

Instructions:

Attached is the FY08 IQ reporting template for you to use to compile your **DRAFT** agency reports. Please fill out your draft template using this Excel workbook. No other formats will be accepted.

Please note that this Excel workbook has 5 sheets (Instructions plus Sections I-IV. Each sheet contains a different section that must be filled out. Sections III and IV will require you to fill out a new form for each correction request you received. We have supplied 10 repeating forms for Section III and 5 repeating forms for Section IV. If you should need more, please contact OMB for assistance. You can delete any forms you do not need.

If your agency received no correction requests in FY08 and had no outstanding requests from FY03, FY04, FY05, FY06, or FY07 you need only to fill out Sections I and II of this form.

In sections III and IV you will need to fill out a unique form for each correction request you received.

Please do not post your draft reports on your webpages until OMB review is complete.

Please send all completed **draft** IQ reports **(DUE DECEMBER 15, 2008)** electronically to: informationquality@omb.eop.gov.

If you should have questions or problems, please contact Dr. Nancy Beck at OMB.
nbeck@omb.eop.gov
Phone # 202-395-3258

2008 Year-End Information Quality Report

Section I

I. Cover Sheet: Requests for Correction Received FY 2007 (Oct 1, 2007 to Sept 30, 2008)

Department Name: U.S. Department of Education

Web page location of department information quality correspondence:
<http://www.ed.gov/policy/gen/guid/iq/corrections.html>

<u>Agency Name</u>	<u>Number of Requests Received</u>
<u>Department of Education - All Principal Offices</u>	<u>0</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
TOTAL	<u>0</u>

Section III. Please fill out this form for EACH Correction Request (and associated Appeal Request) Received in FY08.

Agency/SubAgency Receiving Correction Request	U.S. Department of Education <u>NONE RECEIVED</u>
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
<input type="checkbox"/>	.org	
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B describing how the agency handled the request):	<input type="checkbox"/>	Still Pending
	<input type="checkbox"/>	Full Correction
	<input type="checkbox"/>	Partial Correction
	<input type="checkbox"/>	No Correction
	<input type="checkbox"/>	Disclaimer added to information on website
	<input type="checkbox"/>	Request was handled under a different process (please describe below):
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

If an Appeal on this request has been filed in FY08 please complete the rest of this form (otherwise leave blank):

Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
	Partial Correction
	No Correction
	Disclaimer added to information on website
	Request was handled under a different process (please describe below):
	Changes, other than those requested were made (please describe below):

Section III. Please fill out this form for EACH Correction Request (and associated Appeal Request) Received in FY08.

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
<input type="checkbox"/>	.org	
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B describing how the agency handled the request):	<input type="checkbox"/>	Still Pending	
	<input type="checkbox"/>	Full Correction	
	<input type="checkbox"/>	Partial Correction	
	<input type="checkbox"/>	No Correction	
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	<input type="checkbox"/>	Report
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	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If an Appeal on this request has been filed in FY08 please complete the rest of this form (otherwise leave blank):

Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
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Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
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	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

If an Appeal on this request has been filed in FY08 please complete the rest of this form (otherwise leave blank):

Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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	<input type="checkbox"/>	Trade Group (.org)
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<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

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Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/> Still Pending
	<input type="checkbox"/> Full Correction
	<input type="checkbox"/> Partial Correction
	<input type="checkbox"/> No Correction
	<input type="checkbox"/> Disclaimer added to information on website
	<input type="checkbox"/> Request was handled under a different process (please describe below):
	<input type="checkbox"/> Changes, other than those requested were made (please describe below):

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Agency/SubAgency Receiving Correction Request	
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	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

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Link to Appeal Request:	
Date of Appeal request:	date:
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	No
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	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

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Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
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	<input type="checkbox"/>	Law Firm on behalf of:
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	<input type="checkbox"/>	.com
<input type="checkbox"/>	.org	
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	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/>	Yes
	<input type="checkbox"/>	No

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Link to Appeal Request:	
Date of Appeal request:	date:
Date Appeal Responded to (please mark column B with an X if still pending):	date:
	Still pending
Link to Appeal Response:	
Appeal Process used (please describe mechanism used in a few sentences):	
Is there any judicial review associated with this	Yes (if yes please describe):
	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending
	Full Correction
	Partial Correction
	No Correction
	Disclaimer added to information on website
	Request was handled under a different process (please describe below):
	Changes, other than those requested were made (please describe below):

Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, FY06, or FY07 that was completed in FY08 or is still pending. If an Appeal has been filed in FY08 on an FY03, FY04, FY05, FY06, or FY07 request you must include description of the correction request and appeal.

Agency/SubAgency Receiving Correction Request	U. S. Department of Education <u>No outstanding or pending requests or appeals.</u>
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
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	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
	<input type="checkbox"/>	.org
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
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Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending
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	<input type="checkbox"/>	Partial Correction
	<input type="checkbox"/>	No Correction
	<input type="checkbox"/>	Disclaimer added to information on website
	<input type="checkbox"/>	Request was handled under a different process (please describe below):
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Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
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	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
---------------------------	------------------------------

		No
If an Appeal has been filed in FY08 on an FY03, FY04, FY05, FY06, or FY07 request please complete the rest of this form (otherwise leave blank):		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	Still pending
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	Yes (if yes please describe):	No
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending	
	Full Correction	
	Partial Correction	
	No Correction	
	Disclaimer added to information on website	
	Request was handled under a different process (please describe below):	
Changes, other than those requested were made (please describe below):		

Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, FY06, or FY07 that was completed in FY08 or is still pending. If an Appeal has been filed in FY08 on an FY03, FY04, FY05, FY06, or FY07 request you must include description of the correction request and appeal.

Agency/SubAgency Receiving Correction Request	U.S. Department of Education No outstanding or pending requests or appeals.
---	---

Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
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	<input type="checkbox"/>	Trade Group (.org)
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Has An Appeal been filed?	<input type="checkbox"/> Yes
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		No
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Date Appeal Responded to (please mark column B with an X if still pending):	date:	
	<input type="checkbox"/>	Still pending
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Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	<input type="checkbox"/>	Yes (if yes please describe):
	<input type="checkbox"/>	No
Appeal Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending
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	<input type="checkbox"/>	Request was handled under a different process (please describe below):
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	<input type="checkbox"/> Yes
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		No
If an Appeal has been filed in FY08 on an FY03, FY04, FY05, FY06, or FY07 request please complete the rest of this form (otherwise leave blank):		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
	<input type="checkbox"/>	Still pending
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	<input type="checkbox"/>	Yes (if yes please describe):
	<input type="checkbox"/>	No
Appeal Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending
	<input type="checkbox"/>	Full Correction
	<input type="checkbox"/>	Partial Correction
	<input type="checkbox"/>	No Correction
	<input type="checkbox"/>	Disclaimer added to information on website
	<input type="checkbox"/>	Request was handled under a different process (please describe below):
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):

Section IV. Please fill out this form for EACH Outstanding Correction Request from FY03, FY04, FY05, FY06, or FY07 that was completed in FY08 or is still pending. If an Appeal has been filed in FY08 on an FY03, FY04, FY05, FY06, or FY07 request you must include description of the correction request and appeal.

Agency/SubAgency Receiving Correction Request	
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Agency Request Name or Number (if applicable):	
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Link to Correction Request:	
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Requestor Affiliation (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Private Individual
	<input type="checkbox"/>	Trade Group (.com)
	<input type="checkbox"/>	Trade Group (.org)
	<input type="checkbox"/>	Corporation
	<input type="checkbox"/>	Law Firm on behalf of:
	<input type="checkbox"/>	Individual
	<input type="checkbox"/>	.com
	<input type="checkbox"/>	.org
<input type="checkbox"/>	Other (please describe):	

Date Received:	date:
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Date Responded to (please mark column B with an X if still pending):	date:
	<input type="checkbox"/> Still pending

Link to Agency Response:	
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Request Resolution (please mark appropriate choice with an X in column B):	<input type="checkbox"/>	Still Pending
	<input type="checkbox"/>	Full Correction
	<input type="checkbox"/>	Partial Correction
	<input type="checkbox"/>	No Correction
	<input type="checkbox"/>	Disclaimer added to information on website
	<input type="checkbox"/>	Request was handled under a different process (please describe below):
	<input type="checkbox"/>	Changes, other than those requested were made (please describe below):

Information requested to be changed is found in (mark column B with an X for all that apply):	<input type="checkbox"/>	Brochure
	<input type="checkbox"/>	Database
	<input type="checkbox"/>	Fact Sheet
	<input type="checkbox"/>	Report
	<input type="checkbox"/>	Risk Assessment
	<input type="checkbox"/>	Final Rule
	<input type="checkbox"/>	Proposed Rule
	<input type="checkbox"/>	Website
<input type="checkbox"/>	Other (please describe below):	

Has An Appeal been filed?	Yes
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		No
If an Appeal has been filed in FY08 on an FY03, FY04, FY05, FY06, or FY07 request please complete the rest of this form (otherwise leave blank):		
Link to Appeal Request:		
Date of Appeal request:	date:	
Date Appeal Responded to (please mark column B with an X if still pending):	date:	
	Still pending	
Link to Appeal Response:		
Appeal Process used (please describe mechanism used in a few sentences):		
Is there any judicial review associated with this	Yes (if yes please describe):	
	No	
Appeal Resolution (please mark appropriate choice with an X in column B):	Still Pending	
	Full Correction	
	Partial Correction	
	No Correction	
	Disclaimer added to information on website	
	Request was handled under a different process (please describe below):	
	Changes, other than those requested were made (please describe below):	