

Setting Up High School Counselor to View Student Grade Detail in ATC Database

If you are an ATC that services multiple high schools in multiple districts you must be careful of causing FERPA violations. Below are the proper procedures you should take when adding these high school counselors to your database:

1. Refer to the [Video](#) on the KTS Data Exchange webpage for adding a staff to your database.
2. When adding the high school counselor, in the District Assignment area in the ATC database, you must add them as a Type of "Support". Giving them any other Type will potentially cause the counselor CIITS issues.
3. The Counselor checkbox must also be checked.

Demographics Identities Households Relationships Enrollments District Employment

District Assignments School Choice Credentials Overrides Fees ID History

Save Delete New

Employment Assignment Information

*School: Barren County Area Technology Center

*Start Date: 01/01/2015 End Date: [] FTE of Assignment: []

Type: 04:Support Assignment Code: []

Highly Qualified: [] PD Year: [] PD Class Type: [] PD Class Credit: []

Reading First: [] Evaluation Override: [] PD Class Offered By: []

PD Class Applied Hours: []

Teacher	Special Ed	Program	Behavior Admin	Health	Behavior Response Approver	Response to Intervention
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advisor	Supervisor	Counselor	Foodservice	Exclude Behavior Referral	Self Service Approver	FRAM Processor
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. For user security permissions, you must give them the "Current" calendar for your ATC, then give them the All Users & Counselor (home school) check boxes.
5. You must then assign the counselor to the student's record. This can be done individually or in mass.
 - a. For Individual assignment – *Student Information > Counseling > General > Team Members > Assign the new team member with the counselor role.*

Summary **Team Members** Documents Contact Log

+ Find & Link New Team Member **+** Enter New Team Member Print Active Only Print All

Team Member Editor

Start Date	End Date	Title	Name	Role

Fetch Classroom Teachers

Find New Team Member

Census Role

Classroom Teachers

Counselor Staff

Advisor Staff

Add Team Member

- b. For In Mass assignment –
- i. First, create an Ad Hoc Query to pull by each high school you service. Directions can be found on the [KTS Data Exchange webpage](#) in the [Student Feeder School Ad-Hoc Query](#).
 - ii. Go to *Scheduling > Fill Counselor* and use the Student Feeder School Ad-Hoc Query to assign the students to the counselor.

Fill Counselor

This tool will facilitate the mass assignment of students to a counselor.

Search Students Search Result

Grade 09 10 11 12

Ad Hoc Filter

Enrollment Effective Date

Last Name to

First Name to

No Active Counselor

Counselor

End existing counselors

Grade	Name

Click to remove a student
Ctrl-z to undo the removing