

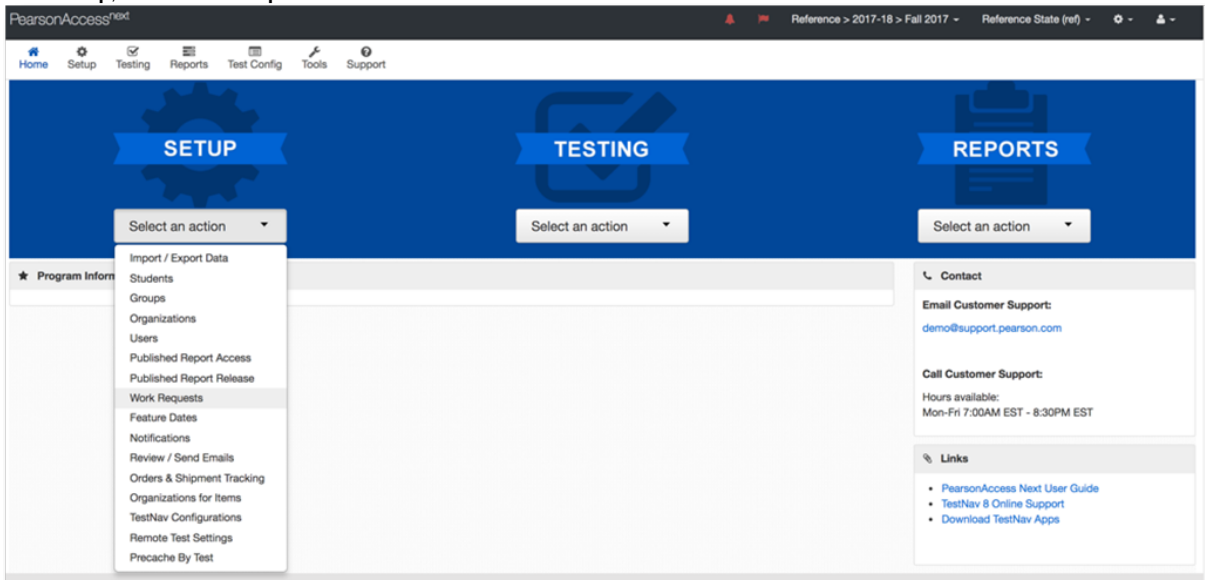
Request Authorization to Report

 Feature availability varies by program and role.

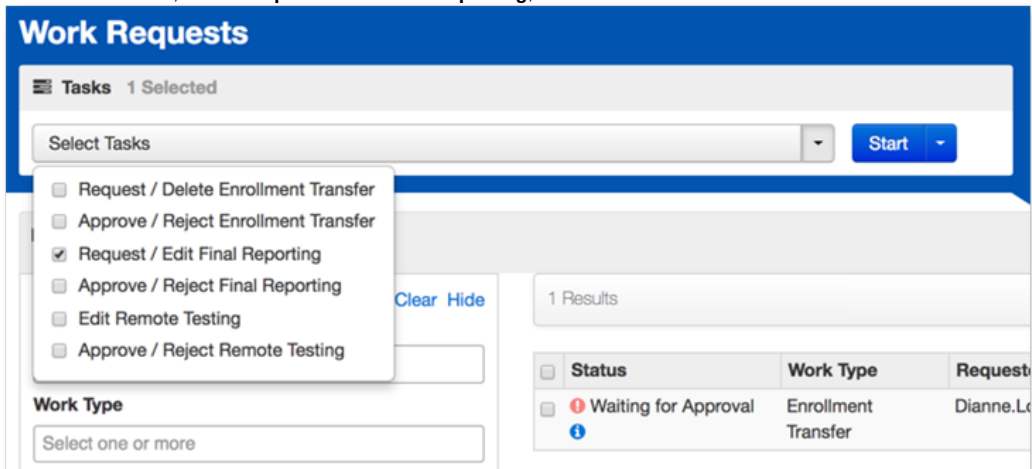
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

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 2 (020000)', 'VID DISTRICT 1 (111111)', and 'VIDEO DISTRICT (098765)'. The first option, 'DEMO DISTRICT 1 (010000)', is highlighted in blue. Below the dropdown, there are two buttons: 'Send Request' and 'Reset'.

4. Click **Send Request**.

This screenshot shows the same 'Request Final Reporting' form 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 small text label '* 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 section 'Tasks 1 Selected' with a dropdown menu labeled 'Select Tasks' and a 'Start' button. A dropdown menu is open, showing a list of tasks: 'Create / Edit Organizations', 'Test Administration', 'Manage Participation', 'Edit Enrollment Counts', 'Manage Completion Statuses', 'Assess Testing Capacity', 'Manage Contacts', 'Manage ATR Status' (which is checked), and 'Delete Organizations'. Below the tasks list, there is a search bar with a 'Q Search' button. To the right of the search bar, there is a 'Clear Hide' button. Below the search bar, there is a table with 5 Results. The table has two columns: 'Organization Name*' and 'Code*'. The first row of the table is 'DEMO DISTRICT 1' with the code '010000'.

Effects

When an organization requests Authorization to Report (ATR) for a test administration, the administration level data becomes Read Only, until approved.