

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 [Campus Data Suite](#).

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.

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
Fall ANB Certification 2024-25		Certification Complete	Certification Sent to State	10/16/2024	<div>View</div> <div>Review Data</div>
Fall Enrollment and Program Participation 2024-25		N/A	In Progress	10/31/2024	<div>View</div> <div>Review Data</div>
Jumpstart Early Literacy 2024-25		N/A	In Progress	10/01/2024	<div>View</div> <div>Review Data</div>

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.

Event Detail

1. PK students.
2. Students with an N: Sped Services Only enrollment.
3. Students marked Exclude ANB on their enrollment record.
4. Extracurricular students enrolled in the current school year.
5. Home-based Early Literacy students.

Use the Data Validation Reports for Fall ANB to verify data prior to certification. Run these reports both at the district and state level. Data must be certified in AIM prior to import into MAEFAIRS.

Recertification Reason
Recertification Requested by: Administrator, System on 01/14/2025 10:08

Test!!!

District Certification Status

NAME	CERTIFIED
Administrator, System (Certifier)	Yes - Recertified on 02/28/2025
Carol	No - Recertification Requested
James (Certifier)	Yes - Recertified on 01/14/2025

Report/Snapshot Results

Request Recertification
Close

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

Request Recertification

Recertification Request Reason (Required)

Removed a school that wasn't supposed to report.

Cancel
Send

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 [initiate a recertification of the event](#).

Next Steps

- If the event is approved for recertification, repeat the steps in the [Review and Certify a Data Certification](#) article.
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