



# Personnel Data Correction Request

County Number: \_\_\_\_\_ County Name: \_\_\_\_\_

District Number: \_\_\_\_\_ District Name: \_\_\_\_\_

Correction(s) to be made to the following fiscal year personnel report: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Teacher Number (certified) or Last 4 of SSN (support): \_\_\_\_\_

Reason for Request:       Correction to FOD/Days       Correction to salary/fringe\*

**\* All correction requests are tracked for accreditation purposes. Corrections to Superintendents or other administrative cost positions two years in a row will result in a deficiency. Any correction submitted to correct previously unreported employees is an automatic deficiency.**

**FOD:** \_\_\_\_\_      **Days Employed:** \_\_\_\_\_      **Days Contracted:** \_\_\_\_\_

If resigned during the FY, please provide appropriate RFL code: \_\_\_\_\_

Please attach the following:

- 1) Contract or employee worksheet
- 2) Earnings report from local payroll system.  
(ADPC-Employee Encumbrance/Expenditure Report MAS-Job Salary/Benefit Summary)
- 3) Letter from school official identifying the error and correction needed.
- 4) If request is submitted for a Superintendent with multiple job classes, provide copy of Accreditation Application reflecting additional assignments.

District Contact: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Superintendent Name

**Submit completed form and supporting documentation to [SchoolPersonnel@sde.ok.gov](mailto:SchoolPersonnel@sde.ok.gov)**