



Tuition In Billing Uniform Data Entry Procedures

Notes: Although these Uniform Data Entry Procedures were written to address issues brought to light with the introduction of the use of data for the Tuition In Billing Program, these procedures are to implemented for all data in IMS.

When

Solution

Some students aren't showing up on the appropriate LEA enrollment reports.

Contact the Center staff so technical assistance can be provided.

Business office personnel don't have IMS accounts.

Steve Crew will address the need for all districts to have an IMS account. Data entry personnel are not expected to monitor this.

IMS data entry personnel don't receive IEPs in a timely manner in order to meet the timelines.

Steve will impress upon districts the need to have IEPs come into the AEA in a timely manner throughout the entire year.

If an AEA believes there is a reason to diverge from this Uniform Data Entry Procedure, please contact the DE before instituting any changes.