Intermediate Unit Sign-off Sheet
July 2018 Submission Sign-Off Process

1) The Spot Checker will open for Exiting files the week of 5/14/2018 and for Supplemental Tables the week of 6/4/2018.

2) LEAs will upload files to PIMS between 6/14/2018 and 7/2/2018 and 7/17/2018 and 7/20/2018.

3) Files will be reviewed and checked for accuracy. Preliminary Comparison Reports will be created and received by IU the week of 7/23/2017.

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) The Verify Reports should be reviewed for correctness. The IU 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 9/17/2018 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 9/24/2018 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
- Transition Data

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
- Transition Data

__________________________________________________________  _____________________________
Signature                                      Date

__________________________________________________________
Name and Title printed