

# STUDENT TESTING DATABASE MAINTENANCE FORM

For use of this form, see USMEPCOM Reg 601-4

Email to: [HQ-CSDBM@mepcom.army.mil](mailto:HQ-CSDBM@mepcom.army.mil) or  
Fax to: 847-688-4579  
HQ USMEPCOM  
ATTN: Student Testing Database Manager

FROM: (MEPS ID & MEPS)

Date:

**Request the following maintenance function(s) identified by an "X" below:**

Delete session number(s) \_\_\_\_\_

associated with: \_\_\_\_\_  
(school name/school code)

Delete sequence number(s) \_\_\_\_\_

associated with: \_\_\_\_\_  
(school name/school code)

Delete school code \_\_\_\_\_

assigned to \_\_\_\_\_  
(school name)

Change session number associated with: \_\_\_\_\_  
(school name/school code)

from \_\_\_\_\_ to \_\_\_\_\_

Add school, \_\_\_\_\_  
(school name)

located in \_\_\_\_\_  
(state/county name and state/county code)

Note: Upon receipt of an e-mail assigning a school code, you are required to complete all remaining school information using ASO4 (High School Information) in MIRS.

Justification:

Point of Contact (Name, title, and phone number):