

# Intermediate Unit Sign-off Sheet

## July 2025 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 Exiting and Discipline should be checked.
- 2) The Authorization Form should be emailed to [penndata@psu.edu](mailto: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.

## 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.

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Exiting    | <input type="checkbox"/> Discipline |
| <input type="radio"/> Basis of Exit | <input type="radio"/> Disability    |
|                                     | <input type="radio"/> Race          |

**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.

- |                                     |                                     |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Exiting    | <input type="checkbox"/> Discipline |
| <input type="radio"/> Basis of Exit | <input type="radio"/> Disability    |
|                                     | <input type="radio"/> Race          |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title printed