2024-25 ED166 Phases

Mid-Year Collection	Phase I	Phase II
March 5, 2025	**July 19, 2025**	**August 20, 2025**

☐ Report all incidents that occurred between 7/1 and 1/31
☐ Ensure uploads are error free
☐ Recommendation: Clear Data Cleaning Reports
☐ Complete mid-year certification
    ○ This is a checkbox, no password is needed
    ○ <u>Does not</u> have to be completed by an Administrator
 	
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
	☐ Ensure uploads are error free
	☐ Recommendation: Clear Data Cleaning Reports
	☐ Complete Phase I certification
	    ○ This is a checkbox, no password is needed
	    ○ <u>Does not</u> have to be completed by an Administrator
		☐ Input any additional records
		☐ Respond to Data Exceptions
		☐ Clear Data Cleaning Reports
		☐ Review other reports to ensure data accuracy
		☐ Complete final certification
		    ○ The Superintendents Certification code is required (this is a 5-6 digit password)
		    ○ <u>Must</u> be completed by an Administrator
		
		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 3, 2025
☐ Respond ASAP to any CSDE questions ☐ Input any final changes and recertify immediately
Charter Schools are also required to submit a file by December 12/4/24