

ED166: 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.

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.

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 DATE**



Enter Code

OK

Close

TIPS & REMINDERS:

- All Data Exceptions must be addressed and Cleaning Reports cleared to allow Certification.
- 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).