# 2023-24 ED166 Phases

| Mid-Year Collection | Phase I | Phase II |
|---|---|---|
| **March 6, 2024** | **July 10, 2024** | **August 21, 2024** |
| ☐ Report all incidents that occurred between 7/1 and 1/31<br>☐ Ensure uploads are error free<br>☐ Recommendation: Clear Data Cleaning Reports<br>☐ Complete mid-year certification<br>　○ This is a checkbox, no password is needed<br>　○ <u>Does not</u> have to be completed by an Administrator<br><br>NOTE: Your LEA may go beyond this date if you wish; 1/31 is not a hard cut-off date. After your LEA has completed the mid-year collection you can continue to add, edit, or delete records as needed. You do not need to clear your certification. | ☐ Report all incidents that occurred between 2/1 and 6/30 as well as any other incidents your LEA may have missed<br>☐ Ensure uploads are error free<br>☐ Recommendation: Clear Data Cleaning Reports<br>☐ Complete Phase I certification<br>　○ This is a checkbox, no password is needed<br>　○ <u>Does not</u> have to be completed by an Administrator | ☐ Input any additional records<br>☐ Respond to Data Exceptions<br>☐ Clear Data Cleaning Reports<br>☐ Review other reports to ensure data accuracy<br>☐ Complete final certification<br>　○ The Superintendents Certification code is required (this is a 5-6 digit password)<br>　○ <u>Must</u> be completed by an Administrator<br><br>All items above are listed on the Certification Checklist that is emailed and posted on the Help Site at the beginning of Phase II. |
| **FREEZE: September 4, 2024** | | |
| ☐ Respond ASAP to any CSDE questions<br>☐ Input any final changes and recertify immediately | | |