



|                    |                   |                |
|--------------------|-------------------|----------------|
| School Name: _____ | School DBN: _____ | Network: _____ |
| Contact: _____     | Phone: _____      | Email: _____   |

**Fax to 212-537-7247**

## On-line Update Tracking Form

In rare cases, a school may encounter challenges with their scanner accurately capturing a student or teacher's intended response that can only be remedied by the On-line Update screen in ATS (RGTU). This form must be completed on the **same day** the on-line update was authorized / entered by the Principal and submitted to the Office of Assessment (OA) in every instance in which the RGTU screen is used. Reviews will be prioritized for the following two categories of students:

1. **Graduating Seniors\***
2. **Any student** in which the on-line update resulted in a final scale score shifting from **Fail → Pass**.\*

| Student name          | Student ID | Exam                         | Page number    | Change(s)                                  | Reason for change(s)   | Update resulted in final score changing from failing to passing [64 → 65; or 54 → 55] (Y/N) | Is this student a graduating senior? (If Yes, see below) | Principal Authorization Signature |
|-----------------------|------------|------------------------------|----------------|--|--|---|--|-----------------------------------|
| <i>e.g., Jane Doe</i> | 22222222   | <i>EXRL or Comp. English</i> | 193435000177-1 | <i>For Q4, changed answer from 1 to 3.</i> | <i>A stray mark from Q3 caused the scanner to read multiple answers for Q4, but the student clearly chose only one response.</i> | N   | Yes  | <i>K. Fields (Principal)</i>      |
|                       |            |                              |                |  |  |   |  |                                   |
|                       |            |                              |                |  |  |   |  |                                   |
|                       |            |                              |                |  |  |   |  |                                   |
|                       |            |                              |                |  |  |   |  |                                   |
|                       |            |                              |                |  |  |   |  |                                   |

**Submit form on same day to Office of Assessment (attn. Pat Purcell): FAX: 212-537-7247 or email [Regentsscanning@schools.nyc.gov](mailto:Regentsscanning@schools.nyc.gov)**

**\*Graduating Seniors & Fail → Pass Students\*** Modifications for graduating seniors resulting in student scores shifting from failing to passing may not be considered final until the Office of Assessment reviews and approves the submission. Reviews for graduating seniors will be prioritized to be completed within 2 school days of form receipt. Schools may not certify the exam credit for graduation requirements until receiving written confirmation. Reviews for any other student whose adjustments resulted in shifts from Fail → Pass (64 to 65, or 54 to 55) will be prioritized to be completed by the end of June. Schools may be required to re-adjust final student scores post-administration if the review does not substantiate the On-line update originally submitted.