

Generate a Report of Data Certification Event Statuses

Last Modified on 09/05/2025 11:57 am CDT

Tool Search: Event Report

The Event Report displays state and district event status and user membership details for a data certification event.

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

Event Report ☆

Reporting > Data Certification > Event Report

Data Certification Event Report Options

This report includes event status and user/membership details for the selected data certification event.

Report Options

School Year 24-25

Data Certification Event Name Jumpstart Early Literacy 2024-25

District Event Status

Published

District Certification In Progress

District Certified

Recertification Requested

District Recertification In Progress

District Recertified

State Approval In Progress

State Approved

CTRL-click or SHIFT-click for multiple

☒ Include Secondary Users

Report Format PDF

Select district(s) to include in the report

All Districts

Bozeman Public Schools (0501)

Butte Public Schools (0902)

North Star Public School (1071)

CTRL-click or SHIFT-click for multiple

Generate Report

Prerequisites

- Events must be published to districts..
- Available districts are based on user calendar rights.

- Users should have at least **R**(ead) rights to the Event Report editor.
- Available districts are based on user calendar rights.

Data Certification Workflow

The [Data Event Certification Workflow \(State Edition\)](#) article provides a simplified version of the state-level data certification workflow.

Generate the Event Report

1. Select the **School Year**. Only events and districts within this school year are available.
2. Select the **Data Certification Event Name**. This is the event reporting district certification statuses.
3. Select the **District Event Status(es)**. Only selected districts with this status(es) for the event selected will report.
4. Mark the **Include Secondary Users** to display event statuses for secondary event users.
5. Select which district(s) to view event status information.
6. Select the desired **Report Format** (DOCX or PDF).
7. Click the **Generate Report** button. The report will appear in a separate window in PDF format.

The Event Report is divided into three sections: the Header, the State Detail, and the District Detail.

Header

The header describes event details and the event status(s) being reported.

Data Certification Event Report	
Event Name: test snapshot certify	Data Certification Type(s):
Event Start: 06/17/2025	Event Ends: 06/30/2025
Snapshot Available:	Certification Opens: 06/17/2025 00:00:00
State Event Status: Published	
Generated on 07/22/2025 01:52:01 PM	Page 1 of 1

Field	Description
Event Name	The name of the reporting data certification event.
Data Certification Type	The event type(s) tied to the event.
Event Start	The first active day of the event. This is the first day district users can begin reviewing their data (but cannot certify the data until the Certification window opens).
Event End	This is the last day the event is considered active. After this date, users can no longer certify their data to the state.
Snapshot Available	Lists the snapshots that are available and used for the event.
Certification Opens	The date and time at which districts can begin certifying their data to the state.

Field	Description
State Event Status	The state-level status of the event.


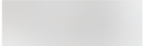



State Detail

The State Detail section describes which state-level users are assigned as either a certifier (Primary) or reviewer (Secondary) for the listed event.

STATE DETAIL

Event Administrator Name

<none>

<u>Name</u>	<u>Type</u>	<u>Data Certification Type</u>
 Shara	Primary	Teacher Incentive Data
 Nicole	Primary	Teacher Incentive Data
 Justin	Primary	Teacher Incentive Data
 Andy	Secondary	Teacher Incentive Data
 Jennifer	Secondary	Teacher Incentive Data

Field	Description
Event Administrator Name	This field is currently not being used.
Name	The name(s) of the state-level user assigned to review and/or certify the event.
Type	Indicates if the user is a certifier (Primary) or reviewer (Secondary).
Data Certification Type	The Certification Category assigned the event.

District Detail


The District Detail section describes who in each district is assigned to review and/or certify the event and the date and time on which they certified or recertified it.

DISTRICT DETAIL

District Name: Aberdeen 06-1 **District Number:** 06001 **District Event Status:** District Certification In Progress

<u>Name</u>	<u>Type</u>	<u>Certified</u>	<u>Recertified</u>	<u>Data Certification Type</u>
Administrator, System	Primary	08/17/2012 10:59	-	SPED
User, Secondary	Primary	-	-	SPED

District Name: Pierre 32-2 **District Number:** 32002 **District Event Status:** District Certified

<u>Name</u>	<u>Type</u>	<u>Certified</u>	<u>Recertified</u>	<u>Data Certification Type</u>
Administration, Administration	Primary	08/17/2012 10:59	-	SPED
 , Fern	Secondary	N/A	N/A	SPED

Field	Description
District Name	The name of the district reporting data certification details.
District Number	The district number of the district reporting data certification details.
District Event Status	The district's current event status.
Name	The name of the user responsible for certifying or reviewing the event for the district.
Type	The type of user certifying event data. Primary users are allowed to view and certify the event. Secondary users are only allowed to view event data. A user's Type is designated via their Type Membership(s) .
Certified	The date the district user certified the event data.
Recertified	The date the district user recertified event data (if recertification was requested by the state).
Data Certification Type	The Certification Category assigned the event.