

Title: **Request for Service**

Series: 6005a

Related Regulations: 6005

Date Adopted: September 1, 2011

1 Requests for services related to the Iowa IDEA application will be handled in the following
2 manner:

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- 4 1. Personnel from an Area Education Agency (AEA) will submit in writing to the Central
5 Processing Center (CPC) requests for services. The request form is available in the IMS
6 module/application.
- 7 2. When a staff person from the Bureau of Student and Family Support Services or the Bureau
8 of Early Childhood Services has a request, a staff person from the CPC will complete the
9 request form on behalf of the Bureau staff person. The request will be sent to the Bureau
10 staff person for approval.
- 11 3. The requester may be asked to work with the CPC staff (e.g. addressing questions, testing)
12 during the time the request is being addressed.
- 13 4. The requester will sign off on the request form, if the completed work meets the
14 specifications as submitted.

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16 When a request for service requires the exporting or importing of data, the file format established
17 by the CPC will be used.

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19 When a request for service requires the exporting of data, the data shall be provided only to the
20 requester.

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