

ATTN: DISTRICT ADMINS

RE: ACCREDITATION/INFINITE CAMPUS (IC) DATA

The following is a list of Data Validations to run in Infinite Campus for the verification of data that will be pulled into the new Accreditation application. Anything indicated as a Validation includes errors that may need correction. Individual reports within the Validation are indicated as Error (should be fixed), Warning (review for accuracy), and Information. Anything indicated as a Certification is a complete list of data for a collection. **This will need to be completed for Accreditation by Friday, April 26, 2024.**

Data Validations in Infinite Campus are found here:

PATH (Old Look): Data Integrity Tools>Data Validation>Validation Groups OR Data Validation Reports

PATH (New Look): Reporting>Data Validation>Validation Groups OR Data Validation Reports

Calendars (Aggregate Hours, PIR days/times) – run these reports **ONLY** for instructional calendars (e.g., not Extracurricular Calendars):

- Calendar Validations
- Calendar Certification

Terms of Employment (Staff (SEID, State Assignment Code), Quality Educator, Contractors, Coordinators, Credentials)

- TOE Reports (Validation)
- TOE Validation Errors
- TOE QEC ALL – Quality Educator Component List Complete
- TOE Fall Personnel Certification

Teacher Class (Courses, Staff Assignments, Rosters)

- Fall Teacher Class Validations
- Fall Teacher Class Courses Class Minutes (Certification)
- Fall Teacher Class Courses Certification
- Fall Teacher Class Support Staff Certification (includes staff assigned to a course other than Primary Teacher)

If you have questions, please contact the AIM unit at (406) 444-3800 or Nicole Thuotte at (406) 444-2080.