

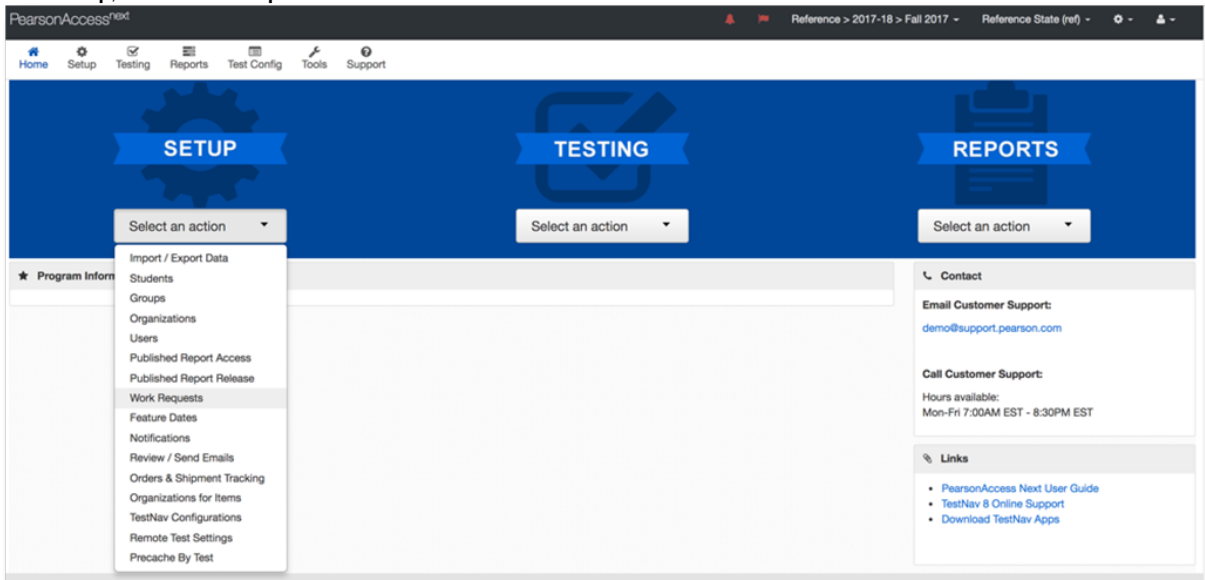
Request Authorization to Report

 Feature availability varies by program and role.

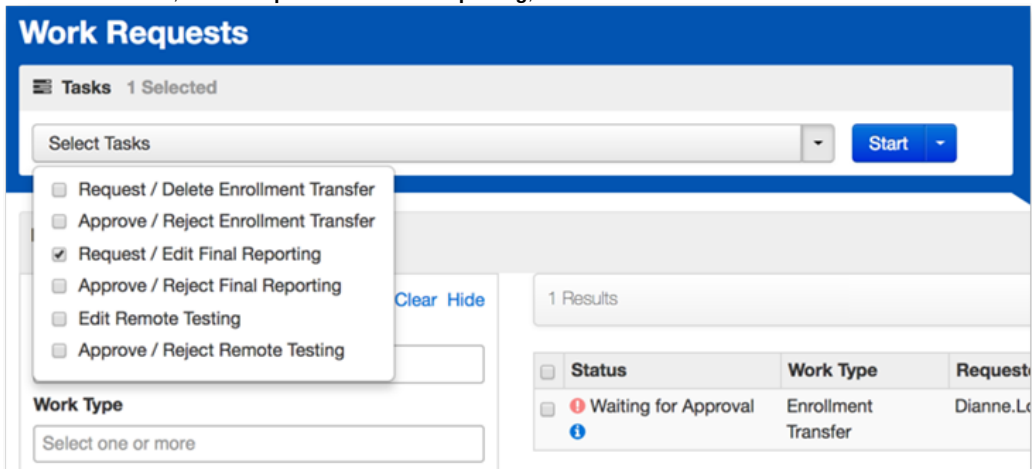
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

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)'. At the bottom of the 'DETAILS' section, 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 now highlighted in purple, while the 'Reset' button remains grey.

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 blue header bar. Below the header, there is a section titled 'Tasks 1 Selected'. Under this section, there is a 'Select Tasks' dropdown menu and a 'Start' button. A dropdown menu is open from 'Select Tasks', 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' (checked), and 'Delete Organizations'. Below the task 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.