Appendix D:
Sample: Intermediate Units’ Sign-Off Sheet

December 1, 2005 and Revised Child Count Sign-Off Process

1) All export (electronic transfer) files must be submitted to the PaSDC by 3:00 p.m. on January 6, 2006 (July 10, 2006 for Revised Count). No exceptions.
   Electronic Mail: penndata@psu.edu

2) Files will be reviewed and checked for accuracy and error logs will be sent to IU’s.

3) Corrected files should be returned to the PaSDC by January 11, 2006 (July 17, 2006 for Revised Count).

4) Duplicate reports will be sent to the Intermediate Units on January 13, 2006 (July 21, 2006 for Revised Count). Resolution of duplicates should be sent to PaSDC by 3:00 p.m. on January 17, 2006 (July 31, 2006 for Revised Count).

5) Once all duplicates are resolved the following reports will be sent to each IU for verification by January 18, 2006 (August 4, 2006 for Revised Count): Verification and sign off will take place before results of duplicate checks are completed.
   - Verify 1 by IU (children age 2-21 with disabilities receiving Special Education)
   - Verify 1 by SD (children age 2-21 with disabilities receiving Special Education)
   - Verify 2 Section 1 (Home Districts by eligible exceptionality - school age only)
   - Verify 2 Section 2 (Home Districts by eligible exceptionality - school age only)
   - Tables 1 – 8 (for Revised Count)

6) Intermediate Units should print the reports for review. In addition, they should print off the Authorization Form for signature by the IU Director. Boxes for Verify 1 by IU, Verify 1 by School District, Verify 2 Section 1, and Verify 2 Section 2 should be checked.

7) The Authorization Form should be faxed to the PaSDC by 3:00 p.m. January 23, 2006 (August 7, 2006 for Revised Count). The fax number is: 717-948-6754

Original authorization form and reports should reach the PaSDC by January 25, 2006 (August 11, 2006 for Revised Count).

Pennsylvania State Data Center
Institute of State and Regional Affairs
Penn State Harrisburg
777 West Harrisburg Pike
Middletown, PA 17057-4898
8) The PaSDC will create a statewide report for submission to PDE by **January 27, 2006 (August 14, 2006 for Revised Count)**.

9) Original authorization letters and individual IU reports will be printed, copied and filed by the PaSDC.

Reminder:
- At the request of an IU, PSU will send a verification file that includes: Student ID, Last Name, First Name, Birth Date, and Disability
- At the request of an IU, PSU will create and send Verify 3 Table that contains the same information as reported on Table 23 of the Preschool Aggregate (number of Preschool students by age).
## Authorization Form

I have reviewed the Tables marked below for Intermediate Unit ______ and affirm that they are correct. I understand this information will be submitted to the Pennsylvania Department of Education for reporting purposes to the U.S. Department of Education.

I have reviewed the Tables marked below for Intermediate Unit _____ and affirm that they are acceptable with the corrections attached. I understand this information will be submitted to the Pennsylvania Department of Education for reporting purposes to the U.S. Department of Education.

<table>
<thead>
<tr>
<th>Verify 1 by IU</th>
<th>Verify 1 by School District</th>
<th>Verify 2 Section 1</th>
<th>Verify 2 Section 2</th>
<th>Table 1</th>
<th>Table 2</th>
<th>Table 3</th>
<th>Table 4</th>
<th>Table 5</th>
<th>Table 6</th>
<th>Table 7</th>
<th>Table 8</th>
</tr>
</thead>
</table>

__________________________________________  __________________________
Signature                                          Date

______________________________
Name and Title printed

**Note:** Duplicate Check: Once all files are received, PSU will run a duplicate check between IUs. Results of the duplicate check will be sent to the appropriate IUs for resolution. Sign-off will occur after the duplicate check.