



SEC Management Report (Central Access)

June 2006

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Report Description (Central Access)

1. Projected Register Report - this report lists students who are currently attending as well as students scheduled to begin service/s. Information that can be found on the report is as follows: student ID#, name, date of birth, annual review due date, adaptive physical education, ABR, mainstreaming, participates in alternate assessment, student's recommended program, related services and paraprofessionals, testing accommodations and assistive technologies.

2. Overage Allocation Report (Elementary, Middle School & High School) - this report lists the special education classes allocated to the school and the number of students attending in each class. Other information on the report is the grade, grade code, room number, maximum class size, contracted class limit, number of students officially registered and contracted, registered and attending overages.

3. Student Service Receipt Report - The following reports provide related service data as well as a report for all services:

a. School Age For Public School - provides summary and detail data on school age students receiving and not yet receiving related services in public schools.

b. School Age For Parochial /Private School - provides summary and detail data on students receiving and not yet receiving related services in private/parochial schools.

c. Pre-School For Public School - provides summary and detail data on pre-school students receiving and not yet receiving related services in public schools.

d. School Age for Public School with Charts - provides a graphic display of the number of students receiving their related services, receiving partial services and not receiving any of their services. It also provides backup data with actual numbers for each service.

e. Pre-School For Parochial /Private School - provides summary and detail data on pre-school students receiving and not yet receiving related services in private/parochial schools.

f. Student Service Delivery Summary (Charts) (Main Program, ESL & Assistive Technology) - provides a graphic display of the number of students receiving and not receiving their primary program, assistive technology and/or ESL.

g. IVR Transaction Summary – provides summary data of providers who called in to the IVR system with start dates for students.

h. Report Version for Excel Format – same data as the IVR Transaction Summary but in an excel format that can be downloaded for manual manipulation.

i. IVR Agency And DOE Provider List – provides information about the number of DOE, Independent and Agency providers who called in to the IVR system as well as the name of the agency the provider is working for.

j. IVR DOE OT/PT Provider List – provides information about DOE OT/PT providers who called in to the IVR system, and the number of students the provider is serving. You can also pull up a detailed list of students on the providers caseload by clicking on the number of students the provider is serving.

k. IVR Transactions By Student ID - provides you with the ability to inquire on a particular student and the services he is receiving. It also provides the related service mandates, conference date, start dates, provider type, main program and school.

l. IVR Transactions By Provider Name – provides a list of students the provider is serving by entering the provider's last name and partial or full first name.

m. IVR Provider Data Check - provides the number of students on the provider's caseload and by clicking on that number, it will provide a detail list of the students the provider is serving.

n. Related Service Transmittal – provides data on those students with a given agency and related service type for whom transmittals were sent to that agency within a given period of time.

o. SEC Placement & Referral Transaction Summary – provides summary data about how many transactions are completed for Placement, Referral, RSA and IVR processes.

4. Register, Class and Utilization Reports - This section of reports provides class and student data as follows:

a. RACL On-Line - provides class information for all official classes. Included on the report are the region, school, official class codes, grade code, grade level, class name, CAP class code, class count, number of students allowed, classroom number and teacher name.

b. RACL By School, By Class, By Grade - provides class information for all official classes by actual grade level. Included on the report are the district, borough, school code, official class, CAP class code, classroom number, grade code, number of students, capacity, teacher name/s and actual grade level.

c. Budget vs. Actual number of Classes By School - provides information on the budgeted vs. actual number of classes as well as the cost of special education classes by program.

d. School Level Utilization Report - provides data on the capacity and utilization of special education classes. Included on the report are the region, school, official class code, CAP class code, type of special education program, actual number of general education (if applicable) and special education students in the class, the capacity and utilization percentage and teacher/s name/s.

e. ROCL Student Detail - provides a list of students for a particular Official Class. Included on the report are the region, school, special education program, official class, CAP class code, ID numbers, sex, birth date, status (active, discharged, etc.), grade level, classroom, grade code, grade level, teacher/s name/s.

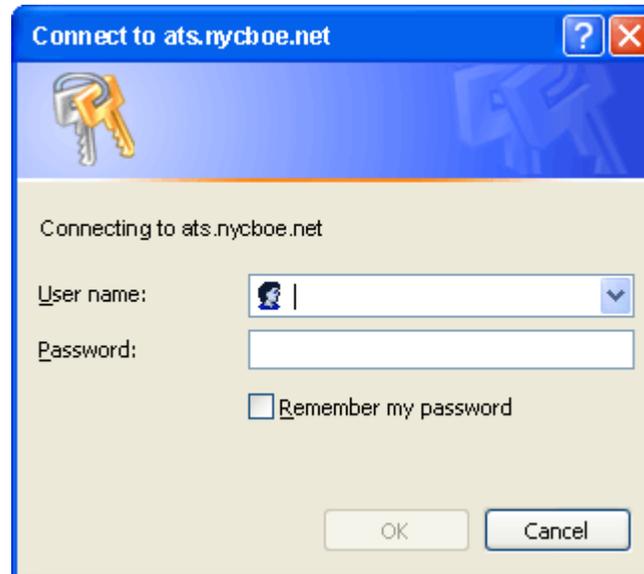
Signing in

To access your reports, go to:

<https://ats.nycboe.net/>

If a login pops up, login as follows:

Outlook ID
Outlook password.



Tuesday, June 20, 2006

S.I.S. Student Information System

User Information

ID:	<input type="text" value="NNissen"/>	Home District/Borough/School:	<input type="text" value="000000"/>	Current District/Borough/School:	<input type="text" value="000000"/>
NAME:	<input type="text" value="Nissen Naomi"/>				
TITLE:	<input type="text" value="Training Coordinator"/>				

Change Profile

DISTRICT: SCHOOL:

Our Sections



Student Information
This choice provides access to a comprehensive database of student information. Once a student's name has been selected using an initial search screen, a screen of biographical data appears. From this screen, thirteen other screens are available, providing information about health records, academic performance, attendance, attendance history and many other aspects of the student's school record.



SEC Placement
This is a direct link to the Placement module of the Special Education Component of the Student Information System. It allows you to search for an open seat and to place a child in an appropriate program.

SEC Decision Action Items Tracking System
This is a direct link to the DAITS module of the Special Education Component of Student Information System. It allows you to record and track Implementation Action Items based on the decision document which is issued after an impartial hearing.

SEC Referral ! PILOT ONLY...
This is a link to the Referral module of the Special Education Component of the Student Information System. Users from the pilot regions can record the initial processes (Referral and Intake) of a student entering the Special Education system.

SEC RSA
This is a direct link to the RSA application. It allows you to search for a student and create an RSA1, to be given to a parent for finding an independent provider for the recommended service. After the RSA1 is received from the parent with the provider information, the CSE staff can enter the provider details to generate a PIN for the provider that can be used by the provider to call into the IVR First attend system.

SEC PNNA
The PNNA application will allow CPSE administrators to facilitate the delivery of services to preschool students who are awaiting services.

SEC Reports
This is a direct link to the Special Education Online Reports

The next screen that comes up is the SIS homepage.

Click on "SEC Reports"

Special Education Online Reports Menu

The screen to the right is the menu for the Special Education Online Reports. Everything in this manual will refer to these five choices.

The screenshot shows the NYC Department of Education logo and name at the top. Below it is a green bar with the text "SPECIAL SERVICES". To the right of this bar is a red bar with the text "Special Education Online Reports". Below these bars is a list of reports under the heading "Reports". The reports are:

- A • Projected Register Report
- B-1 • Overage Allocation Report (Elementary and Middle Schools)
- B-2 • Overage Allocation Report (High Schools)
- C • Student Service Receipt Report
- D • Register, Class and Utilization Reports

1. Click on the desired report.

Each time you click on a report, you will be directed to another screen that requires a choice of region and school as shown below.

The screenshot shows a form with two dropdown menus and a "View Report" button. The first dropdown menu is labeled "REGION 01" and the second is labeled "(09X002) PS 002 MORRISANIA". The "View Report" button is located below the second dropdown menu. Three yellow boxes with arrows point to the dropdown menus and the button:

- Box 1: "2. Click the drop down for Region and School." (points to both dropdown menus)
- Box 2: "3. Click 'View Report'" (points to the button)

A: Projected Register Report

1. Click on "Projected Register Report" on the Special Education Online Reports Menu.

2. Choose a Region and School, then click on "View Report."

Special Education Online Reports

Reports

A **Projected Register Report**

Overage Allocation Report (Elementary and Middle Schools)

Overage Allocation Report (High Schools)

Student Service Receipt Report

Register, Class and Utilization Reports

REGION 01

(09X002) PS 002 MORRISANIA

View Report

3. Below is a sample of the report that is displayed.

SPECIAL SERVICES

Projected Register Report - As Of 3/20/2006 3:20:19 PM
School: 09X002

Select the number of students on a page.
10 20 30 50

Click on a column heading to sort

120 students found.

Student	Annual Review Due Date	Adaptive Physical Education	ABR	Mainstreaming	Participates in Alternate Assessment	Programs	Related Services	Paras	Testing Accommodations	Assistive Technologies
[11111111] WEST, TANYA 6/27/1993	1/17/2007	NO	no Accessible site required	YES	N	Team Teaching (EN) Exempt from Bilingual Services	Counseling Occupational Therapy Speech		Time limit extended or waived Exam administered in a special location Questions read to student	
[91111112] WOERNER, BOB 7/27/1994	3/9/2007	YES	no Accessible site required	NO	N	Special Class, 12:1:1 (EN) Exempt from Bilingual Services	Counseling Speech		Time limit extended or waived Exam administered in a special location Questions read to student Directions read & read aloud	
[31111113] WUTH, JOEY 7/27/1993	3/9/2007	YES	no Accessible site required	NO	N	Special Class, 12:1 (SP) Full bilingual services	Counseling		Time limit extended or waived Exam administered in a special location	

B-1 Overage Allocation Report (Elementary and Middle Schools)

1. Click on "Overage Allocation Report (Elementary and Middle Schools)

2. Choose a Region and School, then click on "View Report."

Special Education Online Reports

Reports

- Projected Register Report
- B-1 Overage Allocation Report (Elementary and Middle Schools)**
- Overage Allocation Report (High Schools)
- Student Service Receipt Report
- Register, Class and Utilization Reports

REGION 01 (09X002) PS 002 MORRISANIA

[View Report](#)

3. Below is a sample of the report that is displayed.

SPECIAL SERVICES

Class Allocation Report - As Of 3/20/2006 3:27:55 PM
School: 09X002

Select the number of classes on a page.
10 20 30 50

Click on a column heading to sort
[Click here for Excel Report](#)

31 classes found. 0 classes over the contractual limit.

Class	Special Features of Each Class	Grade	Course Number	Room Number	Maximum Class Size	Contractual Class Size Limit	Number of Students Officially Registered	Number of Students Attending	Contractual Overage	Registered Overage	Attending Overage
110	GE	01	110	310	28	32	26	26	0	0	0
120	GE	01	110	313	28	32	24	24	0	0	0
151	Special Ed	01	953	309	13	12	12	12	0	0	0
210	GE	02	120	412	28	32	21	21	0	0	0
220	GE	02	120	413	28	32	12	12	0	0	0
152	Special Ed	02	951	410	12	12	8	8	0	0	0
152	Special Ed	02	953	410	12	12	2	2	0	0	0
481	Bilingual Special Ed	02	953	508	12	12	12	12	0	0	0
310	GE	03	130	512	28	32	15	15	0	0	0
320	GE	03	130	513	28	32	15	15	0	0	0

1 2 3 4

B-2 Overage Allocation Report (High Schools)

1. Click on "Overage Allocation Report (High Schools)" on the Special Education Online Reports

2. Choose a Region and School, then click on "View Report."

Special Education Online Reports

Reports

- [Projected Register Report](#)
- [Overage Allocation Report \(Elementary and Middle Schools\)](#)
- [B-2 Overage Allocation Report \(High Schools\)](#)
- [Student Service Receipt Report](#)
- [Register, Class and Utilization Reports](#)

REGION 01

(09X002) PS 002 MORRISANIA

3. Below is a sample of the report that is displayed.

SPECIAL SERVICES																																																																																															
<p>Class Allocation Report (High School) - As Of 3/20/2006 3:31:39 PM School: 09X227</p> <p>Select the number of classes on a page. 10 20 30 50</p> <p>Click on a column heading to sort Click here for Excel Report</p> <p>174 classes found. 2 classes over the contractual limit.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #000080; color: white;"> <th>Course Name</th> <th>Course Code</th> <th>Section</th> <th>Room Number</th> <th>Period</th> <th>Contractual Size</th> <th>Number of Registered Students</th> <th>Contractual Overage</th> </tr> </thead> <tbody> <tr><td>Math A EXTENDED</td><td>M\$D10X</td><td>02</td><td>357</td><td>11</td><td>34</td><td>9</td><td>0</td></tr> <tr><td>PHYS ED T2</td><td>P\$2</td><td>02</td><td>201</td><td>8</td><td>50</td><td>30</td><td>0</td></tr> <tr><td>Math B T4</td><td>M\$H</td><td>01</td><td>407</td><td>7</td><td>34</td><td>1</td><td>0</td></tr> <tr><td>ENVIRONMENTAL SCI</td><td>SBE1</td><td>04</td><td>249</td><td>3</td><td>34</td><td>20</td><td>0</td></tr> <tr><td>ART EXTENDED</td><td>A4010X</td><td>01</td><td>253</td><td>9</td><td>34</td><td>2</td><td>0</td></tr> <tr><td>CREW</td><td>GL10</td><td>05</td><td>249</td><td>6</td><td>34</td><td>12</td><td>0</td></tr> <tr><td>Math A T4</td><td>M\$D</td><td>04</td><td>357</td><td>4</td><td>34</td><td>20</td><td>0</td></tr> <tr><td>English 2</td><td>E2</td><td>02</td><td>201</td><td>3</td><td>34</td><td>25</td><td>0</td></tr> <tr><td>PHYS ED T4</td><td>P\$4</td><td>01</td><td>355</td><td>1</td><td>50</td><td>24</td><td>0</td></tr> <tr><td>GLOBAL 1 EXTENDED</td><td>H2\$09X</td><td>03</td><td>206</td><td>10</td><td>34</td><td>3</td><td>0</td></tr> </tbody> </table> <p>1 2 3 4 5 6 7 8 9 10 ...</p> <p style="text-align: center;">Select the number of classes on a page.</p>								Course Name	Course Code	Section	Room Number	Period	Contractual Size	Number of Registered Students	Contractual Overage	Math A EXTENDED	M\$D10X	02	357	11	34	9	0	PHYS ED T2	P\$2	02	201	8	50	30	0	Math B T4	M\$H	01	407	7	34	1	0	ENVIRONMENTAL SCI	SBE1	04	249	3	34	20	0	ART EXTENDED	A4010X	01	253	9	34	2	0	CREW	GL10	05	249	6	34	12	0	Math A T4	M\$D	04	357	4	34	20	0	English 2	E2	02	201	3	34	25	0	PHYS ED T4	P\$4	01	355	1	50	24	0	GLOBAL 1 EXTENDED	H2\$09X	03	206	10	34	3	0
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C Student Service Receipt Report

1. Click on "Student Service Receipt Report" on the Special Education Online Reports Menu.

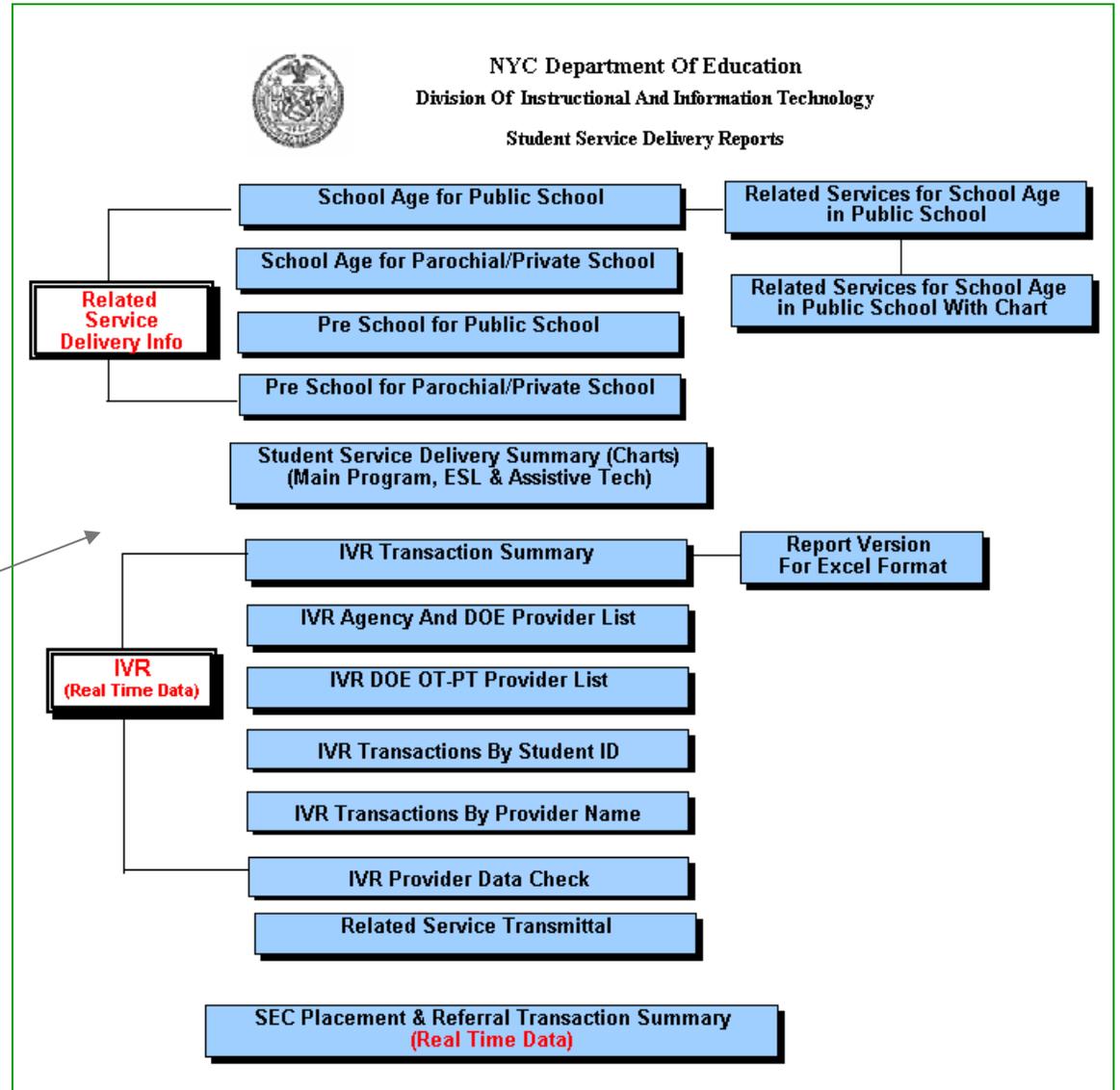
Special Education Online Reports

Reports

- Projected Register Report
- Overage Allocation Report (Elementary and Middle Schools)
- Overage Allocation Report (High Schools)
- C Student Service Receipt Report**
- Register, Class and Utilization Reports

2. To the right is a menu listing the Student Service Delivery Reports

3. Click on the blue button to view a report (e.g. Related Service Delivery School Age For Public School, see next page)



C Student Service Receipt Report (continued)

The report you chose to view now appears on the screen.

4. The "All Region" selection can be expanded to open up a tree.

The screenshot shows a web application interface. On the left is a navigation tree with the following items: All Region (expanded), Region 01 (expanded), District X09 (expanded), School L003, School L138, School L265, School L268, School L530, School L659, District X10, Region 02, Region 03, Region 04, Region 05, Region 06, Region 07, Region 08, Region 09, Region 10, Region 78, and Region 98. The main content area displays a report for 'All Region' as of 3/20/2006 at 4:02:21PM, Page 1. A 'Back to Main Menu' button is visible. The report table is titled 'All Region' and has a sub-header 'Receiving'. The table columns are: Partially Receiving (Bill/Mono, Total), Receiving Mandate (Bill, Mono, Total), Total, Await. DOE Provider (Bill, Mono, Total), and another column with 'Bill' and 'Total' sub-headers. The data rows are: Counseling, Speech, Occupational Therapy, Physical Therapy, and Hearing Services.

	Partially Receiving		Receiving Mandate			Total	Await. DOE Provider			Total
	Bill/Mono	Total	Bill	Mono	Total		Bill	Mono	Total	
Counseling	97	97	80	866	946	1,043	51	1,988	2,039	26
Speech	350	350	319	2,768	3,087	3,437	104	2,191	2,295	68
Occupational Therapy	151	151	6	1,700	1,706	1,857	5	828	833	3
Physical Therapy	52	52		634	634	686	6	317	323	1
Hearing Services	5	5	3	58	61	66	6	49	55	3

5. Any of the statistics within the table can be clicked upon to pull up a report of a list of students (see the next page).

C Student Service Receipt Report (continued)

This is the report which will appear after clicking on the statistics you chose (illustrated on the previous page).

- Click on "Back to Main Report" button to return to the Student Service Receipt Report main menu.

6/21/2006
11:32:43AM
Page 1

The New York City Department Of Education
Division Of Instructional And Information Technology
Student RS Service Status Information

Back to Main Report

Note: To sort this report by School with DrillDown, Click on "ATS_School" Label.

Student	Student ID	Birth DT	Age	Recommendation				Conference DT	Home District	Phys S	
				Service	Freq-Dur	GpSize	LangCD				
ABADIA, ZUNILDA	275274942	12/23/1998	7	CO	1	30	3	EN	06/21/2004	02	M02
ABADIA, ZUNILDA	275274942	12/23/1998	7	C1	1	30	1	EN	06/21/2004	02	M02
ABADIA, ZUNOBIA	275275089	02/08/1998	8	C1	1	30	1	EN	05/03/2005	06	
ABADIA, ZUNUBIA	275275105	06/10/1998	8	CO	2	30	3	SP	06/17/2005	06	
ABALOS, ZULYMA	275271369	10/15/1996	9	CO	3	30	3	EN	04/22/2005	16	
ABAYEV, ZULIMAR	275266930	08/21/1998	7	CO	1	30	2	EN	03/11/2005	16	
ABAYEV, ZULKANAINI	275267169	08/16/1998	7	C1	2	30	1	EN	06/09/2005	31	R31
ABBOTT, ZULANLLY	275250652	06/20/1998	8	CO	1	30	5	EN	01/31/2005	20	K20
ABDELHAFEZ, ZOYA	275239861	09/29/1996	9	CO	1	30	3	EN	11/22/2004	29	Q24
ABDELJALEEL, ZORRELLE	275238822	01/29/1997	9	CO	1	30	3	EN	06/02/2005	24	
ABDELJALEEL, ZORRELLE	275238822	01/29/1997	9	C1	1	30	1	EN	06/02/2005	24	
ABDUL WAHEED, ZOE	275218832	07/31/1995	10	C1	1	30	1	EN	05/15/2003	13	
ABDUL WAHEED, ZOE	275218832	07/31/1995	10	CO	1	30	3	EN	05/15/2003	13	

D Register, Class and Utilization Reports

1. Click on "Register, Class and Utilization Reports" on the Special Education Online Reports Menu.

Special Education Online Reports

Reports

- [Projected Register Report](#)
- [Overage Allocation Report \(Elementary and Middle Schools\)](#)
- [Overage Allocation Report \(High Schools\)](#)
- [Student Service Receipt Report](#)
- [D Register, Class and Utilization Reports](#)**

2. Below is the menu of reports to choose from.

3. Click on one of the menu buttons.

The screenshot shows the user interface for the Special Education Online Reports. At the top, there is a navigation bar with a "Main Report" dropdown, navigation buttons, and a "1 of 1" indicator. The page title is "Register, Class And Utilization Reports" under the "NYC Department Of Education" logo. The date and time are "March 20, 2006 4:13:05PM". The main content area displays a grid of menu buttons:

D75 Register (Gross, SAR, NET Summary View)	RACL On-Line
D75 SAR Summary By School/ Program	RACL By School, By Class, By Grade
D75 Register (Summary View By School)	Budget vs. Actual Number Of Classes by School
D75 Classes By Program (Summary View)	School Level Utilization Report
D75 RACL On-Line	ROCL Student Detail
D75 ROCL Student Detail	

D Register, Class and Utilization Reports (continued)

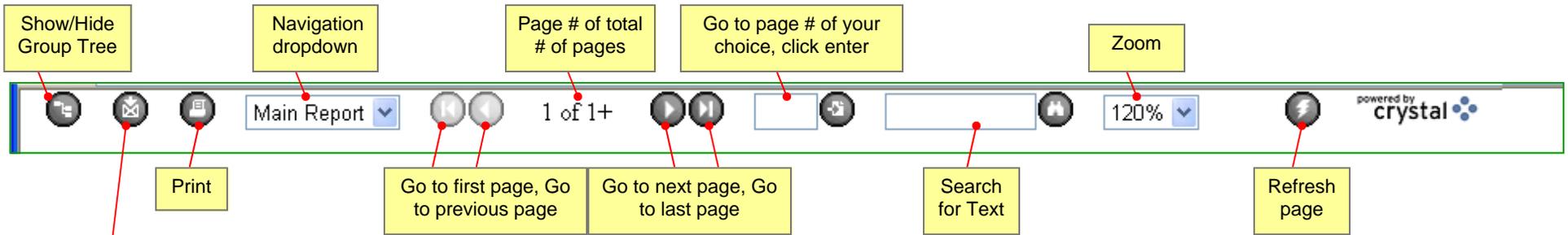
This screen shows the result of clicking on one of the menu buttons (illustrated on the previous page)

4. Click on "Back to Main Report" to return to the Register, Class and Utilization Reports main menu.

		3/22/2006			Projected
		Gross	SAR	NET	3/31/2006
1	2R - 15:1				113
	3R - 12:1:1	9,372	482	8,890	10,144
	4R - 8:1:1	2,182	20	2,162	2,148
	5R - 6:1:1	3,157	7	3,150	3,078
	6R - 12:1:4	2,363	27	2,336	2,429
	Pre-K (PK)	352		352	354
	Infant (IN)	8		8	12
	Inclusion (SL)	1,675	7	1,668	1,600
	Work (W1)	1,145	25	1,120	1,123
	Other (Including Pendency)	8		8	
	Total	20,262	568	19,694	21,001
2	Home	1,991	78	1,913	
	Hospital	644	128	516	

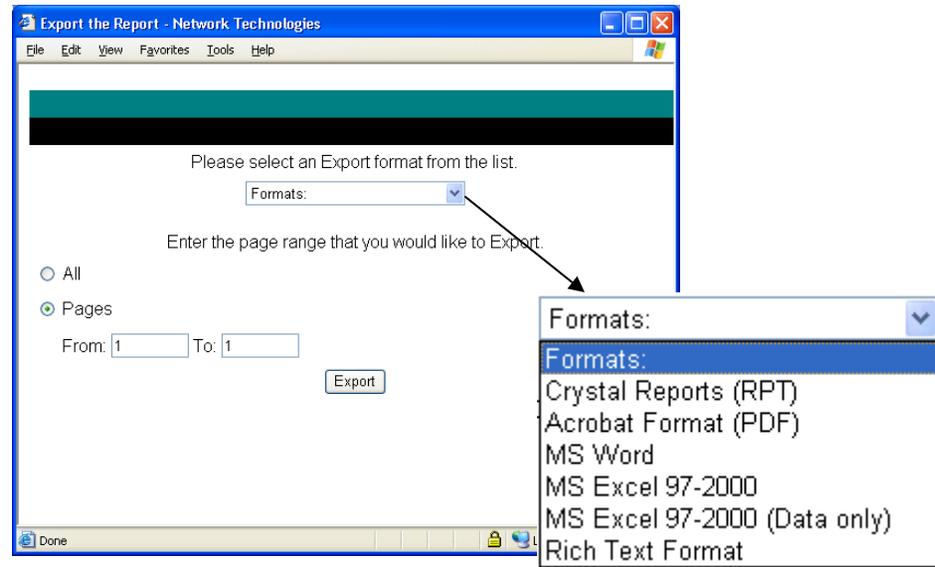
Crystal menus

This page illustrates the crystal menu that appears at the top of each report and describes each component.



Export to:
Word, Excel, PDF
(see illustration at right)

This is the export menu. You can choose the format (see the inset) and choose the number of pages.



Additional information:

URL Addresses:

- Student Information System (SIS): <https://ats.nycboe.net>
- Special Education Component (SEC)
 - Placement: <https://ats.nycboe.net/SEC/Placement/>
 - Referral: <https://ats.nycboe.net/SEC/referral/>
 - RSA: <https://ats.nycboe.net/SEC/RSA/Default.aspx>
- Special Education Online Reports: <https://ats.nycboe.net/SEC/reports/>
- Help and support: Send email to: secsupport@nycboe.net