

Create and Define Data Certification Types

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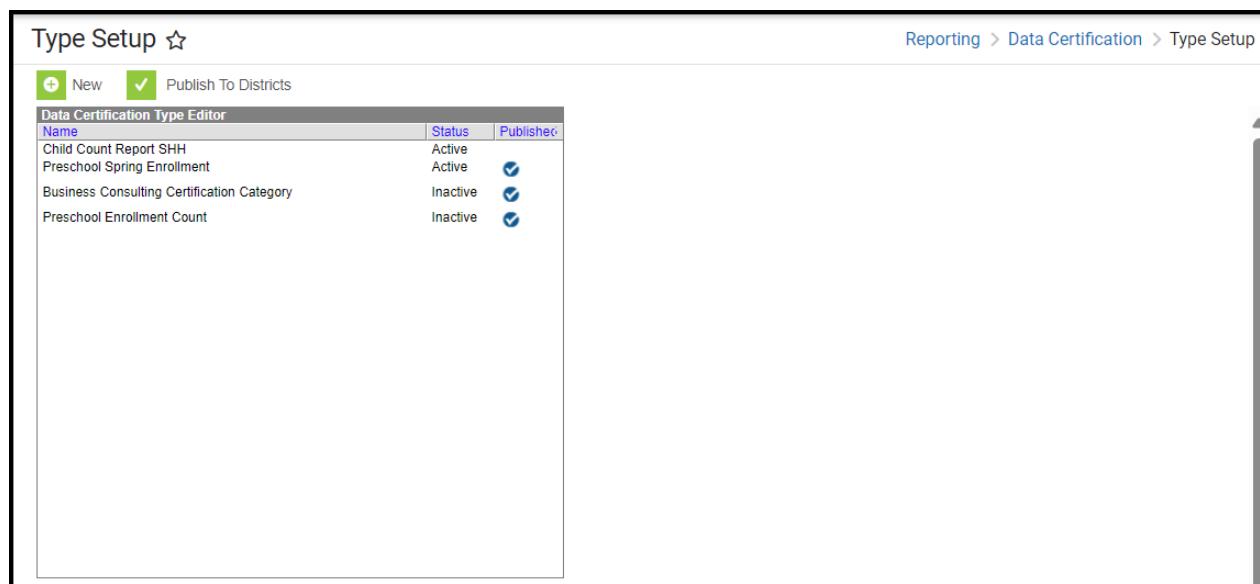
Tool Search: Type Setup

The Type Setup tool creates and publishes data certification types to districts. Data certification types indicate what type(s) of information is being certified in the data certification event (i.e., Special Ed, LEP, etc) and which state and district users are allowed to view and certify an event.

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

This article includes the following topics:

- [Prerequisites](#)
- [Data Certification Workflow](#)
- [Creating a New Data Certification Type](#)
- [Publishing Data Certification Types](#)
- [Deactivating Data Certification Types](#)
- [Next Steps](#)



The screenshot shows the 'Type Setup' page with a star icon. At the top, there are 'New' and 'Publish To Districts' buttons. The main area is titled 'Data Certification Type Editor' and contains a table with four rows:

Name	Status	Published
Child Count Report SHH	Active	<input checked="" type="checkbox"/>
Preschool Spring Enrollment	Active	<input checked="" type="checkbox"/>
Business Consulting Certification Category	Inactive	<input checked="" type="checkbox"/>

Prerequisites

- Tool rights to the Type tool are assigned to appropriate users.

Data Certification Workflow

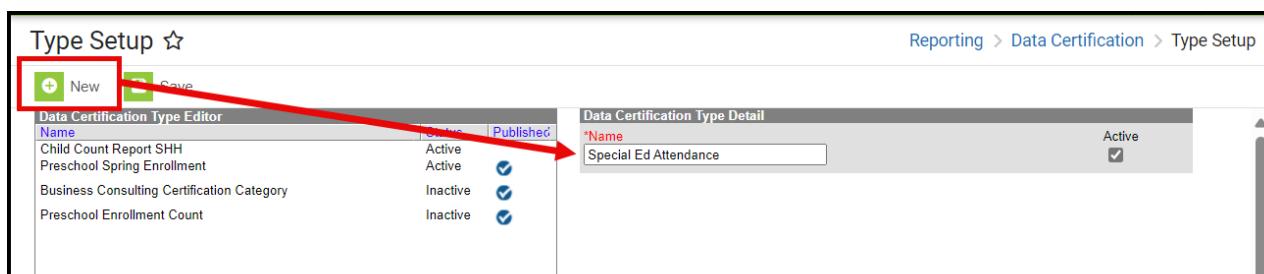
To view a simplified version of the state-level data certification workflow, see the [Setup and Workflow \(State Data Certification\)](#) article.

Users must be given at least **R**(ead) and **W**(rite) rights in order to publish Type values down to districts.

Users must have at least **R**(ead), **W**(rite) and **A**(dd) rights in order to create new types, edit existing types and publish types to districts.

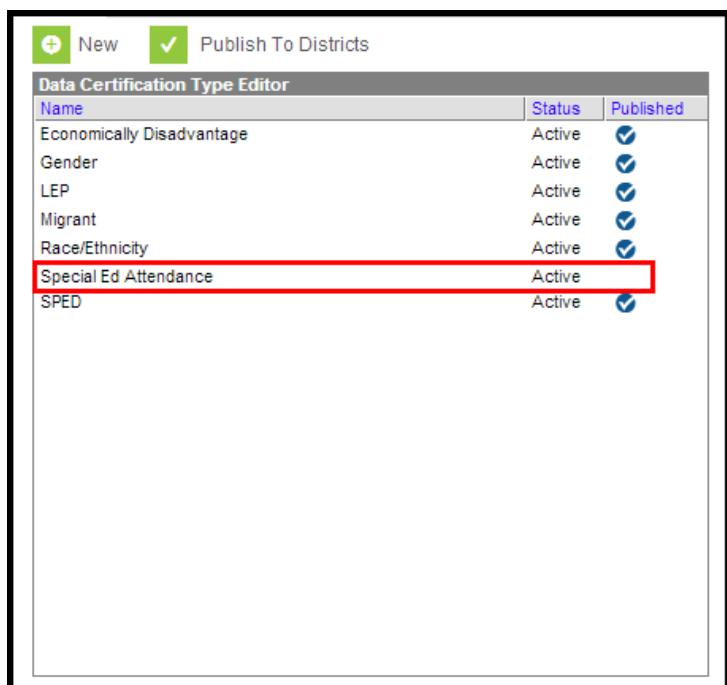
Creating a New Data Certification Type

To create a new data certification Type, select the **New** icon. The Data Certification Type Detail editor will appear on the right.



The screenshot shows the 'Type Setup' window with a 'New' button highlighted by a red box. A red arrow points from the 'New' button to the 'Data Certification Type Detail' dialog box on the right. The dialog box contains a 'Name' field with 'Special Ed Attendance' and an 'Active' checkbox which is checked.

Enter the type **Name** and determine whether or not the type should be active by marking the **Active** check box. Marking the Active check box means the type is available for use and will be available for districts to use once types are published.



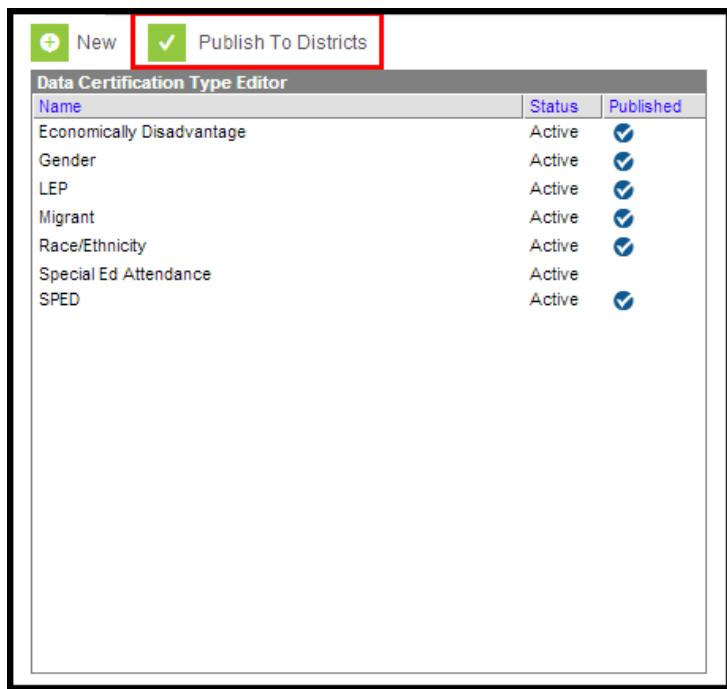
The screenshot shows the 'Data Certification Type Editor' window. A red box highlights the 'New' button. A red arrow points from the 'New' button to the 'Data Certification Type Detail' dialog box in the previous screenshot. The main table in the editor shows a list of types, including 'Special Ed Attendance' which is highlighted with a red box. The 'Status' column for 'Special Ed Attendance' shows 'Active' with a checked checkbox.

The newly created Type will appear within the Data Certification Type Editor window with no check

mark shown in the Published column. In order for districts to begin using the Type value, it must be published to districts.

Publishing Data Certification Types

Once all Types have been created, they need to be published to districts so that district members can be assigned [type memberships](#). This ensures the appropriate district users are able to certify events based on the type of data certification event.



The screenshot shows a table titled 'Data Certification Type Editor' with columns for Name, Status, and Published. The 'Published' column contains checkboxes, all of which are checked for the listed types: Economically Disadvantage, Gender, LEP, Migrant, Race/Ethnicity, Special Ed Attendance, and SPED. At the top of the table, there are buttons for 'New' and 'Publish To Districts'. The 'Publish To Districts' button is highlighted with a red box.

Name	Status	Published
Economically Disadvantage	Active	<input checked="" type="checkbox"/>
Gender	Active	<input checked="" type="checkbox"/>
LEP	Active	<input checked="" type="checkbox"/>
Migrant	Active	<input checked="" type="checkbox"/>
Race/Ethnicity	Active	<input checked="" type="checkbox"/>
Special Ed Attendance	Active	<input checked="" type="checkbox"/>
SPED	Active	<input checked="" type="checkbox"/>

To publish data certification types to districts, click the **Publish to Districts** button.

Selecting the Publish to Districts button publishes ALL active types.



The screenshot shows a 'Process Inbox' interface. At the top, there are search and filter options: 'Date Range' (with fields for start and end dates), 'Display' (set to 'All Processes'), and 'Find Messages'. Below these are buttons for 'Delete Selected Messages' and a list of messages. The list has columns for 'Process', 'Name', 'Posted Date', and 'Due Date'. Two messages are highlighted with a red box: 'The State of SD published Data Certification Types' (Posted Date: 08/02/2012) and 'The State of SD published a Data Certification Event: SPED Counts' (Posted Date: 08/09/2012).

Process	Name	Posted Date	Due Date
<input checked="" type="checkbox"/> Data Certification	The State of SD published Data Certification Types	08/02/2012	
<input checked="" type="checkbox"/> Data Certification	The State of SD published a Data Certification Event: SPED Counts	08/09/2012	

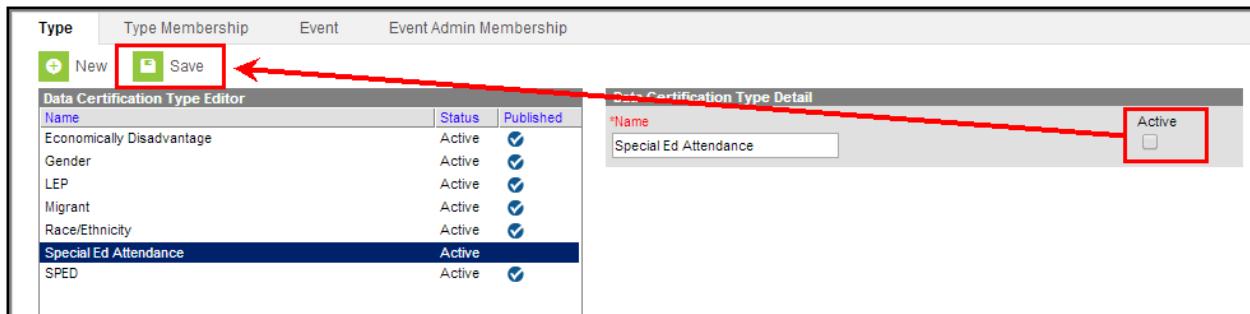
Once type values are published to districts, district users with tool rights to Data Certification tools will receive an email and Process Inbox message notifying them of the action.

Once type values are published, districts can then begin to assign users to specific type memberships. When data certification events are published to districts, district users with a type

membership matching a type value on the event are able to begin certifying and submitting event data back to the state.

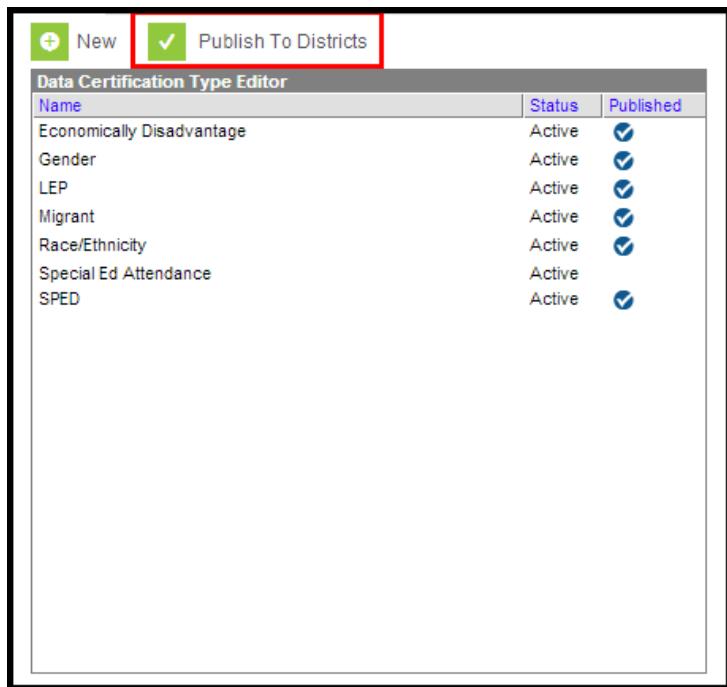
Deactivating Data Certification Types

To deactivate and remove a data certification type from being available in the district, unmark the **Active** check box and select the **Save** icon.



The data certification type will appear within the Data Certification Type Editor window with no check mark in the Published column. This means the type must be published to districts as Inactive for it to no longer be available for use at the district level.

To republish the deactivated data certification type, select the **Publish to Districts** button.



Once the type has been published to districts, the deactivated type will display a checkmark in the **Published** column.

Data Certification Type Editor		
Name	Status	Published
Economically Disadvantage	Active	<input checked="" type="checkbox"/>
Gender	Active	<input checked="" type="checkbox"/>
LEP	Active	<input checked="" type="checkbox"/>
Migrant	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"/>

Next Steps

Once Types have been established and published down to districts, users should:

- [Add members to each certification type.](#)
