



# Phase 2 - Final 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  OK Close

### 📣 TIPS & REMINDERS:

- An Administrator must complete this step.
- The 5-digit Superintendent certification code is needed here.
- Once certified, your LEA must request that certification be cleared if any additional edits are needed (before the freeze date).