

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

Series: 6005a

Related Regulations: 6005b

Date Adopted: April 17, 2003

- 1 Requests for changes to the IMS application will be handled in the following manner:
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3 1. An AEA or statewide leadership group will submit in writing to the Central Processing
4 Center (CPC) requests for new outputs, revisions to existing outputs and modifications to the
5 database. The request form is available on the IMS website.
6 2. When a staff person from the Department of Education (DE) has a request for IMS, the CPC
7 will complete the request form on behalf of the DE staff person. The request will be sent to
8 the DE staff person for approval.
9 3. If appropriate, the request will be forwarded onto the Operations Governance Committee for
10 consideration.
11 4. During the course of the request being addressed by the CPC staff, minor changes to the
12 original request do not need to be submitted in writing.
13 5. When a request is completed, the CPC will return the finished work to the requester.
14 6. The requester will sign off on the request form, if the completed work meets the
15 specifications as submitted.

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