

# ATS Guide for Students in Temporary Housing: *Manual for School Staff*

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**NYSTEACHS**

NEW YORK STATE TECHNICAL AND EDUCATION  
ASSISTANCE CENTER FOR HOMELESS STUDENTS



Department of  
Education

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# Did you know?

- There are two systems in ATS that track students' housing information:
  - Biographical Information (**BIOU**)
  - Students in Temporary Housing Database (**STHM**)
- These systems are separate – data in one system do not change data in the other system, and vice-versa. (Note: Intake done in STHM populates the temp housing flag that *can be seen* in BIOU.)
- Schools are responsible for keeping students' Biographical Information up-to-date.

# Overview of Steps for School-Based Staff

## Get Completed Housing Questionnaire

- ALL students
- Enrollment/Address Change

## Enter New Address and Housing Status Code in BIOU

## Run RBIR report at least two (2) times/year

- Students with TEMP HOUS indicator in STHM also should have “S” housing code in BIOU screen

## Run RADR or Non-Compliance Report at least two (2) times/year

- Make sure housing status codes are updated
- Get completed Housing Questionnaires for students with “N” or “M” housing codes

# ATS Wiki

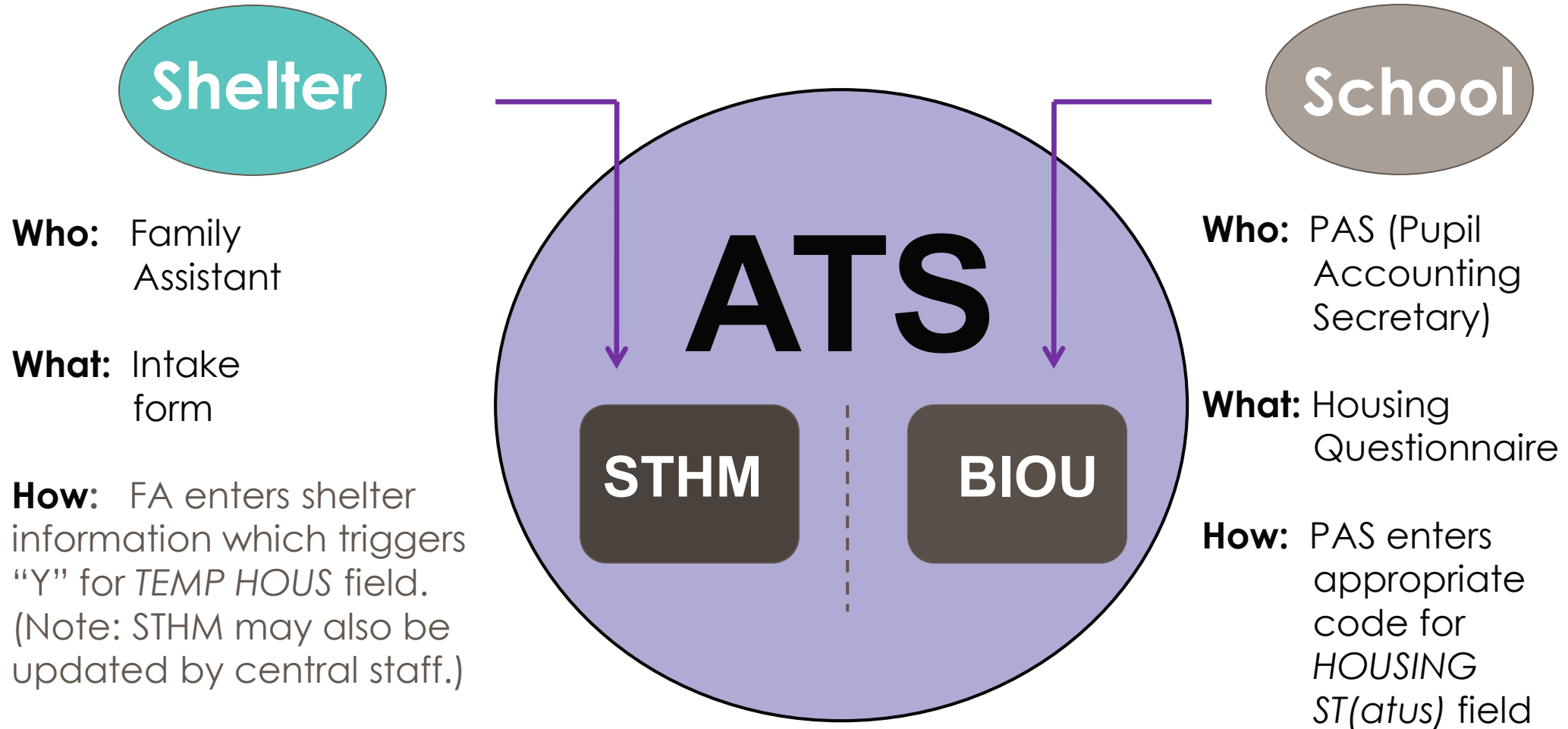
○ Use the ATS Wiki as an additional resource:

<https://wiki.nycenet.edu/display/ATSWiki/ATS+Wiki+Welcome>

# About *Housing Status*

- Students in temporary housing are covered by the **McKinney-Vento Act** and supported by the NYC Department of Education's [Students in Temporary Housing Program](#). *Housing Status* codes other than P (Permanent Housing), N (Form Not Returned), and A (Awaiting Foster Care) indicate temporary housing status under the McKinney-Vento Act.
- **All schools must ensure that the *Housing Status* of all students is updated in ATS on the BIOUS screen**, based on information from the [Housing Questionnaire](#) and conversations with families.
- In ATS, If student's TEMP HOUS flag = Y on the second page of the BIOUS screen (press F5 to view), this indicates information entered by STH staff at a shelter. Schools should **follow up with the family and enter "S" for *Housing Status* on page 1 of the student's BIOUS screen** if the student is currently in shelter.

# Data Collection – Overview



PLEASE NOTE: Students flagged as living in temporary housing in the STHM are **not** automatically given a housing status code in the BIOGRAPHICAL INFORMATION.

# ENTERING A STUDENT'S HOUSING STATUS

*How do I use information from the Housing Questionnaire to enter data about a student's housing status in the Biographical Information screen of ATS?*





**HOUSING QUESTIONNAIRE**

Parent/Guardian/Student:

This form is intended to address the McKinney-Vento Act 42 U.S.C. 11435, and must be completed for each student. The information you provide is confidential. Your child will not be discriminated against based upon the information provided.

Please complete the following questions regarding the student's housing in order to help determine services the student may be eligible to receive.

**Note to schools/Temporary Housing Liaisons:** Please assist students and families in filling out this form. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the student is not required to submit proof of residency and other required documents that may be part of the registration packet. The district cannot disclose housing status information without parental consent.

Student Name			
Last	First	Middle	
OSIS #	Date of Birth MM/DD/YY	Gender	School

Please identify the student's current living arrangements. Please check one box:

Check (v)	Housing Questionnaire Choice	School Use Only ATS Code
<input type="checkbox"/>	<b>Doubled-Up</b> With another family or other person because of loss of housing or as a result of economic hardship	D
<input type="checkbox"/>	<b>Shelter</b> Emergency or transitional shelter	S
<input type="checkbox"/>	<b>Hotel / Motel</b> Living in what is NOT an emergency or transitional shelter and involves payment	H
<input type="checkbox"/>	<b>Other Temporary Living Situation</b> Trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living space	T
<input type="checkbox"/>	<b>Permanent Housing</b> Student who is living in a fixed, regular, and adequate housing situation	P

If the student is NOT living in permanent housing, also indicate if the below applies:

	School Use Only Enter "Y" if applicable
<input type="checkbox"/> <b>Unaccompanied Youth</b> Youth who is not in the physical custody of a parent or guardian	

\_\_\_\_\_  
Parent/Guardian Name (print)                      Parent/Guardian Signature                      Date

Please return this form to your child's school as requested.

# The Housing Questionnaire

- Housing Questionnaire must be completed for **all students** and again when a student has a **change of address**.
- Best practice:
  - Update students' *Housing Status* at the end of each year by distributing the Housing Questionnaire.

# Housing Questionnaire → *Housing Status* code

- **Any time a student seeks enrollment in a school or a change of address**, the school must give the parent/youth a Housing Questionnaire to complete. Housing status information from the Housing Questionnaire must be entered into ATS.
- Schools may learn of a student's housing status in other ways, such as through a teacher, a call from a parent, youth, or service provider, etc. In these situations, schools should follow up with the parent/youth, obtain an up-to-date Housing Questionnaire, and enter an updated housing status code for the student.
- At the end of every year, schools should follow up with any parent or youth who indicated on the Housing Questionnaire that they are in temporary housing to find out whether they are still temporarily housed. This is particularly important for students in doubled-up or shared housing situations, because not all shared housing situations are considered homeless situations under the McKinney-Vento Act. If the school determines that the student is permanently housed after speaking with the parent or youth, a new Housing Questionnaire should be completed.
- As a reminder, **students in temporary housing are entitled to immediate enrollment and full participation in school**, as well as other services such as transportation (including full-fare Student Passes, free MetroCards for parents to accompany students in grades Pre-K–6, and busing for children in shelters), free meals, and Title I services. Please reach out to your school's Students in Temporary Housing (STH) School-Based Liaison, your borough's [Regional Managers](#), the DOE Students in Temporary Housing Program in the Office of Community Schools, and/or [NYS-TEACHS](#) with any questions.

# What are the different types of housing listed on the Questionnaire?

- **Doubled-up (D)** with another family or other person because of loss of housing or as a result of economic hardship
- **Shelter (S)** – emergency or transitional shelter
- **Hotel/motel (H)** – NOT an emergency or transitional shelter and involves payment
- **Other temporary living situation (T)** – trailer park, campground, car, park, public place, abandoned building, street, or any other inadequate living space
- **Permanent housing (P)** – Student who is living in a fixed, regular, and adequate housing situation
- **Awaiting foster care placement (A)** – *Children and youth awaiting foster care placement are not considered homeless under the McKinney-Vento Act as of December 10, 2016. Do not use this code for students temporary housing after December 20, 2016.*

# The Housing Questionnaire – Homeless Unaccompanied Youth

- Unaccompanied Youth - Not in physical custody of parent/guardian
- Check the Unaccompanied Youth box if student is:
  - 1) living in temporary housing, and
  - 2) an unaccompanied youth.
- School must also enter a Housing Status Code (D, S, H, or T) for homeless unaccompanied youth.



## HOUSING QUESTIONNAIRE

Parent/Guardian/Student:

This form is intended to address the McKinney-Vento Act 42 U.S.C. 11435, and must be completed for each student. The information you provide is confidential. Your child will not be discriminated against based upon the information provided.

Please complete the following questions regarding the student's housing in order to help determine services the student may be eligible to receive.

**Note to schools/Temporary Housing Liaisons:** Please assist students and families in filling out this form. Do not simply include this form in the registration packet, because if the student qualifies as residing in temporary housing, the student is not required to submit proof of residency and other required documents that may be part of the registration packet. The district cannot disclose housing status information without parental consent.

Student Name			
Last	First	Middle	
OSIS #	Date of Birth MM/DD/YY	Gender	School

Please identify the student's current living arrangements. Please check one box:

Check (v)	Housing Questionnaire Choice	School Use Only ATS Code
<input type="checkbox"/>	<b>Doubled-Up</b> With another family or other person because of loss of housing or as a result of economic hardship	D
<input type="checkbox"/>	<b>Shelter</b> Emergency or transitional shelter	S
<input type="checkbox"/>	<b>Hotel / Motel</b> Living in what is NOT an emergency or transitional shelter and involves payment	H
<input type="checkbox"/>	<b>Other Temporary Living Situation</b> Trailer park, campground, car, park, public places, abandoned building, street, or any other inadequate living space	T
<input type="checkbox"/>	<b>Permanent Housing</b> Student who is living in a fixed, regular, and adequate housing situation	P

If the student is NOT living in permanent housing, also indicate if the below applies:

	School Use Only Enter "Y" if applicable
<input type="checkbox"/> <b>Unaccompanied Youth</b> Youth who is not in the physical custody of a parent or guardian	

\_\_\_\_\_  
Parent/Guardian Name (print)                      Parent/Guardian Signature                      Date

Please return this form to your child's school as requested.

# How do I enter a student's *Housing Status* code in ATS?

- ATS log-in
- Choose 3 – BIOG Biographical Information
- Choose 1 – BIOS Biographical By Student
- Enter student's OSIS, name, DOB, etc.
- Choose 8 – BIOU Update Biographical Info
- Update *Housing Status* Code

# How do I update the *Housing Status* Code?

- From the BIOU screen (Update Biographical Information):
- Place cursor next to HOUSING ST
- Select F4
- Select code from menu:
  - A – AWAITING FOSTER CARE PLACEMENT (*Don't use this code after 12/10/16*)
  - D – DOUBLED UP
  - H – HOTEL / MOTEL
  - N – FORM NOT RETURNED
  - P – PERMANENT HOUSING STATUS
  - S – SHELTER
  - T – OTHER TEMPORARY LIVING SITUATION

# N – FORM NOT RETURNED

It is important for school staff to review and follow up with students who do not return the Housing Questionnaire. “N” can be used to indicate that the Housing Questionnaire was not returned, but schools should follow up with these families quickly. There should be no students with “N” housing status by the end of school year.

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help

PROFILE 08-X-405      New York City Public Schools
ATS0100-DEMO-Q      Housing Status (BIOU)
==> _

CODE      DESCRIPTION
=====  =====
A         AWAITING FOSTER CARE PLACEMENT
D         DOUBLED UP
H         HOTEL / MOTEL
N         FORM NOT RETURNED
P         PERMANENT HOUSING STATUS
S         SHELTER
T         OTHER TEMPORARY LIVING SITUATION

Place cursor next to selection desired and press F2
F1/Help   F2/Select F3/Quit-return F4/
F7/       F8/       F9/Refresh     F10/          F5/Srt by desc F6/
F11/      F12/
```

# How do you update the Unaccompanied Youth status?

- For students who are living in temporary housing AND are not in the physical custody of a parent or legal guardian:
  - Indicate Y next to UNAC YOUTH



# Update Student (BIOU)

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]
PROFILE 08-X-405      New York City Public Schools      12-09-09 14:30:37
BIOG0500-DEMO-Q      Update Student (BIOU)             00157-STHM000
==>
STUDENT ID: 203 612 734      ACP FLAG: Y  SSN: _____
LAST NAME: JIMENEZ          FIRST: IVAN          MIDDLE: ENRIQUE
DOB: 01 / 24 / 90  SEX: M  PROOF OF BIRTH: 1  CERT #: _____  POB CODE: 43
HOUSE NO: 1258      STREET: HOBART AVENUE      APT NO: 2C
CITY: BRONX          STATE: NY  ZIP: 10468
E-MAIL: _____      PHONE: 917 999 9999
BORO CODE: X  HOME DIST: 0  ADDR STAT: V  NON-RES TUITION: _
GEO CODE: 43  HOUSING ST: D  UNAC YOUTH: _  MEAL CODE: A
HOME LANG: S  ETHNIC STATUS: 0  IMMUN: C
HEALTH ALERT: U  HEALTH INS: U  RECS RECEIVED: _
ADMIT CODE: 57  ADMIT DATE: 07 / 02 / 05  STATUS: A  ADMIT REASON: 20
DATE ENTERED NYC SCHOOL SYSTEM: 03 / 22 / 02      UPDATE ADLT ADDR: Y
SCHOOL LOCATION:  BORO  DIST  SCHOOL  GRADE  GR LVL  OFF CLASS
CURRENT:           X    08    405    190    09    111
PREVIOUS:          X    09    022
Make changes to this data as required.
F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/Cont  F6/
F7/      F8/      F9/Refresh  F10/Vrify addr  F11/Mail addr  F12/Exit
MA a                                          04/065
```

- 1) Place cursor next to HOUSING ST and select F4.
- 2) Enter Unaccompanied Youth status (Y or N), only if the student is in temporary housing.

# Updating Student Address

- Student address information must be updated when student address changes.
  - Correct address information facilitates transportation services.
  - For students in DV shelters, use P.O. Box number to ensure confidentiality.

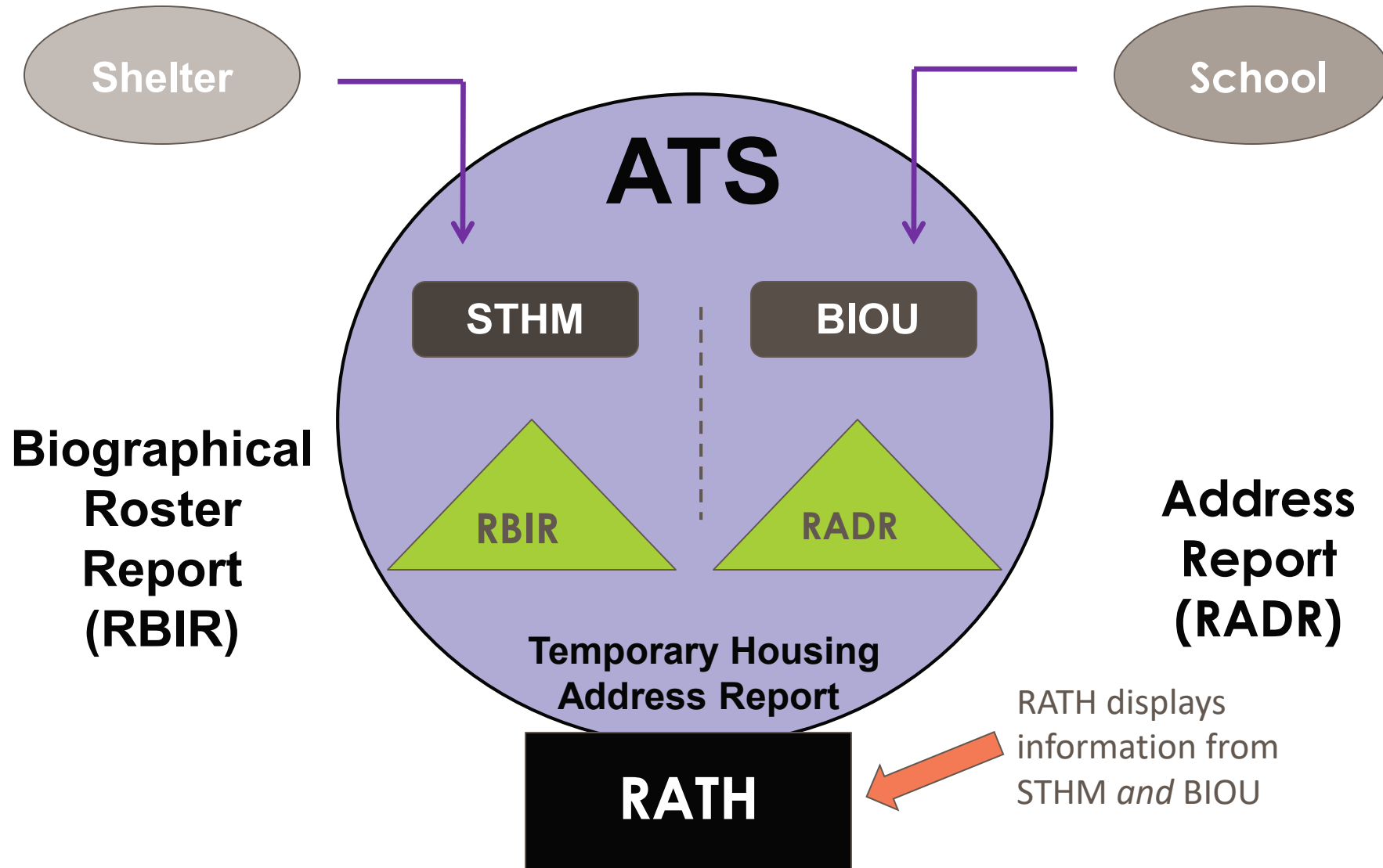
# Entering Domestic Violence Shelter Addresses in ATS

- House #: Enter number of P.O. Box
- Street: “No Name”
- Zip: Zip of shelter
  
- Enter Authorization Code 07 to indicate a court order against a particular caregiver in a student’s file. If the abuser is not listed, users can enter “domestic violence” as an adult with an authorization code of 07.
- Ensure that any other databases (e.g. SESIS) also contain updated address information (P.O. Box) and notes about appropriate contacts for the child.

# Student living outside NYC

- When a student is temporarily living outside of NYC (McKinney-Vento-eligible) but attending a NYC school, school should select "non-paying other" in response to the question about tuition payment.

# Data Collection: Running Reports



# How do I know which students at my school have been identified as living in temporary housing?

- The Biographical Roster Report (RBIR) shows all students for whom an intake was completed at a shelter by STH Program staff. These students are flagged with a TEMP HOUS indicator.
- The Address Report (RADR) shows the *housing status* codes by category.
- The Temporary Housing Address Report (RATH) shows students with an STH housing status and/or identified by STH staff in shelters.
- *PLEASE NOTE:* Students flagged as living in temporary housing in the RBIR are not automatically given a housing status code for the RADR.

# HOW TO RUN THE RBIR REPORT

*How do I know  
which of my students  
have completed the  
intake process with  
Students in  
Temporary Housing  
staff at a shelter?*

# How do I run the Biographical Roster Report (RBIR)?

- From the ATS main menu, type RBIR
- Press Ctrl
- Go to the School Indicator Listing Screen
- Move the cursor next to the TEMP HOUS indicator and insert Y
- Press F2



# How do I know which of my students have completed the intake process with Students in Temp Housing staff?

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
-----
PROFILE 31-R-049      New York City Public Schools
REPT0161             ATS Report Selection Screen
==>
                                SCHOOL NUMBER: 049
                                BIographical ROSTER
SELECTION CRITERIA: (ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
STATUS (A,D,T,R) (DEFAULT IS ACTIVE) : _
OFFICIAL CLASS (DEFAULT IS ALL) : _
GRADE CODE (DEFAULT IS ALL) : _
GRADE LEVEL (DEFAULT IS ALL) : _
INDICATOR (PRESS F4, DEFAULT IS ALL) : _
INCLUDE ADULT EMAIL ADDRESS : N (ENTER Y OR N)
INCLUDE SHARED INSTRUCTION STUDENTS : N (ENTER Y OR N)
SORT OPTIONS (PRESS F4, DEFAULT IS ALPHA) : _
EMAILID: _____ @SCHOOLS.NYC.GOV SUBJ: _____
FTP DOWNLOAD IN CSV FORMAT (Y/N) : N
PRINT OPTION: ( ENTER PRINTER INFORMATION )
DIST: 000 LOC: TW4 PRINTER: 1 HOLD: N ID: LB08R01_ TYP: _
Press F6 to execute
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/Execut
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
MA a 11/052
```



- **Biographical Roster Report (RBIR):** select the **TEMP HOUS** indicator to view students in shelters identified through the intake process.
- Students with the TEMP HOUS indicator are NOT automatically flagged with a housing status code in BIOU

# Selecting the TEMP HOUS indicator

**TEMP HOUS:**  
Enter Y and  
press F2

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]
PROFILE 31-R-049          New York City Public Schools
ATS0400                  School Indicator Listing Screen
==>

BILINGUAL                FOSTR HOME              AIS SERVICES
ESL                       y TEMP HOUS             ELA ELIG                SCHOOL A
LEP                       HEALTH INC              ELA PART                SCHOOL B
SPEC ED                  GIFTED                  MATH ELIG               SCHOOL C
IEP SPEC ED              REL TIME                MATH PART               DIST A
RES ROOM                  EXTEND DAY              SCI PART                DIST B
ADD'L RS                  CHAP 53                 SS PART                 DIST C
COUNSEL                   PLUS PROG               SUPP SVC                407 FLAG
SPCH SVC                  SUMM SCHL               ELA AT RSK              ONGNG SVC
CTT PART                  MEAL CODE               CELL PH XMT             SECT 504
SETSS                     IMMN STAT               TEST MOD                SL COMM
                           COHORT YR              HEALTH ALRT
                           AVID
                           POST GRD
                           MAINSTRM
                           YTD ATTEND
                           ELA PROF
                           MATH PROF
                           HEALTH ALRT
                           FUT EX INST
                           PREP ACAD
                           EX INSTR PD

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/
F7/       F8/         F9/            F10/       F11/
F6/
F12/Exit
```

# HOW TO RUN THE RADR REPORT

*How do I run the RADR to find out which students at my school have been identified as living in temporary housing?*

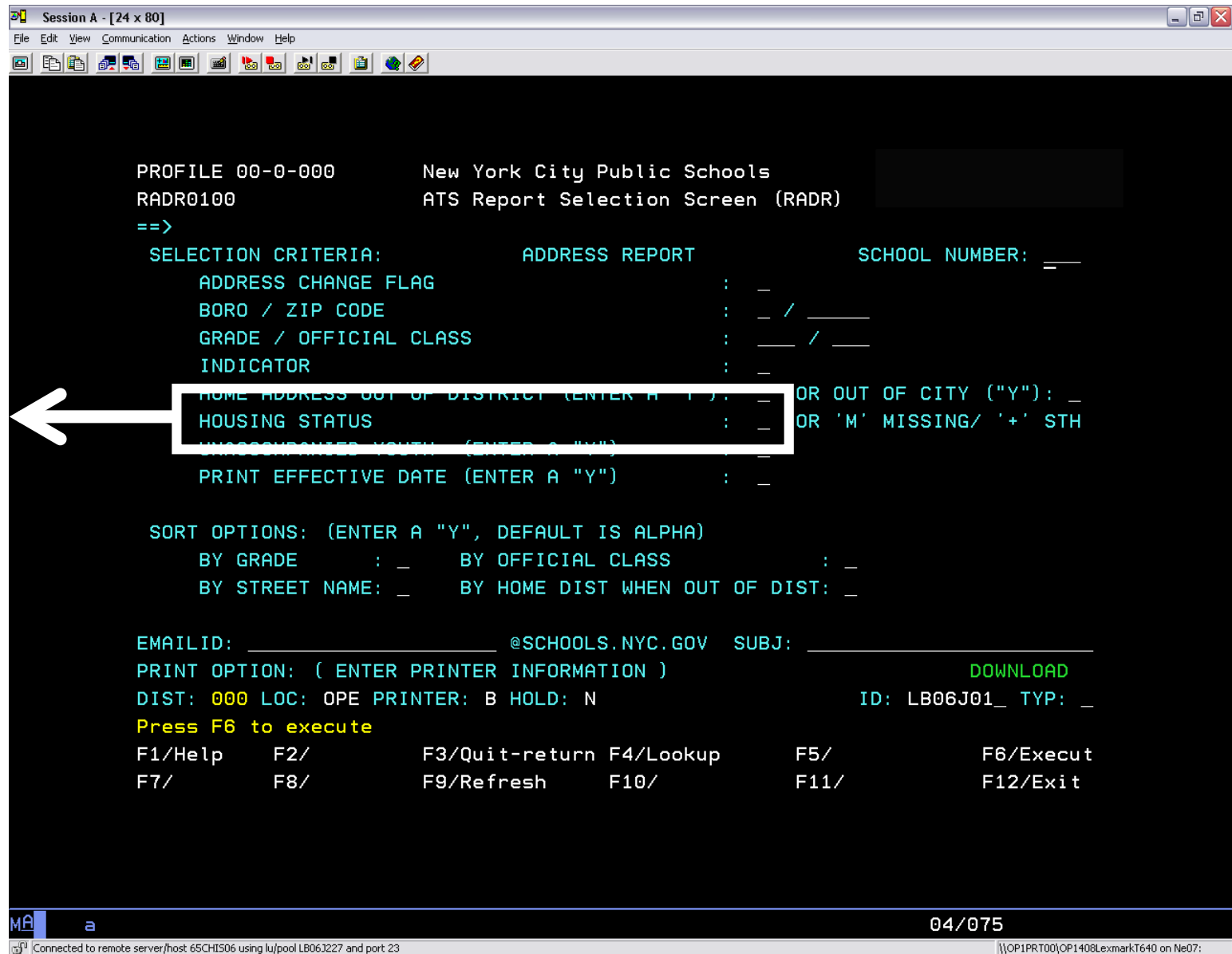
# How do I run the RADR to find out which students at my school have been identified as living in temporary housing?

- From the ATS main menu, type RADR and press Ctrl
- Move the cursor to HOUSING STATUS field
- Press F4
- Enter the housing status code you are looking for:
  - + – for all students with temporary housing status codes OR
  - D – DOUBLED UP
  - H – HOTEL / MOTEL
  - N – FORM NOT RETURNED
  - P – PERMANENT HOUSING STATUS
  - S – SHELTER
  - T – OTHER TEMPORARY LIVING SITUATION
- Press F6

# How do I run the RADR to find out which students at my school have been identified as living in temporary housing?

## Housing Status field:

Enter "+" to limit your report to students with any temporary housing status code (S,T,D,H)



```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]

PROFILE 00-0-000      New York City Public Schools
RADR0100             ATS Report Selection Screen (RADR)
==>

SELECTION CRITERIA:      ADDRESS REPORT      SCHOOL NUMBER: ___
ADDRESS CHANGE FLAG      : _
BORO / ZIP CODE          : _ / ___
GRADE / OFFICIAL CLASS  : ___ / ___
INDICATOR                : _
HOME ADDRESS OUT OF DISTRICT (ENTER A "Y") : _ OR OUT OF CITY ("Y"): _
HOUSING STATUS           : _ OR 'M' MISSING/ '+' STH
UNACCOMPANIED YOUTH (ENTER A "Y")       : _
PRINT EFFECTIVE DATE (ENTER A "Y")       : _

SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
BY GRADE : _ BY OFFICIAL CLASS : _
BY STREET NAME: _ BY HOME DIST WHEN OUT OF DIST: _

EMAILID: _____ @SCHOOLS.NYC.GOV  SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION )          DOWNLOAD
DIST: 000 LOC: OPE PRINTER: B HOLD: N                ID: LB06J01_ TYP: _
Press F6 to execute
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/      F6/Execut
F7/      F8/      F9/Refresh  F10/     F11/     F12/Exit

MA a 04/075
Connected to remote server/host 65CHIS06 using lu/pool LB06J227 and port 23
\\OP1PRT00\OP1408LexmarkT640 on Ne07:
```

# How do I run the RADR to find out which students have been identified as living in a PARTICULAR TYPE of temporary housing?

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]

PROFILE 00-0-000      New York City Public Schools
RADR0100             ATS Report Selection Screen (RADR)
==>
SELECTION CRITERIA:  ADDRESS REPORT      SCHOOL NUMBER: ___
ADDRESS CHANGE FLAG : _
BORO / ZIP CODE      : _ / ___
GRADE / OFFICIAL CLASS : _ / ___
INDICATOR            : _
HOME ADDRESS OUT OF DISTRICT (ENTER A "Y") : _ OR OUT OF CITY ("Y"): _
HOUSING STATUS       : _ OR MISSING/ OTHER : _
UNACCOMPANIED YOUTH (ENTER A "Y") : _
PRINT EFFECTIVE DATE (ENTER A "Y") : _

SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
BY GRADE           : _ BY OFFICIAL CLASS : _
BY STREET NAME: _ BY HOME DIST WHEN OUT OF DIST: _

EMAILID: _____@SCHOOLS.NYC.GOV  SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION )          DOWNLOAD
DIST: 000 LOC: OPE PRINTER: B HOLD: N                ID: LB06J01_ TYP: _
Press F6 to execute
F1/Help   F2/       F3/Quit-return F4/Lookup   F5/       F6/Execut
F7/       F8/       F9/Refresh  F10/      F11/      F12/Exit

04/075
Connected to remote server/host 65CH1506 using lu/pool LB06J227 and port 23
\\OP1PRT00\OP1408LexmarkT640 on Ne07:
```

**Housing Status field:**  
Enter appropriate housing status code to limit report to students with just one of the housing status codes (S,T,D,H).

# HOW TO RUN THE RATH REPORT

*How do I run the RATH for a combined report to see all students identified as homeless (by either the school or the STH office)?*

# How do I run the RATH for a combined report to see all students identified as homeless (by either the school or the STH office)?

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
-----
New York City Public Schools
RATH0100
==>
ATS Report Selection Screen (RATH)
TEMPORARY HOUSING ADDRESS REPORT

This report includes students with a Temporary Housing Indicator = Y
and/or Housing Status = A, D, H, S and T.

SORT OPTIONS: (ENTER A "Y", DEFAULT IS ALPHA)
GRADE          : _
OFFICIAL CLASS : _

EMAILID: _____@SCHOOLS.NYC.GOV  SUBJ: _____
PRINT OPTION: ( ENTER PRINTER INFORMATION )          DOWNLOAD
DIST: 000 LOC: OMI PRINTER: 2 HOLD: N                ID: LB06COM_ TYP: _
Press F6 to execute
F1/Help   F2/       F3/Quit-return F4/       F5/       F6/Execut
F7/       F8/       F9/Refresh   F10/      F11/      F12/Exit

12/037
Connected to remote server/host 65CH1506 using lu/pool LB06J088 and port 23
\\OP1PRT00\OP1408LexmarkT640 on Ne09:
```

Press **F6** to execute report



# HOW TO FIND STUDENTS WITH MISSING HOUSING STATUS CODES

*Schools are obligated to follow up when a student is missing the Housing Status code on his/her BLOG screen. How do I see a list of the students (and families) we need to follow up with to obtain this information?*

# Missing Codes

- There are **TWO** Biographical *Housing Status* codes that need follow-up.
  1. N – FORM NOT RETURNED
  2. M – MISSING A HOUSING STATUS CODE
- Run one of the following reports for a list of students with missing *Housing Status* codes. The two reports have different pros and cons (see following slides).
  - Address Report (RADR)
  - Non-Compliance Report (RSNC)

# How do I run the Address Report (RADR) to find out which students are missing housing status codes?

## Instructions:

- From the ATS main menu, type RADR and press Ctrl
- Move the cursor to HOUSING STATUS field
- Press F4
- Enter the housing status code you are looking for:
  - N – FORM NOT RETURNED, **or**
  - M – MISSING housing status code
- Press F6

## Pros/Cons to using the RADR to find students with missing Housing Status codes:

- *Pros:* School staff without UPCO (Update Student Codes screen) access can use the RADR.
- *Cons:* You must run the RADR **twice** – once for code “N” and again for code “M.”

# How do I run the Non-Compliance Report (RSNC) to find out which students are missing housing status codes?

## Instructions:

- From the ATS main menu, type RSNC and press Ctrl
- Move the cursor to HOUSING STATUS and enter Y
- Press F6

## Pros/Cons to using the RSNC to find students with missing Housing Status codes:

- *Pros:* This report will return *all* students with missing codes – “N” **and** “M.”
- *Cons:* Report is not available to all staff.

# UPDATING MULTIPLE RECORDS AT A TIME

# How can I update multiple records at the same time?

- Go to the Update Student Codes (UPCO) screen
- Place cursor next to GRADE or OFFICIAL CLASS depending on whether you want to update by grade level or class
- Press F4 to look up the available grade level or class
- Press F5 to view and select the codes available for updates
- Place cursor next to HOUSING STATUS AND UNACCOMPANIED YOUTH
- Press F2 to select
- Both Housing Status (HOUS STAT) and Unaccompanied Youth (UNAC YOUTH) can be updated

**FOR MORE  
INFORMATION,  
CONTACT:**

- Winnie Tjioe, *Senior Data Analyst*, NYC Department of Education – [wtjioe@schools.nyc.gov](mailto:wtjioe@schools.nyc.gov)
- NYS-TEACHS – 800-388-2014, [info@nysteachs.org](mailto:info@nysteachs.org)