

# Review and Certify a Data Certification Event

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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:

Start Date:

Process: All Processes ▼

End Date:

Apply Clear

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

David 1	Incomplete	Recertification Request Sent	07/31/2025	<span>View</span> <span>Start Certification</span>
district triggered snapshot	Closed	Certification Sent to State	06/26/2025	<span>View</span> <span>Start Certification</span>
Fall ANB Certification 2024-25	Certification Incomplete	Certification Approved by State	07/30/2025	<span>View</span> <span>Start Certification</span>
Fall Enrollment and Program Participation 2024-25	Closed	In Progress	10/31/2024	<span>View</span> <span>Start Certification</span>
MarkEvent1	N/A	In Progress	04/30/2025	<span>View</span> <span>Review Data</span>
No Fatals	Certification Incomplete	In Progress	07/31/2025	<span>View</span> <span>Start Certification</span>
School Level Test	Open	In Progress	06/30/2026	<span>View</span> <span>Start Certification</span>
Student Tardiness	Open	In Progress	07/31/2025	<span>View</span> <span><b>Start Certification</b></span>
Student Tardiness-COPY	Open	In Progress	07/31/2025	<span>View</span> <span>Start Certification</span>

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

### Student Tardiness

1
2
3
4

District Validation
State Validation
Snapshot Validation
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)**

District ▼

Generate Report

**Format (Required)**

HTML ▼

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

### Summary

Dataset	Severity	# of Records
<a href="#">End of Year Attendance Certification</a>	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	E
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

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**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**

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**Report/Snapshot Results**

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

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

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

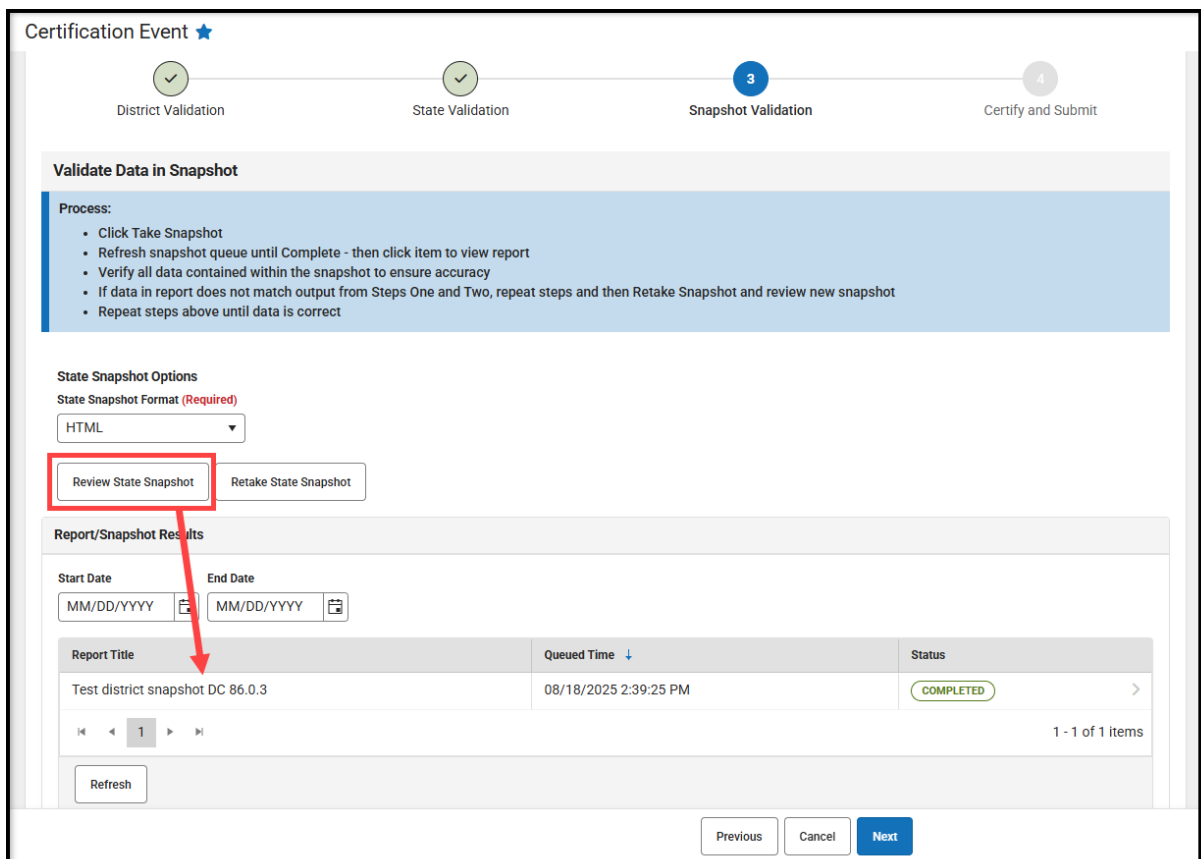
- d. Correct any Fatal errors
- e. Repeat these steps until all data is correct.

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 ★

Progress: 1. District Validation (✓) 2. State Validation (✓) 3. Snapshot Validation (3) 4. Certify and Submit (4)

**Validate Data in Snapshot**

**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

Buttons: Review State Snapshot, Retake State Snapshot

**Report/Snapshot Results**

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

Report Title	Queued Time ↓	Status
Test district snapshot DC 86.0.3	08/18/2025 2:39:25 PM	COMPLETED

1 - 1 of 1 items

Buttons: 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

**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
Select items...

Filter Event Status
Select items...

Due Date After
month/day/year

Due Date Before
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	View Start Certification
Studen Tardiness		Certification Complete	Certification Sent to State	06/26/2025	View Start Certification
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	View 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
Select items...

Filter Event Status
Select items...

Due Date After
month/day/year

Due Date Before
month/day/year

Filter by Year
All

Active Events
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	View Start Certification
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	View Start Certification
No Fatals		Certification Incomplete	In Progress	07/31/2025	View Start Certification
School Level Test		Certification Incomplete	In Progress	06/30/2026	View Start Certification
Attendance		N/A	In Progress	07/31/2025	View Review Data
Student Tardiness		Certification Complete	Certification Approved by State	07/31/2025	View Start Certification
Test School		Open	In Progress	07/31/2025	View Start Certification
Test URL		Certification Incomplete	In Progress	07/31/2025	View Start Certification

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 Fatals		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

Filter by Event Name

Filter by School Name

Filter User Status

Filter Event Status

Due Date After

Due Date Before

Filter by Year

month/day/year

month/day/year

2025

Apply

Clear

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

Incomplete - Overdue

Filter Event Status

Select items...

Due Date After

month/day/year

Due Date Before

month/day/year

Filter by Year

2025

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	View Review Data
New Snapshot Test	North Star High School	Certification Incomplete	In Progress	08/31/2025	View Start Certification
New Snapshot Test	North Star School	Certification Incomplete	In Progress	08/31/2025	View Start Certification
School Level Test		Certification Incomplete	In Progress	06/30/2026	View Start Certification
Snapshot button		Incomplete - Overdue	In Progress	08/14/2025	View Review Data
Student Tardiness		Incomplete - Overdue	In Progress	07/31/2025	View Review Data
Student Tardiness-COPY		Incomplete - Overdue	In Progress	07/31/2025	View Review Data
Student Tardiness-COPY		Incomplete - Overdue	In Progress	07/31/2025	View Review Data
Student Tardiness-COPY		Incomplete - Overdue	In Progress	08/19/2025	View 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](#).