

Review and Certify a Data Certification Event

Last Modified on 09/05/2025 11:24 am CDT

Tool Search: Certification Event

Data certification events are created to validate and ensure that a school or district's data is accurate and ready for the state to generate reports and funding using it. Each data certification event typically targets a specific dataset (such as attendance, behavior, Special Ed, etc.) and assigns a related certification category to the event.

For example, the state might publish an event targeting 504 compliance data and tie a Special Ed or 504-specific certification category to the event. This ensures only users at the school or district assigned to this category are allowed to review and certify the event (staff members responsible for this type of information), and state-level users assigned to this category are allowed to certify and approve the data (state-level members who understand this type of information).

When the state publishes an event, school and district users tied to the category assigned to the event are notified of its publication and should begin reviewing and certifying their data.

Data Certification tools are only available for districts connected to a State Edition of Campus that have purchased the [Campus Data Suite](#).

Prerequisites

- In order to review an event, the event must be published to the districts/schools, and you can only certify the event if the certification window is open.

This tool requires full rights (read, write, add, delete) for all reviewers and certifiers.

- Although Reviewers have full tool rights, they can only view event data.
- Certifiers can view the data and take actions on the event (Submit Certification to State or Request Recertification from State)

Review and Certify Data

Once reviewers and certifiers are properly added to data certification categories, they can begin reviewing and certifying data certification events as they are published down from the state.

1. Each reviewer and certifier for an event will receive a message in their [Message Center](#) informing them of a new event that requires their attention.

Message Center ☆

My Account > Communication > Message Center

Message Center contains District Announcements, School Announcements and Process Alerts. The classroom message feature is available in Instruction > Overview > Classroom Messenger.

District Announcements +

School Announcements -

No district announcements at this time.

Process Alerts

Filter:

Name:	Process:
<input type="text"/>	All Processes

Start Date: End Date:

	REQUIRED	TYPE	PROCESS	NAME	POSTED DATE	DU DATE
<input type="checkbox"/>	!	!	Data Certification	The State of MT published a Data Certification Event: Student Tardiness	07/28/2025	
<input type="checkbox"/>	!	!	Batch Report Complete	Test Today's Date Review Snapshot	07/24/2025	

2. As a reviewer/certifier, click on the event within Process Alerts (see image above) or navigate to the Certification Event tool.
3. Locate the event and click the **Start Certification** button. A validation and submission wizard will appear.

Certification Event ☆

Reporting > Data Certification > Certification

Event Name	Status	Recertification Request Sent	View	Start Certification
district triggered snapshot	Closed	Certification Sent to State	06/26/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
Fall ANB Certification 2024-25	Certification Incomplete	Certification Approved by State	07/30/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
Fall Enrollment and Program Participation 2024-25	Closed	In Progress	10/31/2024	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
MarkEvent1	N/A	In Progress	04/30/2025	<input type="button" value="View"/> <input type="button" value="Review Data"/>
No Fatal	Certification Incomplete	In Progress	07/31/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
School Level Test	Open	In Progress	06/30/2026	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
Student Tardiness	Open	In Progress	07/31/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
Student Tardiness-COPY	Open	In Progress	07/31/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>

4. The first step is to validate your district/school data. Select the **Format** and click **Generate Report**.

Student Tardiness

1 District Validation 2 State Validation 3 Snapshot Validation 4 Certify and Submit

Validate Data in District Database

Process:

- Run validation reports outlined below for all Validation Groups listed
- Verify all data contained within the report to ensure accuracy
- Any errors listed as Fatal need to be fixed before moving on to Step Two
- Repeat steps above until data is correct

Data Validation Groups

Calendar Certification

Run On (Required)

Format (Required)

HTML

Generate Report

Cancel Next

The report will appear in a separate window in the designated format.

District: North Star Public School **End of Year Attendance Certification**

Time: Wed Jul 30 13:00:37 CDT
2025

Infinite Campus

Summary

Dataset	Severity	# of Records
End of Year Attendance Certification	Info	173

End of Year Attendance Certification [Back To Summary](#)

District	District#	School	SC	StateID	LastName	FirstName	EnrollmentID	Grade	ServiceType	StartDate	EndDate	ADA Days Enrolled	ADA Days Present	ED Days	AI
North Star Public School	1071	North Star 7-8	0588		Jordyn			08	P	2024-08-19					
North Star Public School	1071	North Star 7-8	0588		Liberty			08	P	2024-08-19					
North Star Public School	1071	North Star 7-8	0588		Aiden			07	P	2024-08-19					
North Star Public School	1071	North Star 7-8	0588		Dylan			08	P	2024-08-19					
North Star Public School	1071	North Star 7-8	0588		Khriz			07	P	2024-08-19					

5. Review the district/school data, and if accurate and complete, click **Next**.

NOTE: You will not be allowed to proceed to the next step until all reported issues listed as FATAL are resolved.

6. You now need to run the validation report and verify the accuracy of the reported data by selecting the **Format** and clicking **Generate Report**. The report will appear in the Report/Snapshot Results queue with a status of Queued.

Certification Event ☆

1 District Validation 2 State Validation 3 Snapshot Validation 4 Certify and Submit

Validate Data in State Database

Process:

- Run validation reports outlined below
- Verify all data contained within the report to ensure accuracy
- If data in report does not match output from Step One:
 - Determine which data points are missing
 - Wait for recently updated data to sync to the state OR use the batch resync tool to resync the data
- Any errors listed as Fatal need to be fixed before moving on to Step Three
- Repeat steps above until data is correct

Data Validation Groups

Calendar Certification

Run On (Required)

State (Batch Queue) Format (Required) HTML

Generate Report

Report/Snapshot Results

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title

Report Title	Queued Time	Status
Test Integration Workflow Part 2 DC 73.0.2	08/22/2025 2:07:20 PM	QUEUED

1 - 1 of 1 items

Refresh Previous Cancel Next

7. Once a minute or two has passed, click the **Refresh** button, and the report's status should change to Completed. Click on the report title to view the report.

Report/Snapshot Results

Start Date End Date

MM/DD/YYYY MM/DD/YYYY

Report Title

Report Title	Queued Time	Status
Student Tardiness DC 96.0.2	07/30/2025 1:01:55 PM	COMPLETED

1 - 1 of 1 items

Refresh

8. Verify that all the data in the report is accurate. If data is inaccurate and does not match data from the previous step (school or district data):

- Determine which datapoints are missing
- Wait for the recently updated data to sync to the state

OR

- Use the [Batch Resync tool](#) to resync your data to the state

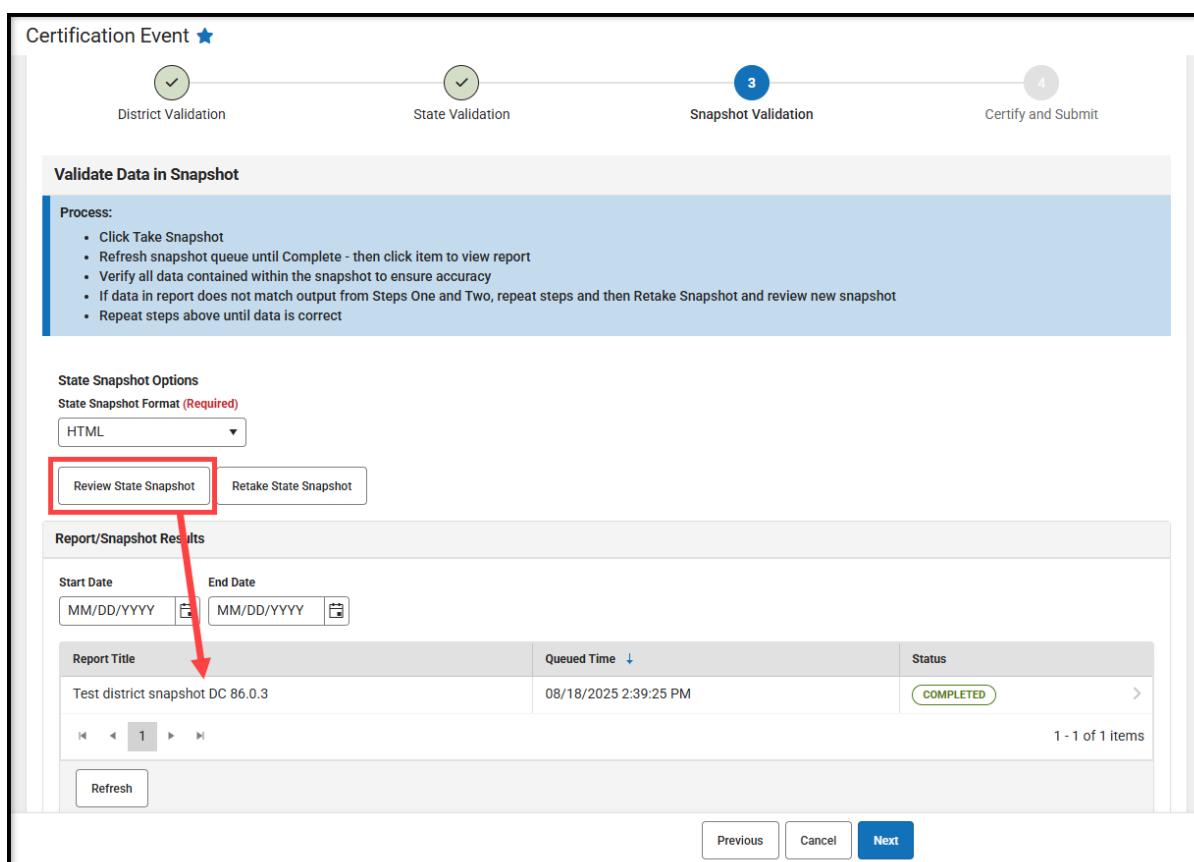
- d. Correct any Fatal errors
- e. Repeat these steps until all data is correct.

9. Once all state data is accurate, click the **Next** button.

NOTE: You must view the report before you are allowed to move on to the next step.

10. You now need to review the state data snapshot. This snapshot of the state database will be used for submission for this event. You are verifying that the data is accurate, and the state should use this dataset for certification.

The state may have already created a snapshot, and you simply need to review the data. In this instance, click the **Review State Snapshot** button. The report will appear in the Report/Snapshot Results queue below.



Certification Event ★

Process:

- Click Take Snapshot
- Refresh snapshot queue until Complete - then click item to view report
- Verify all data contained within the snapshot to ensure accuracy
- If data in report does not match output from Steps One and Two, repeat steps and then Retake Snapshot and review new snapshot
- Repeat steps above until data is correct

State Snapshot Options

State Snapshot Format (Required)

HTML

Review State Snapshot **Retake State Snapshot**

Report/Snapshot Results

Start Date	End Date	Report Title	Queued Time	Status
MM/DD/YYYY	MM/DD/YYYY	Test district snapshot DC 86.0.3	08/18/2025 2:39:25 PM	COMPLETED

1 - 1 of 1 items

Refresh

Previous Cancel Next

11. If a snapshot needs to be taken, click the **Take Snapshot** button. The report will appear in the Report/Snapshot Results queue below.

12. Once a minute or two has passed, click the **Refresh** button, and the report's status should change to Completed. Click on the report title to view the report.

Report/Snapshot Results

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Report Title	Queued Time	Status
district triggered snapshot DC 85.0.3	07/30/2025 1:08:48 PM	COMPLETED

1 - 1 of 1 items

Refresh

13. If you think the snapshot's data is incomplete or outdated, click the **Retake State Snapshot** button and review the report once it is ready.
14. Verify all the data within the snapshot is accurate, and if it is not, repeat steps 1 - 9 above and retake a new snapshot. If data is complete:
 - If you are a **Reviewer**, your job is complete. You have reviewed the data, and you can click **Close**.
 - If you are a **Certifier**, you should select **Next** to move on to Step 15 below.
15. Verify all three validations show a status of Completed, and if so, click **Submit Certification to State**.

Student Tardiness

District Validation: ✓

State Validation: ✓

Snapshot Validation: ✓

Certify and Submit: 4

Certify and Submit to State

Process:

- Verify that all items below show Completed
- Click Submit Certification to State

VALIDATION TYPE	STATUS
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

Previous Cancel Submit Certification to State

The event will show a User Status of Certification Complete for the user who submitted certification and an Event Status of Certification Sent to State. The state will receive notice of

the certification and will review and approve the event for your school/district.

Certification Event ★

Reporting > Data Certification > Certification Event

Certification Event Details

Filter by Event Name		Filter by School Name		Filter User Status		Filter Event Status	
<input type="text"/>		<input type="text"/>		<input type="text"/> Select items...		<input type="text"/> Select items...	
Due Date After	<input type="text"/> month/day/year	Due Date Before	<input type="text"/> month/day/year	Filter by Year	2025	Apply	Clear
Event Name ↑	School Name	User Status	Event Status	Due Date	Actions		
David 1		Recertification Request Pending	Recertification Request Sent	07/31/2025	<input type="button"/> View	<input type="button"/> Start Certification	
Studen Tardiness		Certification Complete	Certification Sent to State	06/26/2025	<input type="button"/> View	<input type="button"/> Start Certification	
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	<input type="button"/> View	<input type="button"/> Start Certification	

If the state approves your certification, the event will show with a User Status of *Certification Complete* and an Event Status of *Certification Approved by State*.

Certification Event Details

Filter by Event Name		Filter by School Name		Filter User Status		Filter Event Status	
<input type="text"/>		<input type="text"/>		<input type="text"/> Select items...		<input type="text"/> Select items...	
Due Date After	<input type="text"/> month/day/year	Due Date Before	<input type="text"/> month/day/year	Filter by Year	2025	Active Events	<input checked="" type="checkbox"/> ON
						Apply	Clear
Event Name ↑	School Name	User Status	Event Status	Due Date	Actions		
David 1		Recertification Request Pending	Recertification Request Sent	07/31/2025	<input type="button"/> View	<input type="button"/> Start Certification	
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	<input type="button"/> View	<input type="button"/> Start Certification	
No Fatal		Certification Incomplete	In Progress	07/31/2025	<input type="button"/> View	<input type="button"/> Start Certification	
School Level Test		Certification Incomplete	In Progress	06/30/2026	<input type="button"/> View	<input type="button"/> Start Certification	
Attendance		N/A	In Progress	07/31/2025	<input type="button"/> View	<input type="button"/> Review Data	
Student Tardiness		Certification Complete	Certification Approved by State	07/31/2025	<input type="button"/> View	<input type="button"/> Start Certification	
Test School		Open	In Progress	07/31/2025	<input type="button"/> View	<input type="button"/> Start Certification	
Test URL		Certification Incomplete	In Progress	07/31/2025	<input type="button"/> View	<input type="button"/> Start Certification	

Items per page: 25 | 1 - 8 of 8 items

If the state finds an issue with your data, it will request a recertification of the data. When this happens, you will receive notice of recertification in your Message Center, and the event will have a User Status of *Certification Incomplete* and an Event Status of *Recertification in Progress*.

!  Data Certification The State of MT requested a recertification for Data Certification Event: Fall ANB Certification 2024-25 01/15/2025

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 Fatal		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>



Understand User and Event Statuses

For details on what each User Status and Event Status means, see the [Data Certification Event User and Event Statuses](#) article.

Event Filtering Options

The Certification Event tool provides many ways to filter the events list, making it easier to find a specific event or set of events.

Certification Event Details

Due Date After
Due Date Before
Filter by Year

Event Name ↑	School Name	User Status	Event Status	Due Date	Actions
David 1 1		Recertification Request Pending	Recertification Request Sent	07/31/2025	<button>View</button> <button>Review Data</button>
district triggered snapshot		Certification Complete	Certification Sent to State	06/26/2025	<button>View</button> <button>Review Data</button>
Fall ANB Certification 2024-25		Certification Complete	Certification Approved by State	07/30/2025	<button>View</button> <button>Review Data</button>
Fall Enrollment and Program Participation 2024-25		Incomplete - Overdue	In Progress	10/31/2024	<button>View</button> <button>Review Data</button>
MarkEvent1		N/A	In Progress	04/30/2025	<button>View</button> <button>Review Data</button>
New Snapshot Test	North Star High School	Certification Incomplete	In Progress	08/31/2025	<button>View</button> <button>Start Certification</button>
New Snapshot Test	North Star School	Certification Incomplete	In Progress	08/31/2025	<button>View</button> <button>Start Certification</button>



For example, filtering events by a **Filter User Status** of 'Certification Incomplete' and 'Incomplete - Overdue' provides you with a list of all events you still need to certify and/or review.

Certification Event Details

Filter by Event Name

Filter by School Name

Filter User Status

Certification Incomplete X

Incomplete - Overdue X

Due Date After

 month/day/year

Due Date Before

 month/day/year

Filter by Year

Filter Event Status

Apply

Clear

Event Name ↑	School Name	User Status	Event Status	Due Date	Actions
Fall Enrollment and Program Participation 2024-25		Incomplete - Overdue	In Progress	10/31/2024	<input type="button" value="View"/> <input type="button" value="Review Data"/>
New Snapshot Test	North Star High School	Certification Incomplete	In Progress	08/31/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
New Snapshot Test	North Star School	Certification Incomplete	In Progress	08/31/2025	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
School Level Test		Certification Incomplete	In Progress	06/30/2026	<input type="button" value="View"/> <input type="button" value="Start Certification"/>
Snapshot button		Incomplete - Overdue	In Progress	08/14/2025	<input type="button" value="View"/> <input type="button" value="Review Data"/>
Student Tardiness		Incomplete - Overdue	In Progress	07/31/2025	<input type="button" value="View"/> <input type="button" value="Review Data"/>
Student Tardiness-COPY		Incomplete - Overdue	In Progress	07/31/2025	<input type="button" value="View"/> <input type="button" value="Review Data"/>
Student Tardiness-COPY		Incomplete - Overdue	In Progress	07/31/2025	<input type="button" value="View"/> <input type="button" value="Review Data"/>
Student Tardiness-COPY		Incomplete - Overdue	In Progress	08/19/2025	<input type="button" value="View"/> <input type="button" value="Review Data"/>

Next Steps

- Once the event has been certified, there are no next steps; however, if something is discovered that requires a new set of data to be used in order to certify the event, you can [request a recertification from the state](#).