



## END OF YEAR EXTRACURRICULAR ACTIVITIES COLLECTION

Must be certified no later than Friday, June 20, 2025.  
*Corrections may be requested through June 30, 2025*

Students identified as Extracurricular Activities participants in 2024-25 school year and certified in this collection will be included in the 2025-26 Fall and Spring ANB Reports. This collection is only for resident students attending private or home school programs and participating in qualifying extracurricular activities (does not include regularly enrolled students participating in extracurricular activities).

*All districts must certify (even if no participants).*

### STEP ONE: IDENTIFY A CERTIFIER

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

1. Identify a Certifier for the End of Year Extracurricular Activities Certification – Type: *Extracurricular Activities*.
2. To remove a Certifier: Select the Certifier. Uncheck Active.
3. To modify a Certifier: Select the Certifier. Toggle between Primary and Secondary.

**\*It is recommended that a district have only one Primary Certifier. If more than one Primary Certifier is indicated, all Primary Certifiers must certify before a collection is considered “certified”.**

### STEP TWO: CREATE EXTRACURRICULAR ACTIVITIES CALENDAR(S)

PATH: *Scheduling & Courses>Calendar Setup>Calendar Information*

1. It is recommended to create a separate calendar for Extracurricular Activities participation (student may participate in both part-time educational services and extracurricular activities – and these must be reported separately).
2. The Calendar should have a Type of Other.
3. The Grades should be the same as the regular calendar (e.g., cannot report **all** participation, grades K-12, in the same calendar).
4. Terms should be Full Year (first day of school to the last day of school).
5. No other reporting information is required for this calendar (Period Setup, Day Setup).

Calendar Information ☆

Scheduling & Courses > Calendar Setup > Calendar Information

Related Tools

Calendar Info

Calendar ID: 712 Parent Calendar ID: 643 School: 1853 Ben Steele Middle School (schoolID:46)

Number: 2 Sequence: 2 Summer School:

Start Date: 07/01/2024 End Date: 06/30/2025 Teacher Day (minutes): 2 Exclude:

Whole Day Absence (minutes): 1 Half Day Absence (minutes): 1 School Choice:

Type:  Other  Other  Require Student Assignment:

External LMS Exclude:

Comments: rolling 08/25/2024 03:55 PM

School Year Setup

Calendar Wizard

Calendar Information

Schedule Structure Setup

Grade Level Setup

Term Setup

Period Setup

Day Setup

Calendar GPA Calculation Setup

### Extracurricular Participation Guide

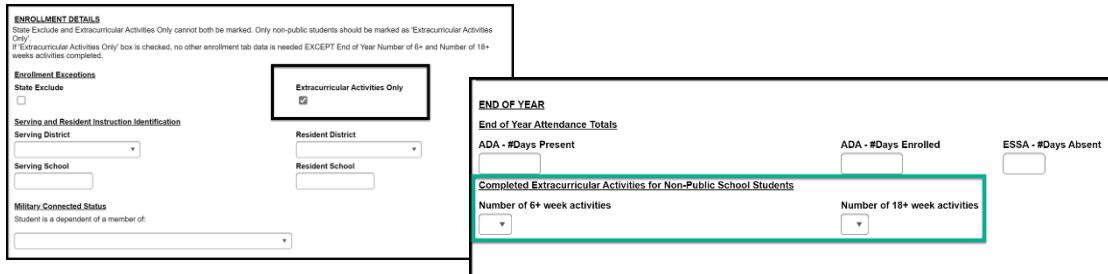
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## STEP THREE: ENTER EXTRACURRICULAR PARTICIPATION

PATH: *Student Information>General>Enrollments*

1. Search for a Student.
2. Open the Extracurricular Participation enrollment.
3. Verify that Extracurricular Activities Only is checked.
4. Enter the number of completed 6-week and 18-week activities.



ENROLLMENT DETAILS  
State Extracurricular Activities Only cannot both be marked. Only non-public students should be marked as 'Extracurricular Activities Only'. If 'Extracurricular Activities Only' box is checked, no other enrollment tab data is needed EXCEPT End of Year Number of 6+ and Number of 18+ weeks activities completed.

Enrollment Exceptions  
State Excludes

Serving and Resident Instruction Identification  
Serving District  Resident District   
Serving School  Resident School

Military Connected Status  
Student is a dependent of a member of:

END OF YEAR  
End of Year Attendance Totals  
ADA - #Days Present  ADA - #Days Enrolled  ESSA - #Days Absent

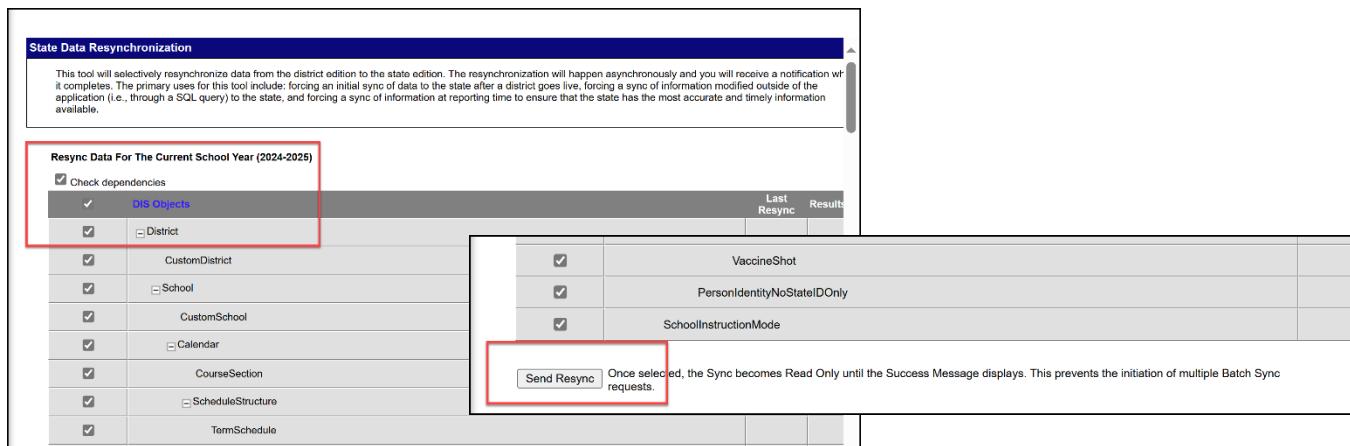
Completed Extracurricular Activities for Non-Public School Students  
Number of 6+ week activities  Number of 18+ week activities

## STEP FOUR: RESYNC DATA

PATH (NL): *System Settings>Data Interchange Administration>Resync State Data - Batch*

Before continuing with Step 4 do a complete resync of data to ensure full sync with the state.

1. Check DIS Objects.
2. Click Request Resync.



State Data Resynchronization  
This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a notification when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Current School Year (2024-2025)

Check dependencies

	Last Resync	Results
✓ DIS Objects		
✓ District		
✓ CustomDistrict		
✓ School		
✓ CustomSchool		
✓ Calendar		
✓ CourseSection		
✓ ScheduleStructure		
✓ TermSchedule		

Once selected, the Sync becomes Read Only until the Success Message displays. This prevents the initiation of multiple Batch Sync requests.

## STEP FIVE: VALIDATE DATA

PATH: *Reporting>Data Validation>Validation Groups OR Data Validation Reports*

1. Search for "End of Year Extracurricular Activities". Select the End of Year Extracurricular Activities Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more user groups). This group contains the following reports:
  - a. End of Year Extracurricular Activities Count: Count of student enrollments with Extracurricular Participation indicated.
  - b. End of Year Extracurricular Activities Count with NO Weeks Reported: Count of student enrollments with Extracurricular Participation indicated, but no weeks reported.
  - c. End of Year Extracurricular Activities with NO Weeks Reported: List of students with

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- Once errors and warnings have been checked, run the End of Year Extracurricular Activities Certification as a Validation Report with the State Dataset option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat Step 3 and re-run the Certification report at the state.

## STEP SIX: CERTIFY DATA

PATH (NL): Reporting> Data Certification>Event Certification

**\*It is recommended that you wait at least 60 minutes after a complete resync before certifying data**

- From the Event Dashboard, select End of Year Extracurricular Activities Certification 2024-25.
- Select Certify & Submit.

If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a notification via email or the Message Center requesting correction and recertification.

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