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| **KEES Report Request****Form Instructions:*** Use this form to request a KEES Report Request if there is not an existing KEES report or Data View that contains the information needed.
* Complete all fields on this form.
* Submit the completed form to the KEES Helpdesk via email: KEES.Helpdesk@ks.gov
* Include in Subject line: KEES Report Request
* Standard Response time is 5 Business Days.

[ ]  Check this box if the report is needed sooner and provide the due date: Click here to enter a date. |
| **Request Date:** Click here to enter a date. | **Name:** Click here to enter Name | **Office:** Click here to enter Office | **Phone:** Click here to enter Phone |
| **Report description:** * Include as many data elements as possible to describe the records to be included or excluded.
* Identify whether you want one record per case number, one record per individual, all records that meet the criteria, or another description.
* Identify if you want the report on hard copy or sent electronically, labels, etc.
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| **Description:**Click here to enter text |
| **Describe why the report is needed and how it will be used:** Click here to enter text  |
| **Format:**List the report columns you want to see on the report and in the order you want them listed. Click here to enter text |
| How should the report be sorted? Click here to enter text |
| Who can preliminary data be sent to for testing and sign off? Name: Click here to enter NameEmail: Click here to enter EmailPhone Number: Click here to enter Phone |