

Title: **Importing to and Exporting from IMS**

Series: 6004a

Related Regulations:

Date Adopted: September 24, 2002

1 When an Area Education Agency (AEA) wishes to have data imported to or exported from the
2 Information Management System (IMS), it will submit a request to the Operations Governance
3 Committee. When a Local Education Agency (LEA) wishes to have data imported to or exported
4 from the IMS, the AEA that serves the LEA will submit a request to the Operations Governance
5 Committee (OGC) on behalf of the LEA. This request will include information such as the
6 needed fields and the frequency of the import or export.

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8 The OGC will apply guiding principles set forth in policy before approving or disapproving a
9 requested change. If approved, the IMS Center will provide to the AEA and LEA the file format
10 for the import or export of data. If the request is for an import to IMS, it is the responsibility of
11 the LEA to provide data in the required format. If the request is for an export from IMS, the IMS
12 Center will provide the requested fields, but will not be expected to format data prior to the data
13 being sent to the LEA.

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15 If the import to IMS contains fields that are used within the Special Education Enrollment Count,
16 then all import records will be reviewed by the AEA prior to the IMS record being updated.

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