

Title: **Request for Change to IMS Application**

Series: 6005

Related Regulations: 6005a, 6005b

Date Adopted: April 17, 2003

1 In order to meet the continually evolving needs for data and information related to special
2 education, it is anticipated that the IMS application will need to be modified. All requests for
3 changes from Area Education Agencies (AEAs) to the IMS application (e.g. new outputs,
4 revisions to existing outputs, modifications to the database) shall be submitted in writing to the
5 Central Processing Center (CPC). Depending on the nature of the request, the request may or
6 may not be forwarded onto the Operations Governance Committee (OGC) for approval.

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8 When a request is in the process of being completed by the CPC, it is not necessary for the
9 requester to submit in writing additional minor changes. Once a request is completed, the
10 requester will be asked to sign off on the request indicating that the completed work meets the
11 specifications as submitted.

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13 Requests for services such as providing technical assistance, training data entry personnel and
14 running existing reports do not need to be submitted in writing.

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