

GENERATING ATS LABELS FOR SES ELIGIBLE STUDENTS - RLBI

An ATS Information Label contains the student name, ID number, sex, date of birth, address, telephone, parent(s) or guardian(s) name(s), borough, school, grade code, official class, and room. When a student is admitted, users are given the option (after admission) of generating a page of 14 information labels to be used to affix to various forms, cards, cumulative record, etc. There are options to print one information label per student for the entire school, grade, or official class. You also have the option to print by indicator.

For the purposes of Supplemental Educational Services (SES), you will be creating labels for student with meal code indicators (A and 1). ONLY STUDENTS WHO HAVE A MEAL CODE INDICATOR A OR 1 QUALIFY FOR SES.

UNIVERSAL MEAL SITE SCHOOLS (NOT THE BASE YEAR) MAY PRINT OUT RLBI LABELS FOR ALL STUDENTS ENROLLED IN THE SCHOOL.

Label Information:

- Size: 4" x 1 -1/3"
- Type: Avery 5162 or equivalent
- Purchase using Item Master or at any office supply store

From the ATS Primary Menu

```
PROFILE 30-Q-145      New York City Public Schools      09-09-01 15:00:34
INIT0100-DEMO-Q      Automate The Schools Primary Menu    00156-KGANSER
==> _

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
13 RSYC  Related Services

Place cursor next to selection desired and press Red enter
F1/Help   F2/       F3/       F4/Lookup  F5/Print news  F6/
F7/       F8/       F9/Refresh F10/       F11/         F12/Exit
```

- ❖ Select **ATS Reports (6 REPT)**
- ❖ Press **RIGHT CONTROL (RED ENTER)**

PROFILE 30-Q-076 New York City Public Schools 09-11-02 11:34:40
REPT0100-DEMO-Q ATS Reports Menu 00149-PWEINER
==>

- | | | | | | |
|----|------|-------------------------|----|------|----------------------------|
| 1 | RPST | Standard | 2 | RPDI | District 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 | RSPM | DAA School Profile Reports |
| 19 | RPCI | City Level | 20 | RELA | Related Services Reports |
| 21 | RBSS | BESIS Reports | | | |

Place cursor next to selection desired and press Red enter

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

- ❖ Select Labels (**8 RLBL**)
- ❖ Press **RIGHT CONTROL** (RED ENTER)

```
PROFILE 30-Q-076      New York City Public Schools      09-11-02 11:40:16
RLBL0100-DEMO-Q      ATS Labels Menu                          00149-PWEINER
==> █

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

Select **Information Labels (1 RLBI)**
Press **RIGHT CONTROL (RED ENTER)**

INFORMATION LABEL GENERATION SCREEN

```
PROFILE 00-0-000          New York City Public Schools          09-28-04 12:39:29
RLBL0110                 ATS Report Selection Screen           01775-XXXXXX
==>

                          INFORMATION LABEL GENERATION SCREEN
                                                                SCHOOL NUMBER XXX

SELECTION CRITERIA: (MULTIPLE SELECTIONS MAY BE ENTERED)
  ENTIRE SCHOOL           : Y
  GRADE CODE             :     
  GRADE LEVEL            :           7 LABELS PER STUDENT:   
  OFFICIAL CLASS         :           (FOR GRADE OR CLASS ONLY)
  STUDENT ID:                                                  
  INDICATOR (PRESS F4, DEFAULT IS ALL) :   
                                                                -

SORT OPTIONS: (DEFAULT IS ALPHA ONLY)
  BY GRADE CODE          :   
  BY GRADE LEVEL         :   
  BY OFFICIAL CLASS      :   
  BY ROOM                :         (OVERNIGHT REQUEST)

PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 000 LOC: LCL PRINTER: S HOLD: N

Press F6 to execute.  Load "14 up" labels before releasing from print queue.
F1/Help    F2/          F3/Quit-return F4/Lookup    F5/          F6/Execut
F7/        F8/          F9/Refresh    F10/         F11/         F12/Exit
```

Selection Criteria:

FOR UNIVERSAL MEAL SITES:

- ❖ To create labels for the entire school – enter **Y** in the field.
- ❖ **Continue with Print Option (page 8)**

FOR ALL OTHER SCHOOLS:

- ❖ To create labels for students with meal codes "a" or "1" – place cursor next to **INDICATOR** and press **F4**

SCHOOL INDICATOR LISTING SCREEN

❖ In the indicator screen – enter **A** next to meal code for Free Lunch HRA match

PROFILE 00-0-000	New York City Public Schools	09-28-04 12:38:31
ATS0400	School Indicator Listing Screen	01775-XXXXXX
==>		
AIS SERVICES		
<input type="checkbox"/> BILINGUAL	<input type="checkbox"/> FOSTR HOME	<input type="checkbox"/> ELA ELIG
<input type="checkbox"/> ESL	<input type="checkbox"/> TEMP HOUS	<input type="checkbox"/> ELA PART
<input type="checkbox"/> LEP	<input type="checkbox"/> HEALTH INS	<input type="checkbox"/> MATH ELIG
<input type="checkbox"/> SPEC ED	<input type="checkbox"/> GIFTED	<input type="checkbox"/> MATH PART
<input type="checkbox"/> MAINSTRM	<input type="checkbox"/> REL TIME	<input type="checkbox"/> SCI PART
<input type="checkbox"/> RES ROOM	<input type="checkbox"/> EXTEND DAY	<input type="checkbox"/> SS PART
<input type="checkbox"/> ADD'L RS	<input type="checkbox"/> CHAP 53	<input type="checkbox"/> SUPP SVC
<input type="checkbox"/> COUNSEL	<input type="checkbox"/> PLUS PROG	<input type="checkbox"/> ELA AT RSK
<input type="checkbox"/> SPCH SVC	<input type="checkbox"/> SUMM SCHL	<input type="checkbox"/> ONGNG SVC
<input type="checkbox"/> PHYS CHAL	<input checked="" type="checkbox"/> A MEAL CODE	<input type="checkbox"/> BESIS ST
<input type="checkbox"/> CT/ST	<input type="checkbox"/> IMMN STAT	<input type="checkbox"/> TEST MOD
		<input type="checkbox"/> SCHOOL A
		<input type="checkbox"/> SCHOOL B
		<input type="checkbox"/> SCHOOL C
		<input type="checkbox"/> DIST A
		<input type="checkbox"/> DIST B
		<input type="checkbox"/> DIST C
		<input type="checkbox"/> 407 FLAG
		<input type="checkbox"/> SECT 504
		<input type="checkbox"/> GRAD CAND
		<input type="checkbox"/> GR9 ENTRY
		<input type="checkbox"/> COLLGE NOW
		<input type="checkbox"/> POST GRD
		<input type="checkbox"/> YTD ATTEND
		<input type="checkbox"/> ELA PROF
		<input type="checkbox"/> MATH PROF
		<input type="checkbox"/> HEALTH ALRT
VALID ENTRIES: Y - STUD. W/ VALUE 'Y'		
(MAX ENTRIES 4) @ - STUD. W/O VALUES		
# - STUD. W/ALL VALUES		
Enter selection(s) next to desired indicator(s) or press F4		
F1/Help	F2/Select	F3/Quit-return
F4/Lookup	F5/	F6/
F7/	F8/	F9/
F10/	F11/	F12/Exit

❖ Press **F2** to select – this will bring you back to ATS Information Label Generation Screen

❖ You should see the **Meal Code** next to the Indicator Field in yellow

```
PROFILE 00-0-000          New York City Public Schools          09-28-04 12:39:29
RLBL0110                  ATS Report Selection Screen          01775-XXXXXX
==>

                          INFORMATION LABEL GENERATION SCREEN

                                          SCHOOL NUMBER XXX

SELECTION CRITERIA: (MULTIPLE SELECTIONS MAY BE ENTERED)
  ENTIRE SCHOOL              : Y
  GRADE CODE                 : ___
  GRADE LEVEL                : ___   7 LABELS PER STUDENT: _
  OFFICIAL CLASS             : ___   (FOR GRADE OR CLASS ONLY)
  STUDENT ID:                ___ ___ ___ ___ ___
  INDICATOR (PRESS F4, DEFAULT IS ALL) : _ MEAL CODE
                                          -

SORT OPTIONS: (DEFAULT IS ALPHA ONLY)
  BY GRADE CODE              : _
  BY GRADE LEVEL             : _
  BY OFFICIAL CLASS          : _
  BY ROOM                    : _   (OVERNIGHT REQUEST)

PRINT OPTION: (ENTER PRINTER INFORMATION)
DIST: 000 LOC: LCL PRINTER: S HOLD: N

Press F6 to execute.  Load "14 up" labels before releasing from print queue.
F1/Help    F2/          F3/Quit-return F4/Lookup    F5/          F6/Execut
F7/       F8/          F9/Refresh   F10/         F11/        F12/Exit
```

Continue with sort and print options

Print Option: Verify that the correct location and printer number have been identified.

- Press (**F6/Execut**) to generate the labels. Labels will be generated and placed on Hold in **OMS**.
 - Load label stock face down in the printer drawer used for ATS forms or rosters.
 - Release the labels from **OMS** or **OMSHS**.
 - Log on to **OMS** or **OMSHS**.
 - Locate the label job. **JOBNAM = RLBI**.
 - Enter **R** in the **Actn** field.
 - Press **RIGHT CONTROL** (RED ENTER).
- ❖ Once you have completed with students with Meal code A, repeat the process for generating labels for students with Meal Code 1.

AFFIX LABELS TO STUDENT INFORMATION SECTION OF THE SES PARENT SELECTION FORM (see sample P. 9)