



## Preparation for Validation & Certification: End of Year AIM Collections 2022-23

The **End of Year** and **Behavior** Collections in AIM will be completed using Data Validation & Certification tools. Use this guide to prepare for those collections. Districts must complete the following certifications for 2022-23:

- **Enrollment and Program Participation** – validate and certify enrollment, demographic and program data for all students who were enrolled and/or participating in district programs at any time during the 2022-23 school year.
- **Attendance** – validate and certify student attendance for students enrolled at any time during the 2022-23 school year. This includes Days Present, Days Enrolled and ESSA Days Absent.
- **CTE Participation** – validate and certify students participating in CTE programs during the 2022-23 school year. This information is required for students in grades 9-12 only.
- **Extracurricular Activities** – validate and certify students participating in extracurricular activities. This certification is only for students who are primarily enrolled in a non-public school (private or homeschool) and eligible to be included in the district’s ensuing year’s ANB count.
- **Behavior** – validate and certify behavior events for the 2022-23 school year. Behavior events that must be reported include: An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or enrolled in a 21st Century Community Learning Center (21st CCLC); or An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting. **Note:** *In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21st CCLC students are required for federal reporting.*

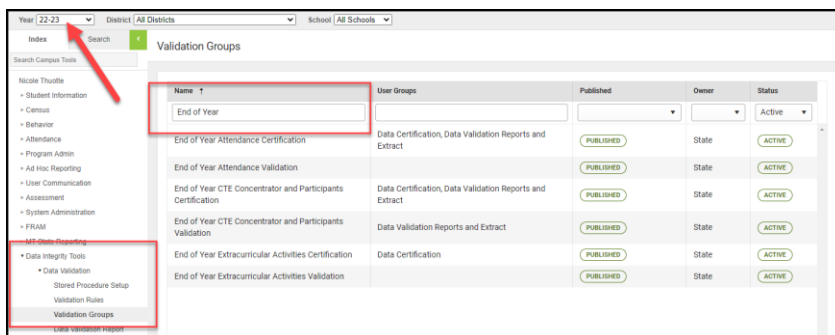
The following steps should be taken to prepare for certification of these events.

### **Step 1: Assign User Groups to State Validation Groups**

**PATH (NEW LOOK): MENU > REPORTING > DATA VALIDATION > VALIDATION GROUPS**

**PATH (OLD LOOK): INDEX > DATA INTEGRITY TOOLS > DATA VALIDATION > VALIDATION GROUPS**

A. In the Search bar type “End of Year” OR “Behavior” and click Enter.





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- B. Select a Validation Group and add at least one User Group. Multiple User Groups may be added, and each Validation Group may have different User Groups assigned.  
**NOTE:** Only users with rights to the assigned User Group(s) have access to run the Validation Groups as Data Validation Reports. [Creating and Modifying Users AIM User Guide](#)
- C. Repeat this process for all End of Year and Behavior Validation Groups.

Sequence	Name	Description	Severity
1	End of Year Attendance Certification	A list of students enrolled in the selected calendar year with their ADA Days Enrolled, ADA Days Present and ESSA Days Absent. Excludes Service Type N. Please run the End of Year Attendance Days Fields Missing before certifying this data.	Information

### Step 2: Add Data Certifiers

**PATH (NEW LOOK): MENU > REPORTING > DATA CERTIFICATION > TYPE MEMBERSHIP**

**PATH (OLD LOOK): INDEX > DATA INTEGRITY TOOLS > DATA CERTIFICATION > SETUP**

- A. Choose a data collection from the Select a Type drop-down menu. Select "New Member". Search by last name or use Search/Magnify to see a list of staff (only staff with a current District Employment record will appear in the search). Designate the member Type. Primary member(s) act in official capacity to certify and submit the data collection. Secondary member(s) can only review the certification and certification status. Click Save.

Year: 22-23 | School: Bear Paw School

Search: [ ]

New Member | Save | Type: EOY Attendance

Name	Status	Type
[ ]	[ ]	[ ]

Staff State ID: Administrator, System

Type:  Primary  Secondary



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B. To modify existing certifiers, select a name from the list:

- Change Type: Primary or Secondary
  - Change Status: check or un-check Active
- NOTE: A certifier cannot be deleted.*

Name	Status	Type
Administrator, System	Active	Primary
Degenhart, Lori	Active	Secondary
Horsley, Bertrand	Active	Secondary
Johnson, Maneau	Active	Secondary
Lyytinen, Rick	Active	Secondary
Mickolo, Julie	Active	Secondary
Moreno, Ruben	Active	Secondary
Saunders, Godfrey	Active	Primary
Smith, David	Active	Secondary
Smith, Shanna	Active	Secondary
Slateman, Britney	Inactive	Secondary
Frank, Barbara	Inactive	Secondary
Lamb, Paul	Inactive	Secondary
Stocker, Leland	Inactive	Secondary
Tweeton, Marian	Inactive	Secondary

An unlimited number of primary and secondary certifiers may be added.

**NOTE:** If multiple members are marked as “Primary”, ***all primary certifiers must submit before a certification is complete.***

### Step 3: Use Data Validation Reports to Review Data

**PATH (NEW LOOK): MENU > REPORTING > DATA VALIDATION > DATA VALIDATION REPORT**

**PATH (OLD LOOK): INDEX > DATA INTEGRITY TOOLS > DATA VALIDATION > DATA VALIDATION REPORT**

A. Select a Data Validation Group:

- Choose Report Data Source. Ensure both datasets match prior to completing certification.
  - Local Dataset: results for district AIM system
  - State Dataset: results resynced to state AIM system
- Click Generate Now to run the report (use Batch Queue for larger reports).
- Choose a Format Type.
- Click Generate.

Year: 22-23 | School: Avon School

### Data Validation Report

**Instructions**

The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule; if a Baseline Rule is used its Total population will be returned along with the Rate of the primary Rule compared against the Baseline Rule. State Owned Data Validation Groups can be run against the State Dataset via DIS.

**Report Options**

Data Validation Group: End of Year Attendan...

Data Validation Group Description

**Report Data Source**

Local Dataset

State Dataset

**Output Options**

**Report Processing**

Generate Now

Submit to Batch Queue

**Format Type**

HTML

CSV

**Generate** **Reset**



## Preparation for Validation & Certification: End of Year AIM Collections 2022-23

### Checklist:

- Add User Groups to all State Validation Reports for End of Year and Behavior.
- Review/Update membership for User Groups assigned to End of Year and Behavior Validation Reports.
- Add/modify Certifiers for all End of Year and Behavior Certification Events.
- Run Data Validation Reports all End of Year and Behavior Certification Events.