ATS END OF YEAR (EOY) TRAINING
FOR ELEMENTARY & MIDDLE SCHOOL
ATS WIKI

• Always refer to the ATS Wiki for the most up-to-date information on ATS functions.

  • Log in using your DOE email user ID (no @schools.nyc.gov) and DOE email password.

> **TIP** – DOE staff can retrieve their DOE email user ID and create a new email password using the Password Recovery and Account Confirmation Tool.

> [http://tinyurl.com/DOEiForgot](http://tinyurl.com/DOEiForgot)
ATS WIKI

Searching

• From the main DOE wiki Dashboard locate the Search box in the top right corner of the page.

• Click in the Search box and enter the ATS function or keywords to search.

• As you type suggested Wiki pages will appear.

• Click on the name of the desired function from the drop down.
END OF YEAR DATA
END OF YEAR DATA

- Fiscal year close-out; Prepare future year
- All students require a future location in ATS
  > New grade level and official class
    ▪ Example: 3rd grade student moving to the 4th grade
  > New school (DBN) for students in terminating grades
    ▪ Example: 8th grader moving to a High School
- Run and archive EOY reports for future reference
MONITORING END OF YEAR DATA

The **STAT** screen displays END OF YEAR statistics at a glance.

<table>
<thead>
<tr>
<th>PROFILE 00-0-000</th>
<th>New York City Public Schools</th>
<th>05-19-11 14:08:54</th>
</tr>
</thead>
</table>
| STAT0100         | Opening School Status (As Of 05-18-11) (STAT 02211- ATSUSER) ==>
| 00-0-000         | P.S. 000 EARLY CHILDHOOD SCHOOL |
| PHONE: (718) 822-5307 |
| FAX: (718) 904-0956 |

**PRIN:**

- **ACTIVE STUDENTS (A):** 546
- **PREVIOUS UNSCANNED ROSTERS (RNOC):** 0
- **PEND DISCHARGE (WARN):** 0
- **STUDENTS MISSING ATTENDANCE (RRAI):** 1
- **FUTURE ADMITS (R):** 0
- **ADDRESS ERRORS (RADR):** 5
- **NEW ADDRESS (CSAC):** 0
- **EXAM ERRORS (XAMM):** 0
- **PENDING GRAD (RPGR):** 0
- **% IMMUNIZATION STATUS COMPLETE (HLST):** 100.0
- **TEMP HOUSING:** 0
- **STUDENT RECORD REQUESTS (RQSR):** 0

**END OF YEAR (RPKF) PRE-REGISTERED STUDENTS FOR NEXT YEAR (P,K,F,O):** 7
- **(RMIN) NON-PROMOTED/NON-LIST NOTICED STUDENTS:** 54
- **PROMOTED W/O FUTURE CLASS:** 440
- **LIST NOTICED IN/NOT RECEIVED:** 15
- **LIST NOTICED IN W/O FUT CLS:** 8
- **LIST NOTICED OUT/NOT RECEIVED:** 24

---

**Press F5 to print or F8 for more information**

F1/Help  F2/  F3/Quit-return  F4/  F5/Print  F6/
F7/  F8/Forw  F9/  F10/Flags  F11/  F12/Exit
MONITORING END OF YEAR DATA

- **SEOY**, End of Year Statistics, displays an on-screen view of a school’s end of year data.

- Functions include:
  - End of year statistics (similar to the STAT screen)
  - Promotion statistics
  - Summer school statistics
MONITORING END OF YEAR DATA

- **RMIN**, End-of-Year Missing Information, identifies the following situations:
  - Non-Promoted/Non-List Noticed Students
  - Promoted Students Without Future Class
  - List Noticed In Students Without Future Grade
  - List Noticed In Students Without Future Class
  - Students List Noticed Out But Not Received
PREPARING FOR THE NEW SCHOOL YEAR
FUTURE GRADES

For growing or truncating schools only

• Use the ATS function **RQSA, option GRA**, to **add** a grade code for the future school year.
  > Example: A school currently with grades K to 2 is growing to a K to 5. The school use RQSA, option GRA, to add grade three (130) for the future school year.

• Use the ATS function **RQSA, option GRD**, to **delete** a grade code no longer being used in the future school year.
  > Example: A school currently with grades K to 6 is truncating to a K to 5. The school will use RQSA, option GRD, to delete grade six (160) for the future school year.
MODIFYING FUTURE CLASSES

• Future classes must be created and maintained before students can be placed in them

• ATS automatically copies current official classes into the future

• **RACL** can be used to view current-year official class information

• Use **CFMO** to create / modify future official classes

• Use **CFDE** to delete un-needed future official classes
  > Classes with students assigned cannot be deleted
ASSIGNING FUTURE GRADES AND CLASSES
ASSIGNING FUTURE GRADES AND CLASSES

Grade Level Lock within a School Year

To match Chancellor’s Regulation A-501, schools in districts 1–32 no longer have the ability to change the grade level for students in grades 3-8 (within the current school year).

- Student grade level change requests submitted via RQSA (option 8) to Superintendents for review and approval
- Requests must include a detailed rational
- Review status of previously submitted requests via RQSD
ASSIGNING FUTURE GRADES AND CLASSES

Two ways of assigning a future grade and class

All students are moved to the next grade level for the future school year (including Special Ed students).

- Next Grade Level within the School (Grade Bump)
- Next Grade Level in a new School (List Notice Sending)
ASSIGNING FUTURE GRADES AND CLASSES

Example

Current
Grade Level 03 | Official Class 301

Future
Grade Bump to Grade Level 04
Official Class 401

Current
Grade Level 05 | Official Class 501

Future
List Notice to Middle School
DBN for sixth grade
ASSIGNING FUTURE GRADES AND CLASSES

Grade Bump

ATS will automatically increment students in grades K-7 to the next grade level for the future year by the end of June.

> Grade levels are protected fields that appear in yellow
> All schools can use GPPL to assign a future grade code and official class to individual students
ASSIGNING FUTURE GRADES AND CLASSES

<table>
<thead>
<tr>
<th>CURRENT NAME</th>
<th>CURRENT STUDENT ID</th>
<th>CURRENT DOB</th>
<th>CURRENT GRD LV CLS</th>
<th>CURRENT GRADE</th>
<th>CURRENT LVL</th>
<th>CURRENT CLS</th>
<th>FUTURE NAME</th>
<th>FUTURE STUDENT ID</th>
<th>FUTURE DOB</th>
<th>FUTURE GRD LV CLS</th>
<th>FUTURE GRADE</th>
<th>FUTURE LVL</th>
<th>FUTURE CLS</th>
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<td>11/28/03</td>
<td>130 03 305</td>
<td>140</td>
<td>04</td>
<td>405</td>
<td>LAST, FRIST</td>
<td>123 456 789</td>
<td>10/09/03</td>
<td>130 03 302</td>
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<td>04</td>
<td>402</td>
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<tr>
<td>LAST, FRIST</td>
<td>123 456 789</td>
<td>03/18/03</td>
<td>130 03 303</td>
<td>140</td>
<td>04</td>
<td>403</td>
<td>LAST, FRIST</td>
<td>123 456 789</td>
<td>10/15/03</td>
<td>130 03 303</td>
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<tr>
<td>LAST, FRIST</td>
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<td>05/08/03</td>
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<td>123 456 789</td>
<td>04/05/03</td>
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<td>06/03/03</td>
<td>130 03 302</td>
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<td>130 03 304</td>
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<td>405</td>
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<td>12/05/03</td>
<td>130 03 301</td>
<td>140</td>
<td>04</td>
<td>403</td>
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</tbody>
</table>

Make changes to this data as required and press F2

ATS function **GPPL**
AUGUST “PULL BACK”

Promotion Decisions

At the end of August, final promotion decisions are used to “pull back” students not promoted to the next grade.

> Grade bumped students will revert back to their previous grade level and official class.
> List noticed students will revert back to their previous school and grade level (placed in class 000).
PRE-REGISTRATION
PRE-REGISTRATION

Required Documents

In order for a student to register in a New York City public school, the parent and the child must both appear, and must present:

- Child’s birth certificate or passport
- Child’s immunization records
- Child’s latest report card/transcript (if available)
- Child’s Individualized Education Program (IEP) and/or 504 Accommodation Plan (if applicable & available)

Visit the ATS wiki for more Pupil Accounting forms and documents

https://wiki.nycenet.edu/display/ATSWiki/Useful+Documents
PRE-REGISTRATION

Required Documents

- Proof of address which may be verified by any two of the following:
  - A residential utility bill (gas or electric) in the resident’s name issued by National Grid, Con Edison, or the Long Island Power Authority; must be dated within the past 60 days
  - Documentation or letter on letterhead from a federal, state, or local government agency, including the IRS, the City Housing Authority, Human Resources Administration, the Administration for Children’s Services (ACS), or an ACS subcontractor indicating the resident’s name and address; must be dated within the past 60 days
  - An original lease agreement, deed or mortgage statement for the residence
  - A current property tax bill for the residence
  - A water bill for the residence; must be dated within the past 60 days
  - Official payroll documentation from an employer issued within the past 60 days such as a form submitted for tax withholding purposes or payroll receipt (a letter on the employer’s letterhead is not adequate); must be dated within the past 60 days

Please note: None of the documents listed above will suffice alone. A telephone bill, cable bill, credit card bill, medical insurance card, or driver’s license is not acceptable proof of address. If you are subletting an apartment or home, or if more than one family shares a living space, you must present an affidavit from the leaseholder or homeowner and attach any two of the above acceptable proofs of address in accordance with Chancellor’s Regulation A-101.
PRE-REGISTRATION
Required Documents

Students Entering Kindergarten

Information from the *Year Prior to Kindergarten Survey* is required for students entering Kindergarten through pre-registration.

- The survey is available in **Arabic**, **Bengali**, **Chinese**, **English**, **Haitian Creole**, **Korean**, **Russian**, **Spanish**, and **Urdu**
## PRE-REGISTRATION

**PROFILE 02-M-520**  
New York City Public Schools  
04-22-14 17:00:54

**BIOG0340-TEST-T**  
Update Adt Form Generation (UADT)  
00040-ATSUSER

---

**SELECT ONE(Y):**  
- Set default values for location 02M520
- Set default values for userid RALBAUG

Enter location, printer, and no. of copies for desired function(s)

- Valid printer numbers: 0 - 9, A - X (default is 1)
- Valid number of copies: 0 - 9 (default is 1)

---- ONLINE ----

<table>
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<th>COPIES</th>
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<td>ADMIT</td>
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<tr>
<td>TRAF</td>
<td>TRANSFER</td>
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<tr>
<td>LNSS</td>
<td>CANCEL LIST NOTICE</td>
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</table>

Place a "y" next to selection desired and press RIGHT CTRL/RED ENTER

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

**ATS function UADT**
PRE-REGISTRATION

• Pre-register First Time Admits (FTA) in grades PK-7 who currently DO NOT have an OSIS number in QPKF

• Students with an OSIS number should be transferred in (F11 on the QPKF screen)

• Use EUKF to update pre-registered students’ information

• Students coming from a Pre-K program should be list noticed using LNIN

• ADT forms can be generated using RADT to replace or duplicate transaction reports
PRE-REGISTRATION

Pre-K and Kindergarten Students

• A grade code and grade level are required
• An official class is optional
• A date of admissions is not required. This information will be entered in the Fall, when the students first appear for instruction, using the Activate Pre-Registered Student - ACPR function.

• Data used to complete the QPKF function is found on the Student Registration form. (RADT to reprint)

• Note for PK Registration: When using this screen for PK pre-registration, enter PK in the grade level field and then press F4/Lookup to get a pre-loaded list of students who have been matched to your school in the Student Enrollment Management System (SEMS).
LIST NOTICE
LIST NOTICE - SENDING

ATS List Notice functions are designed to assign students in your terminating grade to new schools.

For example –

- Elementary schools list notice their 5th graders to Middle Schools.

- **NOTE**: If your school has a different terminal grade (example: K-6 schools), you will list notice your terminal grade to their new schools.
LIST NOTICE - SENDING

Default List Notice Schools

To make the list notice process easier ATS allows a school to setup a list of the most frequently used receiving schools.

- The ATS function **SSTU** is used to update table 740 with **NYC Public Receiving Schools**
- The ATS function **SSTU** is used to update table 450 with **Non-Public Receiving School**
LIST NOTICE - SENDING

List Notice Sending – LNSS

The ATS function **LNSS** is used to list notice students in the terminating grade to a new school (DOE or private).

- Enrollment data for students who chose their **Middle School** or **High School** is fed into ATS to populate **LNSS** automatically.

Entering High School

- Students moving on to a DOE High School must be assigned a school through the High School admissions process. Students not assigned a high school can visit a **borough enrollment office** for placement.
- Middle Schools may list notice 8th grade students to non-public High Schools using **LNSS**.
# LIST NOTICE - SENDING

PROFILE 00-0-000  New York City Public Schools  04-02-07 10:00:23
EOYF0160-DEMO-Q  List Notice Sending Screen  00157-ATSUSER

CURRENT CURRENT MISSING INFO
SCHOOL: 000  GRADE: 150  CLASS:  STUDENT ID:  ONLY: N

<table>
<thead>
<tr>
<th>NAME</th>
<th>STUDENT ID</th>
<th>T CL M H SRC D B SCH P SCHOOL NAME</th>
<th>CANC</th>
<th>S CUR I C LN</th>
<th>---TO---</th>
<th>N</th>
<th>---TO------</th>
</tr>
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<tbody>
<tr>
<td>ADAMES, ALICIA</td>
<td>271 629 609 L 501 _</td>
<td>S 25 Q 237 _</td>
<td>____________</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>ADAMS, ADAM</td>
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<td></td>
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<tr>
<td>ARROYO, MICHAEL</td>
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<td>S 25 Q 237 _</td>
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<td></td>
</tr>
<tr>
<td>CAI, TAILOR</td>
<td>274 950 140 L 502 X</td>
<td>S 25 Q 237 _</td>
<td>____________</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>CHAN, ELIJAH</td>
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<td>S 25 Q 237 _</td>
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<td></td>
<td></td>
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<tr>
<td>CHAN, RAMON</td>
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<td>S __ _ _ _ A SAINT MICHAEL'S</td>
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</tr>
<tr>
<td>CHEN, OLIVIA</td>
<td>267 384 343 L 501 X</td>
<td>S __ _ _ _ R ST. MARY'S</td>
<td>___</td>
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<tr>
<td>COLETTI, ROBERT</td>
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<td>__ _ _ _ _</td>
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</tr>
<tr>
<td>CROSKEY, MAXIMO</td>
<td>269 982 302 503 X</td>
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<tr>
<td>CROSKEY, MAXIMO</td>
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</tbody>
</table>

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

## List Notice Sending – LNSS
LIST NOTICE - RECEIVING

List Notice In for incoming Kindergarten students

Students with DOE ID numbers who are offered a seat through the Kindergarten Admissions process are List Noticed In to their kindergarten school using the ATS function **LNIN**.

PROFILE 01-Z-123          New York City Public Schools          05-06-10 15:27:57
EOYF0175            List Notice In (LNIN)         01736-FBURGOS2

STUDENT ID : 222 999 111   GRADE : 350   GRADE LEVEL: PK   CLASS: 904
LAST NAME : HEART        FIRST : GENE          SEX: M
CURRENT DBN: 00K123      STATUS: A   BIRTH DATE: 04/99/05   IEP SE:

FUTURE LIST NOTICE/GRADE BUMP/PRE-REGISTRATION INFORMATION:
TO SCHOOL: 01 Z 123       GRADE/LEVEL/OFFICIAL CLASS: 310 0K

NOTE: Student is currently GRADE BUMPED in 18K123
Any new information entered below will overlay the above data
GRADE CODE     : ___
GRADE LEVEL     : 0K
OFFICIAL CLASS: ___
Enter required data and press F2/Save
F1/Help        F2/Save        F3/Quit-return F4/Lookup      F5/      F6/Execut
F7/           F8/            F9/Refresh       F10/       F11/      F12/Exit
LIST NOTICE - RECEIVING

_List Notice Receiving – LNRS_

The ATS function **LNRS** is used by receiving schools to assign list noticed future students to a grade and class.

- To assist in completing the receiving process, download (or print) the **RLNR** ATS report (for the receiving school), sorted by sending school, and have it handy
- Assigning a student a future grade and class receives them into the new school

_List Notice Receiving – LNRH_

Similar to the LNRS function, the **LNRH** function lists all students regardless of the sending school DBN – more applicable for High Schools.
### LIST NOTICE - RECEIVING

PROFILE 00-Q-237  New York City Public Schools  04-02-07 10:08:22
EOYF0171-DEMO-Q  List Notice Receiving Screen  00157-LNG2

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<th>FUTURE GRADE (DEFAULT):</th>
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<tr>
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<table>
<thead>
<tr>
<th>SENDER SCHOOL</th>
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<th>GRADE:</th>
<th>ONLY:</th>
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</thead>
<tbody>
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<table>
<thead>
<tr>
<th>NAME</th>
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<th>LG RCS</th>
<th>GRD LVL CLS</th>
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</thead>
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<tr>
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<td>274 629 609</td>
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<td>2 KO</td>
<td>___</td>
</tr>
<tr>
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<td>268 176 203</td>
<td>160</td>
<td>SP</td>
<td>170 07 701</td>
</tr>
<tr>
<td>CAI, TAILOR</td>
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<td>150</td>
<td>NO</td>
<td>___</td>
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<td>160</td>
<td>SP</td>
<td>___</td>
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</table>

Make changes to the screen. Then press F2.

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

List Notice Receiving – **LNRS**
LIST NOTICE - RECEIVING

*Update future Grade Code and Official Class*

- After a list noticed student is received by the new school, the ATS function **GFPL** can use to update/change the future grade code and official class.
STUDENT RECORDS
RETENTION AND REQUESTS
STUDENT RECORDS RETENTION

• Student records are required to be kept on file for a mandated amount of time at the last school a student attended.

• The Retention Schedule (Draft) should be used to determine which student records should be retained and for how long.
  > The Office of Legal Services and the Office of Academic Policy are still finalizing the Retention Schedule.

• The Office of Academic Policy is also working on a Records Request/Retention FAQ
STUDENT RECORDS
RETENTION AND EOY

Students’ cumulative files should be transferred to receiving schools as follows:

• School are responsible for transferring articulating students’ cumulative files to DOE receiving schools each spring once school placement decisions have been finalized.

• For students leaving the DOE and transferring to a non-NYCDOE school, the students’ cumulative files must be kept indefinitely by last DOE school the student attended. Only copies of students’ cumulative files may be sent to non-NYCDOE schools (once requested).

• For students entering the DOE from non-NYCDOE schools, DOE schools are responsible for contacting/confirming with the students’ prior schools and requesting copies of students’ cumulative files.
STUDENT RECORDS
RETENTION AND EOY

Students’ cumulative files should be transferred to receiving schools as follows:

- Use the **PLNT** (Gen Ed) and **PSPE** (Special Education) to access students’ school DBNs and distribute cumulative files accordingly.

- **PLNT** and **PSPE** reports should be included with the records as a cover sheet.

- Receiving schools can use the **RQSA** function in ATS to request missing records as needed.
STUDENT RECORDS REQUESTS

- As per FERPA, schools are required to fulfill requests for student records within 45 days.

- Each school should designate a staff member as the student records keeper using the ATS function USIN.

- Former students who wish to obtain copies of student records should submit a completed request form to the school they last attended, accompanied by valid proof of ID.

- If the student’s school is no longer open the student should go to the designated record-keeping school within the building/campus with record requests.

- Former students are advised to contact their borough high school superintendent’s office for assistance in securing requested records.

- More information about requests for students records can be found on the public NYCDOE web site.
END OF YEAR REPORTS
END OF YEAR REPORTS

Print List Notice Report – PLNT

The Print List Notice report should be generated after all students have been list noticed out/in and before the ATS rollover in July.

• Use the PLNT report when preparing student records for receiving schools.
The **PSPE** report is printed for all Special Education students being listed noticed out and is sent with the students' confidential records to the receiving school.

- The report is used by the sending school to confirm all of the correct documentation is being sent to the correct receiving school.
- The report is used by the receiving school to confirm the records received are for the correct student.
# END OF YEAR REPORTS

<table>
<thead>
<tr>
<th>Jump Code</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RMIN</td>
<td>Missing Information Report</td>
<td>Used to identify students without future information entered in ATS.</td>
</tr>
<tr>
<td>RFCL</td>
<td>Future Class List</td>
<td></td>
</tr>
<tr>
<td>RFCR</td>
<td>Future Cross Reference List</td>
<td></td>
</tr>
<tr>
<td>RPKF</td>
<td>Pre-registration List</td>
<td>List of students who have been pre-registered for September (via QPKF).</td>
</tr>
<tr>
<td>RLNA</td>
<td>List Notice Address Report</td>
<td>Addresses for students list noticed in.</td>
</tr>
<tr>
<td>RLNE</td>
<td>List Notice Exam Report</td>
<td>State exam scores for students list noticed in.</td>
</tr>
<tr>
<td>RORL</td>
<td>Official Class Reorg List</td>
<td>A list of all active students with their current official class and future official class.</td>
</tr>
<tr>
<td>RLNR</td>
<td>List Notice Report</td>
<td>List of all students list noticed out / in.</td>
</tr>
</tbody>
</table>
END OF YEAR REPORTS

Archiving Data before the ATS Rollover

After the ATS rollover, data from the previous school year is archived and sometimes difficult to retrieve.

• Schools must print/download any ATS reports they will need in the new school year before they leave for the summer.
### END OF YEAR REPORTS

*Archiving Data before the ATS Rollover - Suggested Reports:*

<table>
<thead>
<tr>
<th>Jump Code</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RBIR</td>
<td>Bio Roster</td>
<td>Excel download</td>
</tr>
<tr>
<td>RADP</td>
<td>Admission/Discharge/Transfer</td>
<td>From first day of school to last day of school. Excel download</td>
</tr>
<tr>
<td>RCRL/ROCL</td>
<td>Cross Reference/Class lists</td>
<td>Excel downloads</td>
</tr>
<tr>
<td>RISA</td>
<td>Individual Student Attendance</td>
<td>Excel download</td>
</tr>
<tr>
<td>RRSA</td>
<td>Aggregate Student Attendance</td>
<td>Excel download</td>
</tr>
<tr>
<td>RPAL</td>
<td>Perfect Attendance List</td>
<td>Excel download</td>
</tr>
<tr>
<td>RTRN</td>
<td>Transportation Reports</td>
<td></td>
</tr>
<tr>
<td>R504</td>
<td>504 Report</td>
<td>Run before the ATS rollover as all 504s are cleared and must be renewed every school year.</td>
</tr>
</tbody>
</table>
## END OF YEAR REPORTS

*Archiving Data before the ATS Rollover - Suggested Reports:*

<table>
<thead>
<tr>
<th>Jump Code</th>
<th>Report Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>RHSP</td>
<td>Student Historical Profiles</td>
<td>Excel download</td>
</tr>
<tr>
<td>RSMR</td>
<td>Summer School Reports</td>
<td>Students recommended for summer school.</td>
</tr>
<tr>
<td>RSSS</td>
<td>School Ethnic/Gender Summary</td>
<td></td>
</tr>
<tr>
<td>RSDS</td>
<td>School Data Summary</td>
<td>Options: GENDER, GRADE, GRADE LEVEL, CLASS, HOME LANGUAGE, BIRTH PLACE, GEO CODE</td>
</tr>
<tr>
<td>DNLO</td>
<td>Download of Biographical Data</td>
<td>Excel format</td>
</tr>
</tbody>
</table>
PROMOTIONS
PROMOTIONS- GRADE 8 CORE COURSE STATUS (TG8C)

ALL SCHOOLS
TG8C is used to update pass/fail flags in core courses for students in Grade Level 8, with standard (STD) promotion criteria, in the selected school for all core subjects: Math, English, Science, and Social Studies.

Data is populated from STARS final grades nightly, however changes can be made directly on the screen. Type in "P" to indicate that a student passed a course or "F" to indicate that a student failed a course, and press F2 to save. F10/Set all P will populate all missing fields with "P" for pass, you may use this for a page and enter in the failures "F" where appropriate. Use F8/ Forward to go to the next page.

When all entries are made, use F6/Miss'g to show all missing records. Once data entry is complete, use F5/Print to generate a copy of the report.
Print
Once complete use *F5/Print *to generate a report. This may also be used as a turn-around document.
PROMOTION DECISION - PDEC
Promotion Decision Screen

The PDEC screen is used to make promotional decisions for grades K-8 in June and grades 3-8 in August. Data on this screen is dynamic.

Before completing the PDEC function school must ensure the following is completed:

**8th Grade Core Course Information (TG8C)**: All eighth grade students with standard (STD) criteria must have their core course outcomes reflected on the TG8C function in ATS. Students with a promotion decision disappear from the TG8C. Should schools need to update core course data on TG8C, they will have to remove the principal decision on PDEC, updated TG8C, then re-enter a decision on PDEC.

PDEC

PDEC displays: the student's promotion criteria (RPCR), ELA and math portfolio performance, grade 8 core course outcomes (entered on TG8C), special flags, and ATS recommended decisions based on promotion logic.

**Overage and/or previously retained (OAPR) students will have their grade level appear in red.**

** Once a principal saves the June promotion decision, the student's grade level may change to red to reflect their OAPR status, which will be used during the August promotion decisions.

Discharged Students:

Students who are discharged will appear in blue (PCOMM) or green (WebConnect). Discharged students remain on the promotion decision screens so a promotion decision will be made that can serve as a basis for their placement upon re-enrollment. Their recommended decision will be X and principals should enter promotion decisions for these students based on the data displayed on PDEC. There are no locks for promotion portfolios or TG8C for discharged students.
<table>
<thead>
<tr>
<th>D STUDENT NAME</th>
<th>GD</th>
<th>PRM</th>
<th>ELA</th>
<th>MAT</th>
<th>CRS</th>
<th>REC</th>
<th>PRN</th>
<th>FTN</th>
<th>L</th>
<th>LTR</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ ACEVEDO, MIKE</td>
<td>04</td>
<td>MOD</td>
<td>M</td>
<td>D</td>
<td></td>
<td>X</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ ADORNO, MARTIN</td>
<td>05</td>
<td>NON</td>
<td>_</td>
<td>_</td>
<td></td>
<td></td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ AGUOIH, JOAQUIN</td>
<td>08</td>
<td>ML8</td>
<td>_</td>
<td>_</td>
<td></td>
<td>X</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ AHMED, WAHID</td>
<td>01</td>
<td>LGR</td>
<td>_</td>
<td>_</td>
<td></td>
<td>X</td>
<td>R</td>
<td>R</td>
<td>A</td>
<td>NEW</td>
</tr>
<tr>
<td>_ ALICEA, SKYLA</td>
<td>04</td>
<td>STD</td>
<td>D</td>
<td>_</td>
<td></td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>B</td>
<td>NEW</td>
</tr>
<tr>
<td>_ ALVARADO, JAYSON</td>
<td>05</td>
<td>MLT</td>
<td>_</td>
<td>_</td>
<td></td>
<td>X</td>
<td>_</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>_ ALVAREZ, BRANDON</td>
<td>04</td>
<td>STD</td>
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<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ ALVAREZ, LISSETTE</td>
<td>02</td>
<td>LGR</td>
<td>_</td>
<td>_</td>
<td></td>
<td>X</td>
<td>_</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ ALVAREZ, AMANDA</td>
<td>03</td>
<td>STD</td>
<td>M</td>
<td>M</td>
<td></td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ BALIDEMAOJ, ARBENIT</td>
<td>07</td>
<td>STD</td>
<td>_</td>
<td>_</td>
<td></td>
<td>P</td>
<td>_</td>
<td>_</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_ BALIDEMAOJ, RABE</td>
<td>08</td>
<td>STD</td>
<td>D</td>
<td>_</td>
<td>PAS</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>E</td>
<td>NEW</td>
</tr>
<tr>
<td>_ BALLES, SAMANTHA</td>
<td>08</td>
<td>STD</td>
<td>_</td>
<td>M</td>
<td>PAS</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Make changes as required, F2 to save changes or "D" for detail, press Enter

F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/  F6/
F7/  F8/Forw  F9/Refresh  F10/  F11/  F12/Exit
SUMMER SCHOOL
KEY SITE SELECTION TERMS

- **Summer School Site** – The physical location where a summer school program will take place (i.e. Building Code). One or more summer school programs can take place at a summer school site.

- **Summer School Program** – The DBN associated with a summer school program. Each summer school program is affiliated with one or more summer school sites.

- **Sending School** – A school that is sending students to a summer program.

- **Receiving School** – A school that receives students into their summer school program.
SELECTING A SUMMER SCHOOL SITE

• The ATS function **SSSE** is used by schools to affiliate to a summer school site
  > In the **BLDG** field, indicate the building code students will attend summer school in
  > In the **GRADE RANGE** fields enter the grade levels of the students being recommended for summer school

• If a school is not recommending any students for summer school they may enter ‘N’ in the **MY SCHOOL WILL PARTICIPATE IN A SUMMER SCHOOL PROGRAM** field

• School affiliations to summer school sites can be monitored using **DSSE**
SELECTING A SUMMER SCHOOL SITE

PROFILE 02-M-313 New York City Public Schools 04-24-13 11:17:33
SSSE0100 Summer School Site Selection (SSSE) 02291-EGARCIA5

ENTER UP TO 4 BUILDING LOCATIONS

<table>
<thead>
<tr>
<th>GRADE</th>
<th>BLDG</th>
<th>RANGE</th>
<th>STAT</th>
<th>LATEST 8 SCHOOLS AT THIS SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>M445</td>
<td>09 -</td>
<td>12</td>
<td>Y</td>
<td>02M313 02M305 02M543 02M407 02M308 02M545 01M458 02M289</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENTER NON DOE SITE INFORMATION, IF APPLICABLE:
NAME: ______________________________ ADDRESS: ______________________________

MY SCHOOL WILL PARTICIPATE IN A SUMMER SCHOOL PROGRAM (Y/N): Y

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

Summer School Site Selection - SSSE
OPEN FOR SUMMER SCHOOL (SSOS)
OPEN FOR SUMMER SCHOOL

Schools use the SSOS function in ATS to activate their summer school program (and DBN) in ATSSUM and Stars (Term 7):

- Schools that will be running a their own summer school program enter a ‘Y’ on the SSOS function in the OPEN FOR SUMMER field.
  - Otherwise enter “N”. Field cannot be left blank.
  - This will open the school DBN in ATSSUM.
- The OPEN BUILDING field will be populated with data from the summer school site affiliation process – SSSE.
- Schools that enter ‘Y’ in the OPEN FOR SUMMER field and will be using Stars for student scheduling and grade reporting (required for students in grade 6 – 12) enter a ‘Y’ on the SSOS function in the SCHOOL SCHEDULE ON STARS field.
  - This will create Term 7 in Stars (overnight).
OPEN FOR SUMMER SCHOOL

• In the PROGRAM NAME field enter the a meaningful summer school program name.
  • Example - Include the school numbers of all participating schools.

• Enter the ATS printer location (DBN) in the ROSTER PRINTER LOCATION field.
  • The printer location is the DBN of a school located in that building during the regular school year.

• In the MAX NUMBER OF STUDENTS field enter the total number of students (including those from all sending schools) that can be pre-registered to this summer program.
OPEN FOR SUMMER SCHOOL

Instructional Time

• In the **SESSION START TIME** and **SESSION END TIME** fields enter the start and end times of the summer schools instructional program.
  • Should only account for instructional time. Exclude breakfast and lunch.

Arrival/Dismissal Times

• In the **ARRIVAL TIME** and **DISMISSAL TIME** fields enter the times students are expected to arrive and leave the summer school program.
  • Should be inclusive of breakfast and lunch. These times will be used by OPT and will print on the June summer school letters.

**Note**: Schools that run multiple summer school programs (with different start and end times or in different locations) need to contact their network for guidance.
**OPEN FOR SUMMER SCHOOL**

<table>
<thead>
<tr>
<th>PROFILE</th>
<th>New York City Public Schools</th>
<th>05-15-12 20:00:53</th>
</tr>
</thead>
<tbody>
<tr>
<td>MNTN0870</td>
<td>Open School For Summer (SSOS)</td>
<td>01126-</td>
</tr>
</tbody>
</table>

```
=>

SCHOOL: BUILDING LOCATIONS:

OPEN FOR SUMMER: _ (ENTER "Y" OR "N")
OPEN BUILDING: _____
SCHOOL SCHEDULE ON STARS: _ (ENTER "Y" OR "N")
PROGRAM NAME: _____________________________
ROSTER PRINTER LOCATION: ______
MAX. NUMBER OF STUDENTS: ______

SESSION START TIME (HH:MM): __ : __ AM/PM: __
SESSION END TIME (HH:MM): __ : __ AM/PM: __
ARRIVAL TIME (HH:MM): __ : __ AM/PM: __
DISMISSAL TIME (HH:MM): __ : __ AM/PM: __

ADMINISTERING NYC ELA/MATH EXAMS GRADE 03-08: _ (ENTER "Y" OR "N")
```

Make changes to this data as required and press F2/Save
F1/Help     F2/Save     F3/Quit-return F4/     F5/     F6/
F7/     F8/     F9/Refresh F10/     F11/     F12/Exit

Open for Summer School - **SSOS**
SUMMER SCHOOL PRE-REGISTRATION (SSPR)
PRE-REGISTRATION

• Students are pre-registered for summer school using the ATS function **SSPR**.

• On the **SSPR** screen:
  • Enter a grade code, class code, or student ID to display students.
    • To display ALL students leave all filters blank and press ENTER.
  • For each student **recommended** for summer school:
    • Enter the summer school program **DBN** (opened on **SSOS**) the student will attend.
PRE-REGISTRATION

• For students who will be attending two summer programs simultaneously (shared instruction), enter the second summer program DBN in the **SHARED DDBSSS** field.
  • Example: A student who attends two separate programs – day and night time programs

  - Elementary schools not running their own summer school programs (and are not on Stars) require no further summer school action after pre-registering students.
PRE-REGISTRATION

• Mandated / Needs Improvement
  • A students’ summer school status is determined using June promotion decisions and appears in the T field on SSPR.
    • Pre-registered for summer school + Retained in June = M/Mandated
    • Pre-registered for summer school + Promoted in June = N/Needs Improvement

• Summer School Letters
  • Letters are printer using the ATS report JUPL.
  • The status of summer school letters are found on the right side of the SSPR screen.
**PRE-REGISTRATION**

PROFILE 02-M-114  New York City Public Schools  05-16-12 08:13:54
SSPR0102-TEST-T  Summer School Pre-Registration (SSPR)  00051-JMENDOZ

---

```
GRADE ___ CLASS ___ STUDENT ID ___ ___ ___
```

```---EXAMS---
STUDENT ID  T  SUMMER  CTBS  TEMS  EXAM  SHARED  LETTER
NAME  TD  3  DDBSSS  ELA  MATH  ONLY  DDBSSS  T  STA
```

| STUDENT A | 180 _ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| STUDENT B | 160 _ | 02M114 | Y | ___ | ___ | ___ | ___ |
| STUDENT C | 170 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT D | 170 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT E | 180 _ | 02M114 | ___ | ___ | ___ | ___ |
| STUDENT F | 169 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT G | 180 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT H | 160 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT J | 160 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT K | 180 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT L | 170 _ | _____ | ___ | ___ | ___ | ___ |
| STUDENT M | 179 _ | _____ | ___ | ___ | ___ | ___ |

Records have been saved
F7/  F8/Frwd  F9/Refresh  F10/Restore  F11/  F12/Exit

---

Summer School Pre-Registration - **SSPR**
SUMMER SCHOOL LETTERS

Family's of students recommended for summer school (using on **SSPR**) receive a summer school letter.

- Letters are generated using the ATS function **JUPL**.
- Letters print on legal size pager.
- ATS Letters print in English.
- Translated versions are available on the [Principals’ Portal](#).

---

**Dear Parent or Guardian:**

We are asking that your child attend our summer school program in order to take advantage of an additional opportunity to meet his/her promotion standards in August.

Our summer school program will take place at the following location:

Your child’s summer school program will be as follows. Your child’s summer school is in session on the days highlighted on the calendars below. The daily schedule is inclusive of breakfast and lunch.

<table>
<thead>
<tr>
<th>Summer School Calendar</th>
<th>Daily Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July</strong></td>
<td><strong>August</strong></td>
</tr>
<tr>
<td>M</td>
<td>T</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Please ensure that your child arrives at school on time every day during the summer and is ready to learn.

Starting **MONTH DAY**, parents of students eligible for bus service may access their child’s summer school bus information online at [http://schools.nyc.gov/office/Transportation](http://schools.nyc.gov/office/Transportation) or from the customer service center at 718-392-8855.

---

**Please check the appropriate box, sign below, cut on the dotted line and return this form to your child’s school by **DAY OF MEETING** **MONTH DAY.**

---

**Dear Principal,**

I have received a copy of this notice and understand that my child will be retained unless my child meets his/her promotion standards by the end of the summer.

- **YES**, my child will attend your school’s summer school program.
- **NO**, my child will **NOT** attend summer school. Please provide me with instructions for registering for the following August exams:
  - Grades 3-8: NYC Summer English Language Arts/Mathematics tests
  - High School: Regents exams

---

**CHILD’S NAME**

**CLASS**

**NYC ID**

**Date**

**Parent or Guardian’s Signature**
SUMMER SCHOOL LETTERS

Please check the appropriate box, sign below, cut on the dotted line and return this form to your child’s school by **DAY OF WEEK, MONTH DAY**.

Summer School Response Form

Dear Principal,

I have received a copy of this notice and understand that **my child will be retained** unless my child meets his/her promotion standards by the end of the summer.

- **YES**, my child will attend your school’s summer school program.
- **NO**, my child will NOT attend summer school. Please provide me with instructions for registering for the following August exams:
  - Grades 3-8: NYC Summer English Language Arts/Mathematics tests
  - High School: Regents exams

<table>
<thead>
<tr>
<th>CHILD’S NAME</th>
<th>CLASS</th>
<th>NYC ID</th>
</tr>
</thead>
</table>

| Date | Parent or Guardian’s Signature |

- Family’s are asked to return the bottom portion of the summer school letter to the school with their summer school response.
- Students who **do not** meet promotion standards by the end of the summer will be retained.
SUMMER SCHOOL CALENDAR
SUMMER SCHOOL CALENDAR

Schools running a summer school program (DBN opened on SSOS) need to indicate their instructional days in the SCAL screen.

• By default all days are set to non-instructional days.

• Make sure:
  • to hit F2 to save each page.
  • to hit F11/Next Month to enter information for the month of August.
SUMMER SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
</tr>
<tr>
<td>09 N</td>
<td>10 N</td>
<td>11 N</td>
<td>12 N</td>
<td>13 N</td>
</tr>
<tr>
<td>16 N</td>
<td>17 N</td>
<td>18 N</td>
<td>19 N</td>
<td>20 N</td>
</tr>
<tr>
<td>23 N</td>
<td>24 N</td>
<td>25 N</td>
<td>26 N</td>
<td>27 N</td>
</tr>
<tr>
<td>30 N</td>
<td>31 N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

N - Non Instructional day, attendance rosters will not be produced

ATTENDANCE ROSTERS WILL BE PRODUCED ALL OTHER DAYS.

Make changes to calendar, then press F2 to save

F1/Help    F2/Save    F3/Quit-return    F4/      F5/      F6/
F7/        F8/       F9/Refresh     F10/     F11/Next month F12/Exit
SUMMER SCHOOL
OFFICIAL CLASSES
OFFICIAL CLASSES

Summer school official classes are created/modified using the ATS function **SSFC**.

- This is similar to the **CMOD** function used to create official classes during the regular school year.

```
PROFILE 01-M-000       New York City Public Schools         05-25-10 20:05:14
MNTN0295       Summer Class Data Add / Change Screen (SSFC) 00046-FBURGOS2
=>
    SCHOOL NUM: 000

    CLASS CODE: 101

    LAST NAME: ROBERTS________    FIRST NAME: GENE______

    CLASS TYPE: O    CLASS NAME: 1-101__________

    CLASS DESC: FIRST GRADE_______________________________

    GRADES: 110    ___    ___    ___    ___    ___

    ATTENDANCE TAKEN (1 OR 2 TIMES PER DAY): 1

    NUMBER OF STUDENTS - ALLOWED: 25_     ACTUAL: 10

OPT NUMBER: 01015   PRINTING LOC: 01M015   ROOM NUMBER: 608_
Lookup not available for this field
F1/Help       F2/Save         F3/Quit-return F4/Lookup       F5/       F6/
F7/       F8/       F9/Refresh       F10/       F11/       F12/Exit
```
ALL RECEIVING SUMMER SCHOOLS

SUMMER SCHOOL STUDENTS PLACEMENT
OFFICIAL CLASS ASSIGNMENTS

After students are pre-registered for a summer program using **SSPR**, receiving schools use the ATS function **SSCA** to assign the students to summer official classes.

- Use **F11/Next schl** to cycle through students coming from different sending schools.
- Enter the official class assignment in the **SUMMER CLASS** field.
- Use **F4/Lookup** to view a list of available official classes.
- Use **F2/Save** to save each page.
## OFFICIAL CLASS ASSIGNMENTS

**PROFILE 02-M-600** New York City Public Schools 05-31-11 21:23:58
SSPR0102-TEST-T Summer School Class Assignment (SSCA) 00047-FBURGOS

<<--- SENDING --->> <<--- CURRENT --->>

**SCHOOL 600** DISTRICT 02 BORO M SCHOOL 600

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--- EXAMS --- SUMMER CLASS

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

--- End of Document ---
# ALTERNATIVE STUDENT START DATES

Schools use the ATS function **SSAD** to indicate an alternative start date for students who are pre-registered for a summer school program.

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</table>

Make changes to this data as required. Press F2 to save this data.
ATSSUM
ACCESSING ATSSUM

• All summer school functions migrate to ATSSUM by June 26th

• ATSSUM is accessed just like ATS.
  • Once a user has opened a new WebConnect session and are on the green screen enter ATSSUM next to the “Service Desired” prompt.

• If you do not remember your user name and/or password hit F10 to retrieve your username and reset your password.
REGISTERING OVER THE COUNTER ADMITS

In **ATSSUM** the **QADM** function is used to register First Time Admits (FTA) students from non-DOE schools.

- **QADM** is option 1 on the **BIOS** menu screen.
- Enter the student’s last name, first name, date of birth and sex, then press ENTER.
- ATS will search for students with similar information to avoid creating duplicate IDs.
- If no students with similar information exists continue registering the students as a FTA.
- Students with an existing OSIS number should be transferred into summer school using the **TRAF** function.
DISCHARGING SUMMER SCHOOL STUDENTS

BEFORE SSPR CLOSES

• Sending schools can remove a student from summer school (opt-out) by clearing the summer information from the **SSPR** function

• Families opt-out of summer school by returning the bottom portion of the summer school letter.

---

**Summer School Response Form**

Please check the appropriate box, sign below, cut on the dotted line and return this form to your child’s school by **DAYS OF WEEK, MONTH DAY**.

**Dear Principal,**

I have received a copy of this notice and understand that **my child will be retained** unless my child meets his/her promotion standards by the end of the summer.

☐ **YES**, my child will attend your school’s summer school program.

☐ **NO**, my child will NOT attend summer school. **Please provide me with instructions for registering for the following August exams:**
  - Grades 3-8: NYC Summer English Language Arts/Mathematics tests
  - High School: Regents exams

**CHILD’S NAME**  

**CLASS**  

**NYC ID**

**Date**  

**Parent or Guardian’s Signature**
DISCHARGING SUMMER SCHOOL STUDENTS

IN ATSSUM

- Students can be discharged from a summer school program using the ATSSUM function **DISC**.
- Summer school programs must make **outreach efforts** for students who are not attending summer school.
- Those efforts should be documented in **ILOG**.
- Families opting-out of summer school should do so in writing.
- Summer school programs can use the **SSMD** screen to mass discharge students who did not attend summer school from the first day of school until the discharge date.
SUMMER SCHOOL ATTENDANCE

• At which location are attendance rosters being generated?
• On which days will rosters be generated?
• Are all students/rosters organized (by official class or by Stars period) to allow easy distribution and recording of attendance?
• Who will be responsible for distributing and collecting attendance rosters from official class teachers?
• Who will be responsible for scanning attendance rosters into ATSSUM?
• Who will be managing ATSSUM administrative functions (e.g. completing over the counter admits)?
• For schools on STARS, are you generating SPAT (period attendance) sheets for summer school (USIN screen in ATSSUM)?
Who will manage Stars during summer school?

- Add lines to and update the master schedule
- Create and update student programs
- Program new admits
- Print STARS program cards
- Collect summer school marks using EGG
  - STARS Classroom alternative
- Print summer school report cards and transcripts
Links and Resources

WebConnect - http://tinyurl.com/WebConnectDirect
Install the Stars Client – http://tinyurl.com/installStars2
STARS Admin - https://ats.nycboe.net/STARS/
STARS Classroom - https://www.nycenet.edu/starsclassroom
DOE Wiki - http://tinyurl.com/wikiDOE
Reset DOE Email Password - http://tinyurl.com/DOEiForgot
Reset ATS Password - http://tinyurl.com/ATSpassword
Promotion and Summer School Calendar - http://tinyurl.com/PromSumCal