

## **Instructions for District 75 Students Taking Courses in a High School**

These students should be admitted into the High School where they are taking their courses as Shared Instruction Students. They will remain on the register of their District 75 School, but they will be available for scheduling at their Shared Instruction High School.

1. Verify that Code 999 is on Table 110

- Before the High School can admit a student as a Shared Instruction student, they should verify that they have the Shared Instruction grade code by using the ATS function **TBLD** and looking at Table 110.
- If you do not see Code 999 Shared Instruction, you must request that this code be added to your school table. You can make the request to have the code added by using the form located at:

<http://www.nycboe.net/adminorg/Divisions/diit/ats/requests/rtagc.asp>

2. You must create a class or classes for Shared Instruction Students.

- If there is no Shared Instruction class or classes set up, you must go use the ATS function **CMOD** to add that class using grade code 999.

3. Once the Shared Instruction class or classes are set up, the District 75 students can be admitted using ATS function **SHIN**.

Report **RSHI** - SHARED INSTRUCTION REPORT can be run to see the Shared Instruction Students