

Approve Certification Events (State Edition)

Last Modified on 08/28/2025 11:37 am CDT

Tool Search: Event Management

Once Data Certification Events have been published and their certification date windows are open, districts/schools will begin to review and certify their data. After a district/school has certified its data for an event, State-level approvers and reviewers must review their submitted data and either approve their certification or request that they recertify the data if they disagree with the quality and/or accuracy of the information provided.

Data Certification tools are only available in State Editions of Campus that have purchased the [Campus Data Suite](#).

Prerequisites

- Events must be [published to the districts/schools](#), and the certification window must be open or have been open at some point.
 - Certifiers and reviewers exist for the [Certification Category](#) tied to the event being certified.
- Event approvers must have full tool rights.
 - Event reviewers must have at least Read and Write rights.

Reviewing and Approving District/School Submitted Certifications

Once districts/schools begin to certify and approve their data, state-level users will need to review their certification for accuracy. State users with proper tool rights to the Event Management tool will receive a message in the [Message Center](#) notifying events are awaiting approval.

Message Center ☆

My Account > Communication > Message Center

District Announcements

No district announcements at this time.

School Announcements

No district announcements at this time.

Process Alerts

Filter:

Name:

Process:

All Processes ▼

Start Date:








MM/DD/YYYY

End Date:

MM/DD/YYYY

Apply

Clear

<input type="checkbox"/>	REQUIRED	TYPE	PROCESS	NAME	POSTED DATE	DUE DATE
<input type="checkbox"/>	!		Data Certification	North Star Public School has completed its certification for Data Certification Event: Student Tardiness	07/23/2025	
<input type="checkbox"/>	!		Batch Report Complete	All Migrant	07/01/2025	
<input type="checkbox"/>	!		Batch Report Complete	All Migrant	07/01/2025	
<input type="checkbox"/>	!		Batch Report Complete	All Migrant	07/01/2025	
<input type="checkbox"/>	!		Data Certification	The State of MT published a Data Certification Event: Fall ANB Certification 2024-25	06/30/2025	
<input type="checkbox"/>	!		Data Certification	North Star Public School has completed its certification for Data Certification Event: district triggered snapshot	06/23/2025	
<input type="checkbox"/>	!		Data Certification	North Star Public School has requested recertification for Data Certification Event: David 1	06/23/2025	

To begin the review and approval process:

1. Select the Data Certification event notice in the [Message Center](#) (see image above)

OR

2. Navigate to the Event Management tool and click the **View** button for the event.

Event Management ★ Reporting > Data Certification > Event Management

Certification Events

Filter by Name Filter by Status Filter by Reporting Year Apply Clear

Name ↑	Status	Reporting Year	Actions
Jumpstart Early Literacy 2024-25	Published	24-25	View Edit
Link and DV group	Published	24-25	View Edit
MarkEvent1	Published	24-25	View Edit
No Fataals	Published	24-25	View Edit
School Level	Open	24-25	View Edit
School Level Test	Published	24-25	View Edit
Student Tardiness	Published	24-25	View Edit
TEST 1	Published	24-25	View Edit
TEST 2	Open	24-25	View Edit

◀ 1 2 ▶ 25 items per page 1 - 25 of 37 items

3. Scroll down to the Certification Status section and look for schools/districts with a **Status** of **Certified**. These are districts/states that have certified their data for the event and are awaiting the state's review and certification. Review the data of each of these schools/districts by clicking the **View** button.

State users can approve district/school certifications that are not in a 'Certified' status. This means they can approve a certification even if the school/district has not submitted all of its certifications.

Certification Status

Approve Certification Request Recertification Message Certifiers Export Table Data Filter Districts by Ad Hoc Filter

<input type="checkbox"/>	Name ↑	District Number	Progress	Status	Snapshot Date	
<input type="checkbox"/>	Absarokee Public Schools	0919	0/1	Uncertified		View
<input type="checkbox"/>	Boyd Elementary	0254	0/1	Uncertified		View
<input type="checkbox"/>	Bozeman Christian	9424	0/1	Uncertified		View
<input type="checkbox"/>	Christian Center	9170	0/1	Uncertified		View
<input type="checkbox"/>	Christian Liberty Academy	9449	0/1	Uncertified		View
<input type="checkbox"/>	Circle Public Schools	0660	0/1	Uncertified		View
<input type="checkbox"/>	North Star Public School	1071	1/1	Certified	07/23/2025	View
<input type="checkbox"/>	North Yantic-Boldt	0231	0/1	Uncertified		View
<input type="checkbox"/>	Northern Cheyenne Head Start	9510	0/1	Uncertified		View
<input type="checkbox"/>	Northwest Montana Head Start	9508	0/1	Uncertified		View

4. Review the district's/school's certified data by clicking the **Review Snapshot** button.

The screenshot shows the 'Event Management' interface. On the left, there's a table of districts with columns: Name, District Number, Progress, Status, and Snapshot Date. The 'North Star Public School' is highlighted. On the right, the 'District Detail' panel shows information for North Star Public School, including a 'Review Snapshot' button highlighted with a red box and an arrow pointing to it.

Name	District Number	Progress	Status	Snapshot Date
Absarokee Public Schools	0919	0/1	Uncertified	
Boyd Elementary	0254	0/1	Uncertified	
Bozeman Christian	9424	0/1	Uncertified	
Christian Center	9170	0/1	Uncertified	
Christian Liberty Academy	9449	0/1	Uncertified	
Circle Public Schools	0660	0/1	Uncertified	
North Star Public School	1071	1/1	Certified	07/23/2025
North Yantic-Boldt	0231	0/1	Uncertified	
Northern Cheyenne Head Start	9510	0/1	Uncertified	
Northwest Montana Head Start	9508	0/1	Uncertified	

5. If you are satisfied with the data, close the District/School Detail editor, mark the checkbox next to the district/school's name, and click **Approve Certification**.

If you find an issue with the data and want them to review and recertify their data, see the [Requesting a District/School Recertify](#) section below.

The screenshot shows the 'Certification Status' interface. At the top, there are buttons: 'Approve Certification' (highlighted with a red box and an arrow), 'Request Recertification', 'Message Certifiers', and 'Export Table Data'. Below these is a table of districts with columns: Name, District Number, Progress, Status, and Snapshot Date. The 'North Star Public School' is highlighted, and its checkbox is checked (also highlighted with a red box).

Name	District Number	Progress	Status	Snapshot Date
Absarokee Public Schools	0919	0/1	Uncertified	
Boyd Elementary	0254	0/1	Uncertified	
Bozeman Christian	9424	0/1	Uncertified	
Christian Center	9170	0/1	Uncertified	
Christian Liberty Academy	9449	0/1	Uncertified	
Circle Public Schools	0660	0/1	Uncertified	
<input checked="" type="checkbox"/> North Star Public School	1071	1/1	Certified	07/23/2025
North Yantic-Boldt	0231	0/1	Uncertified	
Northern Cheyenne Head Start	9510	0/1	Uncertified	
Northwest Montana Head Start	9508	0/1	Uncertified	

6. Once you click **Approve Certification**, the Event Status for that district/school will update to

Approved.

Certification Status

Approve Certification

Request Recertification

Message Certifiers

Export Table Data

Filter Districts by Ad Hoc Filter

<input type="checkbox"/>	Name ↑	District Number	Progress	Status	Snapshot Date	
<input type="checkbox"/>	Absarokee Public Schools	0919	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Boyd Elementary	0254	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Bozeman Christian	9424	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Christian Center	9170	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Christian Liberty Academy	9449	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Circle Public Schools	0660	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	North Star Public School	1071	1/1	Approved	07/23/2025	<div>View</div>
<input type="checkbox"/>	North Yantic-Boldt	0231	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Northern Cheyenne Head Start	9510	0/1	Uncertified		<div>View</div>
<input type="checkbox"/>	Northwest Montana Head Start	9508	0/1	Uncertified		<div>View</div>

Copy Event

Close

The event will also appear in the school/district's Event Management tool as **Certification Approved by the State**.

Certification Event Details

Filter by Event Name

Filter by School Name

Filter User Status

Filter Event Status

Due Date After

Due Date Before

Filter by Year

Active Events

Event Name ↑	School Name	User Status	Event Status	Due Date	Actions
David 1		Recertification Request Pending	Recertification Request Sent	07/31/2025	<div>View</div> <div>Start Certification</div>
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	<div>View</div> <div>Start Certification</div>
No Fatals		Certification Incomplete	In Progress	07/31/2025	<div>View</div> <div>Start Certification</div>
School Level Test		Certification Incomplete	In Progress	06/30/2026	<div>View</div> <div>Start Certification</div>
Attendance		N/A	In Progress	07/31/2025	<div>View</div> <div>Review Data</div>
Student Tardiness		Certification Complete	Certification Approved by State	07/31/2025	<div>View</div> <div>Start Certification</div>
Test School		Open	In Progress	07/31/2025	<div>View</div> <div>Start Certification</div>
Test URL		Certification Incomplete	In Progress	07/31/2025	<div>View</div> <div>Start Certification</div>

1

25

items per page

1 - 8 of 8 items

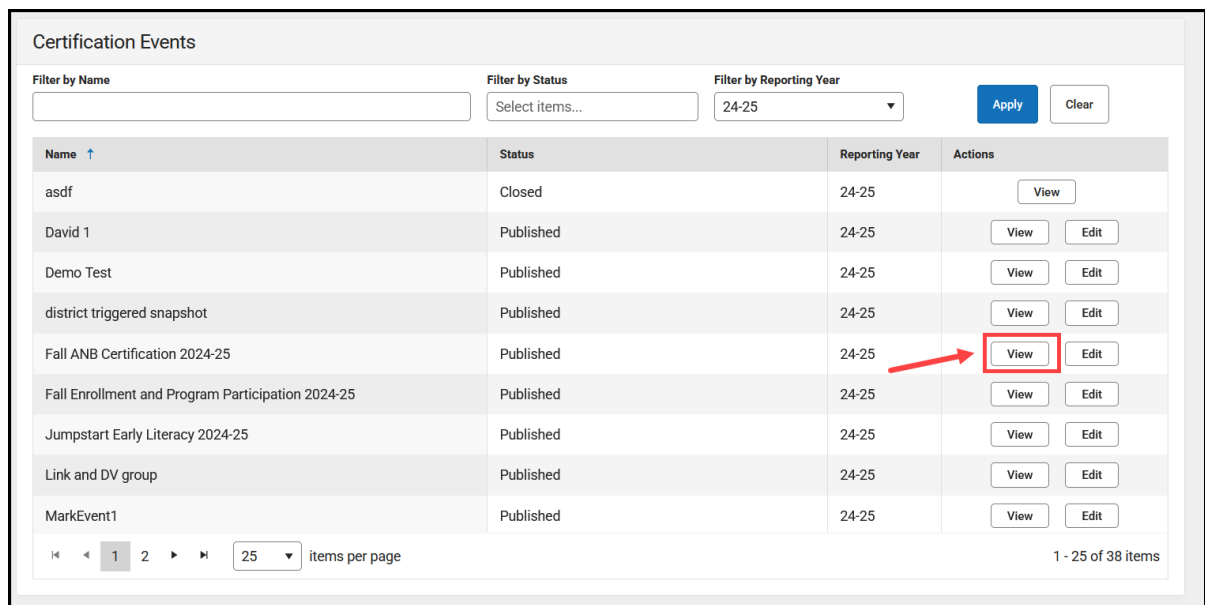
7. Repeat these steps for each school/district that requires certification.

Send a Message (Reminder) to School/District Certifiers

You can send a message to any school/district certifiers assigned to the event using the **Message Certifiers** button.

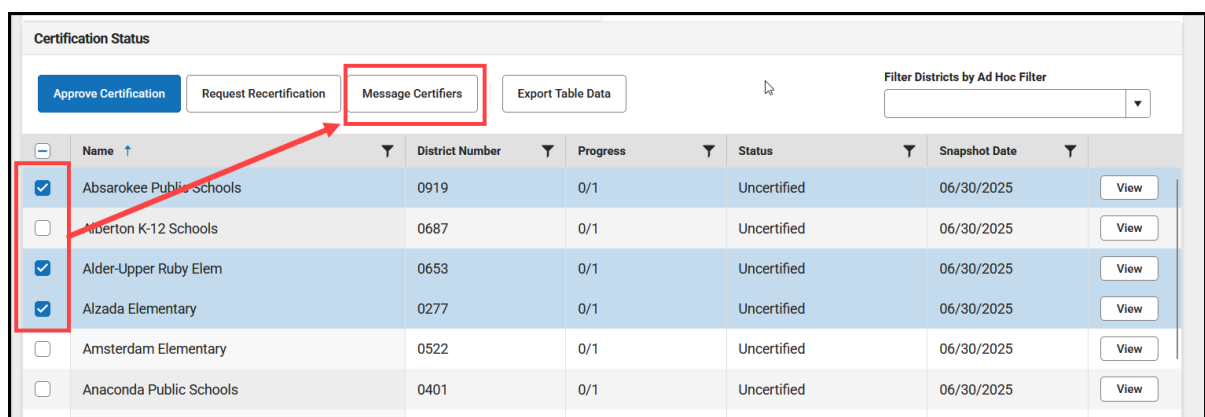
To message certifiers:

1. Navigate to the Event Management tool and click **View** for the event.



Name	Status	Reporting Year	Actions
asdf	Closed	24-25	View
David 1	Published	24-25	View Edit
Demo Test	Published	24-25	View Edit
district triggered snapshot	Published	24-25	View Edit
Fall ANB Certification 2024-25	Published	24-25	View Edit
Fall Enrollment and Program Participation 2024-25	Published	24-25	View Edit
Jumpstart Early Literacy 2024-25	Published	24-25	View Edit
Link and DV group	Published	24-25	View Edit
MarkEvent1	Published	24-25	View Edit

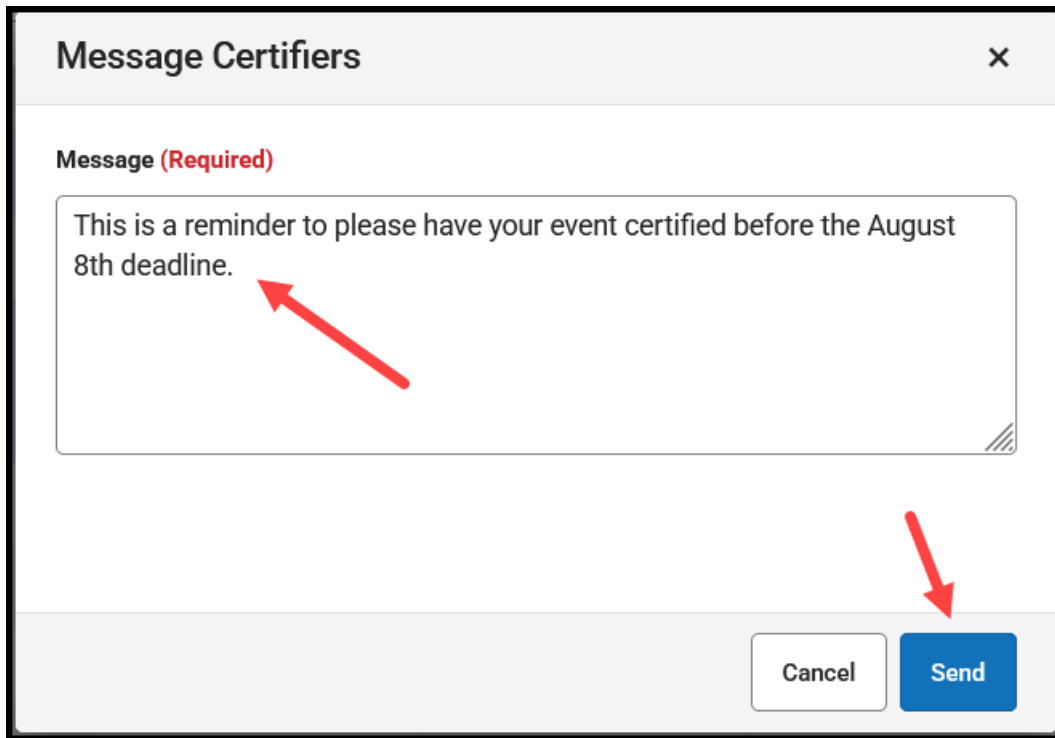
2. Scroll down to the Certification Status section, mark the checkbox next to each school/district you'd like to message, and click the **Message Certifiers** button.



	Name	District Number	Progress	Status	Snapshot Date	
<input checked="" type="checkbox"/>	Absarokee Public Schools	0919	0/1	Uncertified	06/30/2025	View
<input type="checkbox"/>	Albion K-12 Schools	0687	0/1	Uncertified	06/30/2025	View
<input checked="" type="checkbox"/>	Alder-Upper Ruby Elem	0653	0/1	Uncertified	06/30/2025	View
<input checked="" type="checkbox"/>	Alzada Elementary	0277	0/1	Uncertified	06/30/2025	View
<input type="checkbox"/>	Amsterdam Elementary	0522	0/1	Uncertified	06/30/2025	View
<input type="checkbox"/>	Anaconda Public Schools	0401	0/1	Uncertified	06/30/2025	View

3. Enter your **Message** and click **Send**. All people listed as certifiers for the schools/districts

selected will receive this message in their Alert Process inbox.



Message Certifiers [X]

Message (Required)

This is a reminder to please have your event certified before the August 8th deadline.

Cancel Send

Overriding Event Start and End Dates for Specific Districts/Schools

If a school or district needs additional time to complete its certification and the state is in agreement, you can give specific schools and districts unique start and end dates for a certification event.

To override an event start date and/or end date:

1. Navigate to the Event Management tool and click **View** for the event.

Certification Events

Filter by Name

Filter by Status

Filter by Reporting Year

Name ↑	Status	Reporting Year	Actions
asdf	Closed	24-25	<input type="button" value="View"/>
David 1	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Demo Test	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
district triggered snapshot	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Fall ANB Certification 2024-25	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Fall Enrollment and Program Participation 2024-25	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Jumpstart Early Literacy 2024-25	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Link and DV group	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
MarkEvent1	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>

items per page

1 - 25 of 38 items

2. Scroll down to the Certification Status section and click **View** for the school/district.

Certification Status

Filter Districts by Ad Hoc Filter

<input type="checkbox"/>	Name ↑	District Number	Progress	Status	Snapshot Date	Actions
<input type="checkbox"/>	Absarokee Public Schools	0919	0/1	Uncertified	06/30/2025	<input type="button" value="View"/>
<input type="checkbox"/>	Alberton K-12 Schools	0687	0/1	Uncertified	06/30/2025	<input type="button" value="View"/>
<input type="checkbox"/>	Alder-Upper Ruby Elem	0653	0/1	Uncertified	06/30/2025	<input type="button" value="View"/>

3. In the District/School Event Dates section, enter the **Override Start Date** and/or **Override End Date**. This is the new start date and/or end date applied to the certification window for the school/district.

District Detail

NAME	CERTIFIED
Administrator, InfCampus (Certifier)	No
Nicole (Certifier)	No
Kristi (Certifier)	No

District Snapshots

DATE RAN	
10/03/2024 2:35 PM	
04/14/2025 2:04 PM	
06/30/2025 5:30 PM	<button>Review Snapshot</button>

District Event Dates

Event Start Date

10/08/2024

Override Start Date

07/29/2025

Event End Date

07/30/2025

Override End Date

07/31/2025

Save

Close

4. Click **Save**.

Requesting a District/School Recertify

If a school/district has certified its data, but after review, you disagree with its readiness or accuracy and want them to fix issues and recertify, you can request a recertification.

Schools/districts may also have submitted a request for you to request a recertification.

To request a school/district to recertify its data:

1. Navigate to the Event Management tool and click **View** for the event.

Certification Events

Filter by Name

Filter by Status

Filter by Reporting Year

Apply

Clear

Name ↑	Status	Reporting Year	Actions
asdf	Closed	24-25	View
David 1	Published	24-25	View Edit
Demo Test	Published	24-25	View Edit
district triggered snapshot	Published	24-25	View Edit
Fall ANB Certification 2024-25	Published	24-25	View Edit
Fall Enrollment and Program Participation 2024-25	Published	24-25	View Edit
Jumpstart Early Literacy 2024-25	Published	24-25	View Edit
Link and DV group	Published	24-25	View Edit
MarkEvent1	Published	24-25	View Edit

1

2

25 items per page

1 - 25 of 38 items

2. Scroll down to the Certification Status section, mark the checkbox next to the school that needs to recertify its data, and click **Request Recertification**. A message box will appear.

Certification Status

Approve Certification

Request Recertification

Message Certifiers

Export Table Data

Filter Districts by Ad Hoc Filter

<input type="checkbox"/>	Name ↑	District Number	Progress	Status	Snapshot Date	View
<input type="checkbox"/>	Absarokee Public Schools	0919	0/1	Uncertified		View
<input type="checkbox"/>	Boyd Elementary	0254	0/1	Uncertified		View
<input type="checkbox"/>	Bozeman Christian	9424	0/1	Uncertified		View
<input type="checkbox"/>	Christian Center	9170	0/1	Uncertified		View
<input type="checkbox"/>	Christian Liberty Academy	9449	0/1	Uncertified		View
<input type="checkbox"/>	Circle Public Schools	0660	0/1	Uncertified		View
<input checked="" type="checkbox"/>	North Star Public School	1071	1/1	Certified	07/23/2025	View
<input type="checkbox"/>	North Yantic-Boldt	0231	0/1	Uncertified		View
<input type="checkbox"/>	Northern Cheyenne Head Start	9510	0/1	Uncertified		View
<input type="checkbox"/>	Northwest Montana Head Start	9508	0/1	Uncertified		View

Copy Event

Close

3. Enter the **Recertification Request Reason** and click **Send**.

Request Recertification


Recertification Request Reason (Required)

Attendance data is incomplete.

Cancel

Send

This message will be sent to all people assigned as Reviewers or Certifiers for the event. It indicates that the state has requested that they recertify their data.

<input type="checkbox"/>	!		Data Certification	The State of MT requested a recertification for Data Certification Event: Fall ANB Certification 2024-25	01/15/2025
--------------------------	---	---	--------------------	--	------------

At the state level, the event will show a Status of **Recertification Requested**.

	Name ↑	District Number	Progress	Status	Snapshot Date	
<input type="checkbox"/>	Absarokee Public Schools	0919	0/1	Uncertified		View
<input type="checkbox"/>	Boyd Elementary	0254	0/1	Uncertified		View
<input type="checkbox"/>	Bozeman Christian	9424	0/1	Uncertified		View
<input type="checkbox"/>	Christian Center	9170	0/1	Uncertified		View
<input type="checkbox"/>	Christian Liberty Academy	9449	0/1	Uncertified		View
<input type="checkbox"/>	Circle Public Schools	0660	0/1	Uncertified		View
<input checked="" type="checkbox"/>	North Star Public School	1071	0/1	Recertification Requested	07/23/2025	View
<input type="checkbox"/>	North Yantic-Boldt	0231	0/1	Uncertified		View
<input type="checkbox"/>	Northern Cheyenne Head Start	9510	0/1	Uncertified		View
<input type="checkbox"/>	Northwest Montana Head Start	9508	0/1	Uncertified		View

At the district level, the event will show an Event Status of **Recertification In Progress**.

Event Name ↑	School Name	User Status	Event Status	Due Date	Actions
David 1		Recertification Request Pending	Recertification Request Sent	07/31/2025	<button>View</button> <button>Start Certification</button>
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	<button>View</button> <button>Start Certification</button>
No FataIs		Certification Incomplete	In Progress	07/31/2025	<button>View</button> <button>Start Certification</button>
School Level Test		Certification Incomplete	In Progress	06/30/2026	<button>View</button> <button>Start Certification</button>
Student Tardiness		N/A	In Progress	07/31/2025	<button>View</button> <button>Review Data</button>
Test district snapshot-COPY		Certification Incomplete	In Progress	07/31/2025	<button>View</button> <button>Start Certification</button>
test dv and url		Certification Incomplete	Recertification In Progress	07/31/2025	<button>View</button> <button>Start Certification</button>

Next Steps

- If you fixed or added data that should be included in a certified event, you can request a [recertification from the state](#).