Log into ATS.

Go to 'Report Type', select: RBIR

Go to 'Selection Criteria'

      for 'Status', enter: A

      for 'Include Adult Email Address', enter: Y

      for 'Include Shared Instruction Students', enter: Y

Go to 'EMAILID', enter your DOE email address

      for 'SUBJ', enter: RBIR

Go to 'FTP Download in CSV Format (Y/N)', enter: Y

Enter your district and location numbers.

Go to 'TYP' on printer row, enter: d

Press F6 twice to execute.

Upon receipt of the email containing the CSV file, follow the instructions and download the CSV to your hard drive.

Attach the CSV file from your hard drive to an email as an attachment and forward it to BlueCard.

                        BIOGRAPHICAL ROSTER

                                                SCHOOL NUMBER: ████

 SELECTION CRITERIA:(ENTER SPECIFIC CRITERIA, LEAVE BLANK FOR ENTIRE SCHOOL)
            STATUS (A,D,T,R) (DEFAULT IS ACTIVE)   : a
            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   : y   (ENTER Y OR N)
            INCLUDE SHARED INSTRUCTION STUDENTS   : y   (ENTER Y OR N)

    SORT OPTIONS   (PRESS F4, DEFAULT IS ALPHA) : _

 EMAILID: _____████████_____ @SCHOOLS.NYC.GOV SUBJ: __rbir_____
 FTP DOWNLOAD IN CSV FORMAT (Y/N)   : y
 PRINT OPTION: (ENTER PRINTER INFORMATION)   DUPLEX: Y
 DIST: ████ LOC: ████ PRINTER: 0 HOLD: N   ID: ████████ TYP: d
 Press F6 to execute
 F1/Help   F2/   F3/Quit-return F4/Lookup   F5/   F6/Execut
 F7/   F8/   F9/Refresh   F10/   F11/   F12/Exit