

1.2 Generate 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.

► REMINDER: 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**

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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  SYCS  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 RSVC  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)**

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

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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 37)

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

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PROFILE 00-0-000          New York City Public Schools          09-28-04 12:38:31
ATS0400                  School Indicator Listing Screen        01775-XXXXXX
==>

                                AIS SERVICES

_ BILINGUAL      _ FOSTR HOME      _ ELA ELIG      _ SCHOOL A      _ COLLGE NOW
_ ESL            _ TEMP HOUS      _ ELA PART      _ SCHOOL B      _ POST GRD
_ LEP            _ HEALTH INS     _ MATH ELIG     _ SCHOOL C
_ SPEC ED       _ GIFTED         _ MATH PART     _ DIST A        _ YTD ATTEND
_ MAINSTRM      _ REL TIME       _ SCI PART      _ DIST B        _ ELA PROF
_ RES ROOM      _ EXTEND DAY     _ SS PART       _ DIST C        _ MATH PROF
_ ADD'L RS      _ CHAP 53        _ SUPP SVC      _ 407 FLAG
_ COUNSEL        _ PLUS PROG      _ ELA AT RSK    _ ONGNG SVC     _ HEALTH ALRT
_ SPCH SVC       _ SUMM SCHL
_ PHYS CHAL      A MEAL CODE      _ BESIS ST      _ GRAD CAND
_ CT/ST          _ IMMN STAT      _ TEST MOD      _ GR9 ENTRY

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

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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)

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STUDENT ID: _____
INDICATOR (PRESS F4, DEFAULT IS ALL) : _ MEAL CODE _____

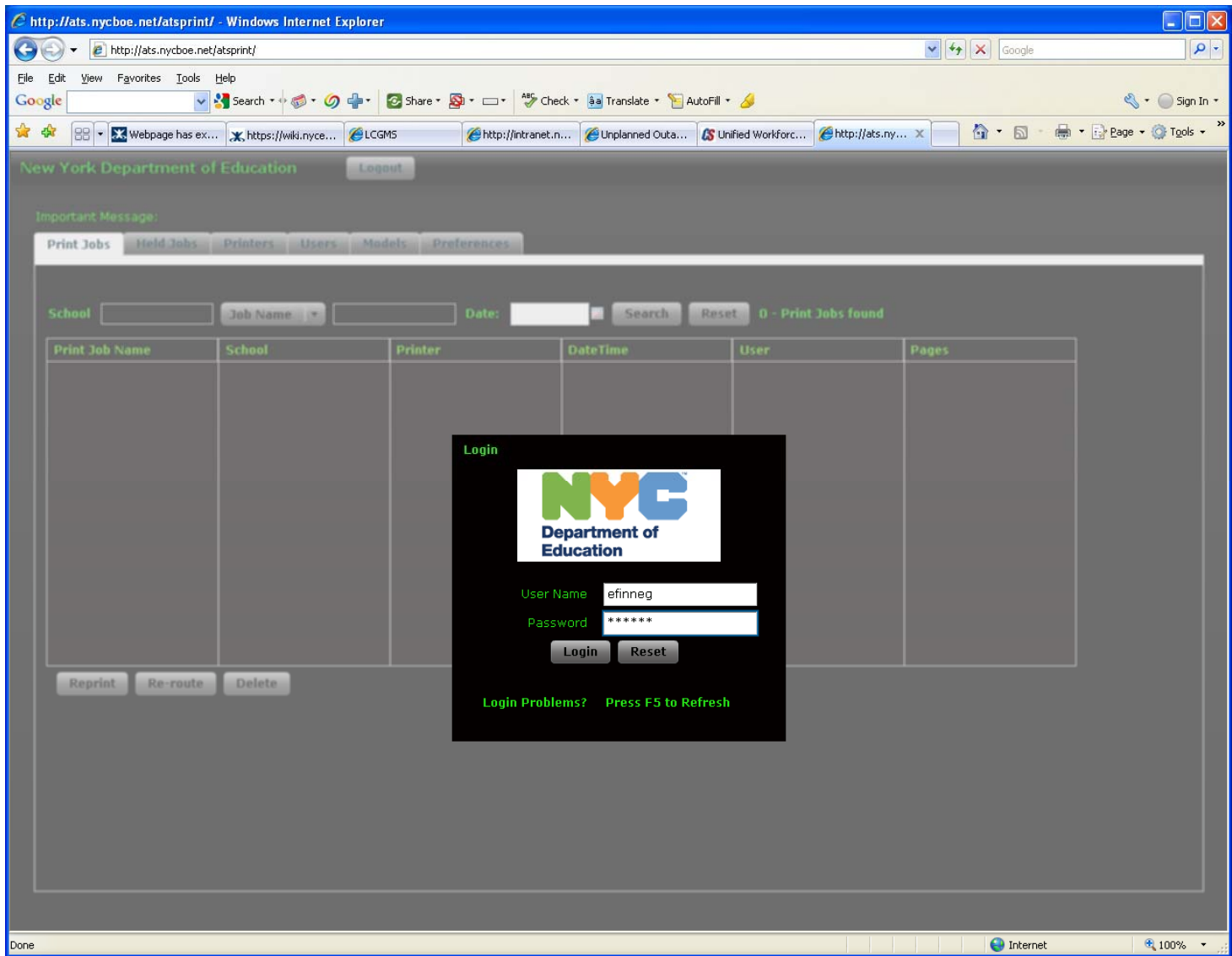
SORT OPTIONS: (DEFAULT IS ALPHA ONLY)
BY GRADE CODE : _
BY GRADE LEVEL : _
BY OFFICIAL CLASS : _
BY ROOM : _ (OVERNIGHT REQUEST)

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 in DFS print queue.
- Load label stock face down in the printer drawer used for ATS forms or rosters.
- Release the labels from DFS by following the next steps.
- Log on to the DFS Print Queue at: <http://ats.nycboe.net/atsprint/>
- Use the same User ID and Password that you would normally use to access your school's print queue.



- Place the labels into the printer and then Click on the Held Jobs Tab in the DFS Print Queue.
- Highlite the RLBI job and click the Release button.
- Your labels will begin printing.

REPEAT THE PROCESS FOR STUDENTS WITH MEAL CODE (1).

New York Department of Education Logout

Important Message:

Print Jobs Held Jobs Printers Users Models Preferences

School: Job Name: Date: Search Reset 1 - Print

Print Job Name	School	Printer	DateTime	User
RLBI	000LCL	PRT1	07/01/2010 3:45:56 PM	EFINNEG

Release Re-route