

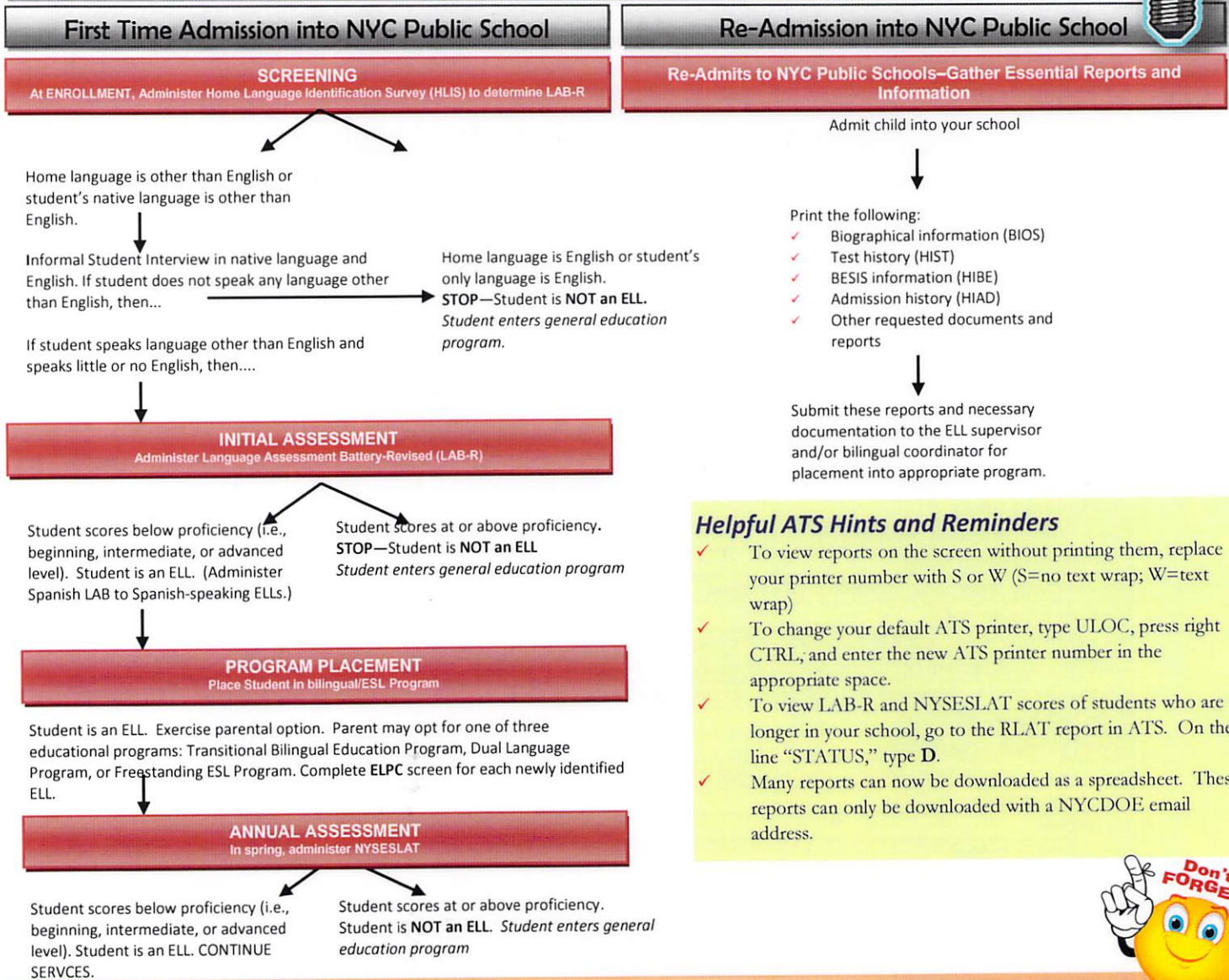
Commonly Used ATS Reports

Looking for a ...	You need...
NYSESLAT and LAB-R Reports	
List of students eligible to take the LAB-R or NYSESLAT	RLER
NYSESLAT scores and modality breakdown	RNMR
NYSESLAT scores (past 3 years) & LAB-R score	RLAT
LAB scores	RLAB
List of exams report	RPEX
Exam history report	REXH
Exam primary/secondary report (ELA, CTB, NYSESLAT, LAB-R)	RMSR
Biographical Data Reports	
List of ELLs, past 3 years ELL service, SIFE status, LAB-R, Spanish LAB, NYSESLAT, years of service, parent choice	RELC
Individual student profile (admission and discharge history, exam history, address history, adult profile, etc.)	RHSP
Individual exam history	HISE
BESIS student information service history	HIBE
Extension of services request	RBEX
Home language aggregation (indicates x-coded status)	RHLA
BESIS participation report	RBPS
Place of birth report (includes GEO code and Home language code) (indicates x-coded status)	RPOB
Admission, pre-registered, discharges, pending discharges and unconfirmed discharge reports	RADP
History (view exams, admissions and discharges, BESIS status, attendance)	HIST
Student schedule – list format	RPSD
Student schedule – matrix format	RSSD
Biographical roster (includes address, phone , parent info)	RBIR
Cross reference list	RCRL
Official class	ROCL
Biographical by student	BIOS
Exam errors/no match report	REXE
Information label	RLBI
Students testing out of LEP status and range of scores over four years	RSP6
SIFE report	RSFE
Number of ELLs and at which levels	RELL
Years of service (indicates x-coded status)	RYOS
Download of all student data	RESI
Students with Disabilities Reports	
Form G/Class profile form for special education classes	RGFM
Testing modifications report (CAP)	RSPE
First attend date report	RFAD
Special education promotion criteria report	RSCP
Placement authorization report	R313
Students awaiting consent	R672
CAP/ATS discrepancies	RACP
Students needing triennials	R214
Special education student detail report	RSPD
Articulation report	RART
Incomplete evaluation report	R201
D75 school holdover report	RSHL
Annual review needed report	R326
Students awaiting site	R671
Awaiting 1st attend report	R674
Evaluation/Placement report	RSEP
Grade 12 students report	RP12

Quick Reference Guide for Pupil Accounting Secretaries



Student Registration



Helpful ATS Hints and Reminders

- ✓ To view reports on the screen without printing them, replace your printer number with S or W (S=no text wrap; W=text wrap)
- ✓ To change your default ATS printer, type ULOC, press right CTRL, and enter the new ATS printer number in the appropriate space.
- ✓ To view LAB-R and NYSESLAT scores of students who are no longer in your school, go to the RLAT report in ATS. On the line "STATUS," type D.
- ✓ Many reports can now be downloaded as a spreadsheet. These reports can only be downloaded with a NYCDOE email address.



Helpful Registration Hints and Reminders

- ✓ The HLIS is to be completed in the language preferred by the parent.
- ✓ New admits to NYC public schools coming from enrollment centers must have HLIS completed at the school.
- ✓ Translation and interpretation must be available when requested.
- ✓ Contact licensed pedagogue to conduct interview and determine home language of child. NOTE: non-pedagogical staff cannot determine home language.
- ✓ Do NOT give a HLIS to re-admits as this may have been done the previous year.
- ✓ Beginning in the 2009-10 school year, parents of students entering prekindergarten use the "Pre-K Language Needs Survey Form."
- ✓ Beginning in the 2010-11 school year, parents of students entering kindergarten from prekindergarten will be given the HLIS and a new home language code must be entered in ATS at the time of registration.

Useful Links and Resources

- ✓ NYCDOE forms including HLIS and translated versions: <http://dfoforms.nycenet.edu/forms/>
- ✓ List of dual language and transitional bilingual programs in NYC: <http://schools.nyc.gov/Academics/ELL/default.htm>
- ✓ Translations and over-the-phone interpretation link <http://schools.nyc.gov/Offices/Translation/default.htm> or call 718-752-7373
- ✓ Pre-K Language Needs Survey Form link <http://dfoforms.nycenet.edu/forms/>
- ✓ DOE shop online (order materials) <https://dfoforms.nycenet.edu/ecatalog/Logon.aspx>. For further information or additional assistance, please contact the Client Services Help Desk at (718) 935-4444 or Clientservices@schools.nyc.gov
- ✓ Office of English Language Learners website: <http://schools.nyc.gov/Academics/ELL/default.htm>
- ✓ ATS Help Desk: 718-935-5100
- ✓ General ATS Wiki: <http://intranet.nycboe.net/Accountability/ETAD/data/resources/websites/ATSWiki.htm>