



RESPONDENTS Current Reporting Year

INSTRUCTIONS

This form is intended to record which ATS documents personnel associated with an ATS school have responded to, as well as pertinent information of such persons. Any person that completes any of the ARF documents should be listed on this form. This information will be populated to the printed version of the individual forms.

Adding a New Respondent

To add a new respondent, first click on the “New Person” button.

The following fields are required: **Last Name, First Name, Phone Number, and Email.**

Any number of documents can be chosen by placing a checkmark next to them. Additionally, if the person returned a catalog or returned audited financials, that can be indicated as well.

Deleting a Respondent

A person, as well as the listing of the documents to which they responded, can be deleted simply by clicking on the “Delete” button.

Comments: A comments field is included on each of the Annual Report Forms. The field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons. Some forms will require explanations be entered in the comments in order to continue. The text color on the comments button changes to red when comments are entered.