

# Data Certification Event Workflow (District Edition)

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This article will walk you through the process of reviewing and certifying a data certification event.

**Data Certification tools are only available for districts connected to a State Edition of Campus that have purchased the [Campus Data Suite](#).**

## Tool Rights

Before staff can begin to review and certify events, proper tool rights must be assigned.

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### Certification Event

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)

### Certification Category

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## Step 1. Review and Update the Data Certification Category

The first step in the event certification process is to review the Data Certification Category tied to the event and ensure the correct staff members are assigned as reviewers and certifiers. You will need to repeat this process for each Data Certification Category tied to in-progress events.

This step is documented in more detail in the [Add/Remove Certification Category Members](#) article.

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## Prerequisites

- Certification categories must be published down from the State. If this tool is showing blank, the state has not yet published any categories.
- [Email Messenger](#) must be enabled and configured for category members to receive email notifications of state-published data certification events.
- All users assigned membership to a data certification category must have a valid email address entered on the [Demographics](#) tab. This ensures email notifications about events are sent and received accordingly.

1. Locate the data certification event in the [Certification Event](#) tool and identify the Data Certification Category associated with it.
2. Navigate to the [Data Certification Category tool](#) and select the category.
3. Review the list of staff members and their reviewer/certifier status.
4. If staff member assignments are correct, move on to Step 2 below. If incorrect, correct the designation of staff members and/or add/remove staff members and click **Save**. Move on to Step 2.

### If adding members at the district level:

- All people listed as a Certifier MUST submit certification on all events for the category marked as Active.

### If adding members at the school level:

- All people listed as a Certifier MUST submit certification on all events for the category marked as Active.
- Each member must have either All Schools or individual school calendar rights assigned.
  - If a staff member is assigned calendar rights to an individual school and needs to also review or certify events at another school, you should enter one record for each school.

**NOTE**—Assigning someone as a Certifier with All Schools calendar rights will require the person to submit certification for every school in the district tied to the Data Certification Event (not recommended).

## Step 2. Review Data Certification Events

Now that reviewers and certifiers are properly added to data certification categories, they can

begin reviewing and certifying data certification events.

This step is documented in more detail in the [Review and Certify a Data Certification Event](#) article.

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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.
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.
4. The first step is to validate your district/school data. Select the **Format** and click **Generate Report**.
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.
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.
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):
  - a. Determine which datapoints are missing
  - b. Wait for the recently updated data to sync to the state

**OR**

  - c. 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.

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.
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 3 below.

## Step 3. Submit Certification to the State

Once the event data has been reviewed, corrected, and deemed accurate, you are ready to certify it.

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1. Within the event, navigate to the Certify and Submit screen (the final step in the certification process).
2. Verify the District Validation, State Validation, and Snapshot Validation show a Status = Complete.
3. Click **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.

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*.

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*.

## Request Recertification from the State

If you have modified data or discovered and corrected data issues and need to resubmit your data certification event to the state, you can request recertification from the State. See the [Request Recertification from the State](#) article for more information on this process.

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