

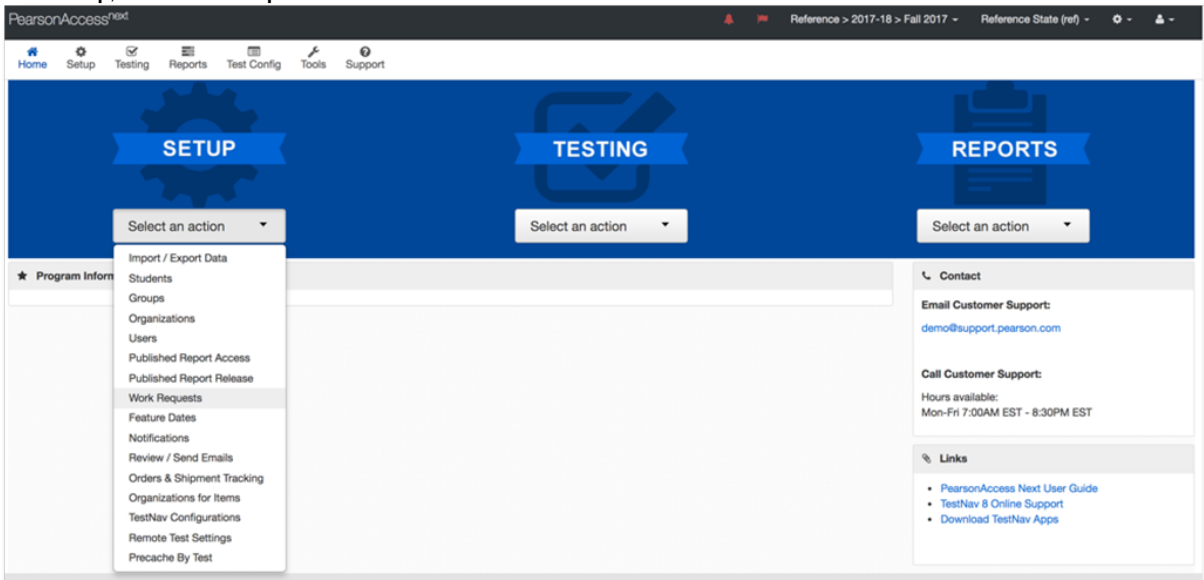
Request Authorization to Report

 Feature availability varies by program and role.

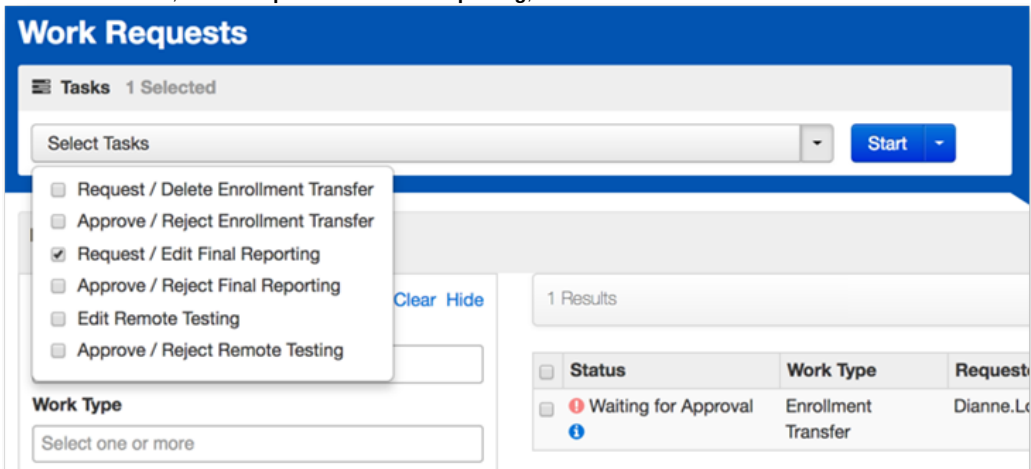
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

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, 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 label 'Organization*' followed by a dropdown menu. The dropdown menu is open, showing a list of organizations: 'DEMO DISTRICT 1 (010000)', 'AZ DISTRICT 1 (990001)', 'DEMO DISTRICT 1 (010000)' (highlighted in blue), 'DEMO DISTRICT 2 (020000)', 'VID DISTRICT 1 (111111)', and 'VIDEO DISTRICT (098765)'. Below the dropdown, there are two buttons: 'Send Request' and 'Reset'.

4. Click **Send Request**.

This screenshot shows the same web interface as the previous one, but the dropdown menu is now closed. The 'Organization*' field displays 'DEMO DISTRICT 1 (010000)'. Below this field, there is a red asterisk and the text '* Required'. At the bottom of the 'DETAILS' section, the 'Send Request' button is highlighted with a red border, and the 'Reset' button is also visible.

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

The screenshot shows a web interface titled 'Organizations'. At the top, there is a 'Tasks' section with '1 Selected'. Below this, there is a 'Select Tasks' dropdown menu. A list of tasks is shown, with 'Manage ATR Status' selected and highlighted. Other tasks include 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Manage Completion Statuses', 'Assess Testing Capacity', 'Manage Contacts', and 'Delete Organizations'. To the right of the task list, there is a 'Start' button. Below the task list, there is a search bar with a 'Q Search' button. Below the search bar, there is a table with 5 Results. The table has two columns: 'Organization Name*' and 'Code*'. The first row is '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.