**AJC Report/Data Request**

**Please complete all applicable sections and submit form as a Word Document to:** [EA-WIOA@azdes.gov](mailto:EA-WIOA@azdes.gov)

**Date Submitted:** Click or tap to enter a date.

|  |  |
| --- | --- |
| **Requestor Name:** |  |
| **Requestor Phone No.:** |  |
| **Contact Name:** |  |
| **Contact Phone No.:** |  |
| **Contact Email:** |  |
| **Expected Due Date:** |  |

**Report Type:  Adhoc  New Ongoing (new report needed in a reoccurring basis)**

**(Select Only One)**

**Description of Request (What is being requested)**

**Detailed Description of the Purpose of the Report (What will it be used for)**

Name of Report

**Data Type:  Detail  Aggregation (i.e. Monthly, Weekly, Office, etc.)**

**(Select Only One)**

**List all fields to be included in the Report**

**Sorting Criteria (if applicable)**

**Ascending  Descending  By Data Element (i.e. date, status, etc.)**

**List Data Element(s)**

**Priority**

**Low  Medium  High**

**Justification for Priority**

**Additional Comments or Clarifications**

**Mock View of Report Attached**

**Yes  No**

**Effort to Complete**

**Small  Medium  Large**

**Business Analysis Supervisor Approval**

**Yes  No**