# Request Authorization to Report

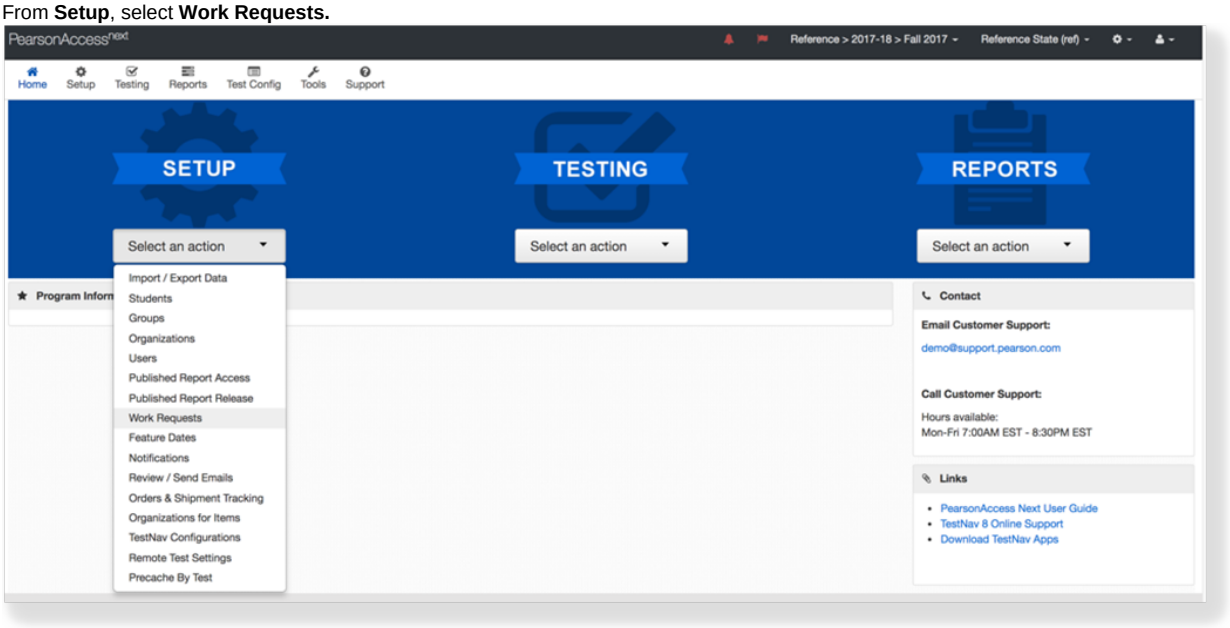
*Feature availability varies by program and role.*

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.

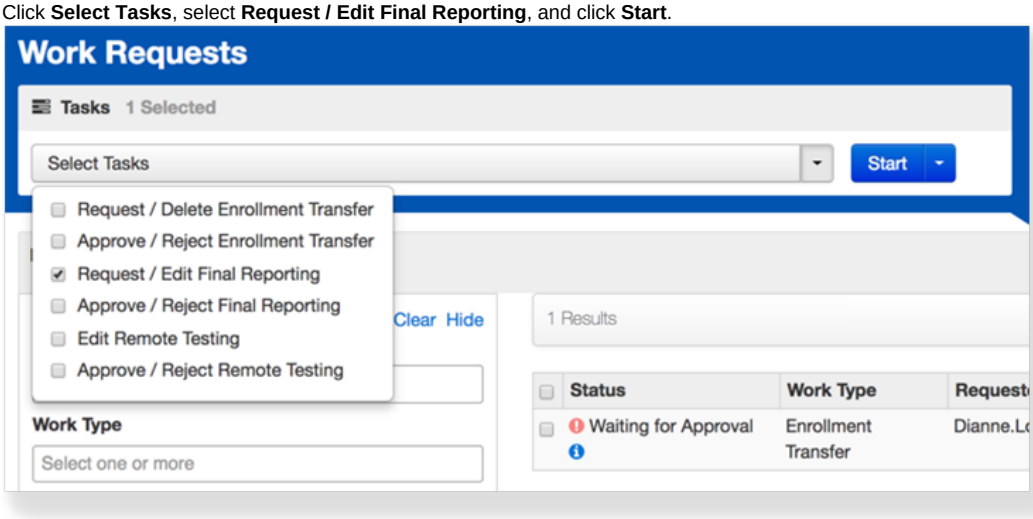
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## Step-by-Step

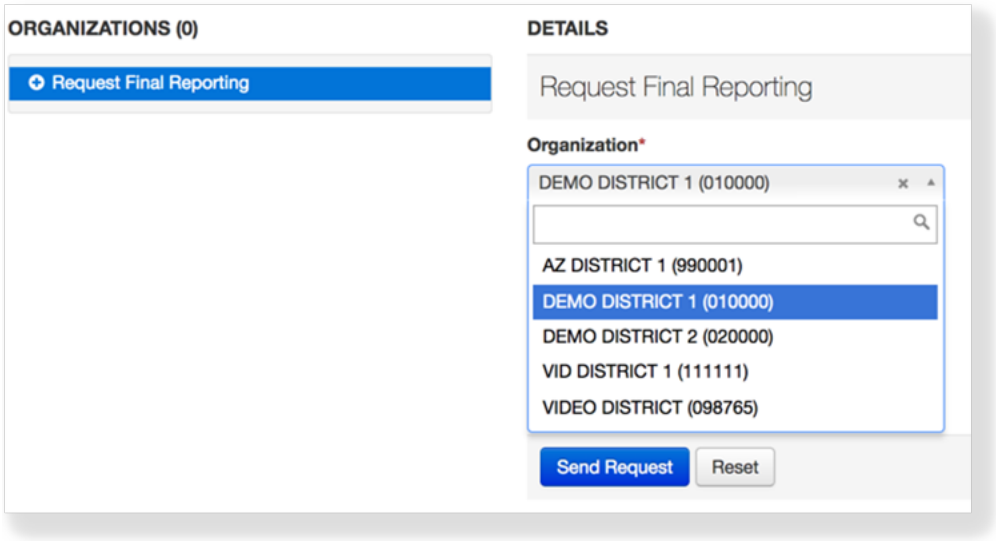
1. From **Setup**, select **Work Requests.**



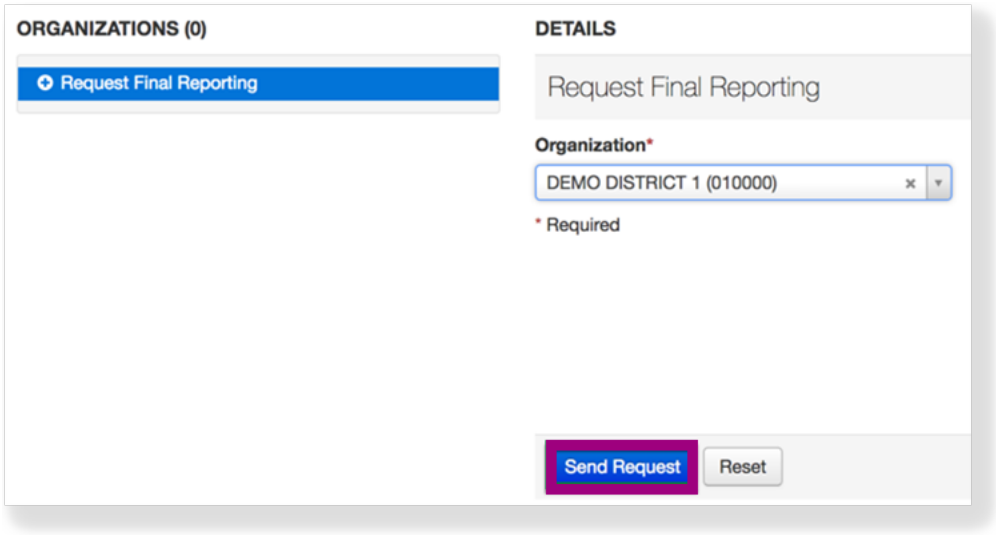

2. Click **Select Tasks**, select **Request / Edit Final Reporting**, and click **Start**.



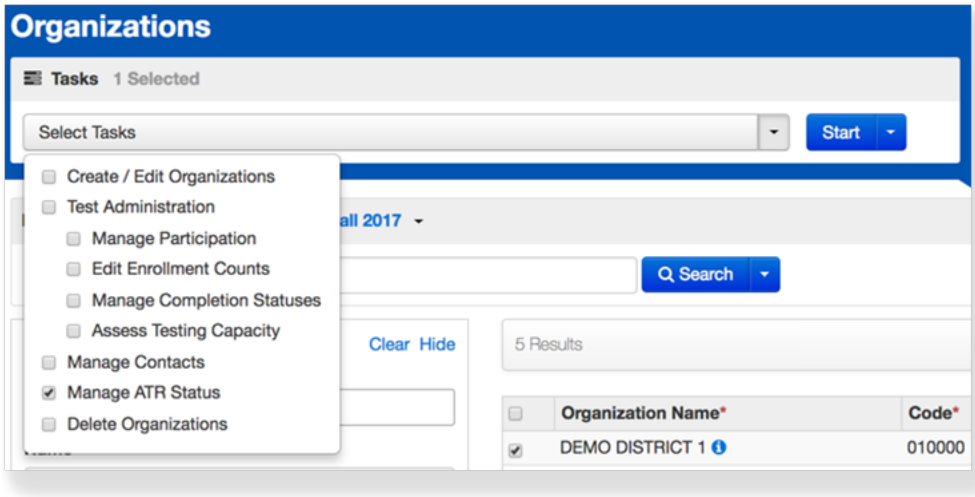
3. Select the organization.




4. Click **Send Request**.




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




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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.