

Intermediate Unit Sign-off Sheet

July Submission Sign-Off Process

- 1) All clean files must be submitted to the SpotChecker by 3:00 p.m. on **June 30, 2015**.
- 2) Files will be reviewed and checked for accuracy. Preliminary Comparison Reports will be created and received by IU on a flow basis by July 10, 2015.
- 3) LEAs will upload files to PIMS between July 15, 2015 and July 30, 2015.
- 4) PDE will provide a final file from PIMS to PSU by July 27, 2015. Final Comparison Reports will be created and received by IU by July 31, 2015. Final resolutions of Comparison Reports are due August 7, 2015.
- 5) Once all corrections have been processed, Verify Reports for Table 1 through Table 13 will be sent to each IU for verification.
- 6) Intermediate Units should print the Verify Reports for review. In addition, they should print off the Authorization Form for signature by the IU Executive Director. Boxes for Table 1 through Table 13 should be checked.
- 7) The Authorization Form should be faxed to the PaSDC by 3:00 p.m. **September 11, 2015 unless otherwise specified by PaSDC**. The fax number is: 717-948-6754. Or the form can be scanned and emailed to penndata@psu.edu.
- 8) Original authorization form and copies of the 1st page of each report should reach the PaSDC at the following address by **September 21, 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

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

Authorization Form for July Submission

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.

- Table 1
- Table 2
- Table 3
- Table 4

- Table 5
- Table 6
- Table 7
- Table 9

- Table 10
- Table 11
- Table 12
- 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.

- Table 1
- Table 2
- Table 3
- Table 4

- Table 5
- Table 6
- Table 7
- Table 9

- Table 10
- Table 11
- Table 12
- Table 13

Signature

Date

Name and Title printed