

**CAMPUS**

**Data Entry Scan Request Form**

Data Center: 859-257-2222  
Last modified: 05/14/2019

http://www.uky.edu/its/enterprise-systems/data-center

Date:

Last Name:

First Name:

Department:

Phone #:

Authorized person(s) to pickup test/scan results (must show ID):

Person 1:

Person 2:

**COMPLETE THE FOLLOWING:**

Acct/Project # (optional):

**SCANNING PROGRAMS**

Check program to use:

- TEST ..... General Purpose Answer Sheet
- TENRESP ..... Ten Response Green Answer Sheet
- PCDF ..... Printer Compatible Data Form
- DARE PRE ..... Drug Education Booklet - PRE-TEST
- DARE POST ..... Drug Education Booklet - POST-TEST
- DARE FOLL ..... Drug Education Booklet - FOLLOW-UP
- CARD ..... Orange General Coding Form
- TCE ..... Teacher Course Evaluation Form
- OTHER ..... Specify:

**ANSWER SHEETS**

**SCAN RESULT OUTPUT OPTIONS:**

**E-MAIL OUTPUT:**

E-mail 1:

Append to email-1:  @uky.edu  @email.uky.edu

Other: @

E-mail 2:

Append to email-2:  @uky.edu  @email.uky.edu

Other: @

Comments:

**DO NOT WRITE IN THIS AREA - FOR DATA CENTER USE ONLY.**

SCANNER PROGRAM NAME: \_\_\_\_\_

Scanning completed by: \_\_\_\_\_

Sheets: \_\_\_\_\_

Dataset Name:   
If Rescanned: