



SEC Management Report (School Access)

June 2006

Table of Contents

Report Description..... 2

Signing in..... 3

Special Education Online Reports Menu 5

Projected Register Report..... 6

Overage Allocation Report (Elementary and Middle Schools) 7

Overage Allocation Report (High Schools) 8

Student Service Receipt Report 9

Register, Class and Utilization Reports 10

Using the Crystal Reports Toolbars 14

Additional Information 15

Report Description (School 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.

receiving any of their services. It also provides backup data with actual numbers for each service.
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. Pre-School For Public School - provides summary and detail data on pre school students receiving and not yet receiving related services in public schools.
 - C. 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.
 - 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
4. Register, Class and Utilization Reports - This section of reports provides class and student data as follows:

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.

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.

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.

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.

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.

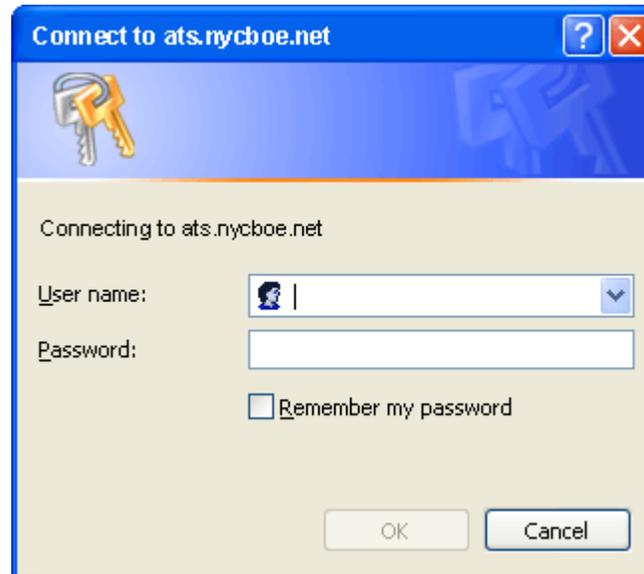
Signing in

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 called the Special Education Online Reports Menu. Everything in this manual will refer to these five choices.

Click on the desired report.



NYC Department Of Education
Joel I. Klein, Cha

SPECIAL SERVICES

Special Education Online Reports

Reports

- 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**

A: Projected Register Report

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

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](#)

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

SPECIAL SERVICES										
<p>Projected Register Report - As Of 3/20/2006 3:20:19 PM School: 09X002</p> <p>Select the number of students on a page. 10 20 30 50</p> <p>Click on a column heading to sort</p>										
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)" on the Special Education Online Reports Menu .

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](#)

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

SPECIAL SERVICES											
<p>Class Allocation Report - As Of 3/20/2006 3:27:55 PM School: 09X002</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>31 classes found. 0 classes over the contractual limit.</p>											
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 Menu .

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](#)

2. 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>							
174 classes found. 2 classes over the contractual limit.							
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
1 2 3 4 5 6 7 8 9 10 ...							
Select the number of classes on a page.							

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.

NYC Department Of Education
Division Of Instructional And Information Technology
Student Service Delivery Reports

Region 06 District 22 SchoolNo K234

Related Service

- School Age for Public School
- Pre School for Public School
- Service Delivery Reports (All)

School Age For Public School With Charts

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.

3/24/2006
9:30:08AM
Page 1 of 1

The New York City Department Of Education
Division Of Instructional And Information Technology
Related Service Status Information For **School Age Students**

Back to Main Menu Note: Click on "Receiving Mandate" or "Provider Acquired No Start DT" label for Provider Type C

Region 06 District 22 School k234

	Receiving					Not Receiving								
	Partially Receiving		Receiving Mandate		Total	Await. DOE Provider		Await. Agency Provider		Await. Independent Provider			Provider Acquired No Start	
	Bill/Mono	Total	Mono	Total		Mono	Total	Mono	Total	Bill	Mono	Total	Mono	Total
Counseling	1	1	33	33	34	3	3			1		1	7	7
Speech	2	2	53	53	55	2	2			1		1	6	6
Occupational Therapy			12	12	12	2	2	3	3		5	5	1	1
Physical Therapy			5	5	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
10:59:44AM
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	Physical Site
				Service	Freq-Dur	GpSize	LangCD			
ALMONTE, WOODY	274173368	02/07/1992	14	CO	1	30	3	EN	12/23/2005	21
ARROYO, VICTOR	270916414	04/16/1993	13	CO	1	30	3	EN	01/06/2005	22
BENITEZ, THOMAS	269657631	05/10/1993	13	CO	1	30	5	EN	03/16/2005	22
BROWN, STERLING	268522182	10/19/1994	11	CO	1	30	5	EN	05/11/2005	22
BROWN, STEVEN	268614633	12/27/1994	11	C1	1	30	1	EN	06/27/2005	21
BROWN, STEVEN	268614633	12/27/1994	11	CO	1	30	3	EN	06/27/2005	21
CARPINIELLO, SHAWN	267665032	01/20/1992	14	CO	1	30	3	EN	12/01/2005	22
CARROLL, SHASHA	267599546	12/14/1994	11	CO	1	30	3	EN	03/21/2005	22
CHEUNG, SARAH	265941484	04/10/1993	13	CO	1	30	3	EN	11/29/2005	22
CHICLANA, SARAH	265909671	09/25/1993	12	CO	1	30	3	EN	10/11/2005	22
CHICLANA, SARAH	265909671	09/25/1993	12	C1	1	30	1	EN	10/11/2005	22
CHICO ROMAN, SARAH	265908376	11/21/1993	12	CO	1	30	3	EN	06/24/2005	22
CHOUDHURY, SANDRA	265796680	02/01/1994	12	C1	1	30	1	EN	11/18/2005	21
CHOUDHURY, SANDRA	265796680	02/01/1994	12	CO	1	30	3	EN	11/18/2005	21
CINTRON, SAMIRA	265681726	03/22/1993	13	CO	1	30	4	EN	05/25/2005	19
CODY, SAKIA	265501551	03/29/1993	13	CO	1	30	5	EN	03/21/2005	21

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.



NYC Department Of Education
Division Of Instructional And Information Technology
Register, Class And Utilization Reports

Region 02 School 08X048

- RACL On-Line
- RACL By School, By Class, By Grade
- Budget vs. Actual Number Of Classes by School
- School Level Utilization Report
- ROCL Student Detail

D Register, Class and Utilization Reports (continued)

This screen shows the result of clicking on the “RACL On-Line” button (illustrated on the previous page)

4. Click on “Back to Report” Menu to return to the Register, Class and Utilization Reports main menu.

You can expand the school directory to choose a particular class by clicking on the plus sign (+) next to the class.

Page 1

NYC Department Of Education
Division Of Instructional And Information Technology
Regional Special Education --RACL On-Line

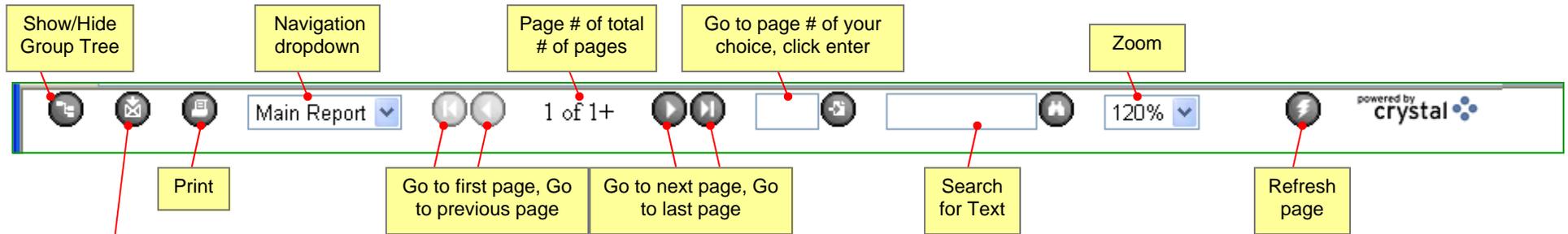
March 24, 2006
10:04:32AM

Back to Report Menu

Region	School	Official Class	Grade Code	Grade Level	Class Name	CAP Class	Class Count	# Of Students Allowed	Class Room	Teacher
02	08X048	016	310	0K	OFF KDGN CLASS	T01	11	25	116	REYNOLDS, JUANITA MARGOSSIAN, CAROL
02	08X048	016	319	0K	OFF KDGN CLASS	T01	9	25	116	REYNOLDS, JUANITA MARGOSSIAN, CAROL
02	08X048	118	951	01	OFFICIAL 12:1	E01	3	12	204	GARCIA, MABIS
02	08X048	118	951	02	OFFICIAL 12:1	E01	1	12	204	GARCIA, MABIS
02	08X048	118	951	0K	OFFICIAL 12:1	E01	7	12	204	GARCIA, MABIS
02	08X048	119	951	03	OFFICIAL 12:1	E02	4	7	508A	BRODSKY, ALAN
02	08X048	119	951	04	OFFICIAL 12:1	E02	8	7	508A	BRODSKY, ALAN
02	08X048	206	120	02	OFF 2ND GR CL	T03	9	28	406	CZARKA, JUSTIN

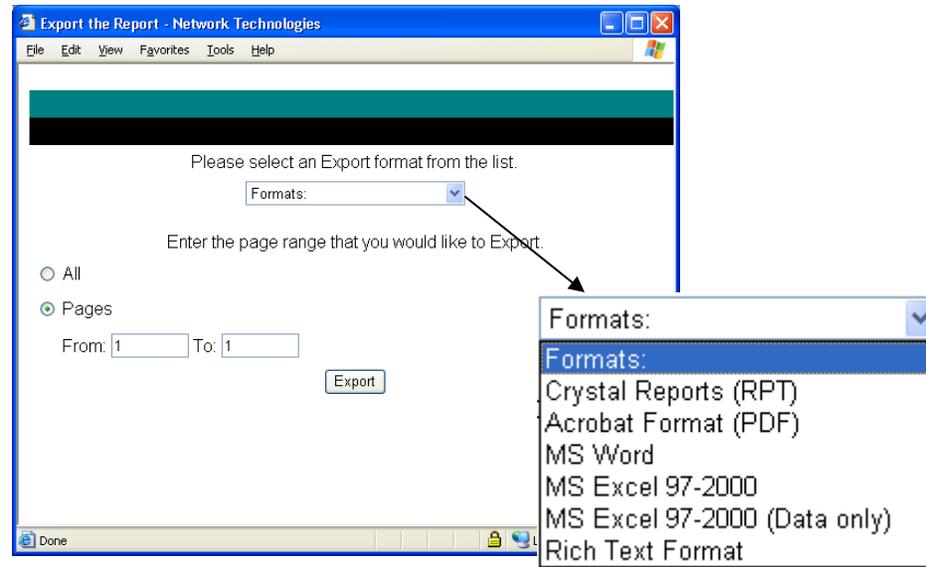
Using the Crystal Reports Toolbars

This page illustrates the menu that appears at the top of the report and describes each toolbar item.



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