**AJC Report/Data Request**

**Please complete all applicable sections and submit form as a Word Document to:** 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**