

1

Select **Reports** in the left-hand navigation.

Select **Data Analytics**.

3

Select the school year from the **School Year drop-down**.

Note: Past school year certifications will be available to view only. Prior certifications cannot be changed.

2

Select **Certification Reports** from the available report tabs at the top.

4

Select the data certification you want to view from the **Data Collection drop-down**.

View Certification Report

Data last updated on August 11, 2024

Reports Certification Reports Profiles Dashboards

School Year

Select

Data Collection

Month 1



Certification Open Date: October 1, 2024

Certification Close Date: October 10, 2024

Monthly Certification Reports

Demographics

Enrollment and Attendance

Discipline

School Certification

2024 - 2025 Month 1 Demographics

Certified Schools (14/28)

School Number	School Name	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
			Terra Mullins	Certified
				View Errors
				Certify

5 Certification window information will be displayed in yellow for data collections that have not been certified.

6 Links to corresponding data reports will be provided for easy access.

Note: These reports are also available to access from other report tabs at the top of the page.

7 For monthly Data Approvals, **school certification statuses will be listed first.**

Certification date, user who completed the certification, and certification actions will be displayed for each school.

Certified

Data has been certified.

View Errors

Data has errors and **cannot** be certified until errors have been cleared.

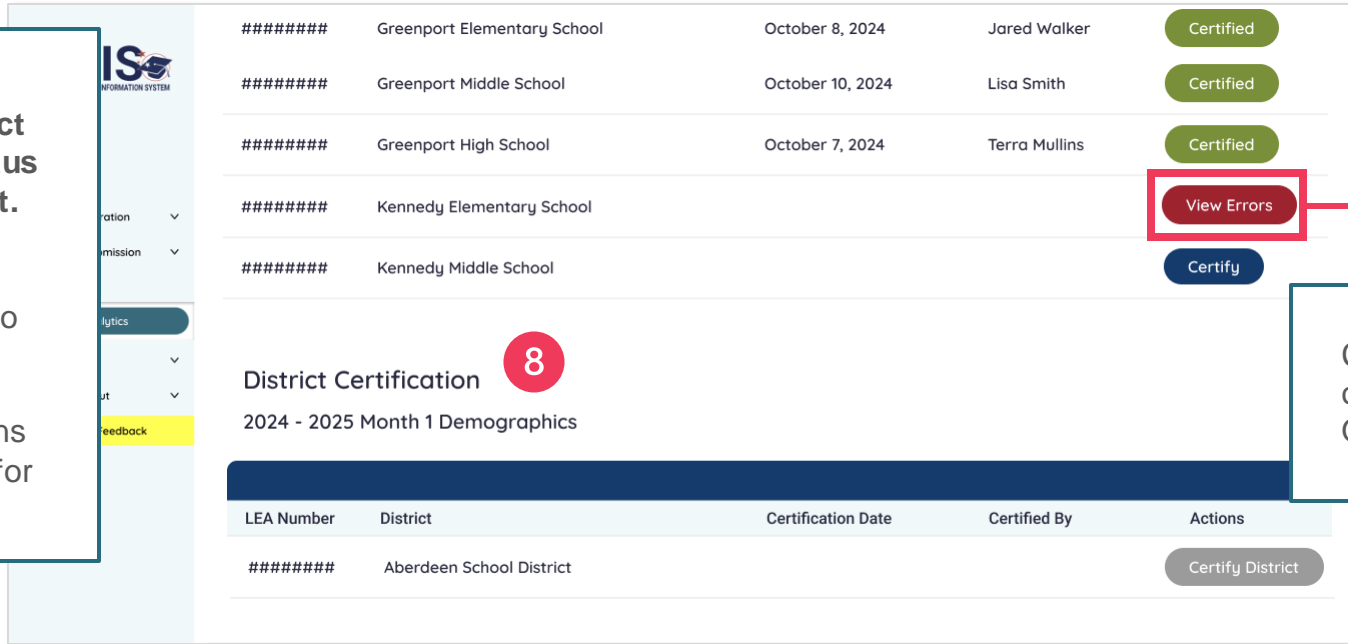
Certify

Data is ready to be certified.

8

For monthly Data Approvals, **District certification status will be listed last.**

Certification date, the user who completed the certification, and certification actions will be displayed for the district.



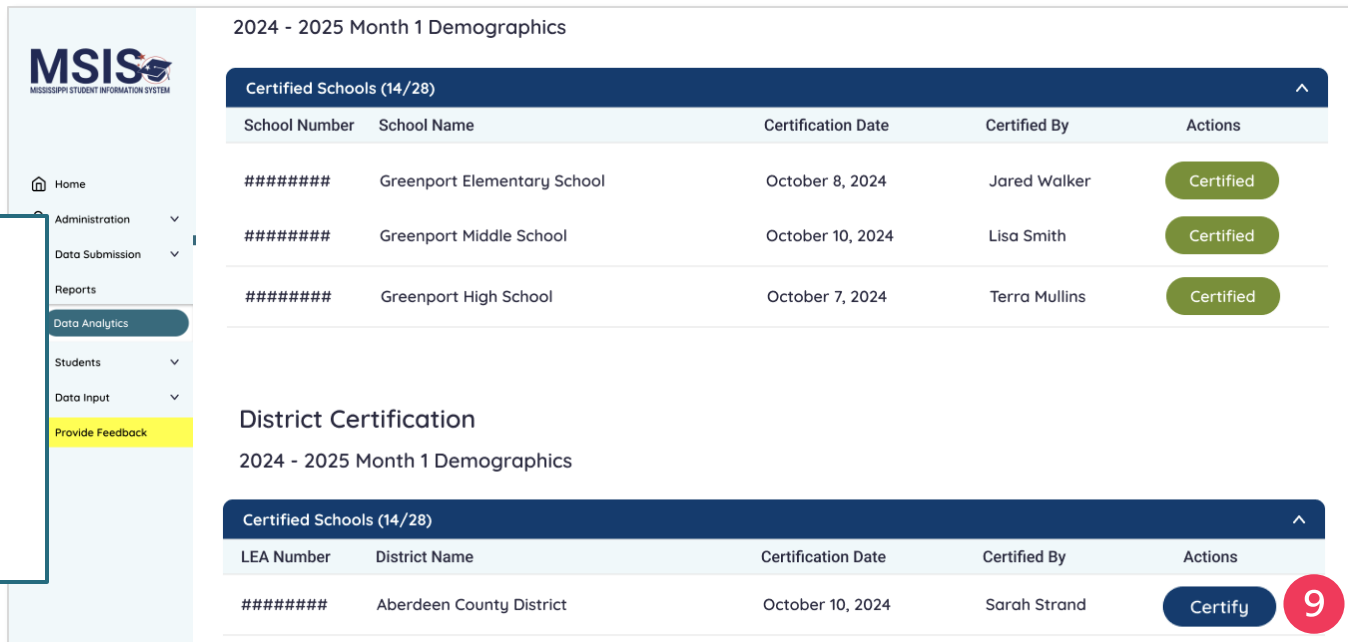
LEA Number	District	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
#####	Greenport High School	October 7, 2024	Terra Mullins	Certified
#####	Kennedy Elementary School			View Errors
#####	Kennedy Middle School			Certify

Click view errors to open the Data Quality Dashboard.

8

9

Once all schools have been certified, the district-level **Certify** button will be active.



LEA Number	District Name	Certification Date	Certified By	Actions
#####	Aberdeen School District			Certify District

LEA Number	District Name	Certification Date	Certified By	Actions
#####	Aberdeen County District	October 10, 2024	Sarah Strand	Certify

9

View Certification Report

Data last updated on August 11, 2024

Reports Certification Reports Profiles Dashboards

School Year: Data Collection:

✓ Your district has been certified for [Data Collection] on [Date]. 10

Monthly Certification Reports

Demographics Enrollment and Attendance Discipline

School Certification

2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
School Number	School Name	Certification Date	Certified By	Actions
#####	Greenport Elementary School	October 8, 2024	Jared Walker	Certified
#####	Greenport Middle School	October 10, 2024	Lisa Smith	Certified
#####	Greenport High School	October 7, 2024	Terra Mullins	Certified

District Certification

2024 - 2025 Month 1 Demographics

Certified Schools (14/28)				
LEA Number	District Name	Certification Date	Certified By	Actions
#####	Aberdeen County District	October 10, 2024	Sarah Strand	Certified

10

When all schools and the district have been certified, a green certification completion message will be displayed at the top of the screen.

Certification Details



Certification	Data Collection Description	Data Begin Date	Data End Date	Certification Open Date	Certification Close Date	Reports	Permissions
District Approval Month 1	Monthly Data Certification for Month 1	7/1/2024	9/30/2024	10/1/2024	10/10/2024	<ul style="list-style-type: none"> • Enrollment and Attendance Dashboard • Enrollments and Transfers • Five or More Absences • ADA/ADM/Net Membership • Discipline • Student Indicators 	Student Certify
District Approval Month 2	Monthly Data Certification for Month 2	10/1/2024	10/31/2024	11/1/2024	11/10/2024		
District Approval Month 3	Monthly Data Certification for Month 3	11/1/2024	11/30/2024	12/1/2024	12/6/2024		
District Approval Month 4	Monthly Data Certification for Month 4	12/1/2024	12/31/2024	1/1/2025	1/10/2025		
District Approval Month 5	Monthly Data Certification for Month 5	1/1/2025	1/31/2025	2/1/2025	2/10/2025		
District Approval Month 6	Monthly Data Certification for Month 6	2/1/2025	2/28/2025	3/1/2025	3/10/2025		
District Approval Month 7	Monthly Data Certification for Month 7	3/1/2025	3/31/2025	4/1/2025	4/10/2025		
District Approval Month 8	Monthly Data Certification for Month 8	4/1/2025	4/30/2025	5/1/2025	5/10/2025		
District Approval Month 9	Monthly Data Certification for Month 9	5/1/2025	6/15/2025	6/1/2025	6/15/2025		

Certification	Data Collection Description	Data Begin Date	Data End Date	Certification Open Date	Certification Close Date	Reports	Permissions
Personnel	Annual certification of Personnel data used for Accreditation	7/1/2024	11/30/2024	12/1/2024	12/6/2024	<ul style="list-style-type: none"> Personnel Summary Personnel Listing Teacher Schedules Accreditation 	Personnel Certify
Finance	Annual certification of the Finance data for the preceding year	N/A	N/A	7/1/2024	10/15/2024	Finance FETS	Finance Certify
Special Education Child Count	Annual certification of special education child count data	12/1/2024	12/1/2024	12/1/2024	12/10/2024	Special Education Child Count Certification	Special Education Certify
Academic Record	Annual certification of historical student data and graduation statuses	N/A	N/A	6/1/2025	6/30/2025	<ul style="list-style-type: none"> Graduates Certification Graduates/Dropouts Graduation Cohort Graduation Options Final Grades Certification 	Student Certify
Sped EOY	Annual certification of special education program data	7/1/2024	6/30/2025	6/1/2025	6/30/2025	<ul style="list-style-type: none"> Special Education Outcomes Certification Special Education Child Find Special Education Part C to B 	Special Education Certify
CTE EOY	Annual certification of CTE program data	7/1/2024	6/30/2025	6/1/2025	6/30/2025	CTE Certification	CTE Certify
Federal Programs EOY	Annual certification of Federal Programs data	7/1/2024	6/30/2025	6/1/2025	6/30/2025	<ul style="list-style-type: none"> Federal Programs Certification ELL Foster Care Homeless Immigrant 	Federal Programs Certify