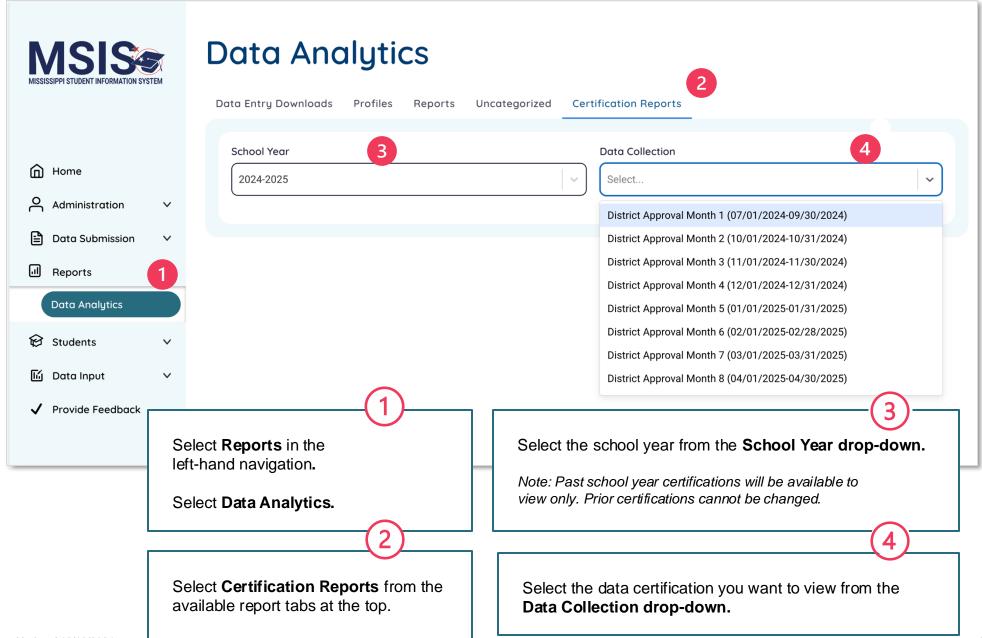
QUICK REFERENCE GUIDE

Certification





Updated 12/13/2024





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

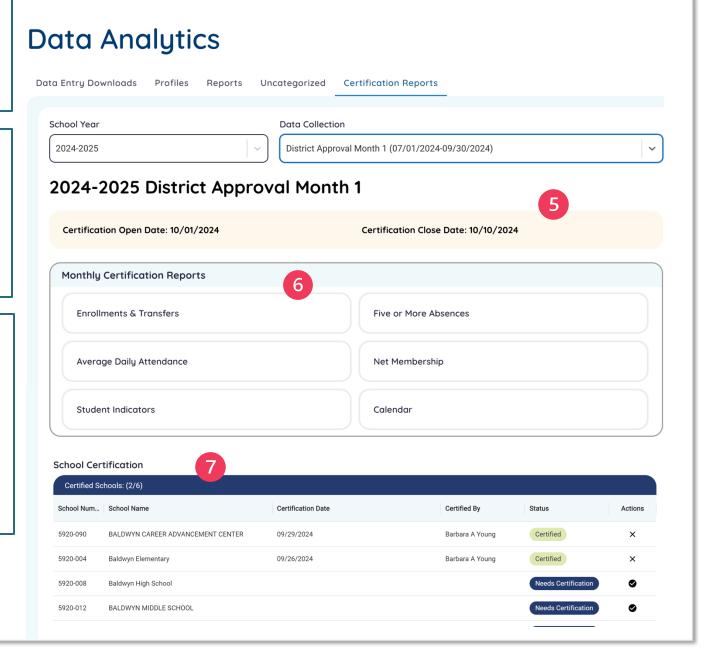
6)

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

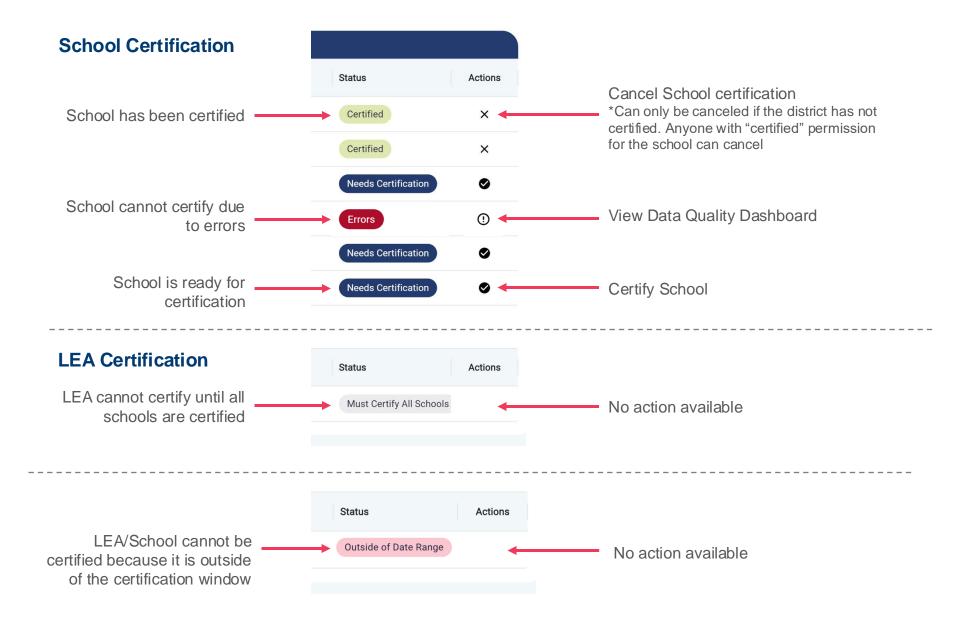
Note: These reports are also available to access from other report tabs at the top of the page.

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

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









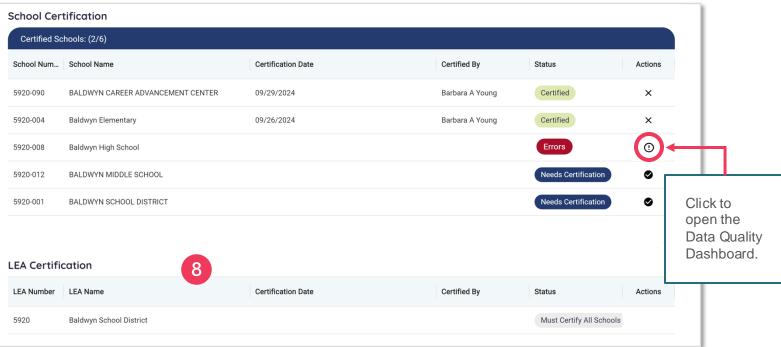
8

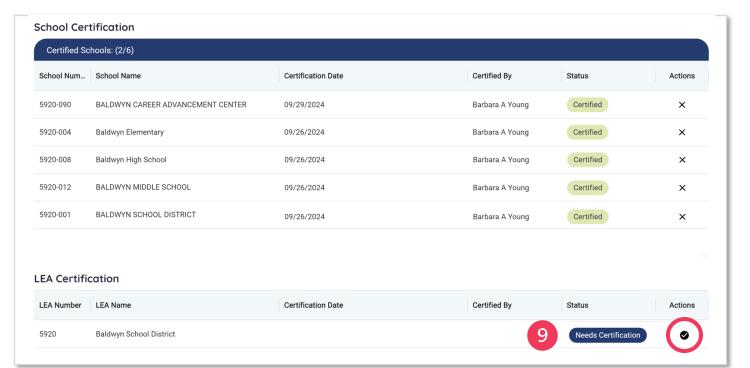
For monthly Data Approvals, **LEA certification status will be listed last.**

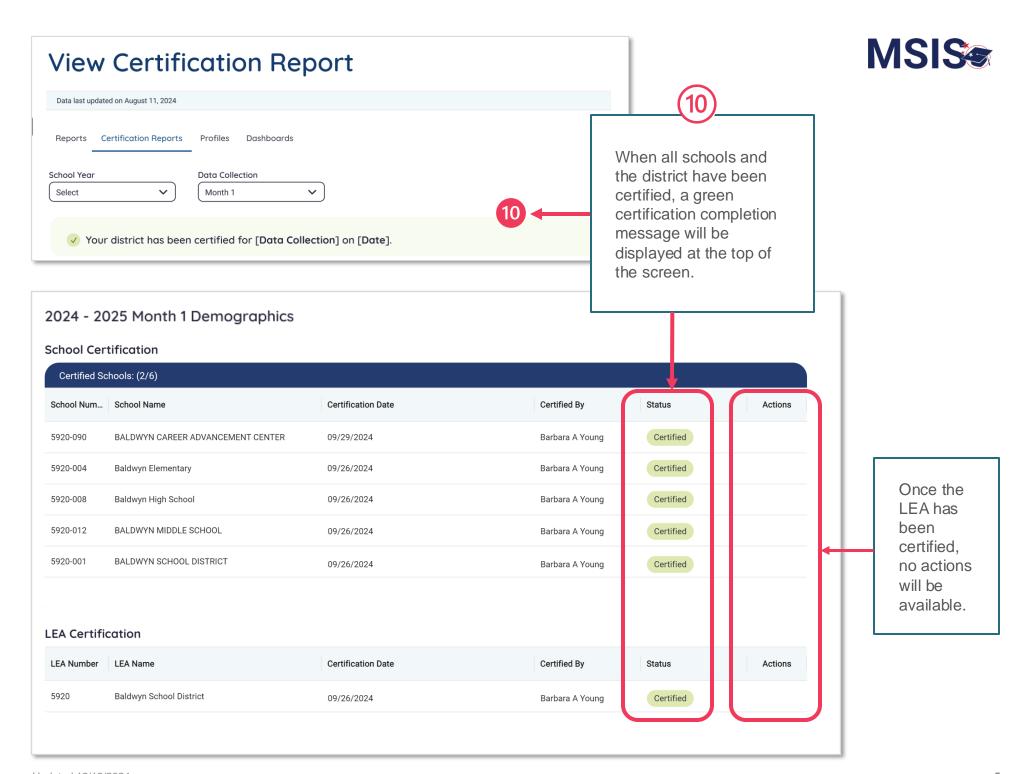
The certification date, the user who completed the certification, certification status, and certification actions will be displayed for the LEA.



Once all schools have been certified, the LEA Needs Certification status will be displayed, and the certification action will be available.







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	Enrollment and Attendance Dashboard Enrollments and Transfers Five or More Absences Average Daily Attendance Net Membership Discipline Student Indicators Calendar Teacher Schedules	Student • Can Certify District • Can Certify Schools
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	Personnel SummaryPersonnel ListingTeacher SchedulesAccreditation	Personnel • Can Certify District
Finance	Annual certification of the Finance data for the preceding year	N/A	N/A	7/1/2024	10/15/2024	Finance FETS	Finance • Can Certify District
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	Special Education • Can Certify District
End of Year Status	Annual certification of final grades and grade promotions	7/1/2024	06/30/2025	06/01/2025	06/15/2025	 Grade Promotions Final Grades	Student • Can Certify District
Academic Record	Annual certification of historical student data and graduation statuses	N/A	N/A	6/1/2025	6/30/2025	 Graduates/Dropouts Graduation Cohort Graduation Options	Student • Can Certify District
Summer School	Annual certification of summer school program data	N/A	N/A	7/1/2025	09/10/2025	Summer School	Student • Can Certify District



Certification	Data Collection Description	Data Begin Date	Data End Date	Certification Open Date	Certification Close Date	Reports	Permissions
Sped EOY	Annual certification of special education program data	7/1/2024	6/30/2025	6/1/2025	6/30/2025	PostSecondary OutcomesChild FindPart C to B	Special Education Can Certify District
CTE EOY	Annual certification of CTE program data	7/1/2024	6/30/2025	6/1/2025	6/30/2025	CTE Dashboard	CTE • Can Certify District
Federal Programs EOY	Annual certification of Federal Programs data	7/1/2024	6/30/2025	6/1/2025	6/30/2025	Federal Programs DashboardELLHomelessImmigrant	Federal Programs • Can Certify District