



Phase 1 Certification



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.

*** This data cannot be certified until on or after 01/31/2024***

Save

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 6/01/2024***

Save



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 '8/1/2024' ***

Enter Code

TIPS & REMINDERS:

- Check this box to complete Phase 1
- **An Administrator is not required to complete this step**
- You do not need to uncheck the box to add/edit/delete data
- Phase 2 Certification cannot be completed until we are in Phase 2