

Appendix D: Sample - Intermediate Unit Sign-off Sheet

December 1, 2008 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 **December 12, 2008 (July 9, 2009 for Revised Count)**. No exceptions. Send file to penndata@psu.edu
- 2) Files will be reviewed and checked for accuracy and error logs will be sent to IUs.
- 3) Corrected files should be returned to the PaSDC by **December 17, 2008 (July 16, 2009 for Revised Count)**.
- 4) Duplicate reports will be sent to the Intermediate Units on **December 18, 2008 (July 20, 2009 for Revised Count)**. Resolution of duplicates should be sent to PaSDC by 3:00 p.m. on **December 23, 2008 (July 30, 2009 for Revised Count)**.
- 5) **Once all duplicates are resolved** the following reports will be sent to each IU for verification by **December 23, 2008 (July 31, 2009 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 by IU (Home Districts by eligible exceptionality - school age only)
 - Verify 3 by LEA (preschool students by age)
 - Table 1 through Table 13 (**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 by IU, Verify 3, and Table 1 through Table 13 (**for Revised Count**) should be checked.
- 7) The Authorization Form should be faxed to the PaSDC by 3:00 p.m. **January 7, 2009 (August 6, 2009 for Revised Count)**. The fax number is: 717-948-6754

Original authorization form and reports should reach the PaSDC by **January 9, 2009 (August 13, 2009 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 10, 2009 (August 14, 2009 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**

Authorization Form

Check ONE:

__ I have reviewed the Reports 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.

OR

__ I have reviewed the Reports 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"><input type="checkbox"/> Verify 1 by IU<input type="checkbox"/> Verify 1 by School District<input type="checkbox"/> Verify 2 by IU<input type="checkbox"/> Verify 3 by LEA	<p>(Revised Count)</p> <ul style="list-style-type: none"><input type="checkbox"/> Table 1<input type="checkbox"/> Table 2<input type="checkbox"/> Table 3<input type="checkbox"/> Table 4<input type="checkbox"/> Table 5<input type="checkbox"/> Table 6<input type="checkbox"/> Table 7<input type="checkbox"/> Table 8A<input type="checkbox"/> Table 8B<input type="checkbox"/> Table 9<input type="checkbox"/> Table 10<input type="checkbox"/> Table 11<input type="checkbox"/> Table 12<input type="checkbox"/> Table 13
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Signature

Date

Name and Title printed