

Intermediate Unit Sign-off Sheet

July 2023 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 should be checked.
- 2) The Authorization Form should be emailed to penndata@psu.edu within one week of receipt of the Verify Reports, **unless otherwise specified by PaSDC**. Include copies of pages that note any data changes made.
- 3) Authorization forms and individual IU reports will be retained 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:

- ☐ Exiting
 - ☐ Basis of Exit

- ☐ Discipline
 - ☐ Disability
 - ☐ Race

- ☐ Personnel
 - ☐ Table 1
 - ☐ Table 2
 - ☐ Table 3

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.

- ☐ Exiting
 - ☐ Basis of Exit

- ☐ Discipline
 - ☐ Disability
 - ☐ Race

- ☐ Personnel
 - ☐ Table 1
 - ☐ Table 2
 - ☐ Table 3

Signature

Date

Name and Title printed