FALL VALIDATION REPORTS AND CERTIFICATIONS

This checklist shows the fall reporting validation and certification reports and instructions for running the reports.

Use the **Validation** reports specified below to identify and correct errors for each collection prior to certification. Once the errors are clear, run the **Certification** and **Counts** reports to verify the data is what is expected at the Local and State databases prior to certification.

NOTE: The certifications will certify the data that was there the last time a snapshot was taken. The snapshots are taken on a schedule and run every few hours. Please ensure at least one snapshot has ran between the time the data is updated and the certification happens. A safe option is to wait at least 4 hours to certify after verifying the validation and certification reports.

Calendars

Certification Not Required

- Calendar Validation Errors and Warnings
- Calendar Information
- Calendar Certification

Fall ANB Certification 2024-25

Due October 16

- Fall ANB 2024-25 Validations - Student Counts
- Fall ANB 2024-25 Validations - Student Lists
- Fall ANB 2024-25 Certification

Graduate, Dropout, Cohort Certification 2024-25

Due October 16
Run validation and certification reports on 2023-2024 Calendars

- Dropout Data Validations
- Cohort Data Validations
- Graduate Data Validations
- DROPOUT List and Counts
- COHORT List and Counts
- GRADUATE List and Counts

Fall Teacher-Class Courses 2024-25

Due October 31

- Fall Teacher Class 2024-25 Class Minutes by Course Period
- Fall Teacher Class 2024-25 Validations
- Fall Teacher Class 2024-25 Courses Certification
- Fall Teacher Class 2024-25 Support Staff Certification

Fall Personnel Reporting 2024-25

Due October 31

- Fall Personnel 2024-25 Validations
- Fall Personnel 2024-25 Credentials Validations
- Fall Personnel - QEC All 2024-25 Quality Educator Component List
- Fall Personnel - QEC All 2024-25 Summary
- Fall Personnel - Itinerant Employees 24-25 (Cooperative Use Only)
- Fall Personnel 2024-25 Certification
- Fall Personnel Credentials 2024-25 Certification

Fall Enrollment and Program Participation 2024-25

Due October 31

- Fall Enrollment 2024-25 Validations
- Fall Program 2024-25 Data Checks
- Fall Enrollment 2024-25 Certification
- Fall Program 2024-25 Certification

Fall Teacher Incentive Certification 2024-25

Due November 29

- Fall Personnel - QEC Teacher Incentive 2024-25 Report Validations
- Fall Personnel - QEC Teacher Incentive 2024-25 Certification

Data Validation and Certification

Data Validation

A key component to any data collection is ensuring that the data is accurate. It's also important to understand why the data is collected and what the implications are when the data is either incomplete, inaccurate, or not submitted at all. The State Legislature has directed the OPI to not collect any data from school districts that is not directly related to a State or Federal reporting requirement. As you work through this guide each header will identify as many reasons as possible that data is collected.

AIM Unit Contact Information
(406) 444-3800
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Data Validation Groups

PATH: *Reporting>Data Validation>Validation Groups*

The state has created Validation Groups for the district to use for data verification. Validation Groups are set up by collection and published to districts. These Validation Groups are collections of Ad Hoc or SQL reports that can be run simultaneously. Some of these Validation Groups are precursors to Data Certification (such as Behavior and Graduate, Dropout, Cohort) and some are set up to allow data validation throughout the year.

Before Validation Groups may be viewed as Data Validation Reports they must be assigned to a user group. The OPI has created a Data Validation User Group, or the district may choose to assign the report to a specific user group (e.g., Program Participation Validation Group assigned to State Reporting). Validation Groups may be assigned to multiple User Groups.

- Select a Data Validation Group (shortcut: type all or part of the validation group name in the empty box at the top of the list).
- From the User Group Dropdown, select Data Validation (or another User Group).
- Click Save & Stay.

Note: Reports may be run from Validation Groups, however, those results are limited to 100 records and only results from the local database. Use **Data Validation Reports** to ensure full results are displayed.
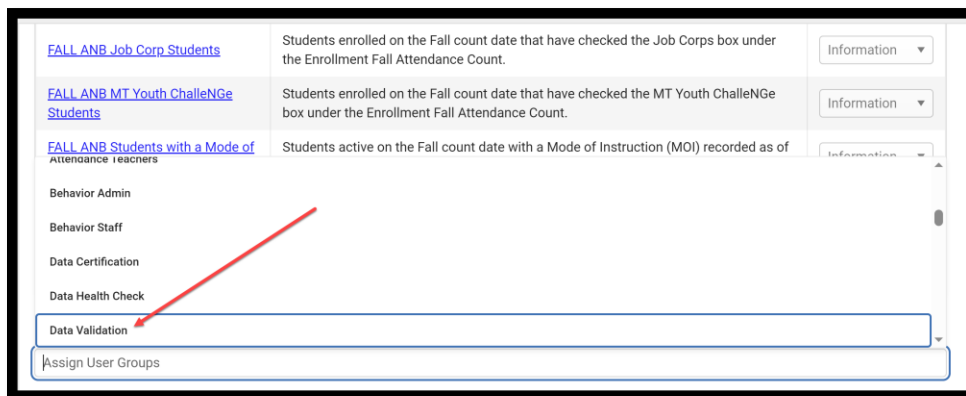
Data Validation Reports

PATH: *Reporting>Data Validation>Data Validation Report*

Once Validation Groups are assigned to a user account, they can be run as Validation Reports on either the local database or at the state. Running Validation Reports at the state level allows the district to verify that data has been properly synced before certifying a collection.

- Select a Data Validation Group.
- Select Report Data Source – Local or State Dataset.
- Select Output Options.
    - Report Processing: Generate Now or Submit to Batch Queue (the only option for State Dataset).

- o Format Type: HTML or CSV (CSV results will be produced on one Excel tab with no summary of results).
- Click Generate. Check the Batch Queue List or Process Inbox for notification of completion.

Data Certification

The OPI sets up Data Certification events to allow districts to create their own certified snapshots for data collections. Districts should follow the steps for Data Validation prior to certifying any data collection.

Data Certification Setup

PATH: *Reporting>Data Certification>Type Membership Setup*

Once a Certification Event is published, districts assign one or more staff members as Primary or Secondary certifiers. Primary certifiers are responsible for actual certification of the event. Secondary certifiers only have the rights to review the certification and associated validation reports. Districts may have different certifiers for each type of event.

- Select a Type (Certification Event).
- Click New Member.
- Enter a Name or click the magnifying glass to view all eligible certifiers (certifiers must be active staff members).
- Select a Type (Primary or Secondary).
- Click Save.

To modify a member:

- Select a Type (Certification Event).
- Click the member's name.
- Change Type or check/un-check Active.
- Click Save.

Data Certification

PATH: *Reporting>Data Certification>Type Membership Setup*

It is important to carefully read the Event Description for an event prior to certification. The Event Description outlines the requirements for each certification, the importance of the certification (what the data will be used for), and instructions for validating the event prior to certification. It is also important to run ALL Validation Reports at both the district and state prior to certification, to ensure that all data is fully synced prior to certification.
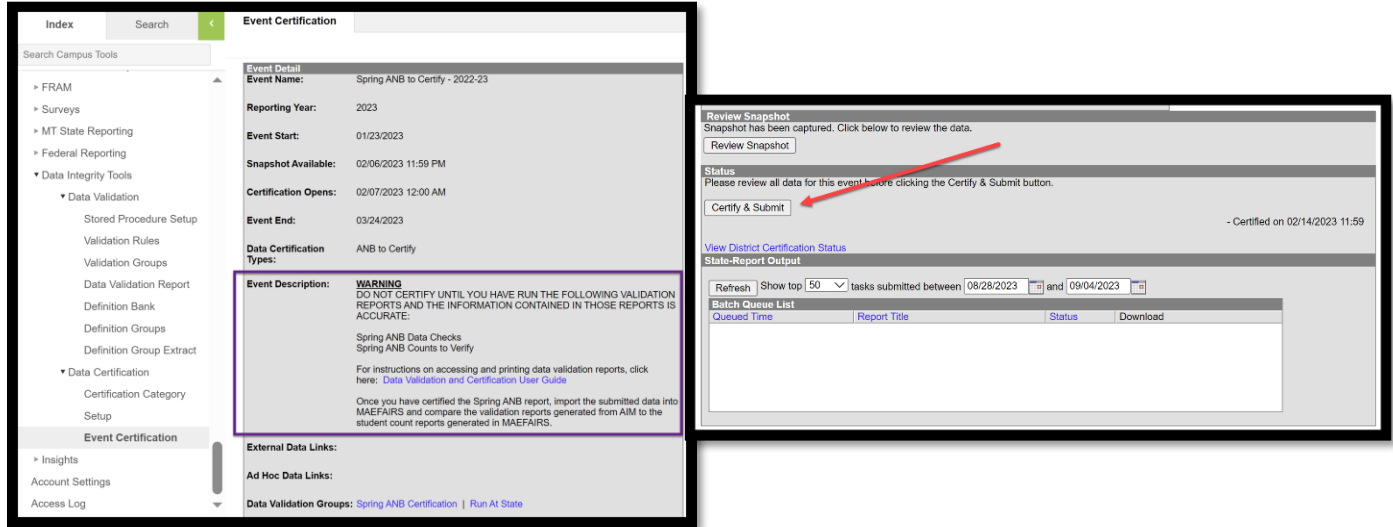
Follow these steps to complete a data certification event:

- Select a certification event (must be assigned as a member (primary or secondary)).
- Read the Event Detail carefully for Certification Date and Event Description.
- Click Certify & Submit to finalize certification.

Note: Districts may Recertify & Submit at any time during the collection window if an error in data reporting is discovered. If an error is discovered after the collection window closes, contact the AIM Unit for assistance.