

# Intermediate Unit Sign-off Sheet

## December 1 Child Count Sign-Off Process

- 1) To be included in the Preliminary Comparison Reports, error-free files must be submitted to the SpotChecker by 4:00 p.m. on **December 9, 2014**.
- 2) The PaSDC will send Preliminary Comparison Reports for review only and possible duplicates by **12/12/2014**.
- 3) The LEAs will upload the files to PIMS by **12/14/2014**.
- 4) The PaSDC will send Final Comparison Reports by **2/16/2015**. Comparison Report resolutions are due by **2/27/2015**.
- 5) Once all corrections have been processed, Verify Reports will be sent to each IU for verification. The IUs should print off the Authorization Form for signature by the IU Executive Director or his/her designee. The appropriate boxes should be checked.
- 6) The Authorization Form should be faxed to PaSDC by 3:00 p.m. on **3/13/2015 unless otherwise specified by PaSDC**. The fax number is: 717-948-6754

Original authorization form and copies of the 1<sup>st</sup> page of each report should reach the PaSDC at the following address by **3/13/2015 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

- 7) The PaSDC will create a statewide report for submission to PDE.
- 8) Original authorization letters and individual IU reports will be printed, copied and filed by the PaSDC.

## Authorization Form for December 1 Child Count

### ***Check ONE of the following two groups of Verify Reports:***

\_\_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.

Verify 1 by IU and LEA:

- Disability by Age (3-21)
- Disability by Race
- Disability by Gender
- Disability by LEP

Verify 2 by IU and LEA:

- Disability (School Age)

Verify 3 by IU and LEA:

- Ages 3-6 (Early Intervention)

Verify 4 by IU and LEA (School Age):

- EE by Disability
- EE by Race
- EE by Gender
- EE by LEP

Verify 5 by IU and LEA (Early Intervention):

- EE by Disability
- EE by Race

EE by Gender

EE by LEP

Verify 14 by IU and LEA (Parentally Placed)

Disability by Age

Disability by Race

Disability by Gender

Disability by LEP

### ***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.

Verify 1 by IU and LEA:

- Disability by Age (3-21)
- Disability by Race
- Disability by Gender
- Disability by LEP

Verify 2 by IU and LEA:

- Disability (School Age)

Verify 3 by IU and LEA:

- Ages 3-6 (Early Intervention)

Verify 4 by IU and LEA (School Age):

- EE by Disability
- EE by Race
- EE by Gender
- EE by LEP

Verify 5 by IU and LEA (Early Intervention):

- EE by Disability
- EE by Race
- EE by Gender
- EE by LEP

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title printed