

2012–13 END-OF-YEAR DATA SUBMISSION CERTIFICATION LETTER

This certifies that the enclosed end-of-year data and reports are accurate and complete. This is the official data submission for this agency for the 2012–13 program year. I certify that there are complete records to support all TOPSpro® Enterprise data submitted and that all programs have been conducted in accordance with federal and state laws and regulations.

I have enclosed or submitted the following data submission requirements, checked below, to comply with the 2012–13 end-of-year requirements:

- ☐ Completed TOPSpro® Enterprise Adult Education Personnel Wizard
 - ☐ Data Integrity Report
 - ☐ Payment Points Summary Report
 - ☐ Completed and Signed End-of-Year Data Submission Certification Letter (this document)
 - ☐ TOPSpro® Enterprise Data Submission File:
- ☐ Sent electronically on _____ **OR**
☐ Mailed on _____

I understand that the Comprehensive Adult Student Assessment Systems (CASAS) will return an official verified Payment Points Summary Report to our agency based on the data submitted. At that time, our agency will have the opportunity to compare the official Payment Points Summary Report produced by CASAS to the report we produced internally. If discrepancies exist, our agency will have the opportunity to contact CASAS as well as your California Department of Education Regional Consultant to resolve disputes during this time period:

- The CASAS must receive all data submission requirements no later than **August 15, 2013.**
- All data submission disputes must be resolved no later than **September 15, 2013.**

Agency Name	
Individual Completing Form and Title (PRINT)	Telephone
Signature	Date
Agency's Authorized Agent and Title (PRINT)	Telephone
Signature	Date
Primary Contact E-mail Address (If you prefer to have the Payment Points Report e-mailed over the summer, please include a contact e-mail address in the box to the right.)	