

MAISD Technology Services Data Archive Request

Requestor: _____ Telephone: _____

District: _____

Date: _____

Distribution: _____ Courier _____ U.S. Mail _____ Pick-Up

Archive Instructions at

<http://www.muskegonisd.org//download/dept/Data%20Archive%20Instructions.pdf>

PLEASE NOTE: The process for requesting the **Accounting Archive CD** has been automated and is to be requested using the pop-up window when you submit your year-end SHFT process. See the instructions at the above website for further details.

Basic Payroll Archive--specify year _____

Consists of the following reports:

Quarterly Retirement Information (all four quarters)

Quarterly Check Register (all four quarters)

W2 information

Optional Additional Reports:

Attendance Leave Balance (0147) Fiscal Year: _____

Attendance History (0157) Fiscal Year: _____

Other Reports (Please Specify):

Report	Quarter, Fiscal and/or Calendar Year

Student Services

Transcripts (Please specify graduation year): _____

Other Reports (Please Specify): _____

Return completed form to MAISD Technology Services Help Desk or fax to 231.773.1028.