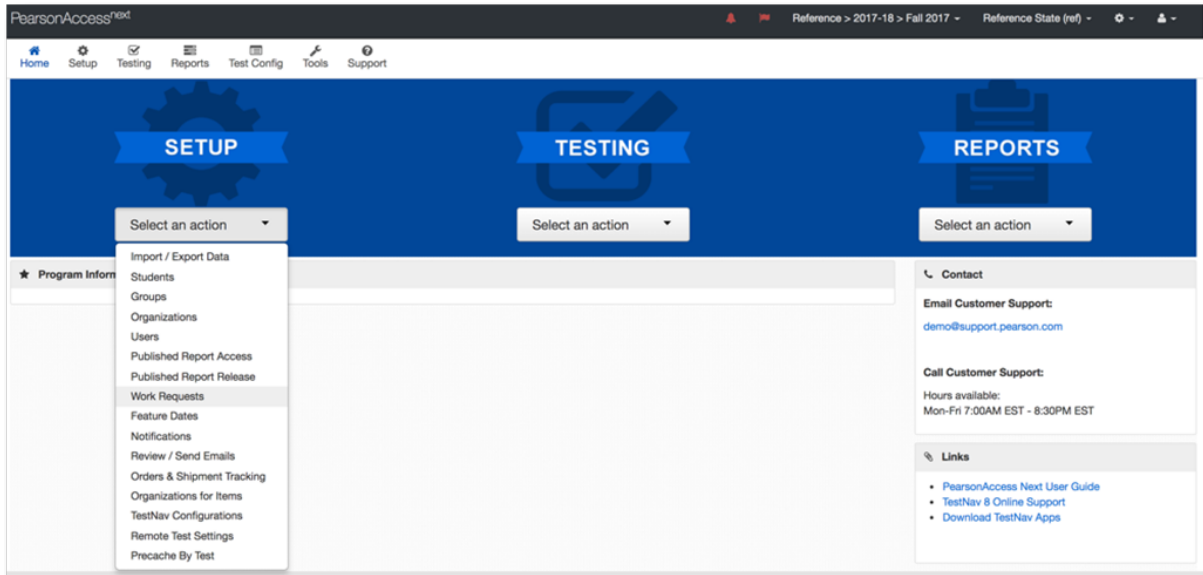


Feature availability varies by program and role.

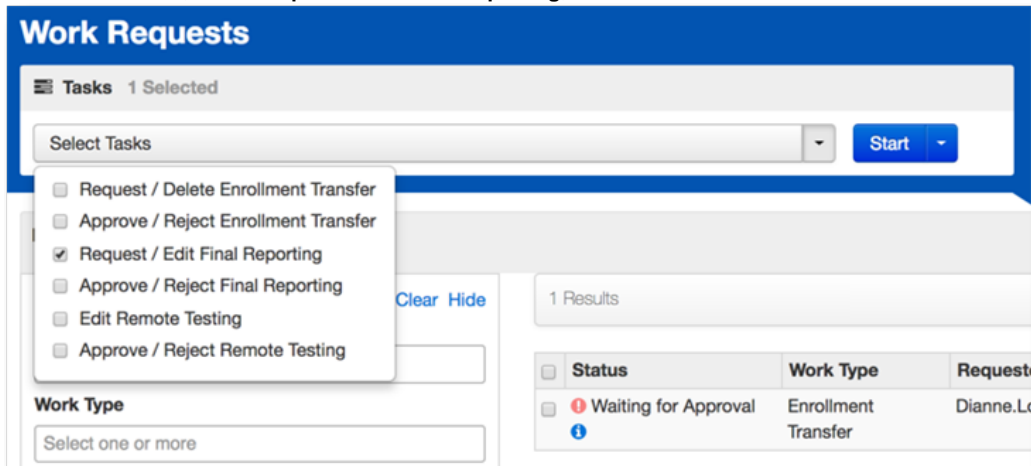
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

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)' on the left and 'DETAILS' on the right. In the 'ORGANIZATIONS' section, a blue button labeled 'Request Final Reporting' is visible. 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 'DEMO DISTRICT 1 (010000)' option is highlighted in blue. At the bottom of the 'DETAILS' section, there are two buttons: 'Send Request' and 'Reset'.

4. Click **Send Request**.

This screenshot is similar to the previous one, but the dropdown menu is closed. The 'Organization*' field now displays 'DEMO DISTRICT 1 (010000)'. Below the field, there is a small asterisk and the text '* Required'. The 'Send Request' button at the bottom is highlighted with a red border.

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

The screenshot shows a task menu titled 'Organizations' with a sub-header 'Tasks 1 Selected'. Below the header, there is a 'Select Tasks' dropdown menu and a 'Start' button. A list of tasks is displayed, with 'Manage ATR Status' checked. The tasks listed are: 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Manage Completion Statuses', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status', and 'Delete Organizations'. Below the task list, there is a search bar with a 'Q Search' button and a 'Clear Hide' link. A table shows 5 Results, with the first row highlighted: 'DEMO DISTRICT 1' with code '010000'.

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.