**Request for Data Integration with DPI Approved Vendor**

All third-party data integration requests must originate from the Public School Unit (PSU). Once completed, please print, sign and submit this form via **ServiceNow** as a **General Incident**.

LEA/Charter Number:

LEA/Charter Name:

Vendor Name:

[ ]  LEA/Charter requests that data from this vendor be delivered via DPI’s secure system for data use in the following DPI application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Rationale for Request (complete with required data elements)** |
| 1. Expectations from integration? (How does this improve or help the users?)
2. Is there a data exchange? (Yes/No)
3. Data exchange format
4. Requested data values or fields (types and properties of values that will be exchanged - please include separate data document including field lengths, validations, etc.)
5. Does this functionality currently exist in any other DPI applications?
	1. If yes, do you have a test server? \_\_\_\_\_\_\_\_\_\_   Local or hosted? \_\_\_\_\_\_\_\_\_\_\_
6. Please include a copy of your test plan.
7. Integration method: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District has test server? (Y/N) \_\_\_\_\_\_\_\_\_\_\_\_
 |
| **LEA APPROVALS** |
| **Program Director/ Superintendent** | [PRINT] |
| [SIGNATURE] |
| Email Address |  |
| Phone Number |  |
| **Technical Director** | [PRINT] |
| [SIGNATURE] |
| Email Address |  |
| Phone Number |  |
| **DPI APPROVALS** |
| **Program Director** | [PRINT] | [SIGNATURE] | [DATE] |
| **Technical Director** | [PRINT] | [SIGNATURE] | [DATE] |
| **Data Director** | [PRINT] | [SIGNATURE] | [DATE] |