**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] |