

PILOTS CHANGE REQUEST FORM

In order to correct a youth's information in PILOTS, please submit this form providing the information requested. Email the form to Janice Coplin at jtc30@pitt.edu. Please call Janice at 717-605-0231 with any questions.

Date: _____ Person Requesting Change: _____
County: _____ Phone Number: _____ Ext _____
Email address: _____

Youth Information as **currently** shown in PILOTS:

Last Name: _____ First Name: _____
Social Security Number: _____ Date of Birth: _____

Type of Request:

(Note: The only time a youth should be removed from PILOTS is if the youth was entered more than once or should not have been entered at all. If a youth is no longer part of the program, he/she should be moved to inactive.)

Reason for Request:

If "Other" selected, please explain:

Provide corrected Information:

Comments or additional information:

Please be advised that in order to make many of the corrections / changes requires the Data Manager to inactivate the entire PILOTS system. Because of this, those changes that require the inactivation of the PILOTS system will be updated quarterly. Every effort will be made to have the corrections completed prior to running the quarterly reports.

CWTP Use Only:

Date PILOTS Change Made:

Comments: