

State-Level Data Certification Setup and Workflow

Last Modified on 12/14/2025 8:45 pm CST

[Pre-Data Validation/Certification Setup](#) | [Data Validation Setup Workflow](#) | [Data Certification Setup Workflow](#) | [Approving Data Certification Events](#)

This article explains the general workflow for setting up and using Data Validation and Certification. Select links within each step for detailed information about the tools described throughout the workflow.

Data Integrity Tools are only available in State Editions of Campus and districts connected to a State Edition of Campus.

Pre-Data Validation/Certification Setup

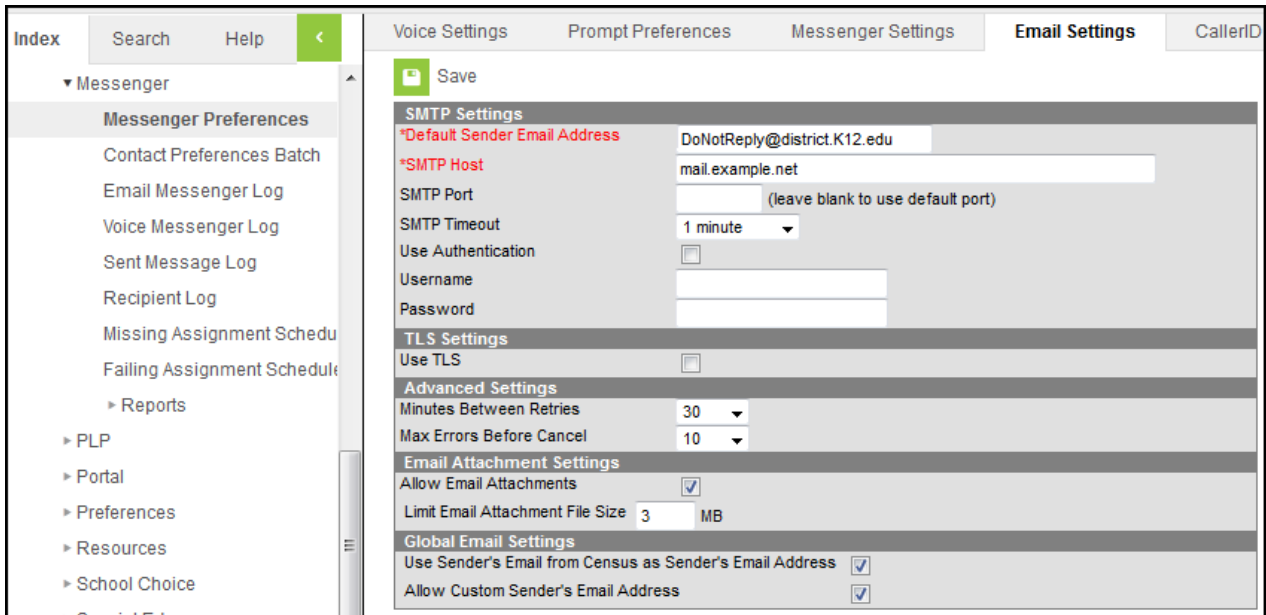
Prior to using Data Validation and Certification, the following must be set up:

- [Ensure Email Messenger is Enabled and Configured](#)
- [Assign Data Integrity Tool Rights](#)
- [Assign Filter Designer Tool Rights](#)
- [Ensure Users Have a Valid Email Address](#)

Ensure Email Messenger is Enabled and Configured

PATH: *System Administration > Messenger > Messenger Preferences > Email Settings*

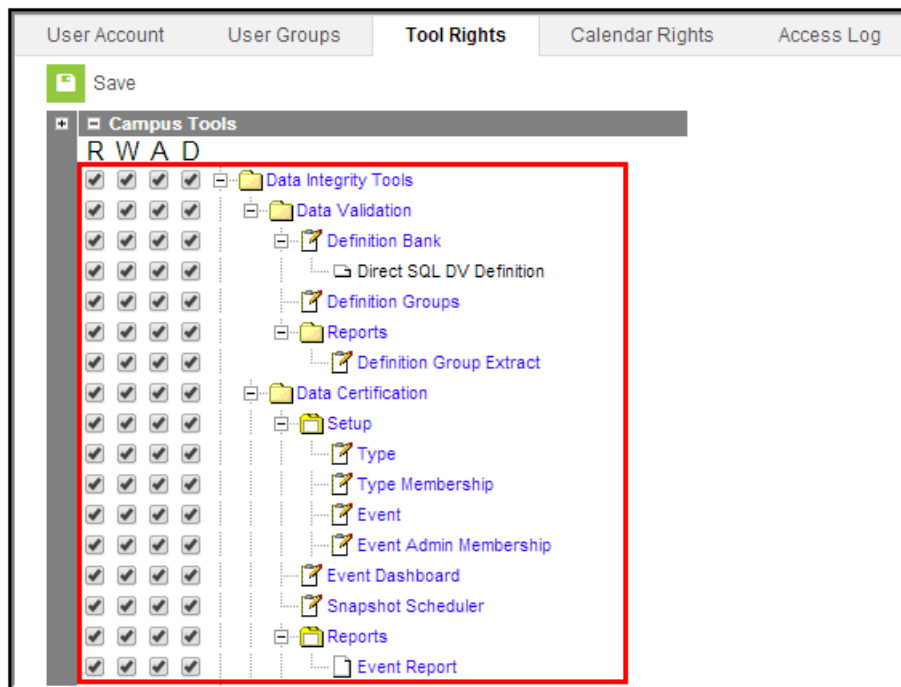
Users must ensure [Email Messenger](#) is enabled and configured for the state. As Data Certification Events and Types are published and approved, state users receive email notifications.



Assign Data Integrity Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

For state users to properly set up, view and approve events, they must be given tool rights to the appropriate Data Integrity Tools. See the [Data Integrity Tool Rights](#) page for more information.

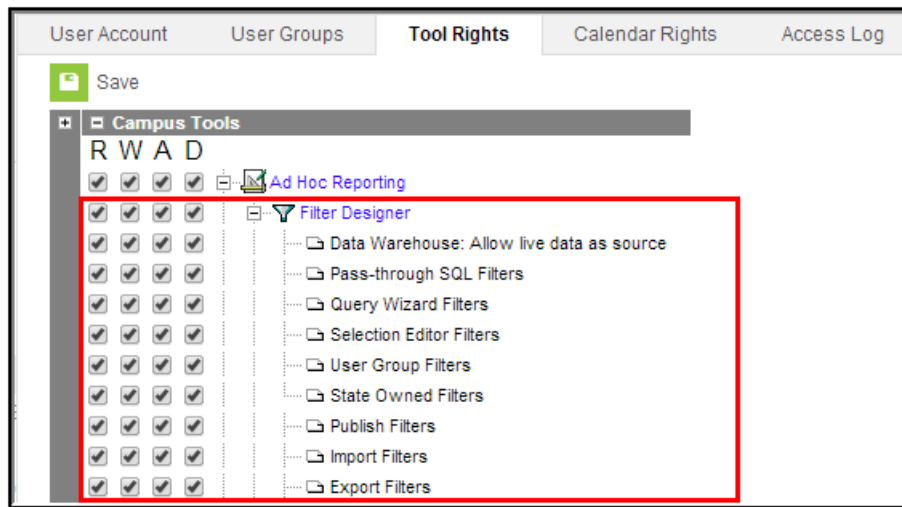


Assign Filter Designer Tool Rights

PATH: *System Administration > User Security > Users > Tool Rights*

To create Ad Hoc filters used in an event for pulling a defined set of data, users must have tool

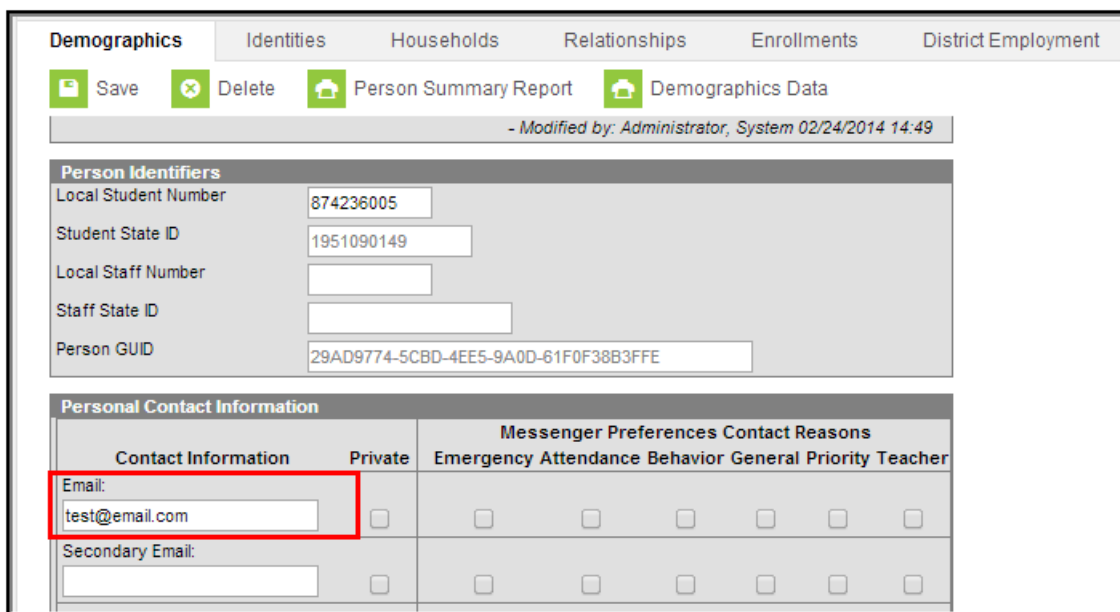
rights to the [Filter Designer](#) and related sub-rights.



Ensure Users Have a Valid Email Address

PATH: *Census > People > Demographics > Email*

For users to receive email notification about data certification event activity, they must have a valid email address entered on the Demographics tab.



Contact Information		Private	Messenger Preferences Contact Reasons					
			Emergency	Attendance	Behavior	General	Priority	Teacher
Email:	test@email.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Data Validation Setup Workflow

The following steps define the basic workflow for setting up Data Validation tools so that users can begin to validate state and district data.

- [Step 1. Establish Data Validation Definitions](#)
- [Step 2. Create Data Validation Groups](#)

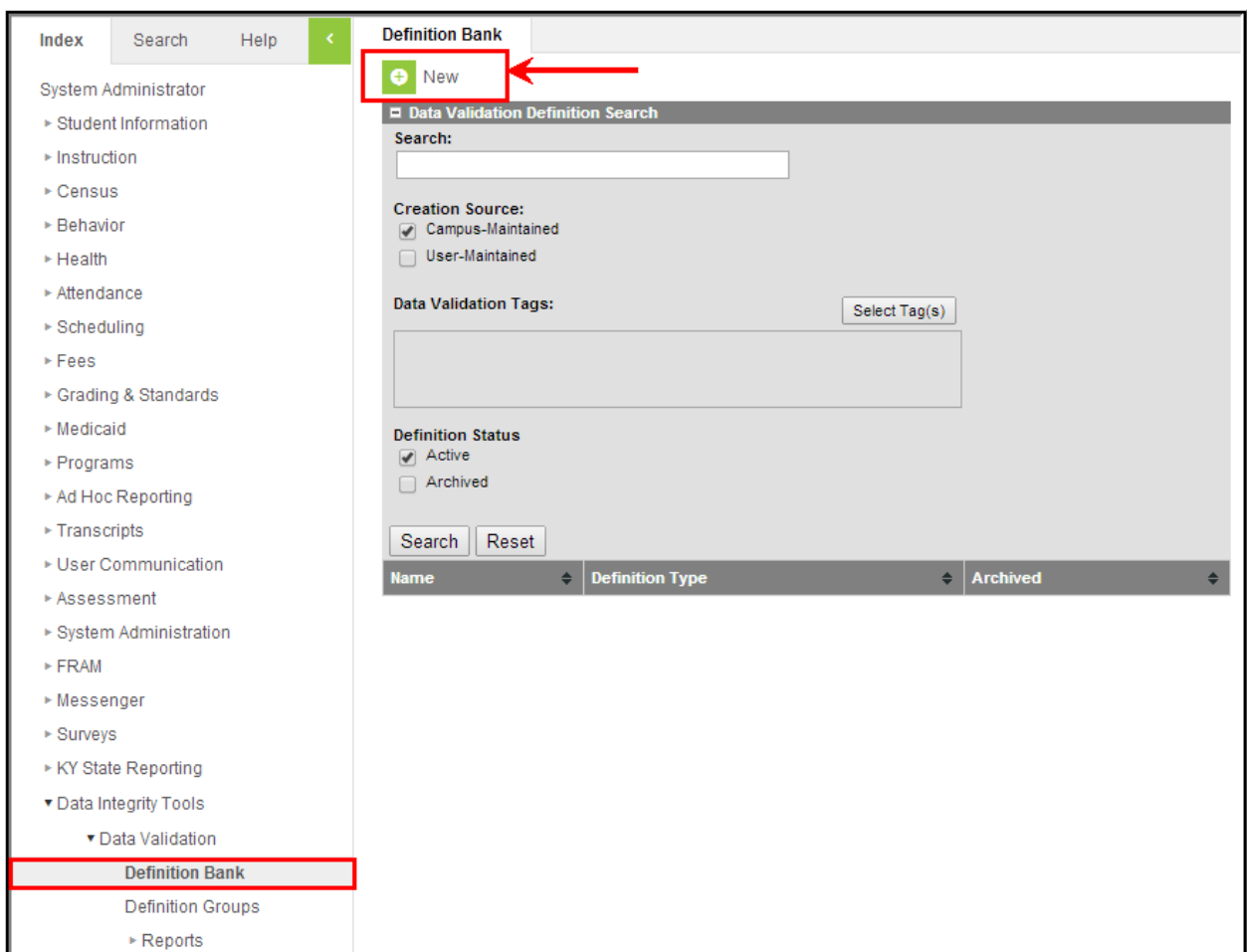
- [Step 3. Review Data Validation Groups](#)
- [Step 4. Publish Data Validation Groups to Districts](#)

Step 1. Establish Data Validation Definitions

PATH: *Data Integrity Tools > Data Validation > Definition Bank*

For state and district users to validate data, data validation definitions need to be established. [Data validation definitions](#) define how data is audited during the validation process. Users can create their own validation rules and/or use the preexisting rules provided by Campus.

Archiving a definition makes it unavailable for use in data validation groups; however, the definition can still be used to preview data and existing data validation groups containing the definition can still be run. Archived definitions can be reactivated for use in data validation groups.



The screenshot displays the 'Definition Bank' interface. On the left, a navigation menu lists various system administrator tools, with 'Definition Bank' selected and highlighted by a red box. The main content area features a 'New' button, also highlighted with a red box and an arrow. Below this is a 'Data Validation Definition Search' section containing a search input field, checkboxes for 'Creation Source' (Campus-Maintained and User-Maintained), a 'Data Validation Tags' section with a 'Select Tag(s)' button, and a 'Definition Status' section with checkboxes for 'Active' and 'Archived'. At the bottom of the search section are 'Search' and 'Reset' buttons. Below these buttons is a table header with columns for 'Name', 'Definition Type', and 'Archived'.

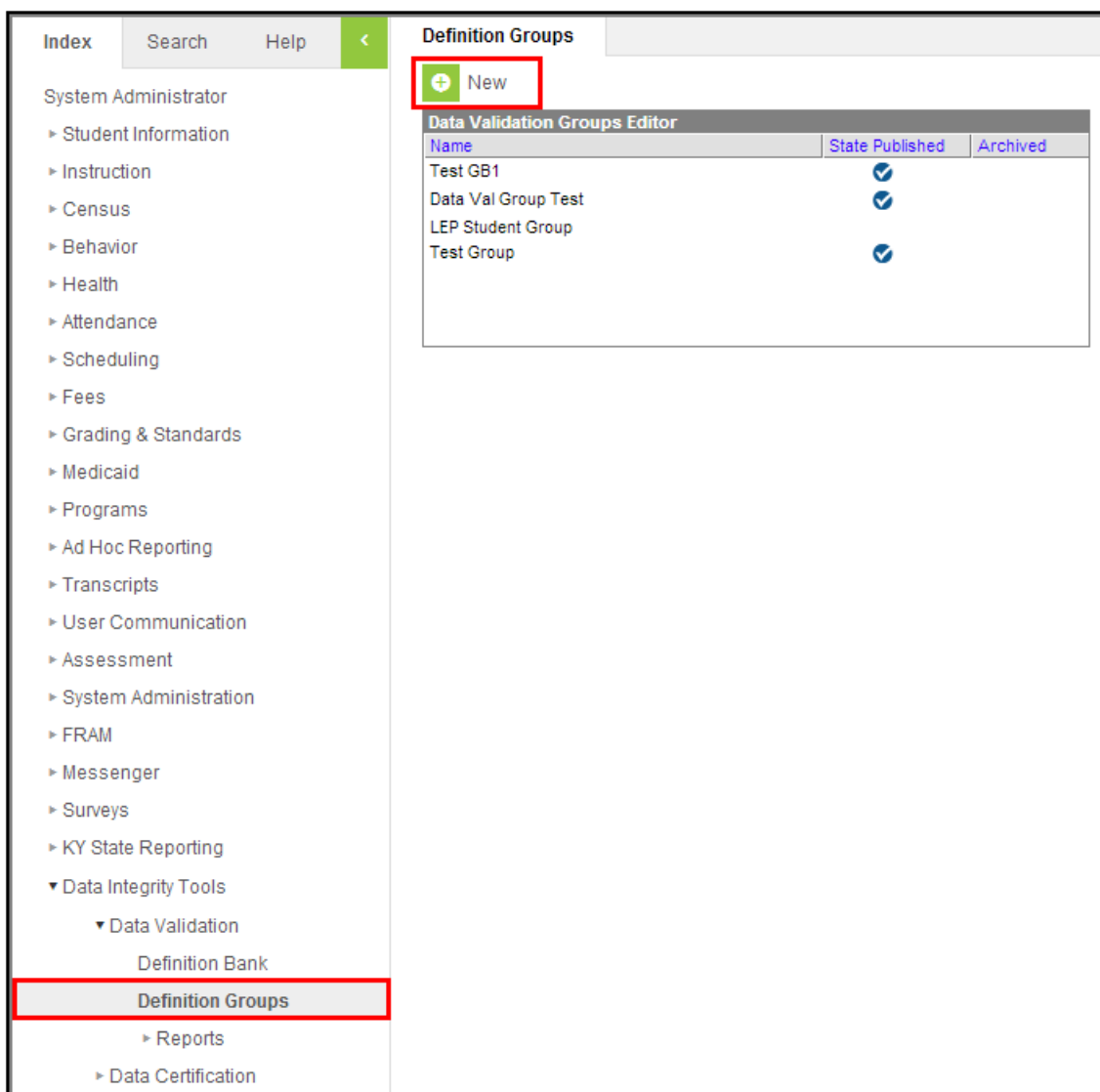
Step 2. Create Data Validation Groups

PATH: *Data Integrity Tools > Data Validation > Data Validation Groups*

Once data validation definitions have been created, [data validation groups](#) need to be established. Data validation groups are sets of validation definitions grouped together so users can easily audit data for a specific area or process within Campus. Users can add user-created and Campus-created definitions to validation groups.

For example, a user might create a validation group called "Student Graduation Validations" and include several validation definitions pertaining to graduation information.

Archiving a group makes it unavailable for use in Data Certification, however the definition can still be used to preview data and existing data validation groups containing the definition can still be run. Archived groups can be reactivated for use in Data Certification.



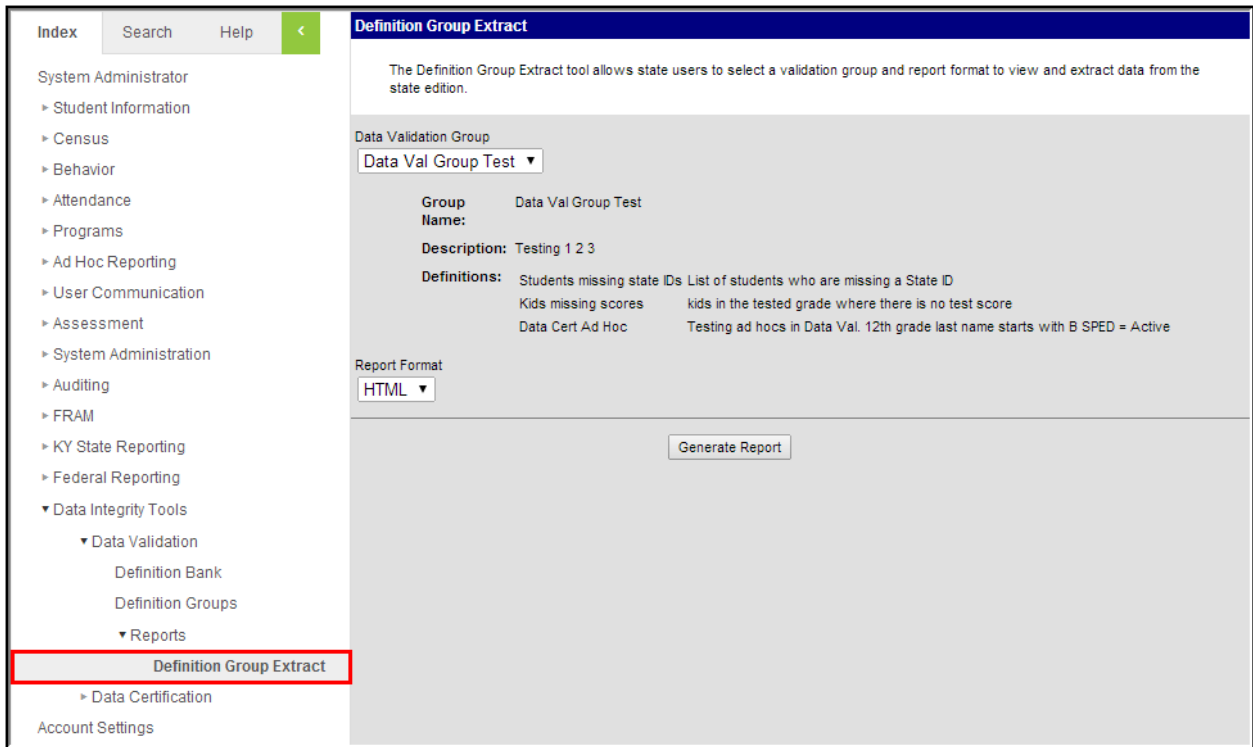
The screenshot displays the 'Definition Groups' interface. On the left, a navigation menu lists various system components, with 'Definition Groups' highlighted. The main content area is titled 'Definition Groups' and features a '+ New' button. Below this is the 'Data Validation Groups Editor' table, which lists several validation groups and their status.

Name	State Published	Archived
Test GB1	✓	
Data Val Group Test	✓	
LEP Student Group		
Test Group	✓	

Step 3. Review Data Validation Groups

PATH: *Data Integrity Tools > Data Validation > Reports > Definition Group Extract*

Once data validation groups are created, users should run each validation group and review reported data via the [Definition Group Extract](#) tool.



Definition Group Extract

The Definition Group Extract tool allows state users to select a validation group and report format to view and extract data from the state edition.

Data Validation Group
Data Val Group Test ▼

Group Name: Data Val Group Test

Description: Testing 1 2 3

Definitions: Students missing state IDs List of students who are missing a State ID
Kids missing scores kids in the tested grade where there is no test score
Data Cert Ad Hoc Testing ad hocs in Data Val. 12th grade last name starts with B SPED = Active

Report Format
HTML ▼

Generate Report

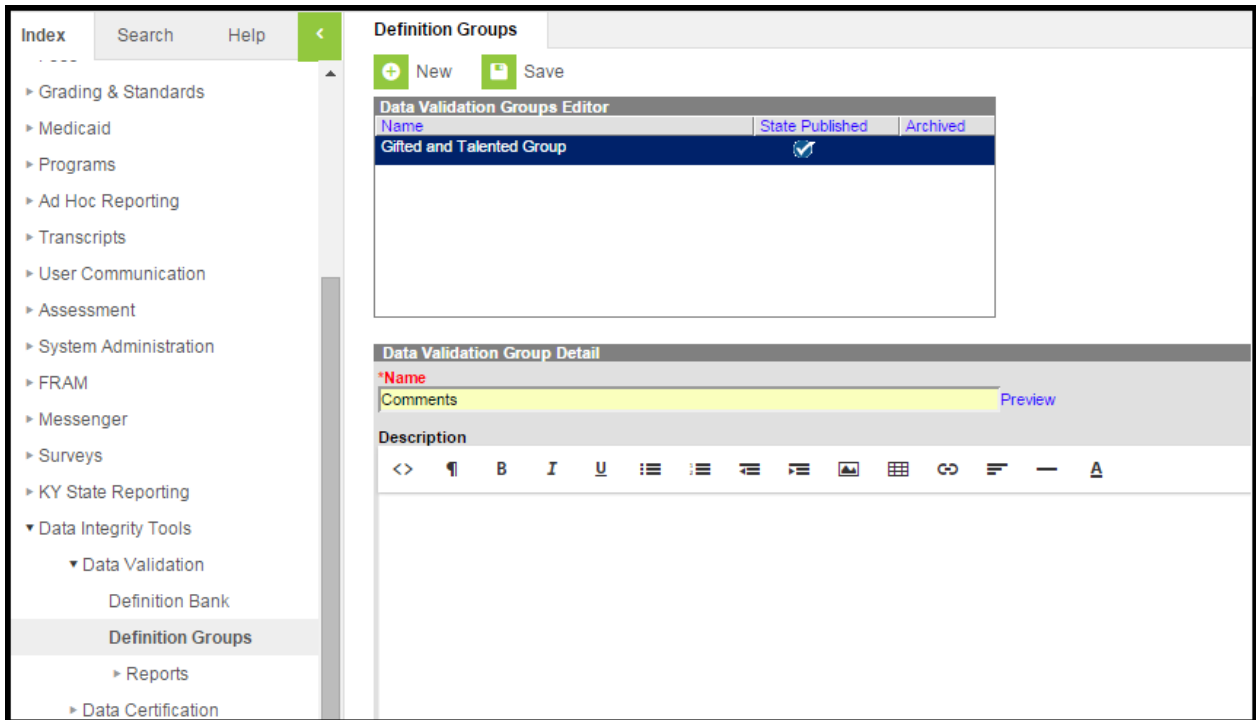
Navigation Menu:
System Administrator
▸ Student Information
▸ Census
▸ Behavior
▸ Attendance
▸ Programs
▸ Ad Hoc Reporting
▸ User Communication
▸ Assessment
▸ System Administration
▸ Auditing
▸ FRAM
▸ KY State Reporting
▸ Federal Reporting
▾ Data Integrity Tools
 ▾ Data Validation
 Definition Bank
 Definition Groups
 ▾ Reports
Definition Group Extract
 ▸ Data Certification
Account Settings

Step 4. Publish Data Validation Groups to Districts

PATH: *Data Integrity Tools > Data Validation > Definition Groups*

Once data validation groups are established, users need to publish these groups to districts so district users can begin using them for validation. To publish a validation group, select the group from the [Data Validation Groups Editor](#) window and click the **Publish Group** button.

An archived group that has never been published cannot be published to districts.



Data Certification Setup Workflow

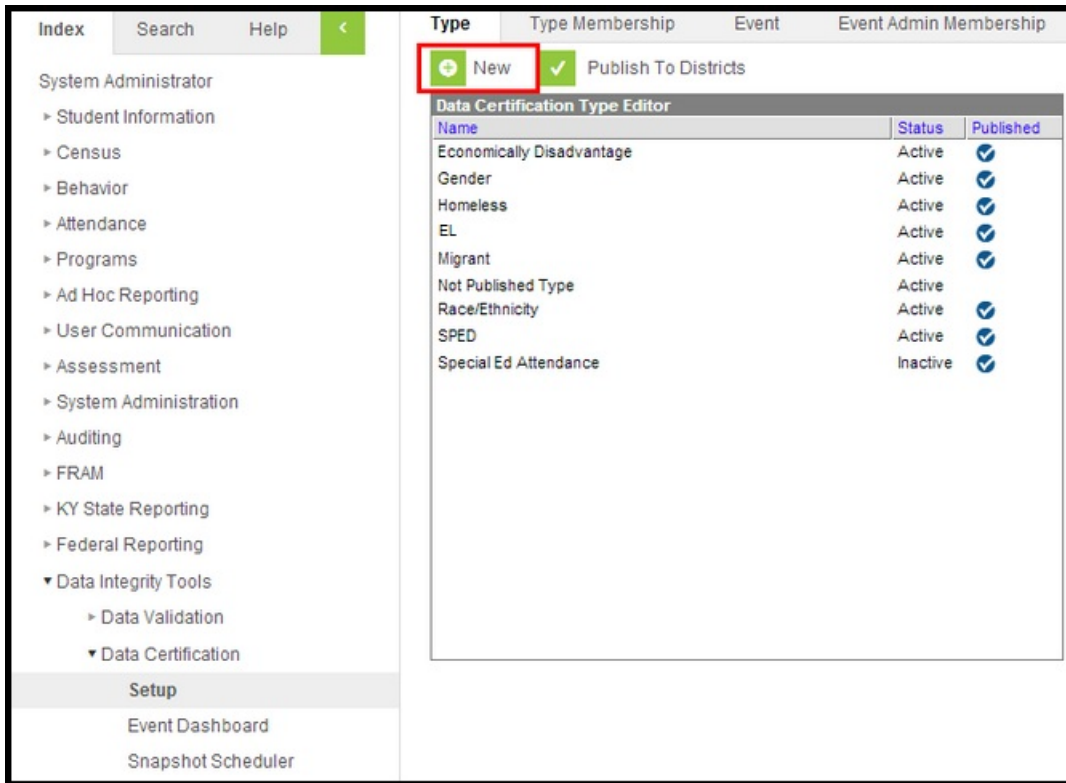
The following steps describe the basic workflow for setting up Data Certification tools so that users can begin to create and approve data certification events.

- [Step 1. Create Certification Types](#)
- [Step 2. Publish Certification Types to Districts](#)
- [Step 3. Add Members to Each Certification Type](#)
- [Step 4. Create Data Certification Events](#)
- [Step 5. Assign Event Admin Memberships](#)
- [Step 6. Publish Data Certification Events to Districts](#)
- [Step 7. Schedule a Snapshot](#)

Step 1. Create Certification Types

PATH: *Data Integrity Tools > Data Certification > Setup > Type*

Before events can be created, data certification [Types](#) must be created. Data certification types indicate what type(s) of information is being certified in the data certification event (i.e., Special Ed, English Learners (EL), etc) and which state and district users are allowed to view and certify an event.

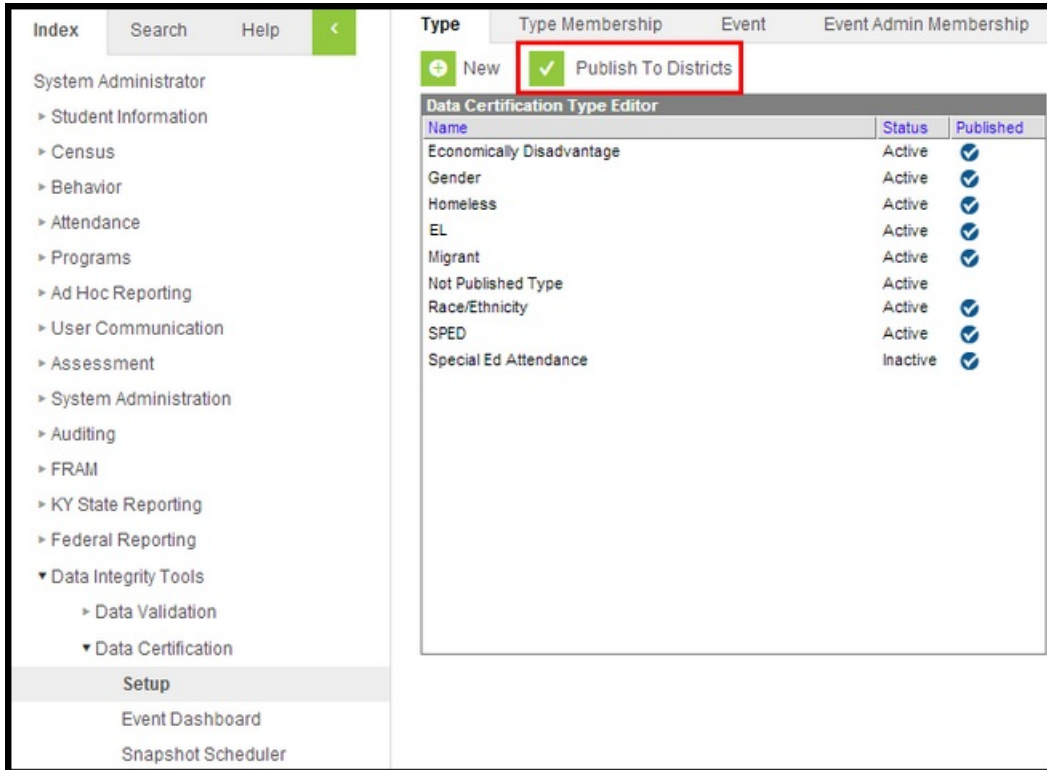


Data Certification Type Editor		
Name	Status	Published
Economically Disadvantage	Active	✓
Gender	Active	✓
Homeless	Active	✓
EL	Active	✓
Migrant	Active	✓
Not Published Type	Active	
Race/Ethnicity	Active	✓
SPED	Active	✓
Special Ed Attendance	Inactive	✓

Step 2. Publish Certification Types to Districts

PATH: *Data Integrity Tools > Data Certification > Setup > Type*

Once data certification types have been created they must be published to districts via the Publish to Districts button. Publishing data certification types allows district users to be assigned to type memberships and ensures the appropriate district users are allowed to certify events based on the type of data certification event.



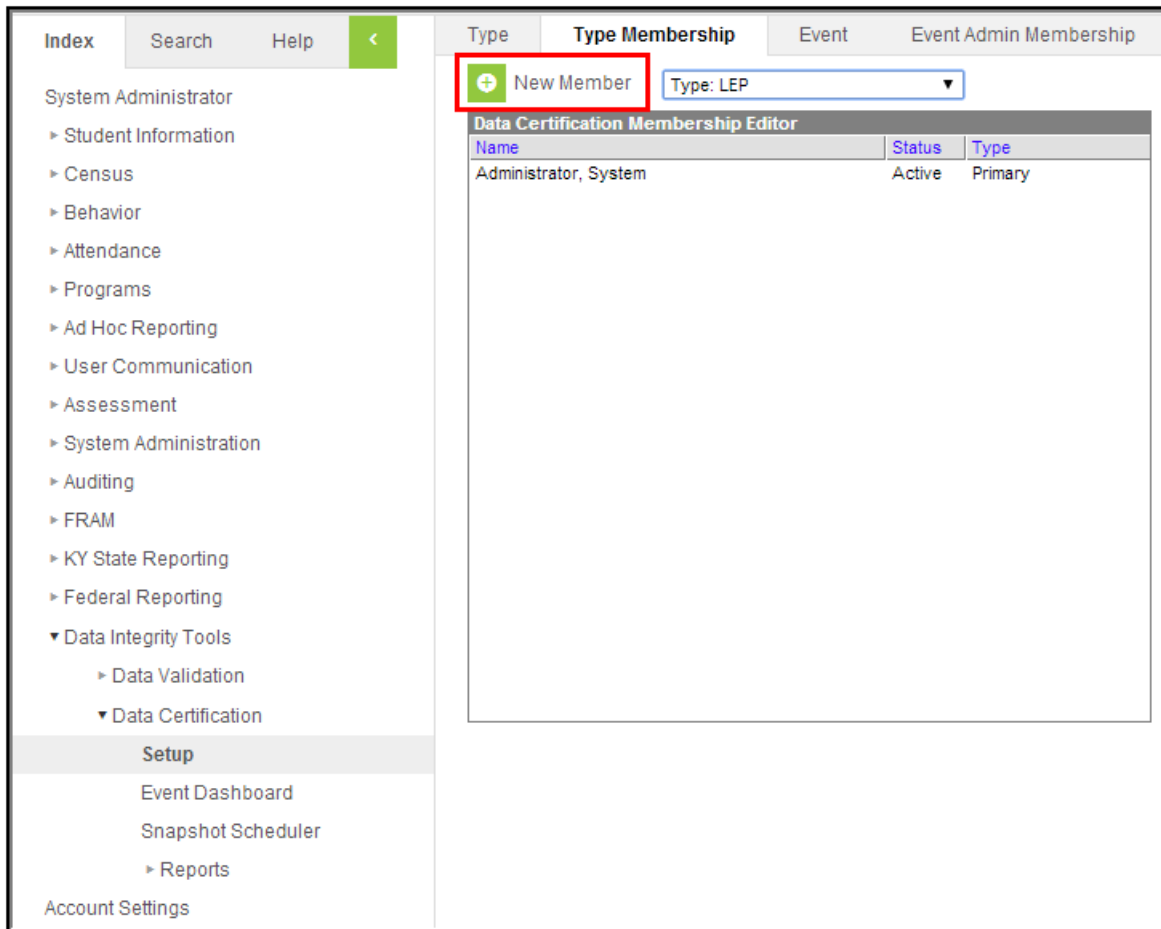
The screenshot shows the Infinite Campus interface. On the left is a navigation menu with categories like System Administrator, Student Information, Census, Behavior, Attendance, Programs, Ad Hoc Reporting, User Communication, Assessment, System Administration, Auditing, FRAM, KY State Reporting, Federal Reporting, and Data Integrity Tools. Under Data Integrity Tools, there are sub-items for Data Validation and Data Certification. The 'Data Certification' item is selected, leading to the 'Data Certification Type Editor' page. At the top of this page, there are tabs for 'Type', 'Type Membership', 'Event', and 'Event Admin Membership'. The 'Type' tab is active. Below the tabs, there are two buttons: 'New' and 'Publish To Districts'. The 'Publish To Districts' button is highlighted with a red box. Below the buttons is a table with the following data:

Name	Status	Published
Economically Disadvantage	Active	<input checked="" type="checkbox"/>
Gender	Active	<input checked="" type="checkbox"/>
Homeless	Active	<input checked="" type="checkbox"/>
EL	Active	<input checked="" type="checkbox"/>
Migrant	Active	<input checked="" type="checkbox"/>
Not Published Type	Active	<input checked="" type="checkbox"/>
Race/Ethnicity	Active	<input checked="" type="checkbox"/>
SPED	Active	<input checked="" type="checkbox"/>
Special Ed Attendance	Inactive	<input checked="" type="checkbox"/>

Step 3. Add Members to Each Certification Type

PATH: *Data Integrity Tools > Data Certification > Setup > Type Membership*

Once Types have been created and published, state users must be assigned [Type Memberships](#) for each available type. As data certification events are created and published to districts, state users receive notification of published events and have the ability to certify events tied to their Type Membership(s).



The screenshot shows the Infinite Campus interface. On the left is a navigation menu with categories like System Administrator, Student Information, Census, Behavior, Attendance, Programs, Ad Hoc Reporting, User Communication, Assessment, System Administration, Auditing, FRAM, KY State Reporting, Federal Reporting, Data Integrity Tools, Setup, and Account Settings. The 'Data Integrity Tools' section is expanded, showing 'Data Validation' and 'Data Certification'. The 'Data Certification' section is further expanded, showing 'Setup' and 'Event'. The 'Event' section is selected, and the 'New Member' button is highlighted with a red box. The 'Data Certification Membership Editor' table is visible, with columns for Name, Status, and Type. The table contains one row: 'Administrator, System' with Status 'Active' and Type 'Primary'.

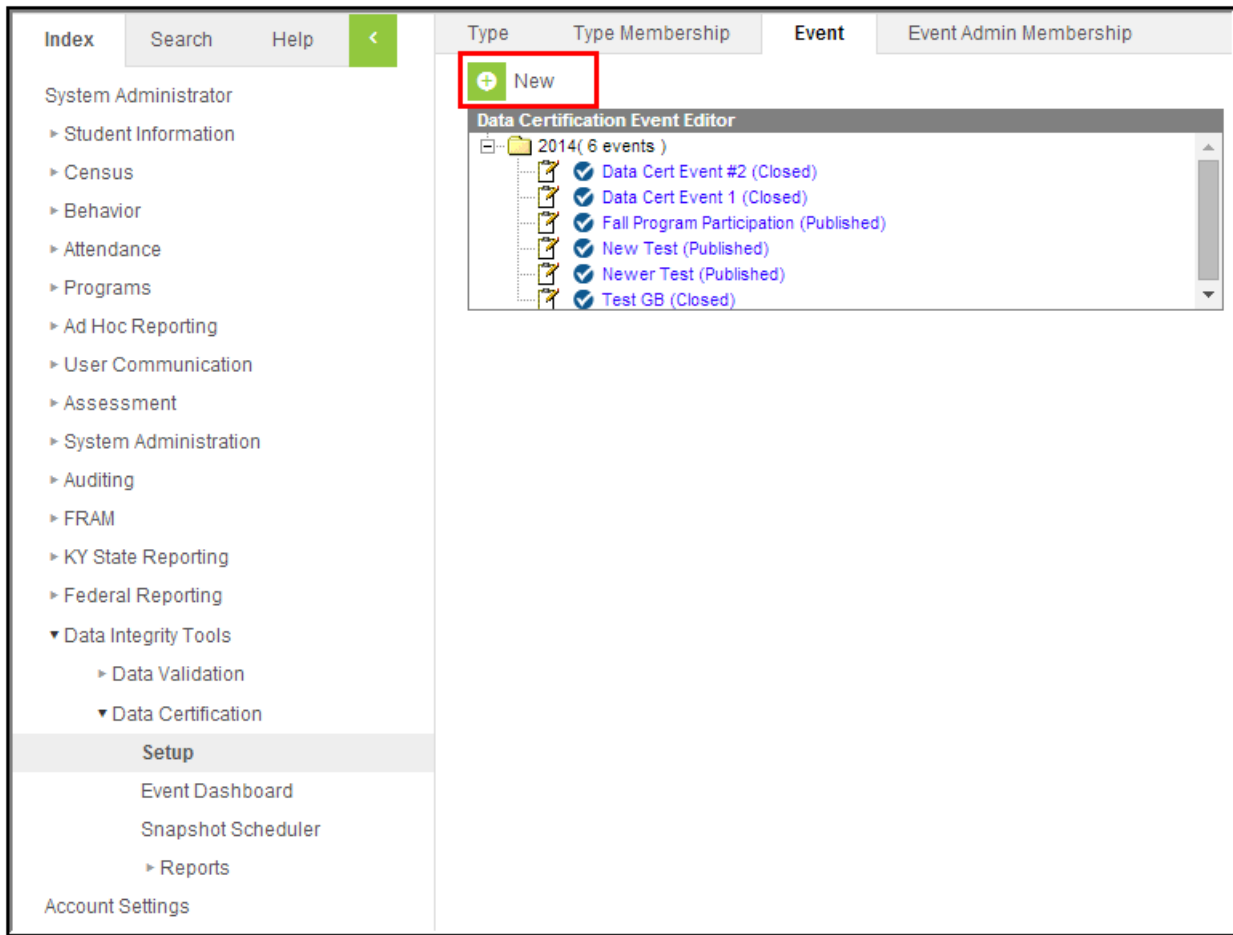
Name	Status	Type
Administrator, System	Active	Primary

Step 4. Create Data Certification Events

PATH: *Data Integrity Tools > Data Certification > Setup > Event*

Once [Types](#) are created and published and [Type Memberships](#) are assigned, data certification events can be created via the [Events](#) tool.

Do not publish events until [Event Admin Memberships](#) are assigned. Only event admins can view unpublished and closed events.

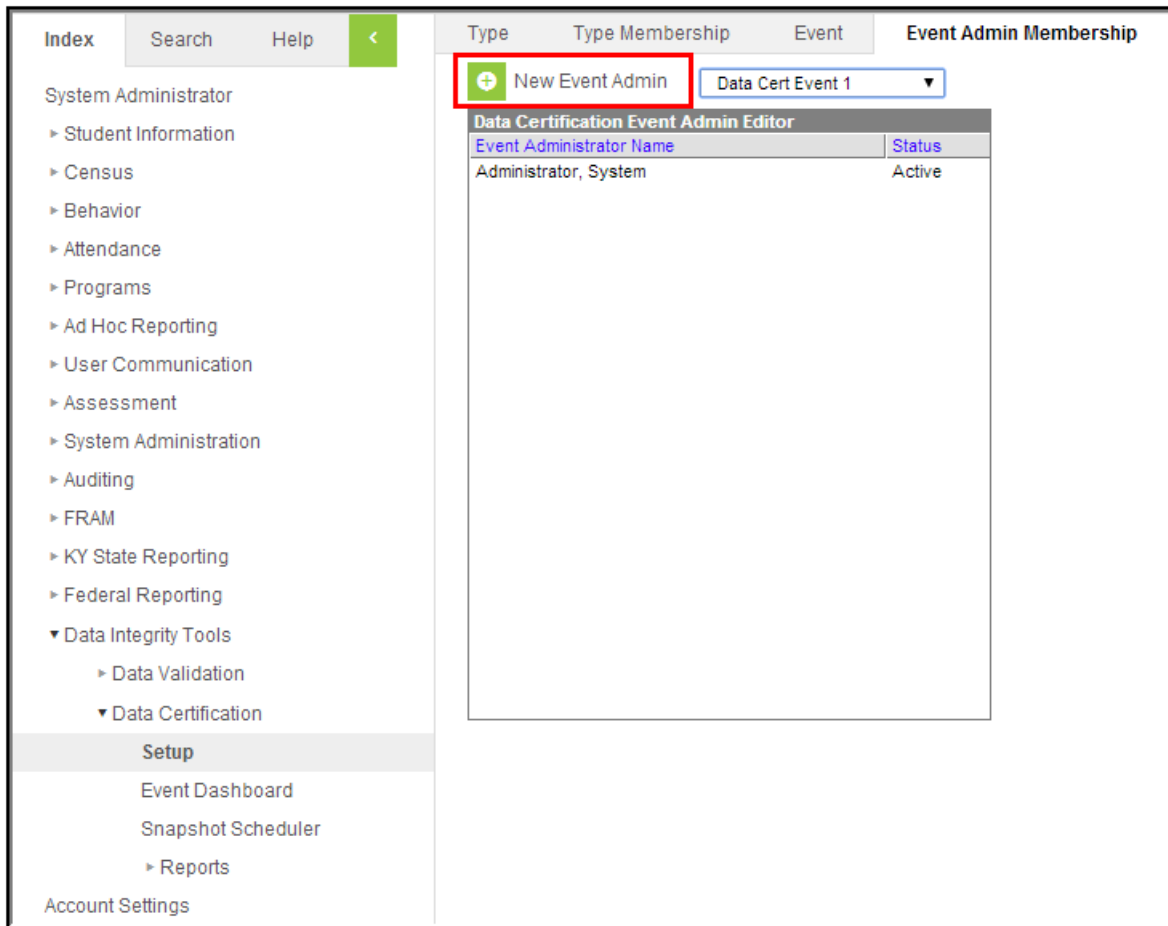


Step 5. Assign Event Admin Memberships

PATH: *Data Integrity Tools > Data Certification > Setup > Event Admin Membership*

Once [Events](#) are created, [Event Admin Memberships](#) must be assigned. Event Admins are those users who are responsible for reviewing state and district certified events before the event is considered complete and closed.

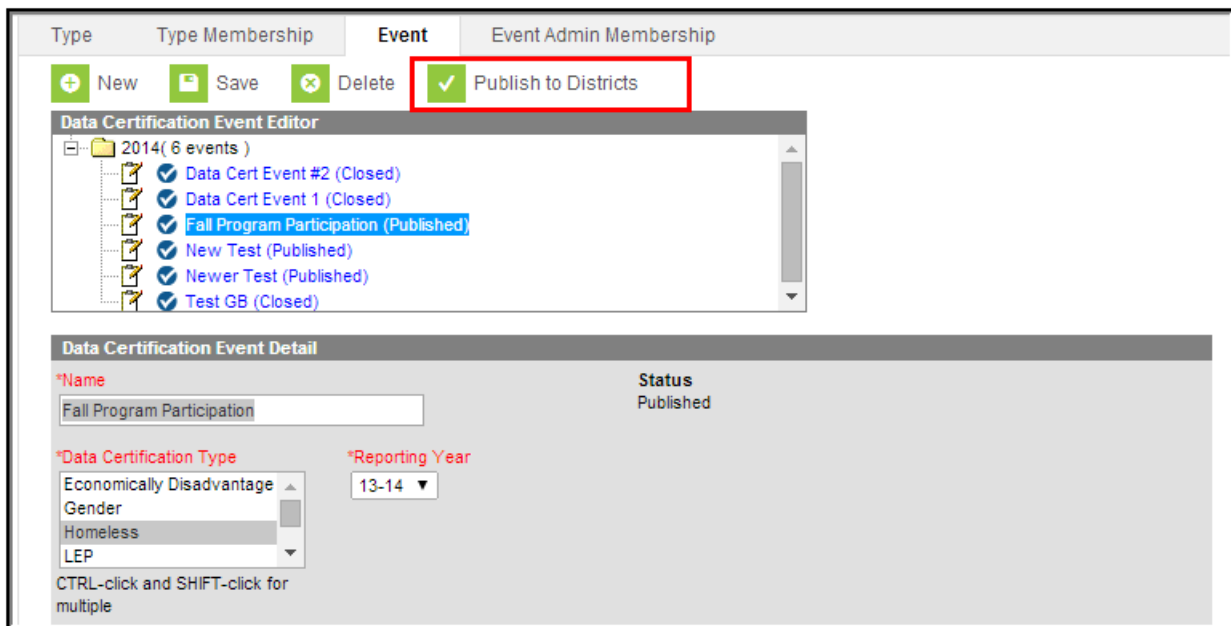
Unlike Type Memberships, Event Admin Memberships are event-specific, meaning regardless of the user's Type Membership(s) and the Data Certification Type values entered on the event, event admins can view, process and close any and all events in which they have memberships.



Step 6. Publish Data Certification Events to Districts

PATH: *Data Integrity Tools > Data Certification > Setup > Events*

Once Event Admin Memberships are assigned, events should be published to districts via the **Publish to Districts** button on the [Event tab](#). Once an event is published, districts can view and certify the event.

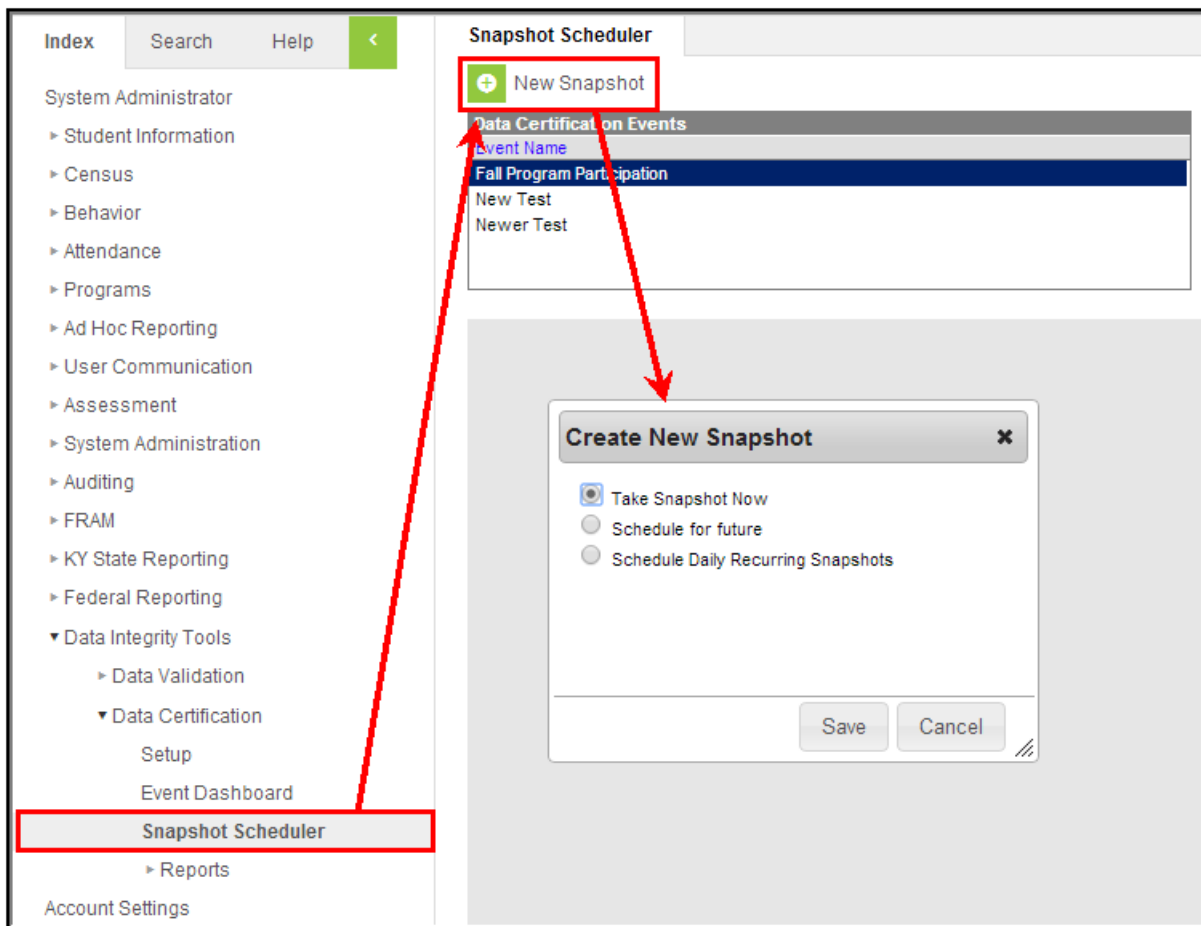


Step 7. Schedule a Snapshot

PATH: *Data Integrity Tools > Data Certification > Snapshot Scheduler*

If Snapshot functionality is enabled, a [snapshot needs to be taken](#) or scheduled. Daily recurring snapshots will always overwrite the previous snapshot for a district until the district certifies the event.

Snapshot functionality is manually enabled by Campus and requires a setup fee. Please contact Infinite Campus for more information.



Approving Data Certification Events

Now that Data Certification tools are properly set up and data certification events are published to districts, state users must approve data certification events certified and submitted by districts. The following describes the basic workflow involved in viewing and certifying data certification events.

- [Step 1. Review Snapshot Data in the Event Dashboard](#)
- [Step 2. Run the Event Report](#)
- [Step 3. Approve or Request Recertification of Events](#)
- [Step 4. Close Events](#)

Step 1. Review Snapshot Data in the Event Dashboard

PATH: *Data Integrity Tools > Data Certification > Event Dashboard*

If snapshots were taken for the event, you should review the state-wide snapshot, as well as each district's snapshot while keeping in mind their current status.

If snapshot functionality is not enabled, move on to Step 2.

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User Communication
Assessment
System Administration
Auditing
Pre-AYP Audits
FRAM
KY State Reporting
Federal Reporting
Data Integrity Tools
Data Validation
Data Certification
Setup
Event Dashboard
Snapshot Scheduler
Reports
Account Settings

Event Dashboard
Close Data Certification Event

Event Detail
Event Name: Fall Program Participation
Reporting Year: 2014
Event Start: 05/19/2014
Snapshot Available: 05/19/2014 12:00 AM
Certification Opens: 05/19/2014 12:00 AM
Event End: 05/19/2014
Data Certification Types: Homeless
Event Description: Today today
External Data Links:
Ad Hoc Data Links:
Data Validation Groups:

Review Snapshot
Snapshot has been captured. Click below to review the data.
Review State-Wide Snapshot

District Approval Status
This area shows the current certification status of all involved districts. Here you can also approve certifications and/or request recertification. To see the actions available on a specific district, check the box next to the district name

District Certification Statuses

	Name	Number	Progress	Status	Snapshot Date
<input type="checkbox"/>	JEFFERSON COUNTY PUBLIC SCHOOLS	275	2/6	Uncertified (2013-07-15 14:00:00.0)	2013-07-19 03:18:00.0
<input type="checkbox"/>	Knox County	301	3/4	Recertification Requested (2013-07-15 14:56:00.0)	2013-07-19 03:18:00.0
<input type="checkbox"/>	Trigg County	555	0/2	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0

Step 2. Run the Event Report

PATH: *Data Integrity Tools > Data Certification > Reports > Event Report*

To do a general review of the event status per district, school year and event, generate the [Event Report](#). This report will help you understand specifically which districts are ready to be approved.

For example, you could run the report for districts with a status of Certified for a particular event.

This step is considered informative and is not required in order to approve events. Events can also be reviewed within the [Event Dashboard](#).

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> User Communication
> Assessment
> System Administration
▼ Auditing
Pre-AYP Audits
> FRAM
> KY State Reporting
> Federal Reporting
▼ Data Integrity Tools
> Data Validation
▼ Data Certification
Setup
Event Dashboard
Snapshot Scheduler
▼ Reports
Event Report
Account Settings

Data Certification Event Report Options

This report includes event status and user/membership details for the selected data certification event.

Report Options

School Year
13-14

Data Certification Event Name
Fall Program Participation

District Event Status
Published
District Certification In Progress
District Certified
Recertification Requested
District Recertification In Progress
District Recertified
State Approval In Progress
State Approved

CTRL-click or SHIFT-click for multiple

☒ Include Secondary Users

Generate Report

Select district(s) to include in the report

All Districts
JEFFERSON COUNTY PUBLIC SCHOOLS (275)
Knox County (301)
Trigg County (555)

CTRL-click or SHIFT-click for multiple

Data Certification Event Report

Event Name: Child Verification

Start Date: 10/05/2010

Effective Date: 10/01/2010

Data Certification Type(s): FRAM (Meal Status),
Race, Special Education (IDEA)

End Date/Due Date: 05/06/2011

Snapshot Date: 10/04/2010

State Event Status: Published

Generated on 08/09/2012 11:53:41 AM

Page 1 of 1

STATE DETAIL

Event Administrator Name

[REDACTED], Don

Name

Type

Approved

Data Certification Type

[REDACTED], Luke

Primary

-

Race

[REDACTED], Jodi

Primary

07/31/2012 15:36

Race

[REDACTED], Teresa

Primary

-

Special Education (IDEA)

[REDACTED], Kim

Primary

-

FRAM (Meal Status)

[REDACTED], Nicole

Primary

-

Race

[REDACTED], Sherri

Primary

-

Special Education (IDEA)

[REDACTED], Jodi

Secondary

N/A

FRAM (Meal Status)

[REDACTED], Darla

Secondary

N/A

Race

[REDACTED], Nicole

Secondary

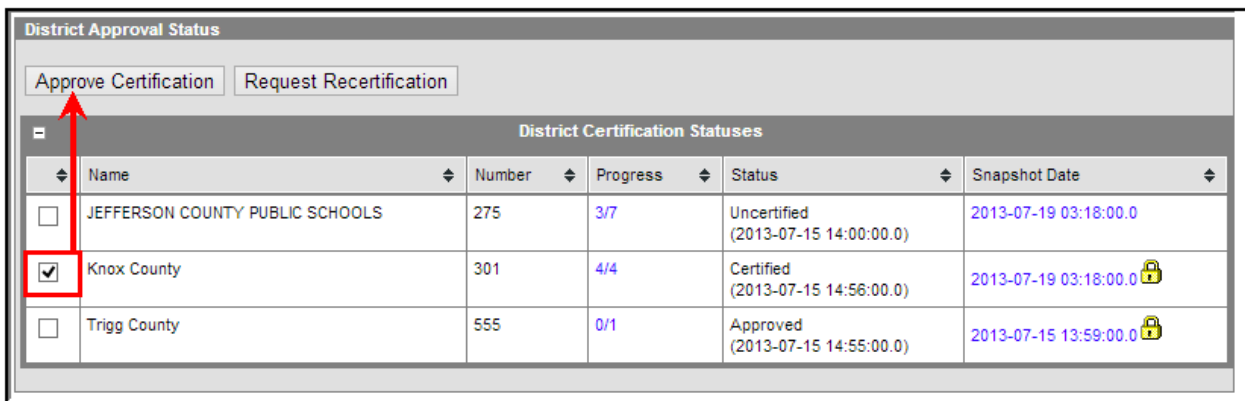
N/A

Special Education (IDEA)

Step 3. Approve or Request Recertification of Events

PATH: *Data Integrity Tools > Data Certification > Event Dashboard*

After the state has reviewed districts who have certified an event and deems them ready for state approval, each district must be selected and approved via the Approve Certification button in the [Event Dashboard](#) tool.

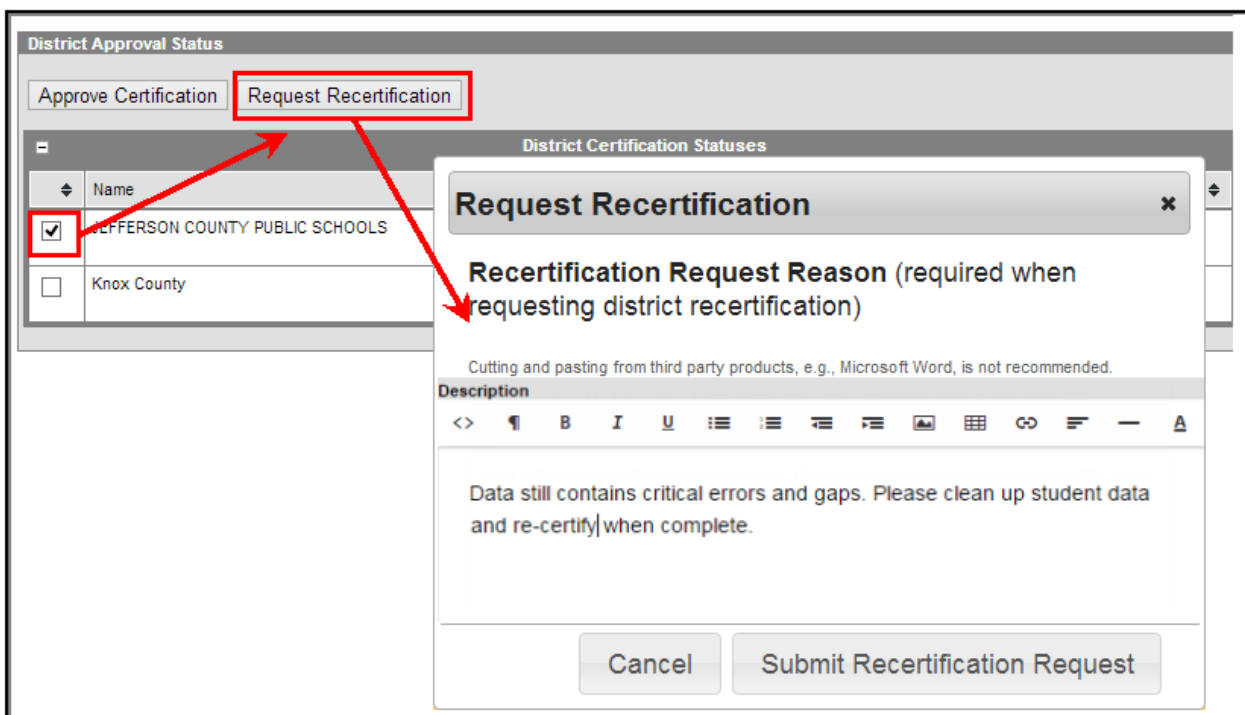


District Approval Status

Approve Certification Request Recertification

District Certification Statuses						
	Name	Number	Progress	Status	Snapshot Date	
<input type="checkbox"/>	JEFFERSON COUNTY PUBLIC SCHOOLS	275	3/7	Uncertified (2013-07-15 14:00:00.0)	2013-07-19 03:18:00.0	
<input checked="" type="checkbox"/>	Knox County	301	4/4	Certified (2013-07-15 14:56:00.0)	2013-07-19 03:18:00.0	
<input type="checkbox"/>	Trigg County	555	0/1	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0	

If the state disagrees with a district's certification for an event, the state can request re-certification of the data via the **Request Recertification** button in the [Event Dashboard](#) tool.



District Approval Status

Approve Certification Request Recertification

District Certification Statuses						
	Name	Number	Progress	Status	Snapshot Date	
<input checked="" type="checkbox"/>	JEFFERSON COUNTY PUBLIC SCHOOLS					
<input type="checkbox"/>	Knox County					

Request Recertification

Recertification Request Reason (required when requesting district recertification)

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

Description

<> B I U

Data still contains critical errors and gaps. Please clean up student data and re-certify when complete.

Cancel Submit Recertification Request

Step 4. Close Events

PATH: *Data Integrity Tools > Data Certification > Event Dashboard*

Once all districts have certified their data for an event and each district has been approved, the event should be closed via the [Event Dashboard](#) tool.

Select the event from the Event Administration Editor and click the **Close Data Certification Event** button.

The screenshot shows the 'Event Dashboard' interface. At the top, there is a button labeled 'Close Data Certification Event' which is highlighted with a red box. A red arrow points from this button to the 'Event Administration Editor' section. In this section, a table lists several events, with 'LEP Test Event' selected and highlighted in blue. Another red arrow points from this event to the 'Event Detail' section. The 'Event Detail' section shows various fields for the 'LEP Test Event', including 'Event Start', 'Event End', and 'Data Certification Types'. A red box highlights the 'Event End' field (07/19/2013) with the text: 'Typically this would occur once the certification window has ended and/or all districts have been approved.' Below this, the 'Review Snapshot' section shows a button 'Review State-Wide Snapshot'. At the bottom, the 'District Approval Status' section contains a table titled 'District Certification Statuses'. A red box highlights the 'Status' column of this table, with the text: 'Once the state has decided the event is over it should be closed.' The table lists two districts: 'JEFFERSON COUNTY PUBLIC SCHOOLS' and 'Knox County', both with a status of 'Approved'.

Event Dashboard

Close Data Certification Event

Event Administration Editor

Event Name	Due Date	Status
Snapshot test event 1 7192013	07/31/2013	In Progress
72213 test	07/31/2013	In Progress
GB 72213 #2	07/31/2013	In Progress
GB 72213 #3	07/31/2013	In Progress
LEP Test Event	07/19/2013	In Progress
MJR Test 722	08/02/2013	In Progress

Event Detail

Event Name: LEP Test Event

Reporting Year: 2013

Event Start: 07/15/2013

Snapshot Available: 07/16/2013 12:00 AM

Certification Opens: 07/16/2013 12:00 AM

Event End: 07/19/2013

Data Certification Types: FRAM (Meal Status)
General Education
LEP

Event Description: Description of the event.

External Data Links: [Description of the link.](#)
-Description of the link.

Ad Hoc Data Links: [LEP with end date Missing Instructional Accommoda](#)

Data Validation Groups: [Test Group 1](#)

Review Snapshot

Snapshot has been captured. Click below to review the data.

[Review State-Wide Snapshot](#)

District Approval Status

This area shows the current certification status of all involved districts. Here you can also approve certifications and/or request recertification. To see the actions available on a specific district, check the box next to the district name

District Certification Statuses					
	Name	Number	Progress	Status	Snapshot Date
<input type="checkbox"/>	JEFFERSON COUNTY PUBLIC SCHOOLS	275	3/6	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0
<input type="checkbox"/>	Knox County	301	0/3	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0