

## Screen 12b

It is imperative that departments enter accurate and complete data in the fields on screen 12b. This information is necessary for reporting purposes and in some cases is tied to funding. If you have questions or need further instruction, please contact our office at 742-3658 or Kathy Smith at 742-3661 ext. 250.

**\*START\* by finding which column (1 or 2) best describes the class.**

