

## **Appendix D: Sample: Intermediate Units' Sign-Off Sheet**

### **December 1, 2007 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 7, 2008 (July 9, 2008 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 10, 2008 (July 16, 2008 for Revised Count)**.
- 4) Duplicate reports will be sent to the Intermediate Units on **January 12, 2008 (July 20, 2008 for Revised Count)**. Resolution of duplicates should be sent to PaSDC by 3:00 p.m. on **January 16, 2008 (July 30, 2008 for Revised Count)**.
- 5) **Once all duplicates are resolved** the following reports will be sent to each IU for verification by **January 17, 2008 (August 5, 2008 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 22, 2008 (August 6, 2008 for Revised Count)**. The fax number is: 717-948-6754

Original authorization form and reports should reach the PaSDC by **January 25, 2008 (August 10, 2008 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 26, 2008 (August 13, 2008 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.

<ul style="list-style-type: none"> <li><input type="checkbox"/> Verify 1 by IU</li> <li><input type="checkbox"/> Verify 1 by School District</li> <li><input type="checkbox"/> Verify 2 Section 1</li> <li><input type="checkbox"/> Verify 2 Section 2</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Table 1</li> <li><input type="checkbox"/> Table 2</li> <li><input type="checkbox"/> Table 3</li> <li><input type="checkbox"/> Table 4</li> <li><input type="checkbox"/> Table 5</li> <li><input type="checkbox"/> Table 6</li> <li><input type="checkbox"/> Table 7</li> <li><input type="checkbox"/> Table 8</li> <li><input type="checkbox"/> Table 9</li> <li><input type="checkbox"/> Table 10</li> <li><input type="checkbox"/> Table 11</li> <li><input type="checkbox"/> Table 12</li> <li><input type="checkbox"/> Table 13</li> </ul>

\_\_\_\_\_  
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.