



Information Request Form

Name: _____ Institution/Organization: _____
Phone: _____ Email: _____ Date: _____

Request type:

General Inquiry: (General Questions)

Modification Request – XML /EDI :

(Schema name -- e.g., XML Standard Format for Transcript request, V. 1.0.1)

XML Element or EDI segment referenced: _____

(Tag Name with parent reference, e.g., TransmissionData.Source.**Organization**)

Request for new data element: _____

(Existing schema location or segment where new element would be added)

Other Request(s): _____

Current Issue (Business need for this modification or addition):

Solution Desired (What change will meet your need):

Specifications (Technical information appropriate to the request, please attach):

Modification Request – Crosswalk:

(Crosswalk name -- e.g., XML to EDI College Transcript Request)

Current Issue (Business need for this modification or addition):

Solution Desired (What change will meet your need):

Specifications (Technical information appropriate to the request, please attach):

SPEEDE Committee internal use only:

Date received: _____ Received by: _____ Action taken: _____

Final resolution action: _____



Information Request Form Help Summary

Need help completing the SPEEDE information request form?

Please take a moment to see which section(s) is right for your needs:

- **General Inquiry:** Use this section of the form if you are submitting a question to the SPEEDE committee. Some examples of general questions may include:
 - Need help with a technical issue regarding an EDI or XML file instance
 - Have a question related to information found on the SPEEDE web page
 - Want to find out more information on a topic or session that may have been presented at a recent AACRAO conference
 - Any other general questions that don't involve existing schema or crosswalks that are made available on www.pesc.org

- **Modification Request – XML/EDI:** Use this section if you wish to submit a formal request to add a new data element or to add to an existing schema or transaction set. Request submissions must include a detailed description of the issue you are experiencing, a proposed solution that would meet your needs (along with enumerated values to be added, if appropriate), and any other information you believe would be helpful to the Change Control Board or other work groups that will review your request.

- **Modification Request – Crosswalk:** Use this section if you wish to submit a formal request to modify an existing XML/EDI or EDI/XML crosswalk. Request submissions must include a detailed description of the issue you are experiencing and the need for the modification or change/addition to the existing crosswalk. Care should be taken to explain why existing enumerations are not satisfactory to your needs and how the modifications would enhance the crosswalk for all users.

Completed form can be submitted via email to speede@aacrao.org