

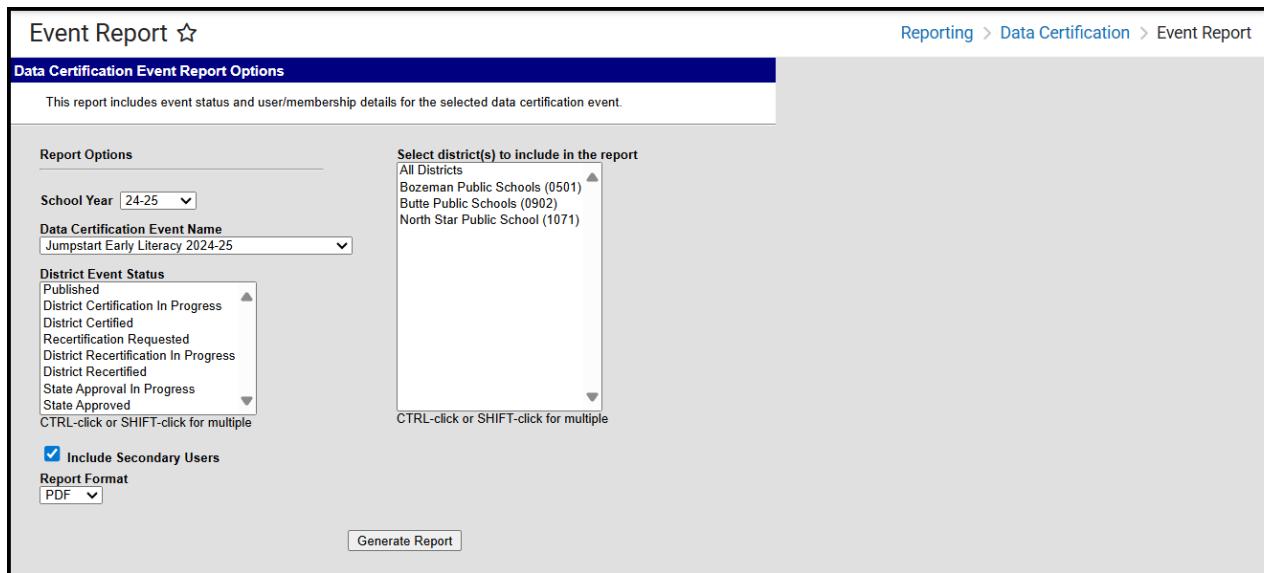
Generate a Report of Data Certification Event Statuses

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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 Certification Event 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.

| <u>STATE DETAIL</u> | | | |
|--|--------------------|---------------------------------------|--|
| <u>Event Administrator Name</u> | | | |
| <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. |