

## **Request Recertification from the State**

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Tool Search: Certification Event

If your school or district has certified an event but later adjusted, added, or removed pertinent data and wants this data to be considered in the event, you can request a recertification from the state.

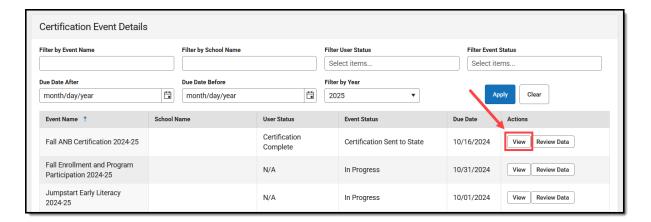
Data Certification tools are only available for districts connected to a State Edition of Campus that have purchased the <u>Campus Data Suite</u>.

## **Prerequisites**

- The event must already be certified by the school or district.
- The person requesting recertification must be a certifier for the event.
  - Users requesting recertification should have full RWAD tool rights for the Certification Event tool.

## To Request a Recertification

- 1. Navigate to the Certification Event tool (Reporting > Data Certification > Certification Event).
- 2. Click **View** for the event you wish to recertify. The Event Detail will appear.

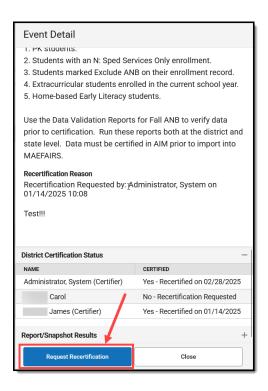


3. Click the **Request Recertification** button.

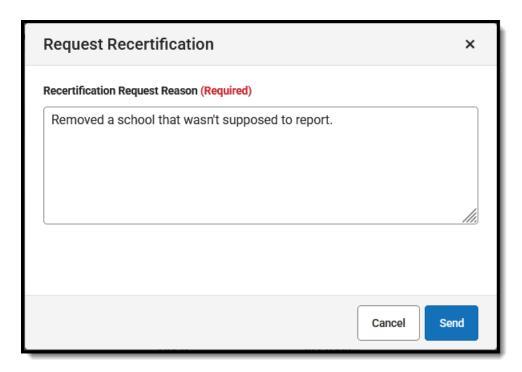
NOTE: You can only recertify events certified by all the people listed as certifiers in the



District Certification Status section.



4. Enter the **Recertification Request Reason** and click **Send**. The state will see this reason when notified of the request.



The event will show a User Status of *Recertification Request Pending* for the user who initiated the recertification and an Event Status of *Recertification Request Sent*. The state will be notified of this request, and if they approve, they will <u>initiate a recertification of the event</u>.



## **Next Steps**

• If the event is approved for recertification, repeat the steps in the <u>Review and Certify a Data Certification</u> article.