



## DATA CERTIFICATION

These are general instructions for using the Data Certification tools within Infinite Campus. Refer to collection specific guides for data entry instructions

### Data Certification

PATH: *Reporting>Data Certification>Certification Category AND Certification Event*

Follow these steps to complete data certification.

#### Certification Category

1. Select a Certification Category.
2. Current certifier has the Role of Certifier and Active is checked (recommend one certifier per certification category).
3. To remove a Certifier, un-check Active (it is recommended to change role from Certifier to Reviewer).
4. To change from Active Certifier to Active Reviewer (or vice-versa), click Role (blue highlight is selected Role).
5. To add a new Certifier, click Add Member.
  - a. Enter Staff Name or Staff State ID (SEID).
  - b. Click Name, choose Role, and select Active.
  - c. Click Save.

Certification Category ☆

Name \* Average Number Belonging (ANB) Active  Category Level **District** School

Role **Certifier** Reviewer Active

Role **Certifier** Reviewer Active

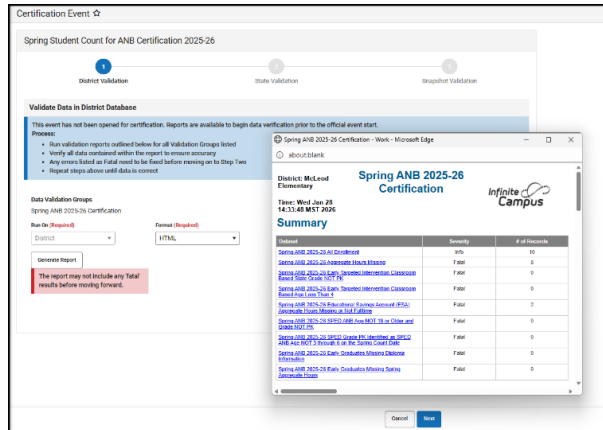
#### Certification Event

Districts must validate their data at the District, then the State – before taking a snapshot and completing data certification. Click Start Certification to begin the process.

#### **Step 1: District Validation**

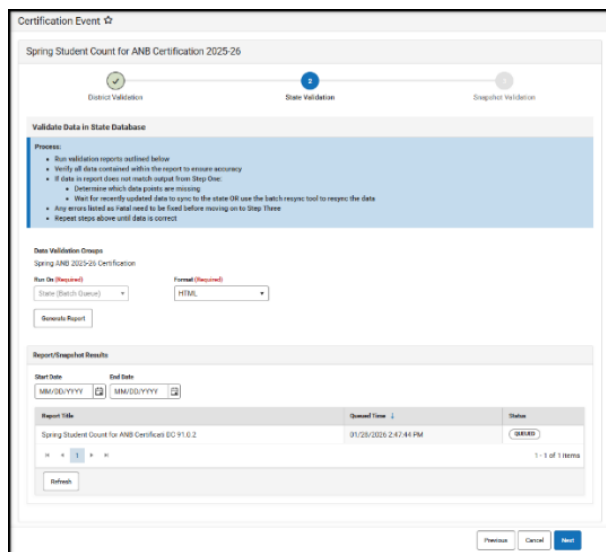
Click Generate Report to run the Certification validation at the District. The state identifies errors that will prevent a district from certifying. If there are errors on the District Validation

you will not be able to continue with Certification. Clear the errors, then re-run the District report. Once the report is clear, continue to Step 2.



### Step 2: State Validation

Click Generate Report to run the Certification validation at the State. The results will queue in the Report/Snapshot Results. Click Refresh until the report Status shows Completed. Click the Report Title to review results. If there are errors on this report, data is not fully synced. Return to the Resync Data step above and complete a full data resync. Once that step is completed, start with Step 1 again. Once the State Validation is clear, continue to Step 3.



### Step 3: Snapshot Validation

Click Take Snapshot to create a district snapshot. The results will be generated in the Report/Snapshot Results table below. Open the snapshot to review data. If the snapshot is accurate, click Next to continue to Step 4.

Spring Student Count for ANB Certification 2025-26

District Validation State Validation Snapshot Validation

**Validate Data in Snapshot**

Process:

- Click Take Snapshot
- Refresh snapshot query until Complete - then click link to view report
- Verify all data contained within the snapshot to ensure accuracy
- If data in report does not match output from Steps One and Two, repeat steps and then Retake Snapshot and review new snapshot
- Repeat steps above until data is correct

State Snapshot Options

State Snapshot Period: **(Required)**

HTML:

No snapshot data available

**Take Snapshot**

**Report/Snapshot Results**

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Report Title	Query Time	Status
No records available.		

0 of 0 items

Refresh

### Step 4: Certify and Submit

Review Steps 1-3 are completed.

When satisfied with the results of the snapshot created, click Submit Certification to State.

Certification Event ☆ Reporting > Data Certification > Certification Event

Spring Student Count for ANB Certification 2025-26

District Validation State Validation Snapshot Validation Certify and Submit

**Certify and Submit to State**

Process:

- Verify that all items below show Completed
- Click Submit Certification to State

VALIDATION TYPE	STATUS
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

Previous Cancel **Submit Certification to State**