

Intermediate Unit Sign-off Sheet

July Submission Sign-Off Process

- 1) The Spot Checker will open for Exiting files on 5/1/2016 and for Supplemental Tables on 5/15/2016.
- 2) LEAs will upload files to PIMS between 6/15/2016 and 6/30/2016 and 7/15/2016 and 7/21/2016.
- 3) Files will be reviewed and checked for accuracy. Preliminary Comparison Reports will be created and received by IU the week of 7/25/2016.
- 4) PDE will provide a final file from PIMS to PSU. Final Comparison Reports will be created and received by IU. Resolutions of Final Comparison Reports by the IU are due within 1 week of receipt of the Final Comparison Reports.
- 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 or scanned and emailed to the PaSDC by end of business **September 12, 2016 unless otherwise specified by PaSDC**. The fax number is: 717-948-6754. The email address is: 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, 2016 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