

Intermediate Unit Sign-off Sheet

July 2019 Submission Sign-Off Process

- 1) 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.
- 2) The Authorization Form should be faxed or scanned and emailed to the PaSDC by end of business **9/23/2019** unless otherwise specified by PaSDC. The fax number is: 717-948-6754. The email address is: penndata@psu.edu.
- 3) Original authorization form and copies of the 1st page of each report should reach the PaSDC at the following address by **9/30/2019** 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

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

___ 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.

Authorization Form for July Submission

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

- 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