

Appendix D: Sample - Intermediate Unit Sign-off Sheet

December 1, 2009 and July Child Count Sign-Off Process

- 1) All export (electronic transfer) files must be submitted to the PaSDC by 3:00 p.m. on **December 11, 2009 (July 9, 2010 for July Count)**. No exceptions. Send files to penndata@psu.edu
- 2) Files will be reviewed and checked for accuracy and error logs will be sent to IUs.
- 3) All file corrections must be completed by **December 16, 2009 (July 16, 2010 for July Count)**.
- 4) **Once all files have been received and corrected**, duplicate reports will be sent to the Intermediate Units. Resolution of duplicates should be sent to PaSDC by 3:00 p.m. on **December 23, 2009 (July 30, 2010 for July Count) unless otherwise specified by PaSDC**.
- 5) **Once all duplicates are resolved** the following reports will be sent to each IU for verification.
 - 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 July Count**)
- 6) Intermediate Units should print the verification reports for review. In addition, they should print off the Authorization Form for signature by the IU Executive 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 July Count**) should be checked.
- 7) The Authorization Form should be faxed to the PaSDC by 3:00 p.m. **January 11, 2010 (August 6, 2010 for July Count) unless otherwise specified by PaSDC**. The fax number is: 717-948-6754

Original authorization form and copies of the 1st page of each report should reach the PaSDC at the following address by **January 13, 2010 (August 13, 2010 for July Count) unless otherwise specified by PaSDC**.

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 14, 2010 (August 20, 2010 for July Count)**.
- 9) Original authorization letters and individual IU reports will be printed, copied and filed by the PaSDC.

NOTE: At the request of an IU, PSU will send a verification file that includes: Student ID, Last Name, First Name, Middle Initial, Birth Date, Disability Category, Grade, School District AUN and School District Name

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.

- | | | |
|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Verify 1 by IU | <input type="checkbox"/> Table 3 | <input type="checkbox"/> Table 8B |
| <input type="checkbox"/> Verify 1 by School District | <input type="checkbox"/> Table 4 | <input type="checkbox"/> Table 9 |
| <input type="checkbox"/> Verify 2 by IU | <input type="checkbox"/> Table 5 | <input type="checkbox"/> Table 10 |
| <input type="checkbox"/> Verify 3 by LEA | <input type="checkbox"/> Table 6 | <input type="checkbox"/> Table 11 |
| <input type="checkbox"/> Table 1 | <input type="checkbox"/> Table 7 | <input type="checkbox"/> Table 12 |
| <input type="checkbox"/> Table 2 | <input type="checkbox"/> Table 8A | <input type="checkbox"/> Table 13 |

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.

- | | | |
|--|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Verify 1 by IU | <input type="checkbox"/> Table 3 | <input type="checkbox"/> Table 8B |
| <input type="checkbox"/> Verify 1 by School District | <input type="checkbox"/> Table 4 | <input type="checkbox"/> Table 9 |
| <input type="checkbox"/> Verify 2 by IU | <input type="checkbox"/> Table 5 | <input type="checkbox"/> Table 10 |
| <input type="checkbox"/> Verify 3 by LEA | <input type="checkbox"/> Table 6 | <input type="checkbox"/> Table 11 |
| <input type="checkbox"/> Table 1 | <input type="checkbox"/> Table 7 | <input type="checkbox"/> Table 12 |
| <input type="checkbox"/> Table 2 | <input type="checkbox"/> Table 8A | <input type="checkbox"/> Table 13 |

Signature

Date

Name and Title printed