



SEC Management Report (Regional Access)

June 2006

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Report Description (Regional 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. 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.
 - e. 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.
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.

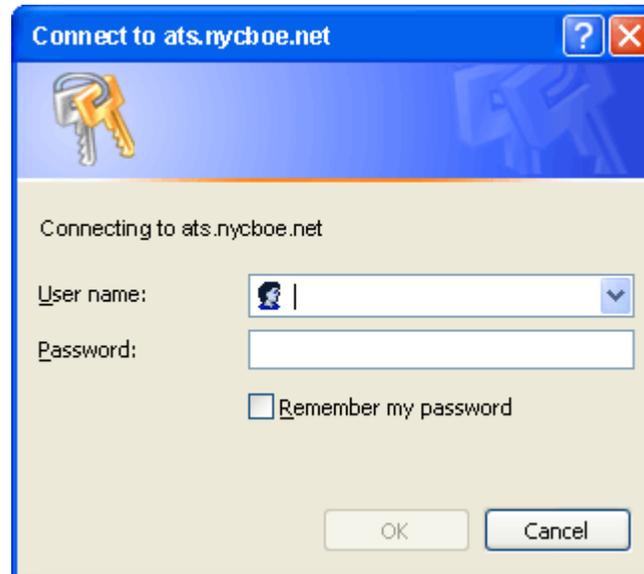
Signing in

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 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". Underneath, the word "Reports" is centered. A list of five report options is displayed, each with a lettered header and a description:

- 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 button. The first dropdown menu is labeled "REGION 01" and has a downward arrow. The second dropdown menu is labeled "(09X002) PS 002 MORRISANIA" and also has a downward arrow. Below these is a button labeled "View Report".

2. Click the drop down for Region and School.

3. Click "View Report"

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)" on the Special Education Online Reports Menu.

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 Menu.

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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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																																																																																								

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)

The screenshot shows a web interface for the NYC Department of Education. At the top, it says "Main Report" with a dropdown arrow, "1 of 1", and "100%". Below that is the NYC Department of Education logo and the text "Division Of Instructional And Information" and "Student Service Delivery Reports". The region is identified as "Region 06". A list of report categories is shown in blue buttons: "School Age for Public School", "School Age for Parochial/Private School", "Pre School for Public School", "Pre School for Parochial/Private School", and "Service Delivery Reports (All)". A red box labeled "Related Service" has an arrow pointing to the "School Age for Public School" button.

C Student Service Receipt Report (continued)

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

4. Your region can be expanded to open up a tree of all your districts and schools.

3/23/2006
2:22:55PM
Page 1

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

	Region 06											
	Receiving						Awaiting					
	Partially Receiving		Receiving Mandate			Total	Await. DOE Provider			Await. Agency Transmittal		
Bil/Mono	Total	Bil	Mono	Total	Bil		Mono	Total	Bil	Mono	Total	
Counseling	355	355	6	3,331	3,337	3,692	2	96	98			
Speech	414	414	17	3,633	3,650	4,064	2	83	85	2		2
Occupational Therapy	41	41		738	738	779	2	51	53	1	30	31
Physical Therapy	26	26	1	389	390	416	3	17	20		11	11
Hearing Services	10	10	1	97	98	108	1	20	21			

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
11:11:15AM
Page 1

The New York City Department Of Education
Division Of Instructional And Information Techn
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				Conferenc e DT	Home District	
				Service	Freq-Dur	Grp Size	LangCD			
ABERMAN, ZIAR	275171072	06/22/1998	7	C1	2	30	1	EN	05/24/2005	17
ABRAMS, ZHANE	275126001	06/30/1998	7	CO	2	30	3	EN	11/23/2005	17
ABREU, ZARIHA	275079135	11/16/1996	9	CO	1	30	3	EN	12/06/2004	18
ABUDU, ZANNATUL	275068617	06/01/1998	8	CO	1	30	3	EN	12/01/2005	32
ABUDU, ZANNATUL	275068617	06/01/1998	8	CO	1	30	3	EN	12/01/2005	32
ACCARINO, ZAMARIS	275059285	03/19/1998	8	C1	2	30	1	EN	05/26/2005	18
AHMAD, YITZCHOK	274730621	03/04/1997	9	CO	2	30	3	EN	11/21/2005	18
AHMED, YI DONG	274683424	08/21/1998	7	C1	1	30	1	EN	06/02/2005	17
AHMED, YI NONG	274686534	05/05/1998	8	CO	2	30	5	EN	02/08/2005	18
AHMED, YING	274705193	11/08/1994	11	CO	1	30	3	EN	04/18/2005	17
AIYANYOR, YESSICA	274657931	03/15/1998	8	CO	10	30	3	EN	04/21/2005	17

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

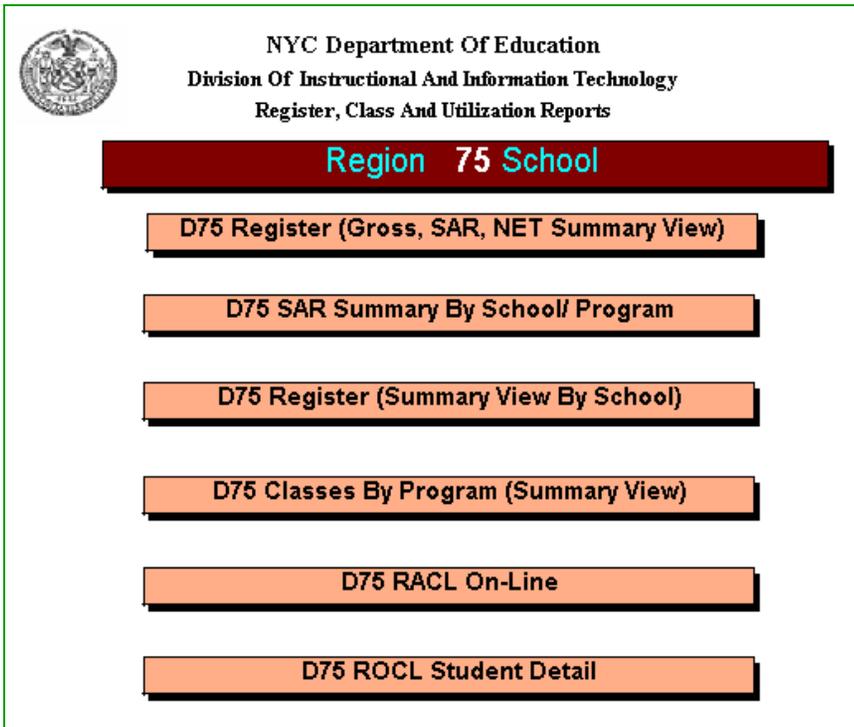
- [Projected Register Report](#)
- [Overage Allocation Report \(Elementary and Middle Schools\)](#)
- [Overage Allocation Report \(High Schools\)](#)
- [Student Service Receipt Report](#)

D [Register, Class and Utilization Reports](#)

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

PLEASE NOTE: THERE ARE TWO DIFFERENT MENUS; ONE FOR DISTRICT 75 (illustration on the left) AND ONE FOR THE REGIONS (illustration on the right).

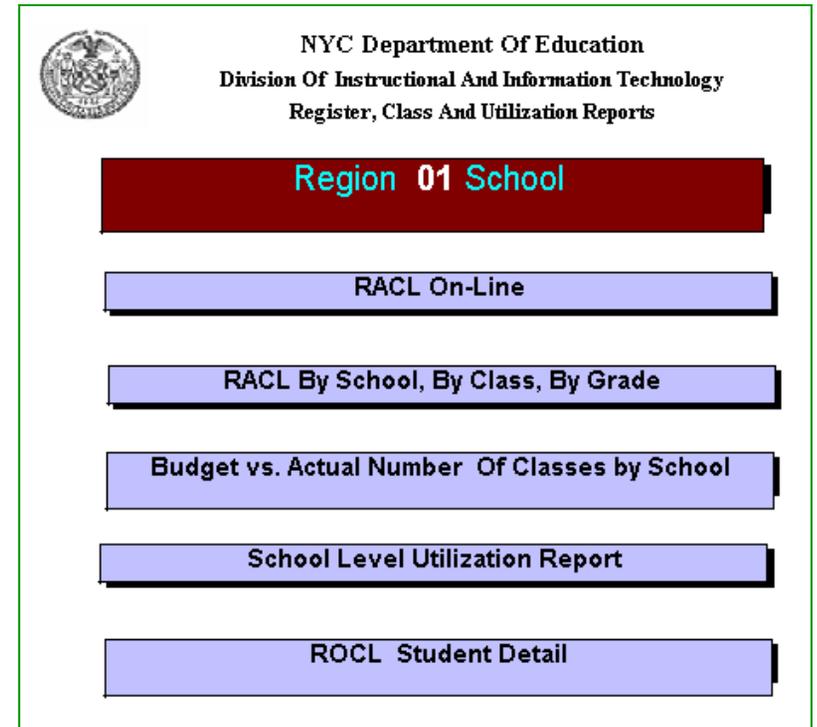
3. Click on one of the menu buttons.



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

Region 75 School

- D75 Register (Gross, SAR, NET Summary View)
- D75 SAR Summary By School/ Program
- D75 Register (Summary View By School)
- D75 Classes By Program (Summary View)
- D75 RACL On-Line
- D75 ROCL Student Detail



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

Region 01 School

- 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)

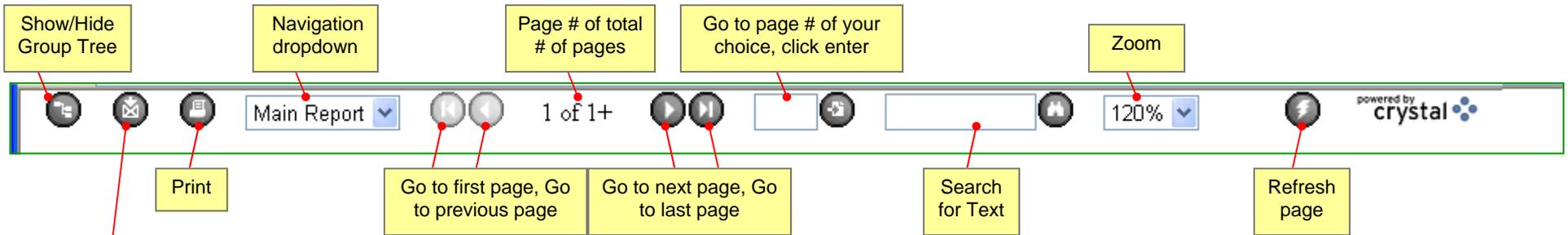
This screen shows the result of clicking on one of the menu buttons (illustrated on the previous page)

- Click on Back to Report Menu 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 Pendancy)	8		8	

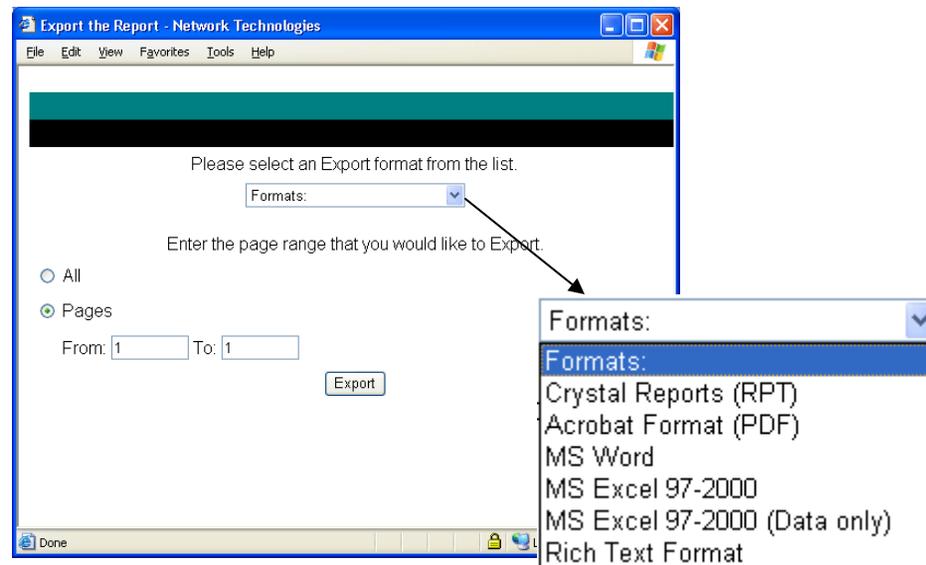
SEC Management Report
(Regional Access)

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.



More 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