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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](mailto: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. | | | |
| **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 Name  Email: Click here to enter Email  Phone Number: Click here to enter Phone | | | |