


ED166 – Certification Screen



Mid-Year Certification

☐ Check this box to indicate that your district has input all reportable disciplinary incidents that occurred between 7/1 and 1/31 of this school year.

Phase I Certification

☐ Check this box to indicate that your district has input all reportable disciplinary incidents that occurred between 7/1 and 6/30 of this school year. This checkbox is not available until 6/1.

*** This data cannot be certified until on or after 6/01/2025***

Phase II Certification

Your LEA cannot certify until all of the following reports have a Record Count of 0. To view the reports go to Reports > Data Cleaning Reports. Information on how to clear each report is available [here](#).

Cleaning Reports	Record Count
Arrest Reported-Not School Sponsored	0
Potential Duplicates and Multi-Part Records	0
Removed From Class Over 90 Minutes	0
Suspended Pending and Expulsion Hearing	0

*** This data cannot be certified until on or after '8/13/2025' ***

TIPS & REMINDERS:

- Check this box to complete the Mid-Year Collection
- An Administrator is not required to complete this step
- You do not need to uncheck the box to add/edit/delete data

Updated 2/19/25

Mid-Year Certification – consists of a checkbox indicating that incidents which occurred between 7/1 and 1/31 of the school year have been reported. This box does not need to be unchecked to make any additional edits and does not need to be completed by an Administrator.

Phase 1 Certification – as with Mid-Year Certification this consists of a checkbox indicating that incidents which occurred between 2/1 and 6/30 of the school year have been reported. This box does not need to be unchecked to make any additional edits and does not need to be completed by an Administrator.