Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Accessing Regents Reports

Through Edutech's

ASAP Web Application

Last Updated 8/27/12

For Assistance Contact:
EduTech Test Scoring
800-722-5797 (menu option 7-1)
testscoring@edutech.org

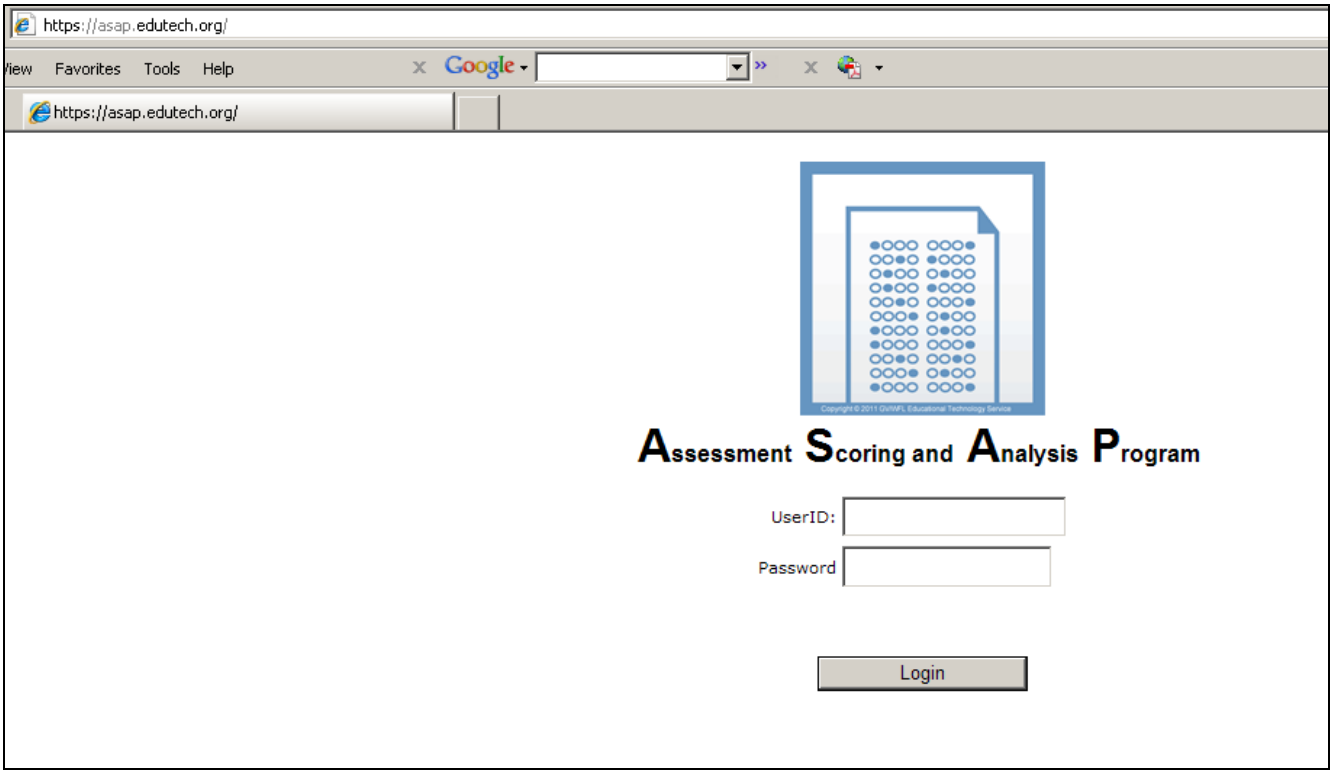
ASAP = Assessment Scoring and Analysis Program

ASAP is a web-based application used to score the scan data from Regents answer sheets.
It also provides several reports of Regents results.

- Internet Explorer must be the web browser used with ASAP.

- A Level 0 user login is requred.
  If you currently have a Level 0 user account, nothing further needs to be done to access ASAP. A new Level 0 user account can be obtained by completing the request form in Appendix A on page 17.

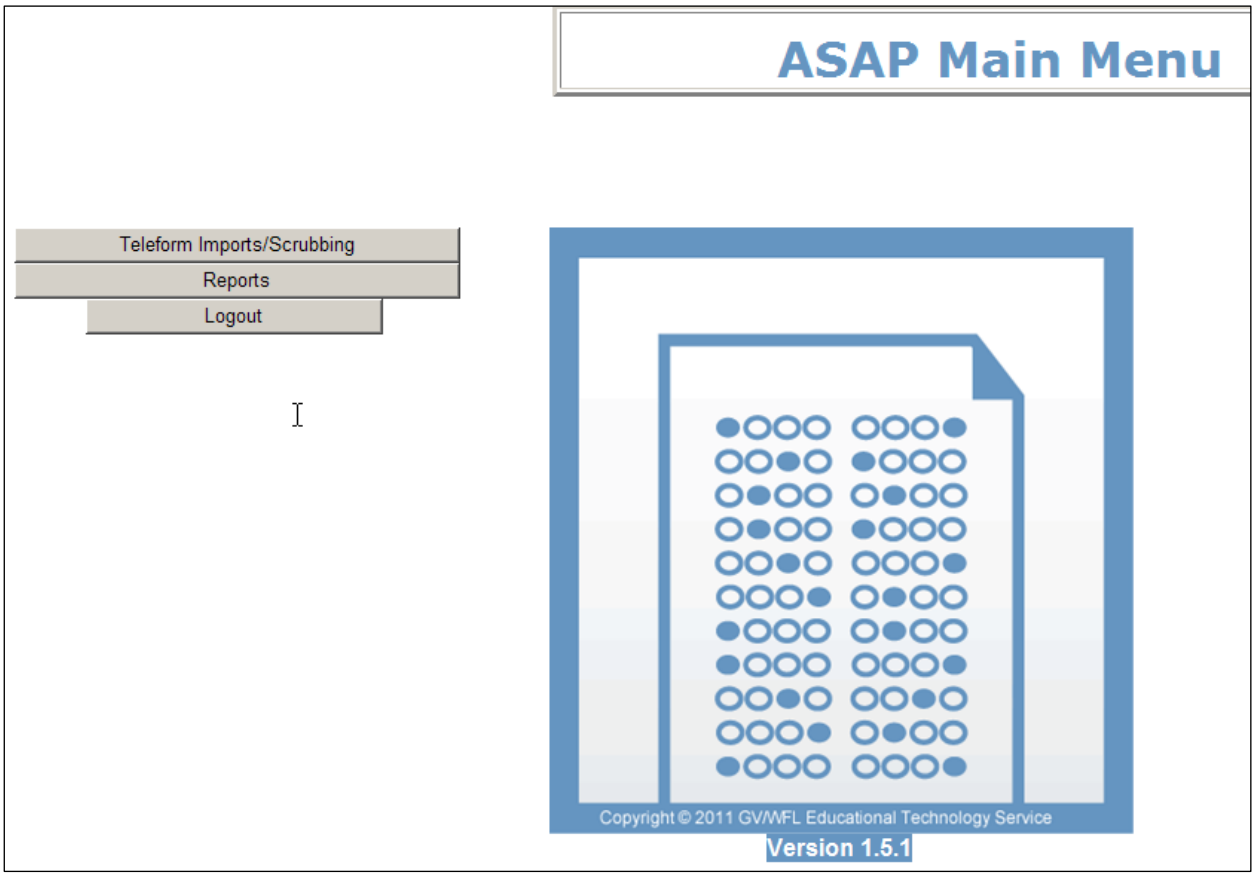
- The web address is: https://asap.edutech.org



After a successful login, you will see the main menu screen.

➞ **Click on the Reports button.**

(The Teleform Imports/Scrubbing button was used to import scan data and score it.)



You will see the ASAP Reports Screen.
The reports are organized by report type in a “tree”. Each report type is a branch.
The quick score reports are located at the “root”.

To run a report,

➡ **Click the link to the report in the tree.**.

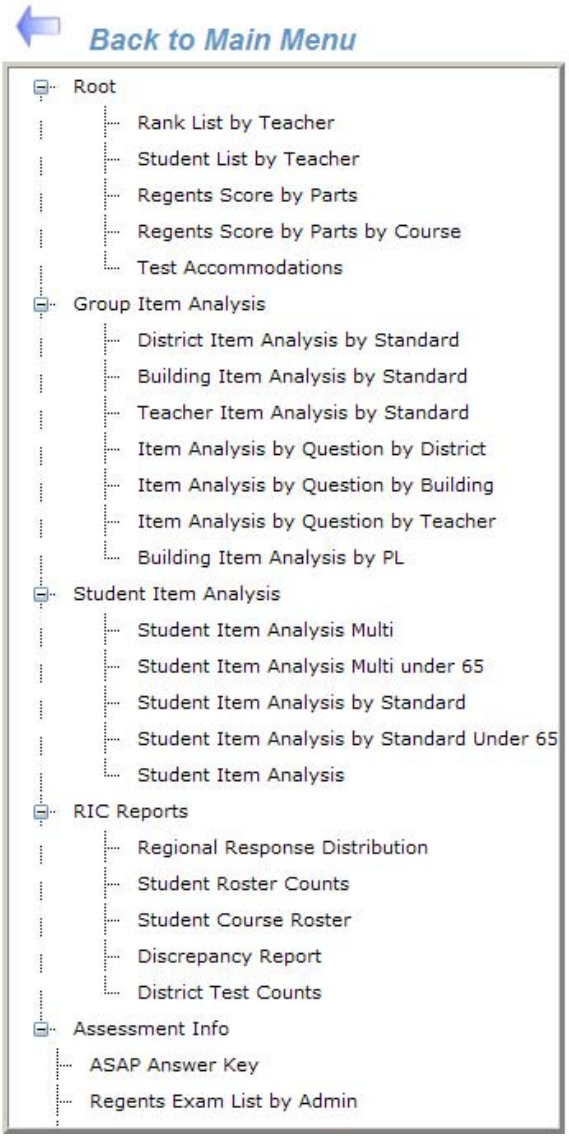
Selection boxes will be displayed next.

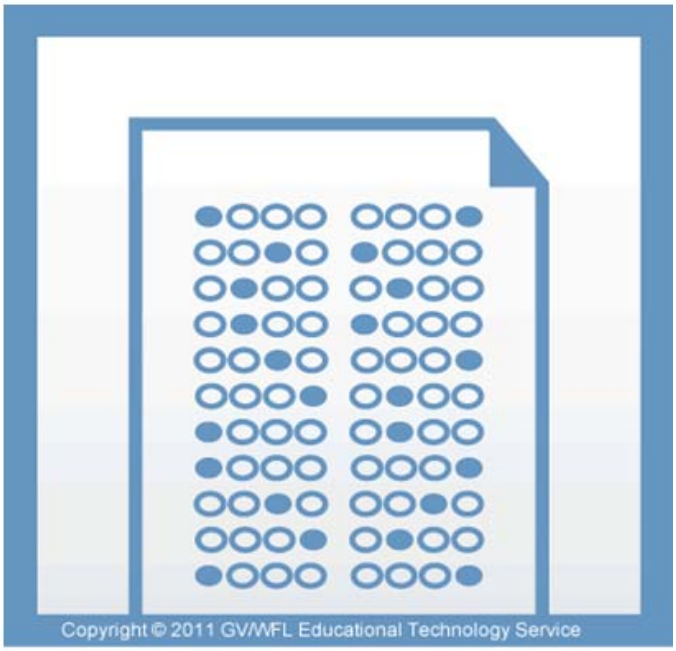
➡ **Pick a location or all locations.**

Assessments are displayed by School Year End Date, Admin Month, Assessment Name

➡ **Pick an assessment.**

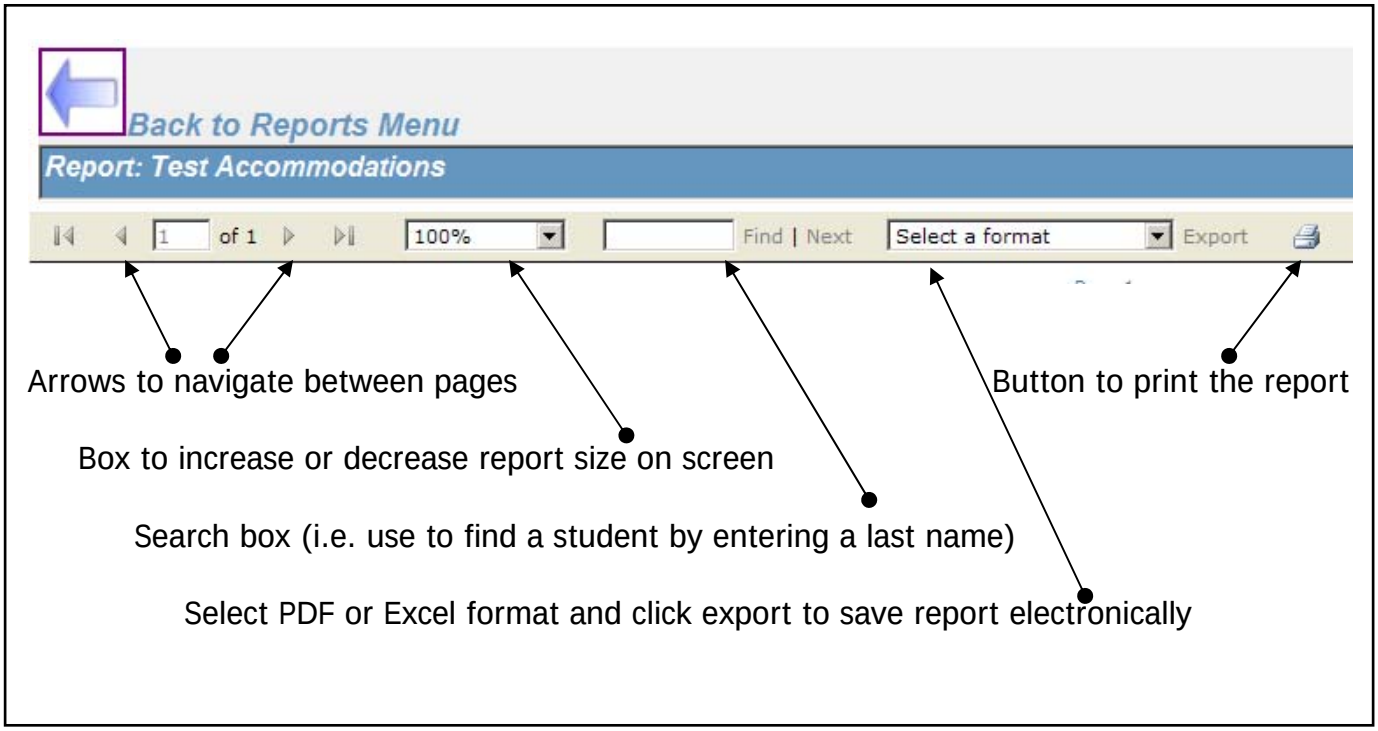
➡ **Click Submit.**





The report will display on the next screen.

At the top of the report screen, the report name appears along with the following controls:



To run another report,

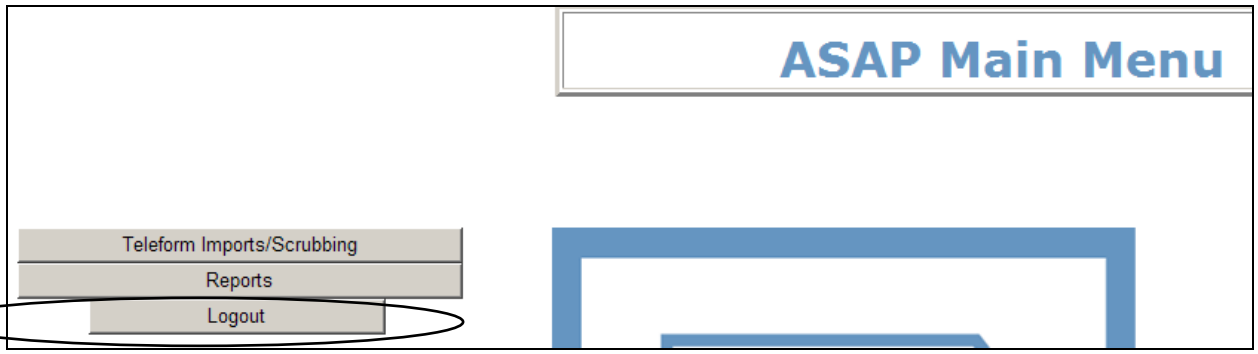
➔ **Click the Back to Reports Menu arrow button at the top of the Report page to return to the Reports Menu.**

Do NOT use the browser back button.

To logout,

➞ **Click the Back to Main Menu arrow button from the Reports Menu**

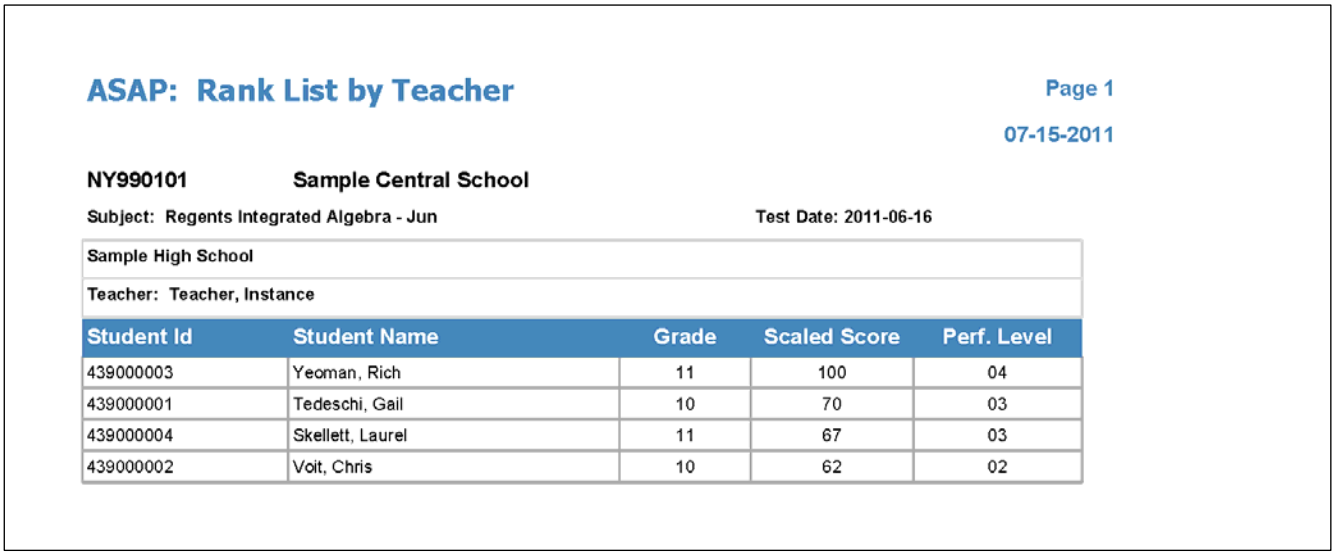
➞ **Click the Logout button from the ASAP Main Menu.**



Report Descriptions and Samples

(Student names in samples are EduTech employees.)

Rank List by Teacher – Hi to Lo listing of students' scale scores and performance levels grouped by teacher.



ASAP: Rank List by Teacher

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NY990101 Sample Central School

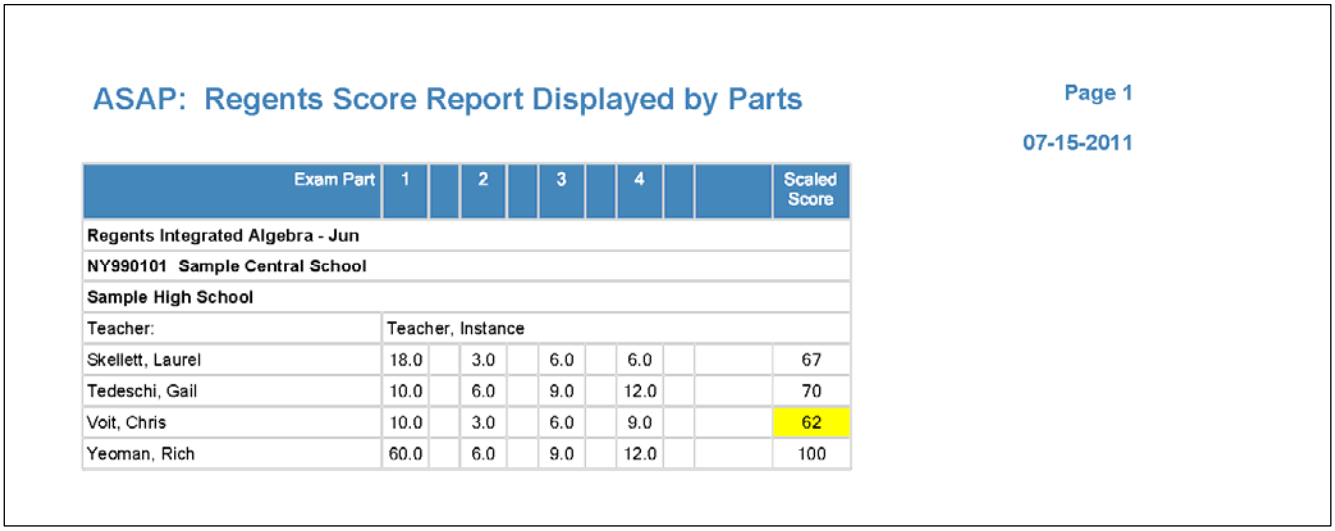
Subject: Regents Integrated Algebra - Jun Test Date: 2011-06-16

Sample High School

Teacher: Teacher, Instance

Student Id	Student Name	Grade	Scaled Score	Perf. Level
439000003	Yeoman, Rich	11	100	04
439000001	Tedeschi, Gail	10	70	03
439000004	Skellett, Laurel	11	67	03
439000002	Voit, Chris	10	62	02

Regents Score by Parts – Lists students alphabetically by location and shows part scores as well as the scale score. If the scale score is less than 65, it will be highlighted in yellow.



ASAP: Regents Score Report Displayed by Parts

Page 1

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Exam Part	1	2	3	4	Scaled Score
Regents Integrated Algebra - Jun					
NY990101 Sample Central School					
Sample High School					
Teacher:	Teacher, Instance				
Skellett, Laurel	18.0	3.0	6.0	6.0	67
Tedeschi, Gail	10.0	6.0	9.0	12.0	70
Voit, Chris	10.0	3.0	6.0	9.0	62
Yeoman, Rich	60.0	6.0	9.0	12.0	100

Student Item Analysis by Standard
Student Item Analysis by Standard Under 65

Provides the points the student earned for each question grouped by standard along with the total points the student earned for all of the questions mapped to each particular standard. (The Under 65 version of this report only includes students scoring under 65.)

ASAP: Student Item Analysis by Standard

Page 1

07-15-2011

Regents Integrated Algebra - Jun

Standard	Description	Q Type	Q #	Earned	Avail.	Ques Type	% for Ques type
NY990101	Sample Central School						
Sample High School							
Skellett, Laurel		Teacher: Teacher, Instance					
A	Algebra						
		MC	1	0.0	2		
		MC	2	0.0	2		
		MC	3	2.0	2		
		MC	5	0.0	2		
		MC	8	2.0	2		
		MC	10	2.0	2		
		MC	12	2.0	2		
		MC	14	0.0	2		
		MC	18	0.0	2		
		MC	19	0.0	2		
		MC	21	2.0	2		
		MC	23	0.0	2		
		MC	24	0.0	2		
		MC	25	0.0	2		
		MC	26	0.0	2		
		MC	28	0.0	2		
		MC	29	0.0	2		
		MC	30	2.0	2		
						MC	33 %
		CR	31	0.0	2		
		CR	35	2.0	3		
		CR	37	0.0	4		
						CR	22 %
	21 Questions Avg= 14 / 45 points						
G	Geometry						
		MC	11	0.0	2		
		MC	13	0.0	2		
		MC	16	0.0	2		
						MC	0 %
		CR	33	2.0	2		
		CR	36	1.0	3		
		CR	39	4.0	4		
						CR	78 %
	6 Questions Avg= 7 / 15 points						
M	Measurement						
		MC	17	2.0	2		
		MC	20	0.0	2		
						MC	50 %
	2 Questions Avg= 2 / 4 points						
O	Number Sense and Operations						
		MC	6	0.0	2		
		MC	9	0.0	2		

ASAP: Student Item Analysis by Standard

07-15-2011

Standard	Description	Q Type	Q #	Earned	Avail.	Ques Type	% for Ques type
Sample High School							
Skellett, Laurel		Teacher: Teacher, Instance					
O	Number Sense and Operations						
		MC	27	0.0	2		
						MC	0 %
		CR	32	1.0	2		
						CR	50 %
	4 Questions Avg= 1 / 8 points						
P	Probability and Statistics						
		MC	4	2.0	2		
		MC	7	2.0	2		
		MC	15	0.0	2		
		MC	22	0.0	2		
						MC	50 %
		CR	34	3.0	3		
		CR	38	2.0	4		
						CR	71 %
	6 Questions Avg= 9 / 15 points						
Skellett, Laurel: Scaled Score = 67 Performance Level = 03							

District Item Analysis by Standard
Building Item Analysis by Standard
Teacher Item Analysis by Standard

Provides percentage of the total available points that the students in a district / building / teacher earned for each question grouped by standard along with average points earned for all of the questions mapped to each standard.

ASAP: Building Item Analysis by Standard

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Regents Integrated Algebra - Jun

Standard	Description	Question Type	Question Number	% of Available Points Earned	Ques Type	% for Ques type	Max Points
NY990101	Sample Central School						
Sample High School							
A	Algebra						
		MC	1	25.0 %			2
		MC	2	25.0 %			2
		MC	3	75.0 %			2
		MC	5	25.0 %			2
		MC	8	50.0 %			2
		MC	10	50.0 %			2
		MC	12	75.0 %			2
		MC	14	50.0 %			2
		MC	18	50.0 %			2
		MC	19	50.0 %			2
		MC	21	50.0 %			2
		MC	23	25.0 %			2
		MC	24	25.0 %			2
		MC	25	25.0 %			2
		MC	26	50.0 %			2
		MC	28	25.0 %			2
		MC	29	25.0 %			2
		MC	30	50.0 %			2
					MC	41.7 %	
		CR	31	75.0 %			2
		CR	35	83.3 %			3
		CR	37	75.0 %			4
					CR	77.8 %	
	21 Questions Avg= 22 / 45 points						
G	Geometry						
		MC	11	25.0 %			2
		MC	13	25.0 %			2
		MC	16	25.0 %			2
					MC	25.0 %	
		CR	33	75.0 %			2
		CR	36	66.7 %			3
		CR	39	87.5 %			4
					CR	77.8 %	
	6 Questions Avg= 8.5 / 15 points						
M	Measurement						
		MC	17	100.0 %			2
		MC	20	25.0 %			2
					MC	62.5 %	
	2 Questions Avg= 2.5 / 4 points						
O	Number Sense and Operations						
		MC	6	25.0 %			2

ASAP: Building Item Analysis by Standard

Standard	Description	Question Type	Question Number	% of Available Points Earned	Ques Type	% for Ques type	Max Points
Sample High School							
O	Number Sense and Operations						
		MC	9	25.0 %			2
		MC	27	25.0 %			2
					MC	25.0 %	
		CR	32	75.0 %			2
					CR	75.0 %	
	4 Questions Avg= 3 / 8 points						
P	Probability and Statistics						
		MC	4	50.0 %			2
		MC	7	75.0 %			2
		MC	15	25.0 %			2
		MC	22	50.0 %			2
					MC	50.0 %	
		CR	34	100.0 %			3
		CR	38	81.3 %			4
					CR	89.3 %	
	6 Questions Avg= 10.3 / 15 points						

BuildingItem Analysis by Performance Level

Provides counts of students in each performance level and the percent of students earning points for each question by performance level.

ASAP: Building Item Analysis Report

09-12-2011

NY990101 Sample High School

Regents Comprehensive English 2011-08-17

	Building Score Range Distribution				
School Name	PL01	PL02	PL03	PL04	Total
Sample High School	1	1	0	1	3

Percent of Points Earned by Score Range

% of pts earned by students scoring in performance level

Q#	Type	PL 01	PL 02	PL 03	PL 04
1	MC	.0%	.0%	.0%	100.0%
2	MC	.0%	100.0%	.0%	100.0%
3	MC	.0%	.0%	.0%	100.0%
4	MC	100.0%	.0%	.0%	100.0%
5	MC	.0%	.0%	.0%	100.0%
6	MC	.0%	.0%	.0%	100.0%
7	MC	.0%	100.0%	.0%	100.0%
8	MC	.0%	.0%	.0%	100.0%
9	MC	.0%	.0%	.0%	100.0%
10	MC	100.0%	.0%	.0%	100.0%
11	MC	.0%	100.0%	.0%	100.0%
12	MC	.0%	.0%	.0%	100.0%
13	MC	.0%	.0%	.0%	100.0%
14	MC	.0%	100.0%	.0%	100.0%
15	MC	100.0%	.0%	.0%	100.0%
16	MC	.0%	100.0%	.0%	100.0%
17	MC	.0%	.0%	.0%	100.0%
18	MC	100.0%	.0%	.0%	100.0%
19	MC	100.0%	.0%	.0%	100.0%
20	MC	.0%	.0%	.0%	100.0%
21	MC	.0%	.0%	.0%	100.0%
22	MC	.0%	100.0%	.0%	100.0%
23	MC	100.0%	.0%	.0%	100.0%
24	MC	100.0%	.0%	.0%	100.0%
25	MC	.0%	.0%	.0%	100.0%
26	CR	.0%	100.0%	.0%	100.0%
27	CR	50.0%	100.0%	.0%	100.0%
28	CR	41.7%	100.0%	.0%	100.0%

% of pts earned by students scoring in performance level

Q#	Type	PL 01	PL 02	PL 03	PL 04

	Average Score by Exam Parts						
Part	Part1	Part2	Part3	Part4	Part5	Points	Scale Score
Maximum	8.0	12.0	5.0	4.0	6.0	35.0	
Average	3.7	6.3	2.7	3.0	4.8		65.3

Item Anaysis by Question by District
Item Analysis by Question by Building
Item Analysis by Question by Teacher

Provides count and percent of students in a district / building / teacher that selected each distractor for a Multiple Choice (MC) question or earned each different point value for a Constructed Response (CR) question.

*** These reports include # Tested and % Passing.**

ASAP: Item Analysis by Question by Building

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Regents Integrated Algebra - Jun **2011-06-16**

Student Counts

	# Students	Passing	Pass %	Failing
Sample High School	4	3	75	1

Q #	Type	Max	Cor	Blank	Zero		Response 1		Response 2		Response 3		Response 4		Response 5		Response 6		Response 7		Response 8	
					#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Sample Central School																						
Sample High School																						
1	MC	2	3	0		0	3	75	0	0	1	25	0	0	0	0	0	0	0	0	0	0
2	MC	2	3	0		0	1	25	2	50	1	25	0	0	0	0	0	0	0	0	0	0
3	MC	2	1	0		0	3	75	0	0	1	25	0	0	0	0	0	0	0	0	0	0
4	MC	2	3	0		0	1	25	0	0	2	50	1	25	0	0	0	0	0	0	0	0
5	MC	2	2	0		0	3	75	1	25	0	0	0	0	0	0	0	0	0	0	0	0
6	MC	2	3	0		0	1	25	1	25	1	25	1	25	0	0	0	0	0	0	0	0
7	MC	2	1	0		0	3	75	0	0	1	25	0	0	0	0	0	0	0	0	0	0
8	MC	2	2	0		0	1	25	2	50	0	0	1	25	0	0	0	0	0	0	0	0
9	MC	2	4	0		0	3	75	0	0	0	0	1	25	0	0	0	0	0	0	0	0
10	MC	2	3	0		0	1	25	1	25	2	50	0	0	0	0	0	0	0	0	0	0
11	MC	2	4	0		0	2	50	0	0	1	25	1	25	0	0	0	0	0	0	0	0
12	MC	2	4	0		0	1	25	0	0	0	0	3	75	0	0	0	0	0	0	0	0
13	MC	2	2	0		0	3	75	1	25	0	0	0	0	0	0	0	0	0	0	0	0
14	MC	2	1	0		0	2	50	2	50	0	0	0	0	0	0	0	0	0	0	0	0
15	MC	2	2	0		0	2	50	1	25	1	25	0	0	0	0	0	0	0	0	0	0
16	MC	2	2	0		0	1	25	1	25	1	25	1	25	0	0	0	0	0	0	0	0
17	MC	2	1	0		0	4	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	MC	2	2	0		0	1	25	2	50	0	0	1	25	0	0	0	0	0	0	0	0
19	MC	2	3	0		0	2	50	0	0	2	50	0	0	0	0	0	0	0	0	0	0
20	MC	2	3	0		0	1	25	1	25	1	25	1	25	0	0	0	0	0	0	0	0
21	MC	2	2	1		0	3	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	MC	2	2	0		0	1	25	2	50	1	25	0	0	0	0	0	0	0	0	0	0
23	MC	2	4	0		0	2	50	0	0	1	25	1	25	0	0	0	0	0	0	0	0
24	MC	2	2	0		0	1	25	1	25	0	0	2	50	0	0	0	0	0	0	0	0
25	MC	2	4	0		0	3	75	0	0	0	0	1	25	0	0	0	0	0	0	0	0
26	MC	2	1	0		0	2	50	2	50	0	0	0	0	0	0	0	0	0	0	0	0
27	MC	2	2	0		0	2	50	1	25	1	25	0	0	0	0	0	0	0	0	0	0
28	MC	2	2	0		0	1	25	1	25	1	25	1	25	0	0	0	0	0	0	0	0
29	MC	2	4	0		0	3	75	0	0	0	0	1	25	0	0	0	0	0	0	0	0
30	MC	2	4	0		0	1	25	1	25	0	0	2	50	0	0	0	0	0	0	0	0
31	CR	2			1	25	0	0	3	75	0	0	0	0	0	0	0	0	0	0	0	0
32	CR	2			0	0	2	50	2	50	0	0	0	0	0	0	0	0	0	0	0	0
33	CR	2			1	25	0	0	3	75	0	0	0	0	0	0	0	0	0	0	0	0
34	CR	3			0	0	0	0	0	0	4	100	0	0	0	0	0	0	0	0	0	0
35	CR	3			0	0	0	0	2	50	2	50	0	0	0	0	0	0	0	0	0	0
36	CR	3			0	0	2	50	0	0	2	50	0	0	0	0	0	0	0	0	0	0
37	CR	4			1	25	0	0	0	0	0	0	3	75	0	0	0	0	0	0	0	0
38	CR	4			0	0	0	0	1	25	1	25	2	50	0	0	0	0	0	0	0	0
39	CR	4			0	0	0	0	1	25	0	0	3	75	0	0	0	0	0	0	0	0

Student Item Analysis Multi
Student Item Analysis Multi Under 65

This is a matrix type report that provides the following information for each student for each question: student's reponse, correct response, points earned, points available. The Under 65 version only includes students who scored under 65.

ASAP: Student Item Analysis (Multiple per page)

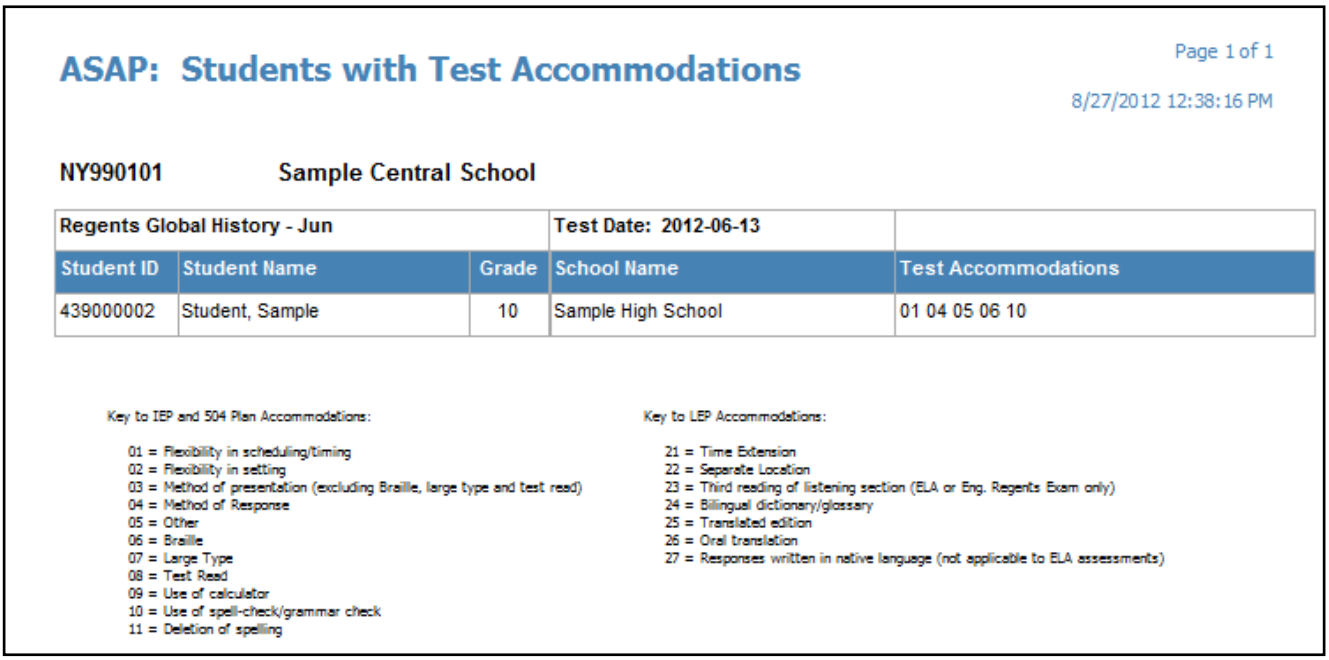
Sample Central School

Regents Integrated Algebra 2011-06-15

Regents Integrated Algebra - Jun			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Sample High School	Teacher, Instance	Skellett, Laurel, 439000004 Scaled Score = 67	Response		1	2	1	3	1	4	1	2	1	3	1	4	1	2	1	3	1	4	1	2	1	3	1	4	1	2	1	3	1	4	0	1	2	3	2	1	0	2	4
			Correct Response		3	3	1	3	2	3	1	2	4	3	4	4	2	1	2	2	1	2	3	3	2	2	4	2	4	1	2	2	4	4									
			Points Earned		0.0	0.0	2.0	0.0	0.0	0.0	2.0	2.0	0.0	2.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	1.0	2.0	3.0	2.0	1.0	0.0	2.0	4.0
			Max Value		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	
		Tedeschi, Gail, 439000001 Scaled Score = 70	Response		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	3	3	3	4	4	4	
			Correct Response		3	3	1	3	2	3	1	2	4	3	4	4	2	1	2	2	1	2	3	3	2	2	4	2	4	1	2	2	4	4									
			Points Earned		0.0	0.0	2.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	2.0	2.0	3.0	3.0	3.0	4.0	4.0	4.0
			Max Value		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	
		Voit, Chris, 439000002 Scaled Score = 62	Response		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	2	1	0	3	2
			Correct Response		3	3	1	3	2	3	1	2	4	3	4	4	2	1	2	2	1	2	3	3	2	2	4	2	4	1	2	2	4	4									
			Points Earned		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	2.0	2.0	2.0	0.0	0.0	2.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	1.0	0.0	3.0	2.0	1.0	4.0	3.0	2.0
			Max Value		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	
		Yeoman, Rich, 439000003 Scaled Score = 100	Response		3	3	1	3	2	3	1	2	4	3	4	4	2	1	2	2	1	2	3	3		2	4	2	4	1	2	2	4	4	2	2	2	3	3	3	4	4	4
			Correct Response		3	3	1	3	2	3	1	2	4	3	4	4	2	1	2	2	1	2	3	3	2	2	4	2	4	1	2	2	4	4									
			Points Earned		2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	3.0	3.0	3.0	4.0	4.0	4.0
			Max Value		2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	

Test Accommodations

Lists students who had test accommodations bubbled and displays which accommodations were bubbled.



ASAP: Students with Test Accommodations

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8/27/2012 12:38:16 PM

NY990101 **Sample Central School**

Regents Global History - Jun			Test Date: 2012-06-13	
Student ID	**Student Name**	**Grade**	**School Name**	**Test Accommodations**
439000002	Student, Sample	10	Sample High School	01 04 05 06 10

Key to IEP and 504 Plan Accommodations:

01 = Flexibility in scheduling/timing
02 = Flexibility in setting
03 = Method of presentation (excluding Braille, large type and test read)
04 = Method of Response
05 = Other
06 = Braille
07 = Large Type
08 = Test Read
09 = Use of calculator
10 = Use of spell-check/grammar check
11 = Deletion of spelling

Key to LEP Accommodations:

21 = Time Extension
22 = Separate Location
23 = Third reading of listening section (ELA or Eng. Regents Exam only)
24 = Bilingual dictionary/glossary
25 = Translated edition
26 = Oral translation
27 = Responses written in native language (not applicable to ELA assessments)

Student Exam Roster

The roster lists the students with a student grades record in a course with a state course code (that will have a Regents adminsitration associated with it). These are the students who will receive pre-printed answer sheets for that particular course / subject.

Reference Reports (3)

Regents Exam List by Admin - Lists the Regents available for a particular exam administration window.

ASAP: Regents Exam List by Administration

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07-15-2011

June 2011

Assessment Code	Test Description	Teleform ID	Number of Question	State Course Code	Administration Date	Actual Test Date
206	Regents Algebra2/Trigonometry - Jun	62611	39	02106	2011-06-15	2011-06-21
040	Regents ELA - Jun	10611	28	01003	2011-06-15	2011-06-17
053	Regents French - Jun	50611	34	06123	2011-06-15	2011-06-22
056	Regents Italian - Jun	56611	34	06143	2011-06-15	2011-06-22
058	Regents Spanish - Jun	55611	34	06103	2011-06-15	2011-06-22
200	Regents Phy Set/Earth Sci - Jun	30911	86	03001	2011-06-15	2011-06-17
205	Regents Geometry - Jun	61611	38	02072	2011-06-15	2011-06-23
203	Regents Global History - Jun	40611	61	04052	2011-06-15	2011-06-15
204	Regents Integrated Algebra - Jun	60611	39	02052	2011-06-15	2011-06-16
059	Regents Living Environment - Jun	31611	85	03051	2011-06-15	2011-06-21
201	Regents Phy Set/Chemistry - Jun	32611	85	03101	2011-06-15	2011-06-22
200	Regents Phy Set/Earth Sci - Jun	30611	86	03001	2011-06-15	2011-06-17
202	Regents Phy Set/Physics - Jun	33611	85	03151	2011-06-15	2011-06-15
052	Regents US History&Gov't - Jun	41611	65	04101	2011-06-15	2011-06-16

ASAP Answer Key – Provides the answer key for the selected Regents exam.

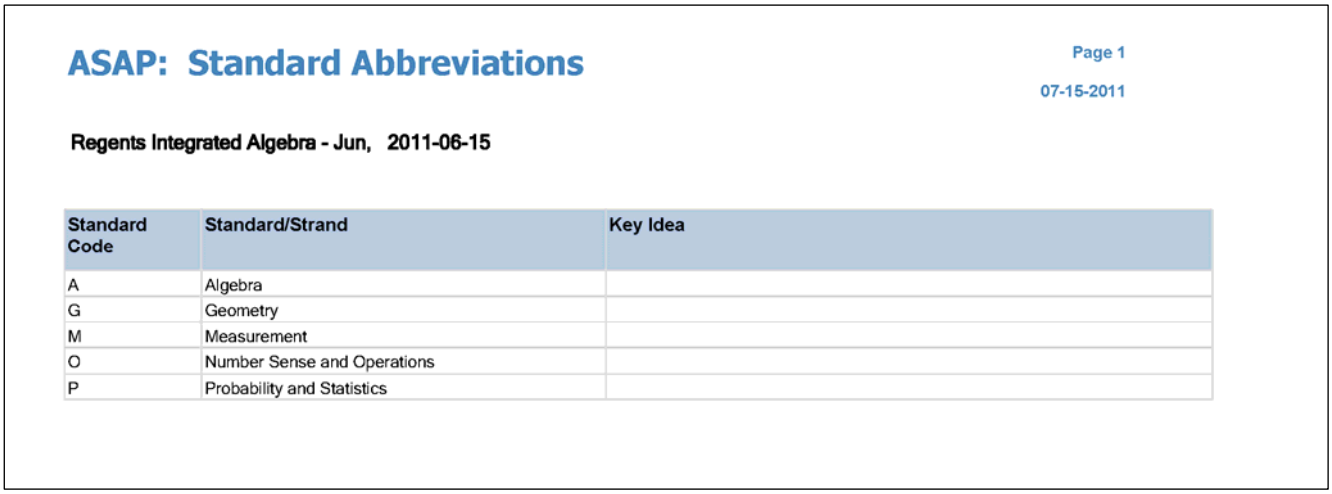
ASAP: Regents Exam Answer Key

Regents Integrated Algebra - Jun

Test Administration Date: 2011-06-15

Question	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Answer	3	3	1	3	2	3	1	2	4	3	4	4	2	1	2	2	1	2	3	3	2	2	4	2	4	1	2	2	4	4									
Points	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	
Key Idea	A	A	A	P	A	O	P	A	O	A	G	A	G	A	P	G	M	A	A	M	A	P	A	A	A	A	O	A	A	A	A	O	G	P	A	G	A	P	G

Standard Abbreviations – Provides a list of standards as identified in the Rater's Guide and the abbreviations used for them on ASAP reports.



ASAP: Standard Abbreviations

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Regents Integrated Algebra - Jun, 2011-06-15

Standard Code	Standard/Strand	Key Idea
A	Algebra	
G	Geometry	
M	Measurement	
O	Number Sense and Operations	
P	Probability and Statistics	

Regents Reports are also available on Level 1 / Cognos at http://dataview.wnyric.org (requires Level 1 Login)

Look for reports and cubes in the following folders:

Public Folders > High School Cubes & Reports > Regents Reports

Public Folders > High School Cubes & Reports > Regents Reports > **Item Difficulty and Response Reports**

Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Application Support-Student

Lisa Roberts, Manager
lroberts@edutech.org
315.332.7413

Request for Security Modification
Level 0 Warehouse

Type (Please Select One):

☐ Add New User ☐ Remove User ☐ Change Permissions

District Name:_____

User First Name: _____**User Last Name:** _____

User ID: _____ **User Password:** _____
(first initial last name)

User Email Address: _____ **User Job Title:** _____

Administrative Signature to Authorize Security Changes: _____
Signature

Please Print Name and include Job Title of Administrative signature above:

_____

Level 0 Permissions	**Historical Level 0 Permissions**	**Level 0 Express Access**	**ASAP Only**
☐ Read	☐ None	☐ Yes	☐ Yes
☐ Write	☐ Read	☐ No	
☐ Lock District Data	☐ Write		

Eisenhower Building
131 Drumlin Court
Newark, NY 14513-1863
Fax #: 315-332-7473