

**Approvals for Data Corrections  
December 2004**

**A. National Office approval is required to:**

1. Grant exceptions to national Job Corps policy.

**B. Regional Director or his/her Designee approval is required to:**

1. Change student pay status history, General Educational Development/High School Diploma (GED/HSD), or vocational completion data that will result in students having to return owed funds to Job Corps (For example: back-date/change separation date by "X" amount of days).
2. Change disciplinary code from level one to any other code.
3. Change any separation codes (For example: changing disciplinary codes from level two to level one).
4. Overturn disciplinary discharges (DID) and other Re-establishments (terminations that have been overturned) for students who are placed:
  - a. Requires a Placement Deletion Form;
  - b. Center staff can enter regular Re-establishments (For example: student separated because of clerical errors) in the Center Information System (CIS) without data center staff involvement.
5. Reinstate Medical Separation With Reinstatement (MSWR) students after 6 months:
  - a. If student is placed (before or after 6 months), Regional Office approval is required along with a Placement Deletion Form.
6. Change any pay status history of a student after final separation payroll has been run, which will generate additional funds for the student.
7. Change Social Security Number (with a copy of the Social Security card) of separated student.
8. Extend the service period of students for whom placement has been inaccurately recorded.
9. Modify or delete Test of Adult Basic Education (TABE) test results.

**C. Requires Regional Director/Regional Division Chief approval exclusively:**

1. Enrollment in error requests for students who never arrived on center.