

2023-24 ED166 FINAL CERTIFICATION CHECKLIST

DUE AUGUST 21, 2024

ED166 Certification is open. Please follow the steps below to complete your collection. Records can continue to be added, edited or deleted until the final deadline of August 21.

Review and respond to any Data Exceptions. To view them, log into the ED166 → Data Exceptions. See the [Data Exception Information](#) sheet for an explanation of each exception. **NOTE: The data exceptions are not live. When you make a correction to the data, the exception will not automatically go away. The information in the exceptions is based on your data as of 7/16/24.** If your LEA makes changes to your data and a new exception is generated, CSDE will contact your LEA.

Clear the Built-In Data Cleaning Reports. **All reports are “live,” so records are automatically removed when data is updated. Your LEA cannot certify until these are cleared. Instructions for each report are linked below.**

[Suspended Pending Expulsion Report](#): Lists records where “Suspended Pending an Expulsion Hearing” was indicated as the Sanction. Update the record with the outcome of the hearing prior to Certification.

[Potential Duplicates and Multi-Part Records](#): Lists records identified as potential duplicates or records that should be combined into one record.

[Removed From Class Over 90 Minutes](#): Lists records reported with Sanction Type 1065 - Removed from Class and the length of the sanction was over 90 minutes.

[Arrest Reported - Not School Sponsored](#): These records have been reported as School-Based Arrests; however, the Location and/or School Sponsored status are not consistent.

Review ALL other ED166 Reports, to ensure data accuracy. The reports listed below are particularly useful:

Data Review Report – This report is a **live** version of several of the Data Exceptions. It provides you with a one-page glance of variances from the prior year in several categories: 1) Total reportable incidents, 2) Bullying, 3) Weapons, and 4) Substances. This report also displays the total number of incidents reported each month so you can identify if a month was missed.

Incident Count Comparison by School Report – This report shows the difference in the number of records reported from last year by school. This is a quick way to spot errors.

PK-Grade 2 Exclusionary Discipline Compliance Report - PA 15-96 limited OSS and Expulsions of students in grade two and below to offenses that are violent, sexual in nature, or those that endanger others. Records listed on this report are students who received an OSS or expulsion in PK-2 and whose incident type does not fall into one of the categories listed in PA 15-96. This report gives your LEA an opportunity to review the records reported and revise any inaccuracies. Your LEA can also use this report as a tool to ensure you are correctly following PA 15-96. The report is live so any changes to the data are reflected immediately. Your LEA must not change records on the report if they are correct as reported. A list of Incident Types that may be deemed violent, sexual in nature, or a danger to others is available [here](#). Please note this list is not an endorsement by CSDE to impose a particular sanction.

Review any report that “should be” blank for your LEA. For example, if your LEA did not have any Weapon Offenses open the report to ensure it is blank and no records were miscoded.

Complete Phase II Certification – DUE AUGUST 21 – A Certified Administrator (holding an 092 or 093) must input the Superintendent’s Signoff Code indicating they have reviewed the data and it is correct as reported. You will receive an email confirmation of certification within 2-3 business days. If any issues persist, your Certification will be removed, and your LEA will be contacted. If your LEA needs to make a change after the Certification code has been input, please contact CSDE to clear your code.

FREEZE DATE – SEPTEMBER 4, 2024

NO CHANGES CAN BE MADE AFTER THE FREEZE