

DISTRICT 75

CHAPTER 683

ATS

SUMMER SCHOOL

2009

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CHAPTER 683 SUMMER SCHOOL

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NOTES

- **RED SUMMER SCAN sheets will no longer be used.** Regular white paper should be loaded in the printer
- ATS Generic ids: Please ask your Principal for the generic id and temporary password
- For Summer attendance taking purposes (Scanning):
 - a) Students that are **present** are to be bubbled in
 - b) Students that are **absent, leave alone**
- If your scanner is not working and you are going into ATS to enter the attendance manually using function RUPD:
 - a) Students that are **present**, enter P
 - b) Students that are **absent**, enter A

Note #1: If that is the only page, press the **F2** button to save the attendance information

Note #2: If there is more than 1 page on this roster (page 1 of 3), once page 1 is complete, do not press the F2 button, press the **F8** button to go to page 2 to continue entering attendance
- If ATS is down, DFS scanner/printer not working, call it in to the Helpdesk (718) 935-5100. Make sure you are given an incident number

LOGGING ONTO THE CHAPTER 683 ATS SUMMER SCHOOL SYSTEM

DIVISION OF INSTRUCTIONAL AND INFORMATION TECHNOLOGY		
NYCDOE - DIIT Native Services	NYS Services	CITYNET Services
T -TSO/ISPF	RP -RMDS PROD VM41 -SED	Z -FISA
P -CICS PROD	RT -RMDS TEST SEDU -SED UNISYS	CSC -CSC
C -CICS TEST	EM -EMAIL (AXUSYS)	COM -COMPROLLER
CQ -CICSQA	OMS -OUTPUT MGMT DOL -NYSDDL	
K -KEY/MASTER	XP -XPTR	
I -IDMS PROD	ATS NYCBOE-ATS PRD	
S -IDMS SYSTEST	OMSHS- H.S. OMS	
U -IDMS UNITTEST	SJ -SUMMER JOBS	
DU -CICS/DB2 UNIT		
DR -CICS/DB2 TRAIN	UAPC Services	
PP -PASSPORT PROD	-----	
PR -PASSPORT TRAIN	UA -UAPCNET	

For assistance, including EIS password resets, call the Support Center at (718) 935-5100. For PASSPORT help call (718) 349-5783.
 To Refresh the Screen hit CLEAR then ENTER.
 For TSO enter Service followed by a blank and then userid.
 Service Desired ==> **ATS**

On the **DIVISION OF INSTRUCTIONAL AND INFORMATION TECHNOLOGY** screen

- 1) For service desired → Type in **ATS (DO NOT TYPE ATSSUM)** and press the **right ctrl/red enter** button

```

07/17/07      ATS SIGNON SCREEN      E4C61147
09:00:01                                     SOMF
*      *****
***      *****      *****      *****      *****
****      ***      *****      **      *****      ****
*****      *      *****      *      *****      *
*****      *****      *****
**      *****      *****      *****      *****
**      *****      *****      *****
**      *****      *****      *****
*****      *****      *****
**      *****      *****      *****
**      *****      *****      *****
**      *****      *****      *****
***      *****      *****      *****      *****
*****      *****      *****      *****

```

Enter your ATS USERID and PASSWORD and press RED ENTER for ATS;
 Press F10 for ATS Display, ATS Reports, ATS/SBMS, and WETU, or F3 to exit.
 (your PASSWORD will not appear when you type it)

USERID ==> 75X000U5
 PASSWORD ==>

- 2) ATS Sign on Screen
 - a) For **USERID**: type in the userid assigned

- b) For **Password**: type in the temporary password and press the **right/ctrl red enter** button

PROFILE 75-X-000 INFO0100-SUMM ==>	New York City Public Schools Automate The Schools Security Screen	07-17-07 09:00:15 01891-75X000U5
--	--	-------------------------------------

INFORMATION CONTAINED IN THIS SYSTEM CONSTITUTES EDUCATION RECORDS WITHIN THE MEANING OF THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974, AS WELL AS BOARD OF EDUCATION POLICY AND REGULATIONS. AS SUCH, UNAUTHORIZED ACCESS TO AND/OR RELEASE OF ANY DATA IDENTIFIABLE BY EITHER STUDENT NAME OR STUDENT IDENTIFICATION NUMBER, IS SUBJECT TO THE PROVISIONS OF THE FEDERAL LAW AND REGULATIONS. IN ADDITION, BOARD OF EDUCATION POLICY AND CHANCELLOR'S REGULATION A-820, ON COLLECTION, MAINTENANCE, AND DISSEMINATION OF STUDENT RECORDS MUST BE OBSERVED.

PRESS RIGHT CTRL/RED ENTER KEY TO CONTINUE

- 3) Automate the Schools Security screen, press the **right ctrl/red enter** button

PROFILE 75-X-000 INFO0201-SUMM ==>	New York City Public Schools Welcome To Ats	07-17-07 09:00:25 01891-75X000U5
--	--	-------------------------------------

GOOD MORNING!
In order to comply with NYC Comptroller Audit regulations you are required to change your password every 90 days.

When you continue to the next screen you will be asked to change your password. The new password must be at least 7 characters. It cannot contain any blanks, commas or colons. The password can be a combination of alpha, numeric or other symbols. You will be asked to enter the NEW PASSWORD TWICE.

Please check the displayed information. To update your phone number use the function ULOC. If any other information is incorrect please E-MAIL corrections to DLESLIE. Thank you.

PRESS RIGHT CTRL/RED ENTER KEY TO CONTINUE

- 4) Welcome to ATS, press the **right ctrl/red enter** button

```

PROFILE 75-X-000          New York City Public Schools          07-17-07 09:00:43
INFO0400-SUMM          Password Input Screen          01891-75X000U5
==>

USERID      :          75X000U5          NAME :   SUMMER SCHOOL - PA SECY
CURRENT PASSWORD: ^^^^^^^^          TITLE:   ATS

NEW  PASSWORD:  ^^^^^^^^          PHONE:

                                DBN :   75-X-000

*****
*** THE PASSWORD HAS EXPIRED FOR THIS USERID          ***
*** FIRST ENTER CURRENT PASSWORD AND PRESS F2 TO SAVE. ***
*** THEN ENTER A NEW PASSWORD AND PRESS F2 TO SAVE.   ***
*** PLEASE LOGIN AGAIN USING THE NEW PASSWORD.        ***
*****

Enter your CURRENT Password and press F2 to save
F1/   F2/Save   F3/   F4/   F5/   F6/
F7/   F8/       F9/Refresh F10/  F11/  F12/Exit

```

- 5) Password Input screen
- a) Cursor is now at CURRENT PASSWORD: type in the temporary password and press the **F2** button to save

```

PROFILE 75-X-000          New York City Public Schools          07-17-07 09:00:50
INFO0400-SUMM          Password Input Screen          01891-75X000U5
==>

USERID      :          75X000U5          NAME :   SUMMER SCHOOL - PA SECY
CURRENT PASSWORD: ^^^^^^^^          TITLE:   ATS

NEW  PASSWORD:  ^^^^^^^^          PHONE:

                                DBN :   75-X-000

*****
*** THE PASSWORD HAS EXPIRED FOR THIS USERID          ***
*** FIRST ENTER CURRENT PASSWORD AND PRESS F2 TO SAVE. ***
*** THEN ENTER A NEW PASSWORD AND PRESS F2 TO SAVE.   ***
*** PLEASE LOGIN AGAIN USING THE NEW PASSWORD.        ***
*****

Enter your New Password and press F2 to save
F1/   F2/Save   F3/   F4/   F5/   F6/
F7/   F8/       F9/Refresh F10/  F11/  F12/Exit

```

- b) Cursor is now at NEW PASSWORD: type in your new password. **Password must be at least 7 characters** press the **F2** button to save

```

PROFILE 75-X-000          New York City Public Schools          07-17-07 09:00:59
INFO0400-SUMM          Password Input Screen          01891-75X000U5
==>

USERID      :          75X000U5          NAME :   SUMMER SCHOOL - PA SECY

CURRENT PASSWORD: ^^^^^^^^          TITLE:   ATS

NEW  PASSWORD:  _          PHONE:

                                     DBN :   75-X-000

*****
*** THE PASSWORD HAS EXPIRED FOR THIS USERID          ***
*** FIRST ENTER CURRENT PASSWORD AND PRESS F2 TO SAVE.  ***
*** THEN  ENTER A NEW PASSWORD AND PRESS F2 TO SAVE.   ***
*** PLEASE LOGIN AGAIN USING THE NEW PASSWORD.         ***
*****

Enter same password and press F2 to again to save information
F1/   F2/Save   F3/   F4/   F5/   F6/
F7/   F8/   F9/Refresh   F10/   F11/   F12/Exit

```

- c) You will be asked to confirm the NEW PASSWORD: retype password and press the **F2** button to save
- d) If successful, you will now be at the Automate the Schools Security screen, press the **right ctrl/red enter button**

```

PROFILE 75-X-000          New York City Public Schools          07-17-07 09:01:07
INIT0100-SUMM          Automate The Schools Primary Menu          01920-DGONG1
==>

1 NEWS The Latest News          2 SVCS Supplemental Services
3 BIOG Biographical Information  4 HIST History
5 ATTD Attendance              6 REPT ATS Reports
7 MNTN Maintenance            8 SBMS School Based Management
9 PLAC Middle School Placement  10 MSPA Middle School SPA
11 ESPA Elementary School SPA   12 PATD Period Attendance

***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****

F1/Help  F2/   F3/   F4/Lookup  F5/Print news  F6/
F7/   F8/   F9/Refresh  F10/   F11/   F12/Exit

```

- 5) Automate the Schools Primary Menu, at the bottom of the screen, you should see message: ***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****

PROFILE 75-X-000 INIT0100-SUMM ==>	New York City Public Schools Automate The Schools Primary Menu	07-17-07 09:02:38 01920-DGONG1
1 NEWS The Latest News	2 SVCS Supplemental Services	
3 BIOG Biographical Information	4 HIST History	
5 ATTD Attendance	6 REPT ATS Reports	
7 MNTN Maintenance	8 SBMS School Based Management	
9 PLAC Middle School Placement	10 MSPA Middle School SPA	
11 ESPA Elementary School SPA	12 PATD Period Attendance	
***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****		
F1/Help	F2/	F3/
F7/	F8/	F9/Refresh
F4/Lookup	F5/Print news	F6/
F10/	F11/	F12/Exit

The following Information on the Primary Menu screens is available for summer

- 3 BIOG Biographical Information
- 5 ATTD Attendance
- 6 REPT ATS Reports

PROFILE 75-X-000 INIT0100-SUMM ==> 3	New York City Public Schools Automate The Schools Primary Menu	07-17-07 09:02:49 01920-DGONG1
--	---	-----------------------------------

1 NEWS The Latest News	2 SVCS Supplemental Services
3 BIOG Biographical Information	4 HIST History
5 ATTD Attendance	6 REPT ATS Reports
7 MNTN Maintenance	8 SBMS School Based Management
9 PLAC Middle School Placement	10 MSPA Middle School SPA
11 ESPA Elementary School SPA	12 PATD Period Attendance

***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****

F1/Help	F2/	F3/	F4/Lookup	F5/Print news	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

ATS BIOGRAPHICAL INFORMATION

PROFILE 75-X-000 BIOG0100-SUMM ➔	New York City Public Schools Biographical Information Menu	07-17-07 09:29:11 01810-DGONG1
--	---	-----------------------------------

1 BIOS Biographical By Student	2 BIOC Biographical Grade/Class
3 LNOT List Notice Functions	4 GPRO Grade Promotion
5 PREG Pre-reg./Pre-K Appl.	6 GRDT Graduation
7 HLPD Central Staff Functions	8 SDSP Student Disciplinary Action
9 SUMR Summer School Functions	10 ILOG Add/Update Intervention Log
11 ISKA Student Item Skills Analysis	12 RCOM Regents Cohort Functions
13 AWRD Scholarship Awards H.S. Grad	14 SREM Student Removal
15 FCON Family Connect Functions	16 MEXB Non-MSPA/UAPC Exam Update
17 BESI BESIS Functions	18 SPEA Special Education Display
19 WARN Pend Discharge and Pre-reg	20 YABC YABC Processes
21 CSAC Review Temp Housing Addr	22 SUSS Supt. Suspension Functions
23 G3SS Grade 3/5 Special Services	24 PRDC Region Disc / Plan Interview
25 UPPG Update Parent's Languages	26 GEDF GED / TABE Exam Functions
	27 LLOG Update Literacy Profile

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

The following Information Menu screens are available for summer

- 1 BIOS Biographical By Student
- 2 BIOC Biographical Grade/Class
- 19 WARN Pending Discharge and Pre-Reg

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:29:18
BIOG0100-SUMM	Biographical Information Menu	01810-DGONG1
➔ 1		

1 BIOS Biographical By Student	2 BIOC Biographical Grade/Class
3 LNOT List Notice Functions	4 GPRO Grade Promotion
5 PREG Pre-reg./Pre-K Appl.	6 GRDT Graduation
7 HLPD Central Staff Functions	8 SDSP Student Disciplinary Action
9 SUMR Summer School Functions	10 ILOG Add/Update Intervention Log
11 ISKA Student Item Skills Analysis	12 RCOM Regents Cohort Functions
13 AWRD Scholarship Awards H.S. Grad	14 SREM Student Removal
15 FCON Family Connect Functions	16 MEXB Non-MSPA/UAPC Exam Update
17 BESI BESIS Functions	18 SPEA Special Education Display
19 WARN Pend Discharge and Pre-reg	20 YABC YABC Processes
21 CSAC Review Temp Housing Addr	22 SUSS Supt. Suspension Functions
23 G3SS Grade 3/5 Special Services	24 PRDC Region Disc / Plan Interview
25 UPPG Update Parent's Languages	26 GEDF GED / TABE Exam Functions
	27 LLOG Update Literacy Profile

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

BIOS – Biographical By Individual Student

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:31:40
BIOG0120-SUMM	Biographical By Individual Student	01961-DGONG1
==>		

STUDENT ID: _____
LAST NAME: _____ FIRST: _____ BIRTH DTE: ____ __ SEX: _

1 QADM Quick Admission	2 BIOD Display Biographical Info
3 TRAF Transfer Student Records	4 BIND Display Student Indicators
5 DISC Discharge Student	6 PARD Display Parent/Adult Info
7 TRDX Cancel Admit/Transfer/Disch	8 BIOU Update Biographical Info
9 SIGT Inter-Grade/Class Transfer	10 BINU Update Student Indicators
11 SRCH Student Search	12 PARU Update Parent/Adult Info
13 ADMT First Time Admit	14 UPDI Update Discharged Student
15 SHIN Shared Instruction Functions	16 PDSC Upd/View Post-Disch Info
17 NBEG New Beginnings Assgt	18 HSRE Re-entry to Home School

For History enter HIST or for Transportation enter TTRE on Command Line
Enter required Student info, select menu function, and press **RIGHT CTRL/RED E**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/Exams
F7/	F8/	F9/Refresh	F10/	F11/Health	F12/Exit

The following Biographical Menu screens are available for summer

- 2 BIOD Display Biographical Info
- 3 TRAF Transfer Student Records
- 5 DISC Discharge Student
- 7 TRDX Cancel Admit/Transfer/Disc
- 9 SIGT Inter-Grade/Class Transfer

BIOD – Display Biographical Info

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:32:15
BIOG0120-SUMM	Biographical By Individual Student	01879-DGONG1
==> 2		
STUDENT ID: 201 811 811		
LAST NAME: _____ FIRST: _____ BIRTH DTE: ____ SEX: _		
1 QADM Quick Admission	2 BIOD Display Biographical Info	
3 TRAF Transfer Student Records	4 BIND Display Student Indicators	
5 DISC Discharge Student	6 PARD Display Parent/Adult Info	
7 TRDX Cancel Admit/Transfer/Disch	8 BIOU Update Biographical Info	
9 SIGT Inter-Grade/Class Transfer	10 BINU Update Student Indicators	
11 SRCH Student Search	12 PARU Update Parent/Adult Info	
13 ADMT First Time Admit	14 UPDI Update Discharged Student	
15 SHIN Shared Instruction Functions	16 PDSC Upd/View Post-Disch Info	
17 NBEG New Beginnings Assgt	18 HSRE Re-entry to Home School	
For History enter HIST or for Transportation enter TTRE on Command Line		
Enter required Student info, select menu function, and press RIGHT CTRL/RED E		
F1/Help	F2/	F3/Quit-return
F4/	F5/	F6/Exams
F7/	F8/	F9/Refresh
F10/	F11/Health	F12/Exit

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:32:49
BIOG0250-SUMM	Display Student	01883-DGONG1
==>		
STUDENT ID: 201811811		ACP FLAG: Y
LAST NAME: VAPPLE	FIRST: VE	DOB: 06/01/94
MIDDLE:	PHONE: 718 001 0001	SEX: M
HOUSE NO: 15	STREET: EAST 199 STREET	APT:
CITY: BRONX	STATE: NY ZIP: 10468	POB CODE: 65
E-MAIL: HOUSING ST:		
BORO CODE: X	HOME DIST: 10 ADDR STAT: V	HOME LANG: NO
GEO CODE: 88	MEAL CODE: 1	IMMUN: C
HLTH ALERT: U	HEALTH INS: M RECS RECEIVED:	ETHNIC CODE: 3
ADMIT CODE: 58	ADMIT DATE: 07/01/07 STATUS: A	ADMIT REASON: 01
DISC CODE:	DISC DATE: DATE ENTERED NYC SCHOOL SYSTEM: 09/08/05	
SCHOOL LOCATION:	BORO DIST SCHOOL GRADE GR LVL OFF CLASS	
CURRENT:	X 75 000 753 05 001	
PREVIOUS:	X 75 001	
Press F8 for special ed information		
F1/Help	F2/ F3/Quit-return	F4/ F5/Cont F6/
F7/	F8/Forw F9/	F10/ F11/ F12/Exit

TRAF – Transfer Student Records

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:33:15
BIOG0120-SUMM	Biographical By Individual Student	01879-DGONG1
==> 3		
STUDENT ID: 201 812 800		
LAST NAME: _____	FIRST: _____	BIRTH DTE: ___ __ __ SEX: _
1 QADM Quick Admission	2 BIOD Display Biographical Info	
3 TRAF Transfer Student Records	4 BIND Display Student Indicators	
5 DISC Discharge Student	6 PARD Display Parent/Adult Info	
7 TRDX Cancel Admit/Transfer/Disch	8 BIOU Update Biographical Info	
9 SIGT Inter-Grade/Class Transfer	10 BINU Update Student Indicators	
11 SRCH Student Search	12 PARU Update Parent/Adult Info	
13 ADMT First Time Admit	14 UPDI Update Discharged Student	
15 SHIN Shared Instruction Functions	16 PDSC Upd/View Post-Disch Info	
17 NBEG New Beginnings Assgt	18 HSRE Re-entry to Home School	
For History enter HIST or for Transportation enter TTRE on Command Line		
Enter required Student info, select menu function, and press RIGHT CTRL/RED E		
F1/Help	F2/ F3/Quit-return	F4/Lookup F5/ F6/Exams
F7/	F8/ F9/Refresh	F10/ F11/Health F12/Exit

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:34:01
BIOG0150-SUMM	Transfer Student	01857-DGONG1
==>		
STUDENT ID: 201812800		ACP FLAG: Y
LAST NAME: ZAPPLE	FIRST: ZE	MIDDLE: _____
DOB: 05 / 31 / 95	SEX: M	PROOF OF BIRTH: 9 CERT #: _____
		POB CODE: 65
HOUSE NO: 815 _____	STREET: EAST 167 STREET _____	APT NO: _____
CITY: BRONX _____	STATE: NY ZIP: 10459 _____	PHONE: 718 000 0111
BORO CODE: X	HOME DIST: 12	ADDR STAT: V NON-RES TUITION: _
GEO CODE: 88	MEAL CODE: 1	HOUSING ST: _ IMMUN: W
SPAN SURNAME: _	HOME LANG: NO	CITIZEN: _
HEALTH ALERT: U	HEALTH INS: M	RECORDS RECEIVED: _
ADMIT CODE: 50	ADMIT DATE: 07 / 03 / 07	ADMIT REASON: _
DATE ENTERED NYC SCHOOL SYSTEM: 09/08/05	UPDTE ADLT ADDR: Y	
SCHOOL LOCATION: BORO DIST SCHOOL GRADE GR LVL OFF CLASS		
CURRENT:	X 75 000	753 05 001
PREVIOUS:	X 75 001	753 05 001
F1/Help	F2/Save	F3/Quit-return
F7/	F8/	F9/Refresh
F4/Lookup	F5/Cont	F6/Exams
F10/	F11/	F12/Exit

Once you have entered the appropriate information, press the **F2** button to save the information

DISC – Discharge Student

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:48:15
BIOG0120-SUMM	Biographical By Individual Student	01879-DGONG1
==> 5		
STUDENT ID: 266777888		
LAST NAME: _____	FIRST: _____	BIRTH DTE: ____ SEX: _
1 QADM Quick Admission	2 BIOD Display Biographical Info	
3 TRAF Transfer Student Records	4 BIND Display Student Indicators	
5 DISC Discharge Student	6 PARD Display Parent/Adult Info	
7 TRDX Cancel Admit/Transfer/Disch	8 BIOU Update Biographical Info	
9 SIGT Inter-Grade/Class Transfer	10 BINU Update Student Indicators	
11 SRCH Student Search	12 PARU Update Parent/Adult Info	
13 ADMT First Time Admit	14 UPDI Update Discharged Student	
15 SHIN Shared Instruction Functions	16 PDSC Upd/View Post-Disch Info	
17 NBEG New Beginnings Assgt	18 HSRE Re-entry to Home School	
For History enter HIST or for Transportation enter TTRE on Command Line		
Enter required Student info, select menu function, and press RIGHT CTRL/RED E		
F1/Help	F2/	F3/Quit-return
F7/	F8/	F9/Refresh
F4/Lookup	F5/	F6/Exams
F10/	F11/Health	F12/Exit

Note: The following discharge codes are available for summer only

- (11) – Transferred to school out of New York City
- (12) – Address Unknown

PROFILE 75-X-00	New York City Public Schools	07-17-07 09:49:01
BIOG0230-SUMM	Discharge Student	01879-DGONG1
==>		
NAME: ME DISCHARGE	DOB: 05/25/95	SEX: M
DISC CODE: __	DISC DATE: __/__/__	STUDENT ID: 266 654 321
DISC PENDING:	DISC CONFIRM DTE: __/__/__	DISC REASON: _
	RECORDS SENT DATE: __/__/__	OPEN 407: _
	PLAN INTERVIEW OR LETTER DATE: __/__/__	POST-SEC IND: _
OLD ADDRESS:		
HOUSE NO: 601	STREET: EAST 199 STREET	APT NO:
CITY: BRONX	STATE: NY	ZIP: 10462
BORO: X	DIST: 12	PHONE: 718 555 9876
NEW ADDRESS:		
HOUSE NO: _____	STREET: _____	APT NO: _____
CITY: _____	GEO (STATE/COUNTRY): __	ZIP: _____
BORO: _	DIST: __	PHONE: _____
	UPDT ADLT ADDR: Y	
SCHOOL LOCATION: DIST BORO SCHOOL SCHOOL NAME		
GOING TO: _____		
COMMENTS: _____		
Make changes to this data as required		
F1/Help	F2/Save	F3/Quit-return
F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh
F10/	F11/	F12/Exit

The following information is required for code:

- (11) – Discharge code, Discharge date and New Address information
- (12) – Discharge code and discharge date

Once you have entered the appropriate information, press the **F2 button** to save the information

TRDX – Cancel Admit/Transfer/Disch

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:50:15
BIOG0120-SUMM	Biographical By Individual Student	01879-DGONG1
==> 7		
STUDENT ID: 265293175		
LAST NAME: _____ FIRST: _____ BIRTH DTE: __ __ __ SEX: _		
1 QADM Quick Admission	2 BIOD Display Biographical Info	
3 TRAF Transfer Student Records	4 BIND Display Student Indicators	
5 DISC Discharge Student	6 PARD Display Parent/Adult Info	
7 TRDX Cancel Admit/Transfer/Disch	8 BIOU Update Biographical Info	
9 SIGT Inter-Grade/Class Transfer	10 BINU Update Student Indicators	
11 SRCH Student Search	12 PARU Update Parent/Adult Info	
13 ADMT First Time Admit	14 UPDI Update Discharged Student	
15 SHIN Shared Instruction Functions	16 PDSC Upd/View Post-Disch Info	
17 NBEG New Beginnings Assgt	18 HSRE Re-entry to Home School	
For History enter HIST or for Transportation enter TTRE on Command Line		
Enter required Student info, select menu function, and press RIGHT CTRL/RED E		
F1/Help	F2/	F3/Quit-return
F4/Lookup	F5/	F6/Exams
F7/	F8/	F9/Refresh
F10/	F11/Health	F12/Exit

If student was transferred/discharged in error today, you may cancel this transaction. If you find out the next day that this was an error, you will have to email: Desiree Leslie Dleslie@schools.nyc.gov the following information
 Name of student, id number, type of transaction and reason

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:50:22
BIOG0240-SUMM	Cancel Admit/Transfer/Discharge	00156-DGONG1
==>		
STUDENT ID: 265 293 175		
LAST NAME:	FIRST:	MIDDLE:
DOB: / /	SEX: PROOF OF BIRTH: CERT #:	POB CODE:
CHOOSE FUNCTION TO CANCEL: _ ADMIT X TRANSFER _ DISCHARGE		
HOUSE NO:	STREET:	APT NO:
CITY:	STATE: ZIP:	PHONE:
BORO CODE:	HOME DIST:	
ADMIT CODE:	ADMIT DATE:	STATUS: ENTERED NYC SCHOOLS:
DISCH CODE:	DISCH DATE:	CONFIRMED: RECORDS SENT:
SCHOOL LOCATION: BORO DIST SCHOOL GRADE GR LVL OFF CLASS		
CURRENT:		
PREVIOUS:		
Place an "X" next to TRANSFER and press Red Enter		
F1/Help	F2/	F3/Quit-return
F7/	F8/	F9/Refresh
F4/	F10/	F5/
F6/	F11/	F12/Exit

PROFILE 75-X-000	New York City Public Schools	07-17-07 09:50:59
BIOG0240-SUMM	Cancel Admit/Transfer/Discharge	00156-DGONG1
==>		
STUDENT ID: 265 293 175		
LAST NAME: HAPPLE	FIRST: TYL	MIDDLE:
DOB: 11 / 30 / 93	SEX: F PROOF OF BIRTH: CERT #:	POB CODE: 88
CHOOSE FUNCTION TO CANCEL: _ ADMIT X TRANSFER _ DISCHARGE		
HOUSE NO: 1895	STREET: UNIVERSITY AVENUE	APT NO:
CITY: BRONX	STATE: NY ZIP: 10453	PHONE: 718 777 7777
BORO CODE: X	HOME DIST: 10	
ADMIT CODE: 50	ADMIT DATE: 07/17/07	STATUS: A ENTERED NYC SCHOOLS: 09/09/98
DISCH CODE:	DISCH DATE:	CONFIRMED: RECORDS SENT:
SCHOOL LOCATION: BORO DIST SCHOOL GRADE GR LVL OFF CLASS		
CURRENT:	X 75 000	753 05 001
PREVIOUS:	X 75 001	
Verify information, then press F6 to cancel transaction		
F1/Help	F2/	F3/Quit-return
F7/	F8/	F9/Refresh
F4/	F10/	F5/
F6/Cancel	F11/	F12/Exit

Once you have verified information, press the **F6** button to cancel transaction

PROFILE 75-X-000	New York City Public Schools	07-17-07 10:00:21				
BIOG0240-SUMM	Cancel Admit/Transfer/Discharge	00156-DGONG1				
==>						
STUDENT ID: 265 293 175						
LAST NAME: HAPPLE	FIRST: TYL	MIDDLE:				
DOB: 11 / 30 / 93	SEX: F PROOF OF BIRTH: CERT #:	POB CODE: 88				
CHOOSE FUNCTION TO CANCEL: _ ADMIT X TRANSFER _ DISCHARGE						
HOUSE NO: 1895	STREET: UNIVERSITY AVENUE	APT NO:				
CITY: BRONX	STATE: NY ZIP: 10453	PHONE: 718 777 7777				
BORO CODE: X	HOME DIST: 10					
ADMIT CODE: 50 ADMIT DATE: 07/17/07 STATUS: A ENTERED NYC SCHOOLS: 09/09/98						
DISCH CODE:	DISCH DATE:	CONFIRMED: RECORDS SENT:				
SCHOOL LOCATION:	BORO	DIST	SCHOOL	GRADE	GR LVL	OFF CLASS
CURRENT:	X	75	000	753	05	001
PREVIOUS:	X	75	001			
Above information will be cancelled. Please verify by pressing F6 a second time						
F1/Help	F2/	F3/Quit-return	F4/	F5/	F6/Cancel	
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit	

Press the **F6** button a second time

This should take you back to the Biographical By Individual Student menu

SIGT – Inter-Grade Class/Class Transfer

PROFILE 75-X-000	New York City Public Schools	07-17-07 10:18:15
BIOG0120-SUMM	Biographical By Individual Student	01879-DGONG1
==> 9		
STUDENT ID: 265293175		
LAST NAME: _____ FIRST: _____ BIRTH DTE: ____ SEX: _		
1 QADM Quick Admission	2 BIOD Display Biographical Info	
3 TRAF Transfer Student Records	4 BIND Display Student Indicators	
5 DISC Discharge Student	6 PARD Display Parent/Adult Info	
7 TRDX Cancel Admit/Transfer/Disch	8 BIOU Update Biographical Info	
9 SIGT Inter-Grade/Class Transfer	10 BINU Update Student Indicators	
11 SRCH Student Search	12 PARU Update Parent/Adult Info	
13 ADMT First Time Admit	14 UPDI Update Discharged Student	
15 SHIN Shared Instruction Functions	16 PDSC Upd/View Post-Disch Info	
17 NBEG New Beginnings Assgt	18 HSRE Re-entry to Home School	

For History enter HIST or for Transportation enter TTRE on Command Line
Enter required Student info, select menu function, and press **RIGHT CTRL/RED E**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/Exams
F7/	F8/	F9/Refresh	F10/	F11/Health	F12/Exit

PROFILE 75-X-000	New York City Public Schools	07-17-07 10:18:21			
BIOG0550-SUMM	Intergrade/Class Transfer	01830-DGONG1			
==>					
NAME: APPLE, JACOB DOB: 11/21/96 SEX: M STUDENT ID: 270 491 030					
DIST-B-SCHL: 75-X-000 STATUS: A					
GRD-LVL-CLS: 753-03-001 ADMIT DTE: 07/01/07 (58)					
	GRADE	GRADE	OFFICIAL	EFFECTIVE	TYPE OF
NEW:	LEVEL	CLASS	CLASS	DATE	CHANGE
CURRENT:	<u>753</u>	<u>03</u>	<u>001</u>	<u>07 / 03 / 07</u>	

Make changes to this data as required

F1/Help	F2/Save	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

Note: Please check with your administrator before making any interclass changes.

Enter the appropriate grade code, grade level, official class and effective date. Press the **F2 button** to save this information

BIOC – Biographical Grade/Class

PROFILE 75-X-000 BIOG0100-SUMM ➔ 2	New York City Public Schools Biographical Information Menu	07-17-07 10:20:25 01892-DGONG1
--	---	-----------------------------------

1 BIOS Biographical By Student	2 BIOC Biographical Grade/Class
3 LNOT List Notice Functions	4 GPRO Grade Promotion
5 PREG Pre-reg./Pre-K Appl.	6 GRDT Graduation
7 HLPD Central Staff Functions	8 SDSP Student Disciplinary Action
9 SUMR Summer School Functions	10 ILOG Add/Update Intervention Log
11 ISKA Student Item Skills Analysis	12 RCOM Regents Cohort Functions
13 AWRD Scholarship Awards H.S. Grad	14 SREM Student Removal
15 FCON Family Connect Functions	16 MEXB Non-MSPA/UAPC Exam Update
17 BESI BESIS Functions	18 SPEA Special Education Display
19 WARN Pend Discharge and Pre-reg	20 YABC YABC Processes
21 CSAC Review Temp Housing Addr	22 SUSS Supt. Suspension Functions
23 G3SS Grade 3/5 Special Services	24 PRDC Region Disc / Plan Interview
25 UPPG Update Parent's Languages	26 GEDF GED / TABE Exam Functions
27 LLOG Update Literacy Profile	

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

PROFILE 75-X-000 BIOC0100-SUMM ==> 2	New York City Public Schools School Biographical Menu	07-17-07 10:21:37 01892-DGONG1
--	--	-----------------------------------

1 GCLU	Update Grade/Off Class
2 OCLU	Update Official Class
3 UPST	Update Student Telephone
4 UPEC	Update Non-Parent Ethnic Code
5 UPSI	Update Student Indicators
6 UPCO	Update Student Codes
7 SIND	Print INDICATOR Scan Sheets
8 SINR	Re-Print INDICATOR Scan Sheets

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

The following School Biographical Menu screens are available for summer

- 2 OCLU Update Official Class

PROFILE 75-X-000	New York City Public Schools	07-17-07 10:22:05
BIOG0530-SUMM	Update Official Class Screen	01892-DGONG1
==>		
SCHOOL: 000	GRADE: ____	OFFICIAL CLASS: ____

NAME	STUDENT ID	DOB	GRADE	GL	O.CLS

Enter **GRADE** or **OFFICIAL CLASS** and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

PROFILE 75-X-000	New York City Public Schools	07-17-07 10:22:15
BIOG0530-SUMM	Update Official Class Screen	01892-DGONG1
==>		PAGE 1 OF 3
SCHOOL: 000	GRADE:	OFFICIAL CLASS: 001

NAME	STUDENT ID	DOB	GRADE	GL	O.CLS

ALCA	NATHAN	299 888 777	07/11/99	753 02	001
BALCA	ARDO	299 666 555	11/12/99	753 02	001
CALCA	JOHN	299 444 333	08/24/01	753 0K	001
DALCA	TINA	299 222 111	12/19/00	753 01	001
FALCA	KEN	299 000 999	10/25/00	753 01	001
GALCA	RAHIM	299 888 777	10/27/00	753 01	001
HALCA	FA	299 666 555	10/19/00	753 01	001
JALCA	JOHN	299 444 333	07/14/99	753 02	001
KALCA	THOMAS	299 222 111	05/29/01	753 0K	001
LALCA	SHIRLEY	299 000 222	03/13/00	753 01	001

Make changes to this data as required

F1/Help	F2/Save	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/Forw	F9/Refresh	F10/	F11/	F12/Exit

Note: Please check with your administrator before making any changes to the students class

Class must equal grade code in order for class to be changed. Press the **F2** button to save the information. Press the **F8** button (if applicable) to go to the next page to make additional changes

WARN – Pend Discharge and Pre-reg

PROFILE 75-X-000 BIOG0100-SUMM ➔ 19	New York City Public Schools Biographical Information Menu	07-17-07 10:30:25 01892-DGONG1
---	---	-----------------------------------

1 BIOS Biographical By Student	2 BIOC Biographical Grade/Class
3 LNOT List Notice Functions	4 GPRO Grade Promotion
5 PREG Pre-reg./Pre-K Appl.	6 GRDT Graduation
7 HLPD Central Staff Functions	8 SDSP Student Disciplinary Action
9 SUMR Summer School Functions	10 ILOG Add/Update Intervention Log
11 ISKA Student Item Skills Analysis	12 RCOM Regents Cohort Functions
13 AWRD Scholarship Awards H.S. Grad	14 SREM Student Removal
15 FCON Family Connect Functions	16 MEXB Non-MSPA/UAPC Exam Update
17 BESI BESIS Functions	18 SPEA Special Education Display
19 WARN Pend Discharge and Pre-reg	20 YABC YABC Processes
21 CSAC Review Temp Housing Addr	22 SUSS Supt. Suspension Functions
23 G3SS Grade 3/5 Special Services	24 PRDC Region Disc / Plan Interview
25 UPPG Update Parent's Languages	26 GEDF GED / TABE Exam Functions
27 LLOG Update Literacy Profile	

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

PROFILE 75-X-000 WARN0100-SUMM ==>	New York City Public Schools Warning: Pending Discharge	07-17-07 10:30:35 01855-DGONG1 PAGE 1 OF 1
--	--	--

S D						
E I						
L S	STUDENT ID	NAME	DOB	ST ADMIT	DISC	TO SCH
--	-----	-----	---	-	-----	-----
X 00	299 012 888	ONE, ARTHUR	10/24/96 T	12/15/04	07/05/07	75X001
X 00	299 013 999	TWO, MARIA	02/02/96 T	06/08/07	07/05/07	75X001

Put X on all T status students to be discharged and press F2.

F1/Help	F2/Save	F3/Quit-return	F4/	F5/Print	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

Press the **F2** button to confirm the discharge(s)

ATTD – Attendance

PROFILE 75-X-000 INIT0100-SUMM ==> 5	New York City Public Schools Automate The Schools Primary Menu	07-17-07 12:19:02 01897-DGONG1
--	---	-----------------------------------

1 NEWS The Latest News	2 SVCS Supplemental Services
3 BIOG Biographical Information	4 HIST History
5 ATTD Attendance	6 REPT ATS Reports
7 MNTN Maintenance	8 SBMS School Based Management
9 PLAC Middle School Placement	10 MSPA Middle School SPA
11 ESPA Elementary School SPA	12 PATD Period Attendance

***** **YOU ARE IN THE SUMMER-SCHOOL SYSTEM** *****

F1/Help	F2/	F3/	F4/Lookup	F5/Print news	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

PROFILE 75-X-000 ATTD0100-SUMM ==>	New York City Public Schools Attendance Menu	07-17-07 12:25:17 01897-DGONG1
--	---	-----------------------------------

1 CCLA Official Class Release	2 CIND Change Student Attendance
3 DISA Display Student Attendance	4 RUPD Update Rosters
5 UARA Update Retro Admit Attd	6 RRST Reprint a Specific Roster
7 RRNG Reprint Range of Rosters	8 I407 Form 407 Issue Screen
9 U407 Form 407 Update Screen	10 AIDP AIDP Update Screen
11 REVA Reversal of Attendance	12 ARPL Reverse Present to Late
13 ALOA Audit Low October Attd	14 ANDI Audit November Discharge

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

The following Attendance functions are available for summer

- 2 CIND Change Student Attendance
- 3 DISA Display Student Attendance
- 4 RUPD Update Rosters
- 5 UARA Update Retro Admit Attd
- 6 RRST Reprint a Specific Roster
- 7 RRNG Reprint Range of Rosters

CIND – Change Student Attendance

PROFILE 75-X-000 ATTD0120-SUMM ==>	New York City Public Schools Change Individual Attendance Screen	07-17-07 12:40:12 01897-DGONG1
<p>SCHOOL NUMBER : 000</p> <p>OFFICIAL CLASS : ____</p> <p>STUDENT ID : ____ - ____ - ____</p> <p>START MONTH : ____ (optional)</p>		
<p>Enter required data and press RIGHT CTRL/RED ENTER</p> <p>F1/Help F2/ F3/Quit-return F4/Lookup F5/Prntform F6/ F7/ F8/ F9/Refresh F10/ F11/ F12/Exit</p>		

Enter official class or student id
Note: Do not enter month

PROFILE 75-X-000 ATTD0125-SUMM ==>	New York City Public Schools Change Individual Attendance Screen	07-17-07 12:47:54 01897-DGONG1																																																							
<p>ID: 261 -777 - 644 NAME: AEL FOUR STUDENT 1 OUT OF 1 SCHOOL NUMBER: 000 GRADE: 753 OFFICIAL CLASS: 001</p>																																																									
<table border="0"> <tr> <td>MM/DD AM PM</td> <td>MM/DD AM PM</td> <td>MM/DD AM PM</td> <td>MM/DD AM PM</td> <td>MM/DD AM PM</td> </tr> <tr> <td>=====</td> <td>=====</td> <td>=====</td> <td>=====</td> <td>=====</td> </tr> <tr> <td>07/02 P P</td> <td>07/16 A A</td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/03 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/05 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/06 A A</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/09 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/10 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/11 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/12 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>07/13 P P</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>			MM/DD AM PM	MM/DD AM PM	MM/DD AM PM	MM/DD AM PM	MM/DD AM PM	=====	=====	=====	=====	=====	07/02 P P	07/16 A A				07/03 P P					07/05 P P					07/06 A A					07/09 P P					07/10 P P					07/11 P P					07/12 P P					07/13 P P				
MM/DD AM PM	MM/DD AM PM	MM/DD AM PM	MM/DD AM PM	MM/DD AM PM																																																					
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07/02 P P	07/16 A A																																																								
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07/12 P P																																																									
07/13 P P																																																									
<p>Make required changes and press F2.</p> <p>F1/Help F2/Save F3/Quit-return F4/Lookup F5/ F6/ F7/ F8/Forw F9/Refresh F10/ F11/ F12/Exit</p>																																																									

Once you have made the necessary changes, press the F2 button to save the information

DISA – Display Student Attendance

PROFILE 75-X-000 New York City Public Schools 07-17-07 12:57:13
 DISA0100-SUMM Student Attendance Display Screen 01897-DGONG1
 ==>

SCHOOL NUMBER : 000
 ENTER A MONTH(MM/YY) : 07 / 07
 STUDENT ID : 261 -777 - 644

Enter required data and press **RIGHT CTRL/RED ENTER**
 F1/Help F2/Save F3/Quit-return F4/ F5/ F6/
 F7/ F8/ F9/Refresh F10/ F11/ F12/Exit

Enter month/year and student ID number

PROFILE 75-X-000 New York City Public Schools 07-17-07 13:01:56
 DISA0110-SUMM Student Attendance Display Screen 01897-DGONG1
 ==>

SCHOOL NUM: 000 OFF. CLASS: 001 ADMIT DATE: 07/01/07
 STUDENT ID: 261 - 777 - 644 GRADE: 753 DISCH DATE:
 STDNT NAME: AEL FOUR ROOM: STATUS : A

ATTD	ATTD	ATTD
MM/DD AM PM	MM/DD AM PM	MM/DD AM PM
=====	=====	=====
07/02 P P	07/13 P P	
07/03 P P	07/16 A A	
07/05 P P		
07/06 A A		
07/09 P P		
07/10 P P		
07/11 P P		
07/12 P P		

NS - not scanned, NA - not applicable
 F1/Help F2/ F3/Quit-return F4/ F5/ F6/
 F7/ F8/ Next mon F9/ F10/ F11/ F12/Exit

RUPD – Update Rosters

PROFILE 75-X-000	New York City Public Schools	07-17-07 14:15:06			
ROST0120-SUMM	ATS Daily Attendance Form Update	01901-DGONG1			
==>		PAGE 1 OF 3			
SCHOOL: 000	PAGE NO: 00000000	DATE: 07/17/07 CLASS CODE: 001 ROOM NO:			
TEACHER: ,		CLASS NAME: OFF CLASS 001 TYPE: O			
		PREV DAY'S ATTD			
STUDENT NAME	ATTD	A.M. P.M. STATUS I.D. #			
APPLE, JACOB	P		270 491 030		
BAPPLE, JOA	A	A A	262 312 140		
CAPPLE, CHRISTIAN	P		264 853 550		
DAPPLE, ARM	P		265 434 460		
FAPPLE, JER	P		268 675 360		
FRIOR, ZE	P		201 866 080		
GAPPLE, KAM	A		267 807 100		
HAPPLE, TYL	P		265 298 170		
MAPPLE, ENRI	P		263 709 210		
NAPPLE, ALEX	A		269 310 300		
VAPPLE, VE	A		201 811 811		
ZAPPLE, ZE	A		201 812 800		
ZAPPLEA, ZEA	P		299 812 800		
F1/Help	F2/Save	F3/Quit-return	F4/	F5/Nxt rost	F6/100%
F7/	F8/Forw	F9/Refresh	F10/Release	F11/	F12/Exit

If your scanner is not working and you are going into ATS to enter the attendance manually using function RUPD:

- a) Students that are **present**, enter P
- b) Students that are **absent**, enter A

Note #1: If that is the only page, press the **F2** button to save the attendance information

Note #2: If there is more then 1 page on this roster (page 1 of 3), once page 1 is complete, **do not press** the **F2** button, press the **F8** button to go to page 2 to continue entering attendance

UARA – Update Retro Admit Attd

```

PROFILE 75-X-000          New York City Public Schools          07-17-07 14:53:38
ATTD0170-SUMM          Update Retroactive Attendance Screen      01785-DGONG1
==>

SCHOOL NUMBER : 000

ENTER A STUDENT ID

STUDENT ID : 262 - 312 - 140

Enter required data and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return  F4/      F5/      F6/
F7/      F8/      F9/Refresh     F10/     F11/     F12/Exit

```

Enter the students ID number and press the **right ctrl/red enter button**

```

PROFILE 75-X-000          New York City Public Schools          07-17-07 15:02:42
ATTD0171-SUMM          Update Retroactive Attendance Screen      01785-DGONG1
==>
                                PAGE 1 OF 1

SCHOOL NUMBER : 000          OFFICIAL CLASS : 001
STUDENT ID   : 262 - 312 - 140  GRADE : 753
STUDENT NAME : JOA BAPPLE      ROOM :

      ATTD          ATTD          ATTD
MM/DD AM PM    MM/DD AM PM    MM/DD AM PM
===== == ==  ===== == ==  ===== == ==
07/13   | |
07/16   | |

Enter student's attendance then press F2 to save
F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/      F6/100%
F7/      F8/      F9/Refresh     F10/      F11/     F12/

```

Once you have entered the retroactive attendance, press the **F2** button to save the information

RRST – Reprint a Specific Roster

PROFILE 75-X-000 ATTD0310-SUMM ==>	New York City Public Schools Roster Reprint Selection Screen	07-17-07 15:09:31 01785-DGONG1
--	---	-----------------------------------

SELECT:

ROSTER NUMBER: 00000001

OR:

ROSTER DATE: __ / __ / __
AND
OFFICIAL CLASS: __ OR
COURSE/SECTION: _____

PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 75X LOC: 000 PRINTER: 1 HOLD: N
Press **F6 to execute**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/Execut
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

To reprint a roster, enter the roster number or roster date and official class. Press the **F6** button to generate the roster

RRNG – Reprint Range of Rosters

PROFILE 75-X-000 ATTD0320-SUMM ==>	New York City Public Schools Roster Reprint Range Screen	07-17-07 15:25:09 01911-DGONG1
--	---	-----------------------------------

SCHOOL NUM: 000

SELECT:

STARTING ROSTER NUMBER: 00000001

ENDING ROSTER NUMBER: 00000005

DATE: __ / __ / __

PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 75X LOC: 000 PRINTER: 1 HOLD: N
Press **F6 to execute**

F1/Help	F2/	F3/Quit-return	F4/	F5/	F6/Execut
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

To reprint a range of rosters, enter the starting roster number to the ending roster number OR For the entire days roster, enter the date. Press the **F6** button to generate the rosters

REPT – ATS Reports

PROFILE 75-X-000	New York City Public Schools	07-17-07 15:34:02
INIT0100-SUMM	Automate The Schools Primary Menu	01897-DGONG1
==> 6		
1 NEWS The Latest News	2 SVCS Supplemental Services	
3 BIOG Biographical Information	4 HIST History	
5 ATTD Attendance	6 REPT ATS Reports	
7 MNTN Maintenance	8 SBMS School Based Management	
9 PLAC Middle School Placement	10 MSPA Middle School SPA	
11 ESPA Elementary School SPA	12 PATD Period Attendance	
***** YOU ARE IN THE SUMMER-SCHOOL SYSTEM *****		
F1/Help	F2/	F3/
F7/	F8/	F9/Refresh
F4/Lookup	F5/Print news	F6/
F10/	F11/	F12/Exit

PROFILE 75-X-000	New York City Public Schools	07-17-07 15:34:59
REPT0100-DEMO-Q	ATS Reports Menu	00157-DGONG
==>		
1 RPST Standard	2 RPDI ISC/SSO Level	
3 RPBI Biographical	4 RPEX Exam Reports	
5 RPAT Attendance	6 RPLG End Of Year	
7 RPCL Class Information	8 RLBL Labels	
9 RTRN Transportation Reports	10 RPHI History	
11 RHLT Health and Immunization	12 RPLC Middle School Placement	
13 RMSP Middle School SPA	14 RESP Elementary School SPA	
15 SIRS Student Information	16 RPSF Status Reports	
17 RPPA Period Attendance	18 RGRE Register/Enrollment Reports	
19 RPCI City Level	20 RACC Accountability Reports	
21 RBSS BESIS Reports	22 RSSC School Summary Reports	
23 RPSC Special Program Scan Rpts	24 RSER Special Education Reports	
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help	F2/	F3/Quit-return
F7/	F8/	F9/Refresh
F4/Lookup	F5/	F6/
F10/	F11/	F12/Exit

The following ATS Reports Menu is available for summer

- 3 RPBI Biographical
- 5 RPAT Attendance
- 7 RPCL Class
- 8 RLBL Labels

ATS Reports (Biographical)

PROFILE 75-X-000 REPT0100-DEMO-Q ==>	New York City Public Schools ATS Reports Menu	07-17-07 15:44:59 00157-DGONG
1 RPST Standard	2 RPDI ISC/SSO Level	
3 RPBI Biographical	4 RPEX Exam Reports	
5 RPAT Attendance	6 RPLG End Of Year	
7 RPCL Class Information	8 RLBL Labels	
9 RTRN Transportation Reports	10 RPHI History	
11 RHLT Health and Immunization	12 RPLC Middle School Placement	
13 RMSP Middle School SPA	14 RESP Elementary School SPA	
15 SIRS Student Information	16 RPSF Status Reports	
17 RPPA Period Attendance	18 RGRE Register/Enrollment Reports	
19 RPCI City Level	20 RACC Accountability Reports	
21 RBSS BESIS Reports	22 RSSC School Summary Reports	
23 RPSC Special Program Scan Rpts	24 RSER Special Education Reports	
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help F2/	F3/Quit-return F4/Lookup	F5/ F6/
F7/ F8/	F9/Refresh F10/	F11/ F12/Exit

PROFILE 75-X-000 REPT0400-SUMM ==>	New York City Public Schools Biographical Reports	07-17-07 15:45:01 01953-DGONG1
1 RBIR Bio Roster	2 RCRL Cross Ref List	
3 RADP Admission Discharge Reports	4 ROCL Official Class List	
5 RFLG Special Program Reports	6 RCON Emergency Contact Report	
7 RSER Special Education Reports	8 RSDR Student Detail Reports	
9 RFTF Face To Face Report	10 RCHK Indicator Check List	
11 RZAR Zoned Area Report	12 RCHP Chapter 53 Status Report	
13 RMAR Missing Admission Report	14 RATF Annual Tracking Form	
15 RADT Generate ADT Form	16 RPOS Generic Postcard Report	
17 RUKS UNIV Pre-K School Summary	18 RHSR High School Replica	
19 RSUS Suspension Report	20 RSHI Shared Instruction Report	
21 RZST Zoned Student Report	22 RRMV Removal Report	
23 ROPO Recruiter's Report	24 RSES Supplemental Education Svcs	
25 RDGS NCLB Disaggregation Groups	26 RHOS Student Holdover Report	
27 RECF Student Emergency Contact	28 RPCT NCLB Parent Transfer choice	
29 RADS Admit/Discharge Summary	30 RSNR Net Register Report	
31 RRDS Retroactive Discharges		
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help F2/	F3/Quit-return F4/Lookup	F5/ F6/
F7/ F8/	F9/Refresh F10/	F11/ F12/Exit

The following Biographical Reports is available for summer

- 3.1 RBIR Bio Roster
- 3.2 RCRL Cross Ref List
- 3.4 ROCL Official Class List

3.1 RBIR Bio Roster

FUNCTION: Complete biographical data for a student

NOTE:

- Report can be generated for an official class, grade code, grade level or for an entire school.

3.2 RCRL **Cross Reference List**

FUNCTION: Cross reference list for students in your school. Report can be used as a directory list

NOTE:

- Report can be generated for an official class, grade code, grade level or for an entire school.

3.4 ROCL **Official Class List**

FUNCTION: To verify that students are in their correct official class, grade level and grade code.

PROFILE: 75-X-000
 USER: DGONG

ATS : NEW YORK CITY PUBLIC SCHOOLS
 BIOGRAPHICAL ROSTER 000 (RBIR)

DATE: 07/17/07
 PAGE: 1

3.1

STUDENT	ADDRESS/PHONE	PARENT NAME	REL-AUT-RES	PHONE	EXT
APPLE JACOB SEX:M DOB:11/21/96 OFC:001 GRADE CODE:753 GR:03 ST: A ADMIT DATE: 03/09/05 ADMIT CODE: 50	270491030 817 EAST 167 STREET BRONX NY 10459 (718)111-1111	FRAN APPLE	01 05 Y	(718)111-1111	
YTD ATTENDANCE PCT:					
BAPPLE JOA SEX:F DOB:03/15/92 OFC:001 GRADE CODE:763 GR:06 ST: A ADMIT DATE: 09/26/05 ADMIT CODE: 50	2623123140 1505 TOWNSEND AVENUE BRONX NY 10452 (718)222-2222	LINA BAPPLE DAN BAPPLE	01 01 Y 11 01 N	(718)222-2222 (718)222-2229	
YTD ATTENDANCE PCT:					
CAPPLE CHRISTIAN SEX:M DOB:08/01/92 OFC:001 GRADE CODE:753 GR:05 ST: A ADMIT DATE: 09/13/02 ADMIT CODE: 50	264853550 4230 BRUNER AVENUE BRONX NY 10466 (347)333-3333	ANNE CAPPLE VAL CAPPLE	01 01 Y 14 01 Y	(347)333-3333 (347)333-3333	
YTD ATTENDANCE PCT:					
DAPPLE ARM SEX:F DOB:08/06/95 OFC:001 GRADE CODE:753 GR:05 ST: A ADMIT DATE: 01/26/04 ADMIT CODE: 50	265434460 15 EAST 199 STREET BRONX NY 10468 (917)444-4444	ALIA DAPPLE	01 01 Y	(917)444-4444	
YTD ATTENDANCE PCT:					
FAPPLE JER SEX:M DOB:08/13/94 OFC:001 GRADE CODE:763 GR:06 ST: A ADMIT DATE: 07/02/02 ADMIT CODE: 57	268675360 2725 WEBB AVENUE BRONX NY 10468 (718)555-5555	DA FAPPLE	01 01 Y	(718)555-5555	
YTD ATTENDANCE PCT:					
FRIOR ZE SEX:M DOB:03/01/92 OFC:001 GRADE CODE:763 GR:06 ST: A ADMIT DATE: 12/22/06 ADMIT CODE: 58	201866080 1555 TOWNSEND AVENUE BRONX NY 10452 (718)444-4555	MOM FRIOR	01 01 Y	(718)444-4555	
YTD ATTENDANCE PCT:					
GAPPLE KAM SEX:F DOB:05/20/93 OFC:001 GRADE CODE:753 GR:05 ST: A ADMIT DATE: 04/19/04 ADMIT CODE: 56	267807100 1074 KELLY STREET BRONX NY 10459 (718)666-6666	MON GAPPLE BER GAPPLE	01 01 Y 03 01 N	(718)666-6666 (212)666-6669	
YTD ATTENDANCE PCT:					
HAPPLE TYL SEX:F DOB:11/30/93 OFC:001 GRADE CODE:753 GR:05 ST: A ADMIT DATE: 03/17/03 ADMIT CODE: 50	265298170 1895 UNIVERSITY AVENUE BRONX NY 10453 (718)777-7777	ROLE HAPPLE NISA HAPPLE	01 01 Y 11 01 N	(718)777-7777 (718)777-7779	
YTD ATTENDANCE PCT:					

PROFILE: 75-X-000
USER: DGONG

ATS : NEW YORK CITY PUBLIC SCHOOLS
CROSS REFERENCE LIST FOR 000 (RCRL)

DATE: 07/17/07
PAGE: 1

3.2

NAME	NUMBER	CLS	GRD	GR	ROOM	ST	SEX	PHONE #	DOB
APPLE JACOB	270491030	001	753	03	230	A	M	(718)111-1111	11/21/96
BAPPLE JOA	262312140	001	763	06	230	A	F	(718)222-2222	03/15/92
CAPPLE CHRISTIAN	264853550	001	753	05	230	A	M	(347)333-3333	08/01/92
DAPPLE ARM	265434460	001	753	05	230	A	F	(917)444-4444	08/06/95
FAPPLE JER	268675360	001	763	06	230	A	M	(718)555-5555	08/13/94
FRIOR ZE	201866080	001	763	06	230	A	M	(718)444-4555	03/01/92
GAPPLE KAM	267807100	001	753	05	230	A	F	(718)666-6666	05/20/93
HAPPLE TYL	265298170	001	753	05	230	A	F	(718)777-7777	11/30/93
MAPPLE ENRI	263709210	001	753	05	230	A	M	(718)888-8888	06/12/94
NAPPLE ALEX	269310300	001	753	05	230	A	M	(718)999-9999	05/14/95
VAPPLE VE	201861811	001	753	05	230	A	M	(718)001-0001	06/01/94
ZAPPLE ZE	201812800	001	753	05	230	A	M	(718)000-1111	05/31/95

TOTAL NUMBER OF STUDENTS = 12

PROFILE: 75-X-000
USER: DGONG

ATS : NEW YORK CITY PUBLIC SCHOOLS
OFFICIAL CLASS LIST FOR 000 (ROCL)
FOR 02/09/07

DATE: 07/17/07
PAGE: 1

3.4

OFFICIAL CLASS : 001 TEACHER :
ROOM : ADVISOR :
 ADDL STAFF 1 :
PHYS LOCATION : 10X000 ADDL STAFF 2 :

-----STUDENT-----							
NAME	NUMBER	SEX	BIRTHDATE	ST	GL	GRADE	PHONE #
APPLE JACOB	270491030	M	11/21/96	A	03	753	(718)111-1111
BAPPLE JOA	262312140	F	03/15/92	A	06	763	(718)222-2222
CAPPLE CHRISTIAN	264853550	M	08/01/92	A	05	753	(347)333-3333
DAPPLE ARM	265434460	F	08/06/95	A	05	753	(917)444-4444
FAPPLE JER	268677360	M	08/13/94	A	06	763	(718)555-5555
FRIOR ZE	201866080	M	03/01/92	A	06	763	(718)444-4555
GAPPLE KAM	267807100	F	05/20/93	A	05	753	(718)666-6666
HAPPLE TYL	265298170	F	11/30/93	A	05	753	(718)777-7777
MAPPLE ENRI	263709210	M	06/12/94	A	05	753	(718)888-8888
NAPPLE ALEX	269310300	M	05/14/95	A	05	753	(718)999-9999

BOYS: 6

GIRLS: 4

TOTAL: 10

ATS Reports (Attendance)

PROFILE 75-X-000 REPT0100-SUMM ==> 5	New York City Public Schools ATS Reports Menu	07-17-07 15:44:08 01911-DGONG1
1 RPST Standard	2 RPDI Region Level	
3 RPBI Biographical	4 RPEX Exam Reports	
5 RPAT Attendance	6 RPLG End Of Year	
7 RPCL Class Information	8 RLBL Labels	
9 RTRN Transportation Reports	10 RPHI History	
11 RHLT Health and Immunization	12 RPLC Middle School Placement	
13 RMSP Middle School SPA	14 RESP Elementary School SPA	
15 SIRS Student Information	16 RPSF Status Reports	
17 RPPA Period Attendance	18 RGRE Register/Enrollment Reports	
19 RPCI City Level	20 RACC Accountability Reports	
21 RBSS BESIS Reports	22 RSSC School Summary Reports	
23 RPSC Special Program Scan Rpts		
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help	F2/	F3/Quit-return
F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh
F10/	F11/	F12/Exit

PROFILE 75-X-000 REPT0300-SUMM ==>	New York City Public Schools Attendance Reports	07-17-07 15:44:15 01911-DGONG1
1 RSNS Student No Show	2 RNOC Non-Compliance	
3 RCUL Cumulative Late	4 RISA Individual Student Attd	
5 RRAI Retro Admit Attd	6 RYIS YTD Attend Interval	
7 RCUA Cumulative Absence	8 RDAL Daily Attendance List	
9 RPAL Perfect Attd List	10 RRSA Aggregate Student Attd	
11 RIAL Indicator Attendance List	12 RCSL Class Summary List	
13 RWCL Working Class List	14 RCAL Official Attd Change List	
15 RREL Reason Code List	16 RACM Attd Change Monitoring	
17 R4SM Form 407 School Menu		
19 RAIM AIDP Menu	20 RSAL School Attendance List	
21 RPAA Perfect Attd Audit	22 RGST Register & Attd	
23 RSOR Outreach Events	24 RDSC Daily/Subject ATTD Compare	
25 RDAV HS Daily Attendance Verify	26 RSHA Attendance Award	
27 RPAC Percent Change Daily Attd	28 RATM Supplemental Svc Attd	
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help	F2/	F3/Quit-return
F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh
F10/	F11/	F12/Exit

The following reports are available for summer

- 5.1 RSNS Student No Show
- 5.2 RNOC Mon-Compliance
- 5.3 RCUL Cumulative Late
- 5.5 RRAI Retro Admit Attd
- 5.7 RCUA Cumulative Absence
- 5.8 RDAL Daily Attendance List
- 5.9 RPAL Perfect Attd List
- 5.10 RRSA Aggregate Student Attd
- 5.12 RCSL Class Summary List
- 5.13 RWCL Working Class List
- 5.14 RCAL Official Attd Change List

5.1 RSNS Student No Show Report

FUNCTION: Report that lists students who have been absent every day for a specified date range

5.2 RNOC Non-Compliance Report

FUNCTION: Lists by date the official classes that have unscanned rosters

NOTES:

Once you press the F6 button to generate the roster:

- Report will come out only if you have any unscanned rosters.
- If all rosters are complete, you will receive the following message:
“All rosters in this school have been scanned.”

5.3 RCUL Cumulative Late Report

FUNCTION: Lists students marked late (with the dates noted) within a specified date range

NOTES:

- Overnight report only.

5.5 RRAI Retroactive Admission Attendance

FUNCTION: Provides the attendance information for a student who was admitted retroactively

NOTES:

To update missing attendance information use:

- Update Retroactive Attendance (UARA) OR
- Change Individual Attendance (CIND)

PROFILE: 75-X-000
USER: DGONG1

ATS NEW YORK CITY PUBLIC SCHOOLS
STUDENT NO SHOW REPORT FOR 000 (RSNS)
FROM 07/02/07 TO 07/13/07

DATE: 07/17/07
PAGE: 1

5.1

STUDENT NAME	ABS	CLASS	GRADE	STUDENT ID	DOB	STATUS	ADDRESS	PHONE
NOSHOW, ONE	9	001	763	999677699	05/19/92	A	999 SCHLEY AVENUE 9A 11217	(347)489-9691
NOSHOW, TWO	9	001	753	999552499	09/19/95	A	988 SCHLEY AVENUE PH 11217	(718)488-2592
NOSHOW, THREE	9	003	763	999894599	04/19/93	A	977 SCHLEY AVENUE 11217	(718)487-4993

TOTAL NUMBER OF STUDENTS ON THIS REPORT 1

PROFILE: 75-X-000 ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 07/17/07
 USER: DGONG1 NON COMPLIANCE REPORT - SCHOOL NUMBER 000 (RNOC) PAGE: 1

5.2

DATE	CLASS CODE (-SEC)	CLASS NAME	TEACHER	PERIOD	CLASS TYPE	CLASS ROSTER #
=====	=====	=====	=====	=====	=====	=====
07/17/07	001	OFF CLS 001		ATTD	O	33002342
	001	OFF CLS 001		ATTD	O	33002343
	002	OFF CLS 002		ATTD	O	33002344

PROFILE: 75-X-000
USER: DGONG1

ATS NEW YORK CITY PUBLIC SCHOOLS
CUMULATIVE LATENESS REPORT FOR SCHOOL: 000 (RCUL)
FOR ALL STUDENTS

DATE: 07/17/07
PAGE: 1

5.3

FOR THE DATES 07/02/07 THRU 07/13/07 WITH AT LEAST 2 DAY(S) LATE

NAME	TOT LATE	OFF CLASS	STUDENT ID	ADDRESS	PHONE/ADULT NAME
VAPPLE, VE	2	001 MONTH JUL	201811811 DAY(S) 6,10	15 EAST 199 STREET BRONX NY 10468	(718)001-0001 VAPPLE, BAR
ZAPPLE, ZE	3	001 MONTH JUL	201812800 DAY(S) 5,6,10	815 EAST 167 STREET BRONX NY 10459	(718)000-1111 ZAPPLE, ZE

PROFILE: 75-X-000 ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 07/17/07
 USER: DGONG1 MISSING ATTENDANCE DUE TO RETROACTIVE (RRAI) PAGE: 1
 ADMISSION FOR SCHOOL 000

5.5

NAME ----	STUDENT ID -----	DATE ----	ATTENDANCE	
			AM --	PM --
OFFICIAL CLASS: 001 ---				
APPLE JACOB	270491030	07/05/07	___	___
		07/06/07	___	___
OFFICIAL CLASS: 002 ---				
BAPPLE JOA	262312140	07/12/07	___	___
		07/13/07	___	___

TOTAL NUMBER OF STUDENTS: 2

5.7 RCUA Cumulative Absence

FUNCTION: Lists students who have been absent for a specified number of days over a selected date range

NOTES:

- Overnight report only.

5.8 RDAL Daily Attendance Report

FUNCTION: Lists the names and official class of students absent on a specified day

NOTES:

- If all students in an official class were present for that day, attendance will come up as 100%.

5.9 RPAL Perfect Attendance List

FUNCTION: Lists the names of students who have been present every day for a selected date range

NOTES:

- Report can be generated by grade code or for the entire school.

5.10 RRSA Aggregate Student Attendance

FUNCTION: Provides complete (full and half day absence and lateness) for year-to-date or for a specified date range

NOTES:

- Report can be generated by grade code, official class or for the entire school.

PROFILE: 75-X-000
USER: DGONG1

ATS - NEW YORK CITY PUBLIC SCHOOLS
CUMULATIVE ABSENCE REPORT FOR SCHOOL: 000 (RCUA)
OFFICIAL CLASS = 001 STUDENTS

DATE: 07/17/07
PAGE: 1

5.7

FOR THE DATES 07/02/07 THRU 07/13/07 WITH AT LEAST 78% (7 DAYS) WHOLE DAY(S) ABSENT

NAME	TOT	OFF CLASS	STUDENT ID	ADDRESS	BIRTH DATE	PHONE/ADULT NAME
FRIOR, ZE	9 ABS	001 MONTH JUL	201866080 DAY(S) 2,3,5,6,9,10,11,12,13	1505 TOWNSEND AVENUE BRONX NY 10452	03/01/92	(718)444-5555 FRIOR, MOM
HAPPLE, TYL	9 ABS	001 MONTH JUL	265298170 DAY(S) 2,3,5,6,9,10,11,12,13	1895 UNIVERSITY AVENUE BRONX NY 10453	11/30/93	(718)777-7779 HAPPLE, NISA

5.8A

ABSENT STUDENTS FOR : 07/13/07

OFF				OFF			
CLS	STUDENT NAME	AM	PM	CLS	STUDENT NAME	AM	PM
---	-----	--	--	---	-----	--	--
001	FRIOR, ZE	A	A				
	GAPPLE, KAM	A	A				
	BALE, KAM	A	A				
	CALE, KAM	A	A				
002	ALE, HENRY	A	A				
003		100%	100%				
004		100%	100%				

TOTAL STUDENTS ABSENT = 5

PROFILE: 75-X-000 ATS NEW YORK CITY PUBLIC SCHOOLS DATE: 07/17/07
USER: DGONG1 DAILY ATTENDANCE LIST - SCHOOL NUMBER 000 PAGE: 2

5.8B

LATE STUDENTS FOR : 07/13/07

OFF				OFF			
CLS	STUDENT NAME	AM	PM	CLS	STUDENT NAME	AM	PM
---	-----	--	--	---	-----	--	--
001	DAPPLE, ARM	L					
	FAPPLE, JER	L					
002	TAPPLE, IR	L					

TOTAL STUDENTS LATE = 3

5.9

FOR 07/02/07 TO 07/13/07
ALL STUDENTS

OFF CLASS	STUDENT NAME	STUDENT ID
001	CAPPLE, CHRISTIAN	264853550
001	DAPPLE, ARM	265434460
001	FAPPLE, JER	268675360
001	HAPPLE, TYL	265298170
001	MAPPLE, ENRI	263709210
001	NAPPLE, ALEX	269310300
002	FALE, LISA	999888777
002	GALE, JOHN	998888777
002	HALE, MITCH	997888777 ADM 07/05/07
003	EST, DOREEN	996888777
003	BEST, STEPHANIE	995888777
003	DEST, HAROLD	994888777
003	FEST, ALEXIS	993888777
003	GEST, LISA	992888777
003	HEST, LISA	991888777
004	JEST, JOHN	990888777

=====
TOTAL STUDENTS - 16

** STUDENTS WITH RETRO ATTENDANCE ARE NOT INCLUDED **

PROFILE: 75-X-000
USER: DGONG1

ATS NEW YORK CITY PUBLIC SCHOOLS
07/02/07 - 07/13/07 STUDENT ATTENDANCE REPORT (RRSA)
SCHOOL NUMBER : 000 OFFICIAL CLASS : 010

DATE: 07/17/07
PAGE: 1

5.10

TEACHER:

STUDENT NAME	STUDENT ID	DAYS ENROLLED	FULL DAY PRESENT	FULL DAY ABSENT	HALF DAY	A.M. LATE	P.M. LATE	TOTAL LATE	INSTR TIME %	ATTD %
BRY DANNY	255666661	9	9	0	0	0	0	0	100.0	100.0
DRY CAROL	255666662	9	7	2	0	0	0	0	77.7	77.7
FRY STEVEN	255666663	9	9	0	0	0	0	0	100.0	100.0
GRY MAT	255666664	9	7	2	0	0	0	0	77.7	77.7
MRY HEATHER	255666665	9	8	1	0	0	0	0	88.8	88.8
NRY CHRISTIAN	255666666	9	7	2	0	0	0	0	77.7	77.7
***** TOTAL STUDENTS IN CLASS: 6 *****									87.0%	87.0%

5.12 RCSL Class Summary List

FUNCTION: Prints a copy of the attendance for each student in a class for a particular month. List should be given to official class teachers to keep a continuous record of student attendance

NOTES:

- Teachers should use this report at the end of the month to compare the attendance data listed on this report with the attendance entered daily on the Working Class List (RWCL).
- Report (summary only) can be generated for one official class at a time.

5.13 RWCL Working Class List

FUNCTION: Provides a blank monthly attendance calendar (in attendance card format) listing each student in a class. Teachers keep this as a daily attendance log

NOTES:

- Report can be generated by class, grade code or for the entire school.

5.14 RCAL Official Attendance Change List

FUNCTION: Provides a list of students by official class for teachers to change attendance (i.e. absent to late) for a particular date or a range of dates

NOTES:

- Teacher must sign and return this to the attendance office.
- Changes made on ATS by the attendance office using this form must be signed for, filed and stored with the attendance rosters for that day.
- Report can be generated by class, grade code or for the entire school.

PROFILE: 75-X-000
 USER: DGONG1

ATS : NEW YORK CITY PUBLIC SCHOOLS
 CLASS SUMMARY LISTING FOR 000 (RCSL)

DATE: 07/17/07
 PAGE: 1

5.12

SCHOOL YEAR 2007 - 2008
 JULY 2007 - MAX SCHOOL DAYS = 21

SCHOOL: 000
 CLASS : 001

TEACHER:

GRADE: 753 763
 ROOM :

STUDENT NAME	STUDENT ID	GRD LVL	M T H F				M T W H F				M T W H F				M T	E R	P H L	A A A C B L T U S F E T	REASON CODES		
			2	3	5	6	9	0	1	2	3	6	7	8						9	0
APPLE, JACOB	270491030	03								A					9	8	1				
BAPPLE, JOA	262312140	06													9	9					
DAPPLE, ARM	265434460	05	A	A	A		A								9	5	4				
FAPPLE, JER	268675360	06													9	9					
GAPPLE, KAM	267807100	05	A	A											9	7	2				
HAPPLE, TYL	265298170	05													9	9					
MAPPLE, ENRI	263709210	05								A					9	8	1				
NAPPLE, ALEX	269310300	05	A	A			A								9	7	2				

PROFILE: 75-X-000
 USER: DGONG

ATS : NEW YORK CITY PUBLIC SCHOOLS
 WORKING CLASS LIST FOR 000 (RWCL)

DATE: 07/17/07
 PAGE: 1

5.13

SCHOOL YEAR 2007 - 2008
 JULY 2007 - MAX SCHOOL DAYS = 21

SCHOOL: 000
 CLASS : 001

TEACHER:

GRADE: 753 763
 ROOM :

STUDENT NAME	STUDENT ID	GRD LVL	M T H F				M T W H F				M T W H F				M T W H F				COMMENTS							
			2	3	5	6	9	0	1	2	3	6	7	8	9	0	3	4		5	6	7	0	1		
APPLE, JACOB	270491030	03				X					X					X					X					
BAPPLE, JOA	262312140	06				X					X					X					X					
DAPPLE, ARM	265434460	05				X					X					X					X					
FAPPLE, JER	268675360	06				X					X					X					X					
GAPPLE, KAM	267807100	05				X					X					X					X					
HAPPLE, TYL	265298170	05				X					X					X					X					
MAPPLE, ENRI	263709210	05				X					X					X					X					
NAPPLE, ALEX	269310300	05				X					X					X					X					
						X					X					X					X					

PROFILE: 75-X-000
USER: DGONG

ATS : NEW YORK CITY PUBLIC SCHOOLS
OFFICIAL CHANGE OF ATTENDANCE (RCAL)
SCHOOL YEAR 2007 - 2008

DATE: 07/17/07
PAGE: 1

5.14

SCHOOL:000
GRADE :753, 763

TEACHER:

CLASS:001
ROOM:

SEQ NO.	STUDENT NAME	STUDENT ID	DATE/DATE RANGE		CHANGE(S)	
			START MM/DD	END MM/DD	AM	PM
1	APPLE, JACOB	270491030				
2	BAPPLE, JOA	262312140				
3	DAPPLE, ARM	265434460				
4	FAPPLE, JER	268675360				
5	GAPPLE, KAM	267807100				
6	HAPPLE, TYL	265298170				
7	MAPPLE, ENRI	263709210				
8	NAPPLE, ALEX	269310300				

SUBMITTED BY:

DATE:

PROCESSED BY:

DATE:

THIS FORM IS TO BE USED TO SUBMIT ATTENDANCE CHANGES. THE DATE ON THIS FORM IS THE DAY THIS FORM WAS REQUESTED AND IS NOT RELATED TO THE ATTENDANCE DATE. THE STUDENTS LISTED ON THIS FORM ARE THOSE WHO WERE IN THIS OFFICIAL CLASS AS OF THE REQUEST DATE.

ATS Reports (Class Information)

PROFILE 75-X-000 REPT0100-SUMM ==> 7	New York City Public Schools ATS Reports Menu	07-17-07 15:07:51 01911-DGONG1
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1 RPST Standard	2 RPDI Region Level
3 RPBI Biographical	4 RPEX Exam Reports
5 RPAT Attendance	6 RPLG End Of Year
7 RPCL Class Information	8 RLBL Labels
9 RTRN Transportation Reports	10 RPHI History
11 RHLT Health and Immunization	12 RPLC Middle School Placement
13 RMSP Middle School SPA	14 RESP Elementary School SPA
15 SIRS Student Information	16 RPSF Status Reports
17 RPPA Period Attendance	18 RGRE Register/Enrollment Reports
19 RPCI City Level	20 RACC Accountability Reports
21 RBSS BESIS Reports	22 RSSC School Summary Reports
23 RPSC Special Program Scan Rpts	

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

PROFILE 75-X-000 RPCL0100-SUMM ==>	New York City Public Schools Class Information Reports	07-31-07 15:07:45 01926-DGONG1
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1 RACL	Official Class Info List
2 RSCG	School/Grade List
3 RJSS	JH Section Sheet
4 RIIR	Intergrade/Interclass Report
5 RSEC	Official Class Ethnic Census Report
6 RSCL	School Information Report
7 ROVR	Monthly Over-Enrollment Report
8 RIGO	Invalid Grade/Class List

Place cursor next to selection desired and press **RIGHT CTRL/RED ENTER**

F1/Help	F2/	F3/Quit-return	F4/Lookup	F5/	F6/
F7/	F8/	F9/Refresh	F10/	F11/	F12/Exit

The following Class Information Report is available for summer

7.1 RACL Official Class Info List

7.1 RACL Official Class Info List

FUNCTION: Official Class Information List with their grade codes

NOTES:

- Report can be generated for
 O = Official Class

- When report is generated, ignore the students total

PROFILE: 75-X-000
 USER: DGONG1

ATS NEW YORK CITY PUBLIC SCHOOLS
 SCHOOL 000 CURRENT CLASS INFORMATION REPORT (RACL)

DATE: 08/02/07
 PAGE: 1

7.1

CLASS CODE	CLASS TYPE	CLASS NAME	CAP CLASS	FUND SRCE	BIL	SAR	ATT TKN	GRD	GRD	GRD	GRD	GRD	GRD	ACT NUM	#STU ALOW	GIF TAL	ROOM NUM	PHYS LOC	TEACHER NAME
001	O	OFF CLSS 001					1	753	763					0	99			08X001	
002	O	OFF CLASS 002					1	754						0	99			08X004	
003	O	OFF CLS 003					1	755	765					0	99			08X004	
004	O	OFF CLASS 004					1	756	766					0	99			08X004	
005	O	OFF CLASS 005					1	753	763					0	99			10X005	
006	O	OFF CLS 006					1	756						0	99			10X005	
007	O	OFF CLASS 007					1	753	763					0	99			08X004	
008	O	OFF CLASS 008					1	359						0	99			08X004	
009	O	OFF CLASS 009					1	753	763					0	99			07X006	
010	O	OFF CLASS 010					1	756	766					0	99			07X007	
011	O	OFF CLASS 011					1	754						0	99			10X008	
012	O	OFF CLASS 012					1	756	766					0	99			12X300	
017	O	OFF CLASS 017					1	763	766					0	99			11X009	
082	O	OFF CLASS 082					1	756	766					0	99			08X004	
087	O	OFF CLASS 087					1	756						0	99			10X008	

TOTAL STUDENTS: 0 (INCLUDES SHARED INSTRUCTION STUDENTS IN YOUR SCHOOL)

ATS Reports – Labels

PROFILE 75-X-000 REPT0100-SUMM ==> 8	New York City Public Schools ATS Reports Menu	07-17-07 15:07:51 01911-DGONG1
1 RPST Standard	2 RPDI Region Level	
3 RPBI Biographical	4 RPEX Exam Reports	
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23 RPSC Special Program Scan Rpts		
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/ F7/ F8/ F9/Refresh F10/ F11/ F12/Exit		

PROFILE 75-X-000 RLBL0100-SUMM ==>	New York City Public Schools ATS Labels Menu	07-17-07 15:08:06 01830-DGONG1
1 RLBI Information Labels		
2 RLBM Mailing Labels		
3 RLFI Future Information Labels		
4 RLFM Future Mailing Labels		
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER		
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/ F7/ F8/ F9/Refresh F10/ F11/ F12/Exit		

The following Class Information Report is available for summer

8.2 RLBM Mailing Labels

8.2 RLBM Mailing Labels

FUNCTION: Label contains the parent/guardian name, address and student's name.

NOTES:

- Report can be generated for a grade code, official class or for the entire school
- Labels required: Laser printer (Avery 5160/Maco) 2" x 5/8", 30 labels per sheet
- Make sure you load the label before releasing the report in OMSB

8.2

APPLE JACOB 270491030 M 11/21/96
 817 EAST 167 STREET APT. BRONX NY 10459
 718-111-1111
 MOTHER APPLE FRAN RES W/ = Y

BAPPLE JOA 262312140 F 03/15/92
 1505 TOWNSEND AVENUE APT. BRONX NY 10452
 718-222-2222
 MOTHER BAPPLE LINA RES W/ = Y

BORO=X DT=75 SCH=000 GRC=753 CL=V13 GR=03 RM=230

BORO=X DT=75 SCH=000 GRC=763 CL=V13 GR=06 RM=230

CAPPLE CHRISTIAN 264853550 M 08/01/92
 4230 BRUNER AVENUE BRONX NY 10466
 347-333-3333
 MOTHER CAPPLE ANNE RES W/ = Y
 FOST PRNT CAPPLE VAL RES W/ = Y

DAPPLE ARM 265434460 F 08/06/95
 15 EAST 199 STREET BRONX NY 10468
 917-444-4444
 MOTHER DAPPLE ALIA RES W/ = Y

BORO=X DT=75 SCH=000 GRC=753 CL=V13 GR=05 RM=230

BORO=X DT=75 SCH=000 GRC=753 CL=V13 GR=05 RM=230

FAPPLE JER 268675360 M 08/13/94
 2725 WEBB AVENUE BRONX NY 10468
 718-555-5555
 MOTHER FAPPLE DA RES W/ = Y

FRIOR ZE 201866080 M 03/01/92
 1505 TOWNSEND AVENUE APT. BRONX NY 10452
 718-444-4555
 MOTHER FRIOR MOM RES W/ = Y

BORO=X DT=75 SCH=000 GRC=763 CL=V13 GR=06 RM=230

BORO=X DT=75 SCH=000 GRC=763 CL=V13 GR=06 RM=230

Q & A

- Q** Summer school starts next week and looking at the rosters, I see several students are in the wrong class. Can I interclass transfer the student using the first day of summer school?
- A1** Interclass transfer can be used on the first day of summer school
Or
- A2** you can use Update Official Class Screen (OCLU)
Note: In order for the change to go through, grade code and class must be equal
- Q** Student is appearing on our roster. My supervisor informed me that the student will not be attending summer school
- A1** Discharge student with code 12.
Or
- A2** If student moved out of the city, discharge student with code 11
- Q** Need a list of the ATS classes and their grade codes
- A** Run the RACL report
- Q** I need to change student's attendance for a particular day
- A** CIND - Change Individual Student Attendance
- Q** I have attempted to scan a roster and it is not going through. Can I update this manually?
- A** RUPD - Update Rosters
- Q** I am missing the roster for class 007
- A** RRST - Reprint a Specific Roster
- Q** I need to reprint the rosters
- A** RRNG - Reprint a Range of Rosters
- Q** Need to run a report to see if I have any retroactive attendance
- A** RRAI - Retroactive Admission Attendance Report
- Q** How do I update retroactive attendance?
- A** UARA - Update Attendance for Retroactive Admit