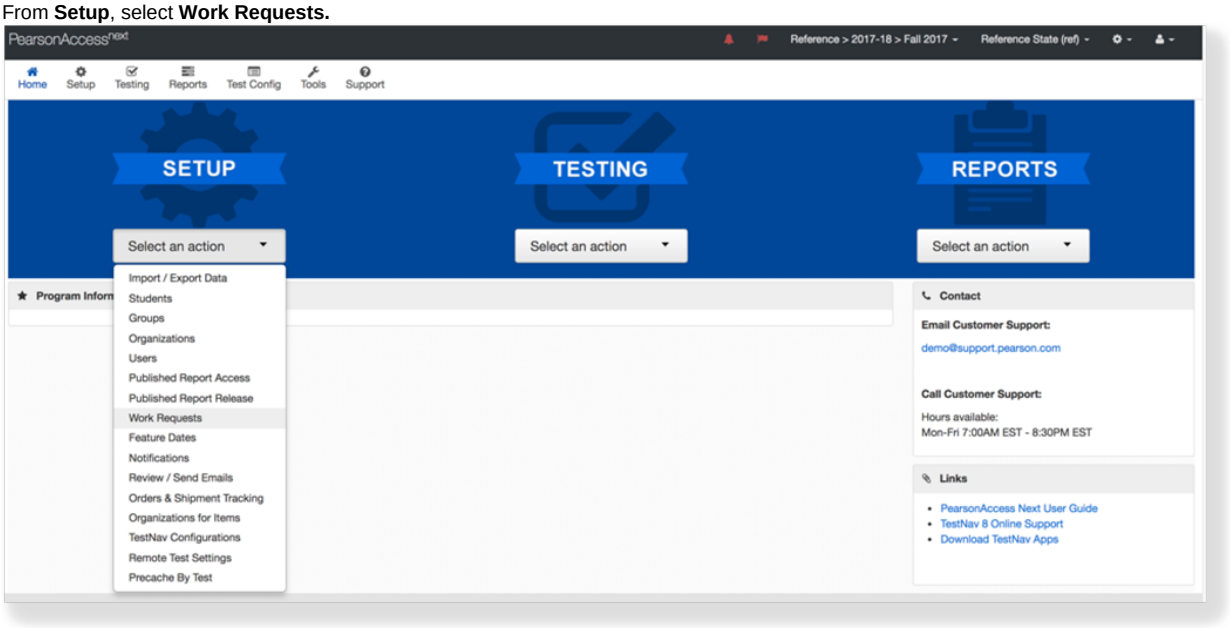
Request Authorization to Report

Feature availability varies by program and role.

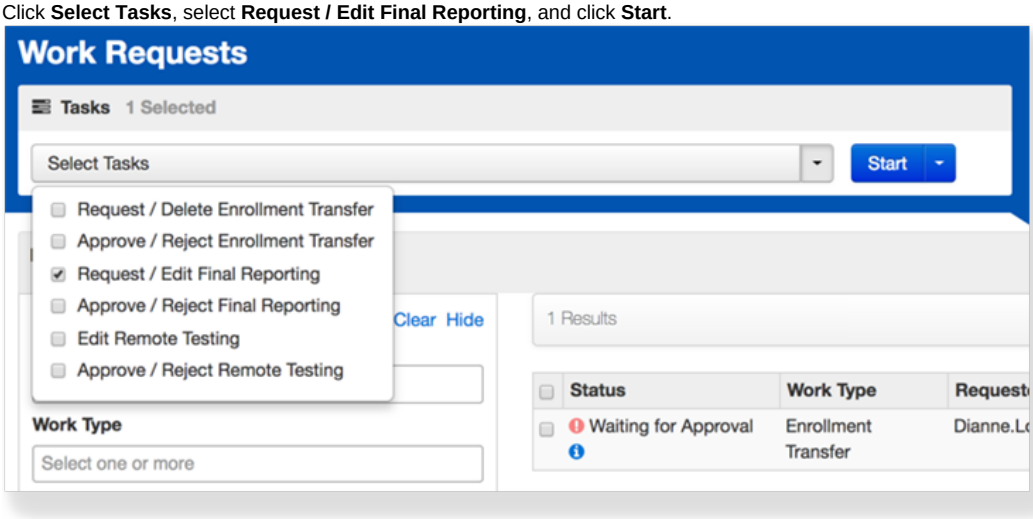
You can request that the parent organization authorize you to proceed with report processing when you have accounted for assessment data and determined it is ready for reporting.

Step-by-Step

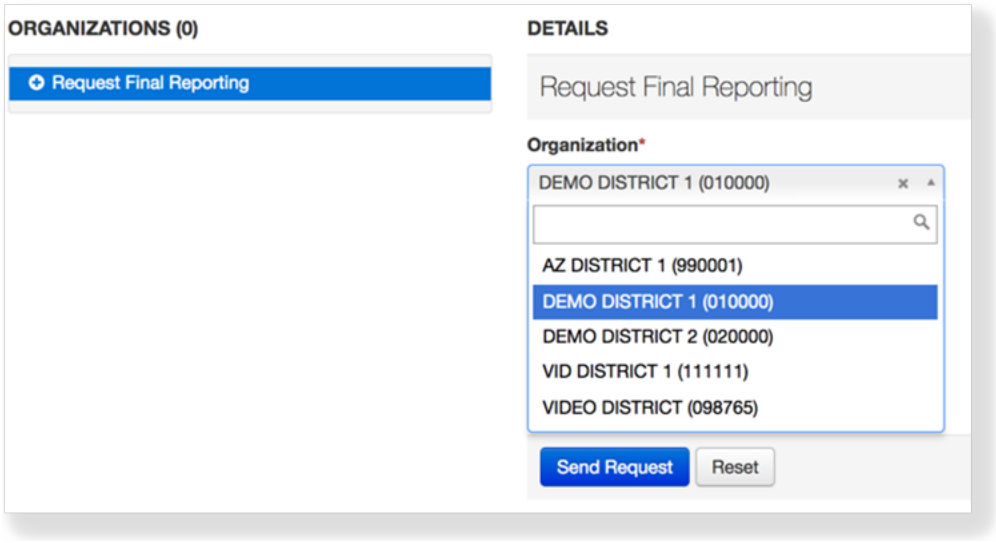
1. From **Setup**, select **Work Requests.**



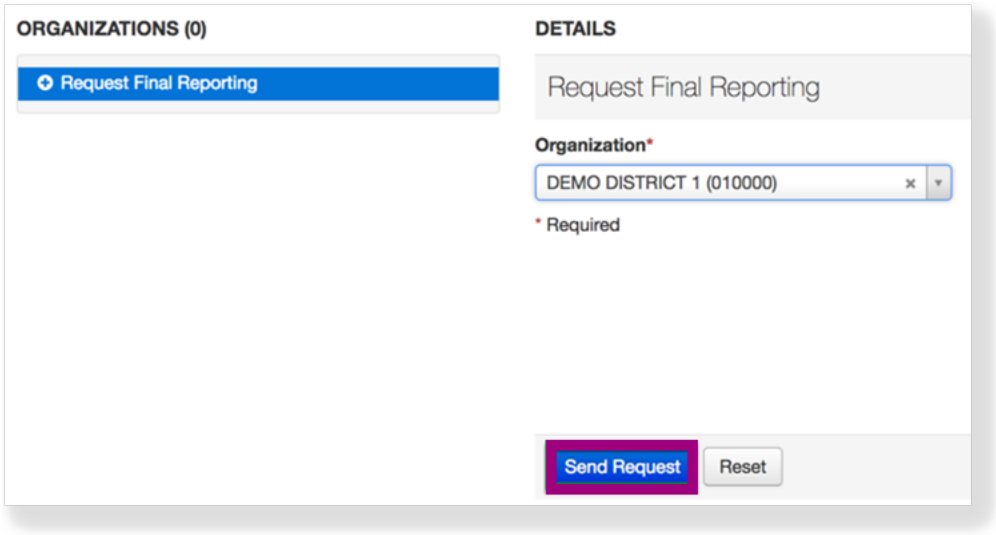
2. Click **Select Tasks**, select **Request / Edit Final Reporting**, and click **Start**.



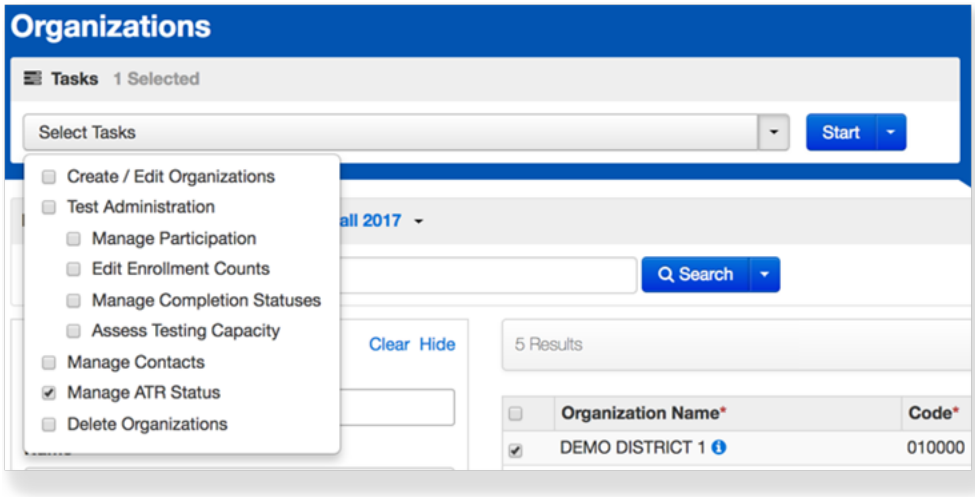
3. Select the organization.



4. Click **Send Request**.



*You can also request authorization through the task **Manage ATR Status**.*



Effects

When an organization requests Authorization to Report (ATR) for a test administration, the administration level data becomes Read Only, until approved.