Intermediate Unit Sign-off Sheet

July 2020 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 12 ~~13~~ should be checked.

2) The Authorization Form should be ~~faxed or~~ scanned and emailed to the PaSDC by end if business one week after receipt of Verify Reports **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 one week after scanned and emailed to PaSDC **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 6	❏ Table 12
❏ Table 2	❏ Table 7	❏ Table 13
❏ Table 3	❏ Table 9	❏ Transition
❏ Table 4	❏ Table 10	Data
❏ Table 5	❏ Table 11	

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 6	❏ Table 12
❏ Table 2	❏ Table 7	❏ Table 13
❏ Table 3	❏ Table 9	❏ Transition
❏ Table 4	❏ Table 10	Data
❏ Table 5	❏ Table 11	

_____   _____
Signature   Date

_____
Name and Title printed