

CERTIFYING RECORDS IN THE DATA TRANSPORT SYSTEM

**Data Transport
System Help Desk:**

1-877-424-6681,

Option 4.



Post the Demographics, Course, and Assessment files in Data Transport System. (See Quick Start guide for Posting.)



Go to the Certify Transcript screen via Certification link at the top of the screen.



Data Transport Home



Review the Certification Status of your school(s).



Update made successfully.

Certification Status

Filter Options

 District:

 School:

Certification Status:

- A. Select your District
- B. Select your School(s)



C. Click Request Status Refresh

Displaying 1 - 2 of 2 Records. | Viewing page 1 of 1 | Select the # of records to view: Default(10) 20 All

School	Last Certifier	Last Certify Date	Certification Status	# of Uncertified Records
High School	CP3302	4/11/2016 12:11:07 PM	Partially Certified	433
High School	CP3302	4/11/2016 12:14:14 PM	Partially Certified	393

Displaying 1 - 2 of 2 Records. | Viewing page 1 of 1 | Select the # of records to view: Default(10) 20 All

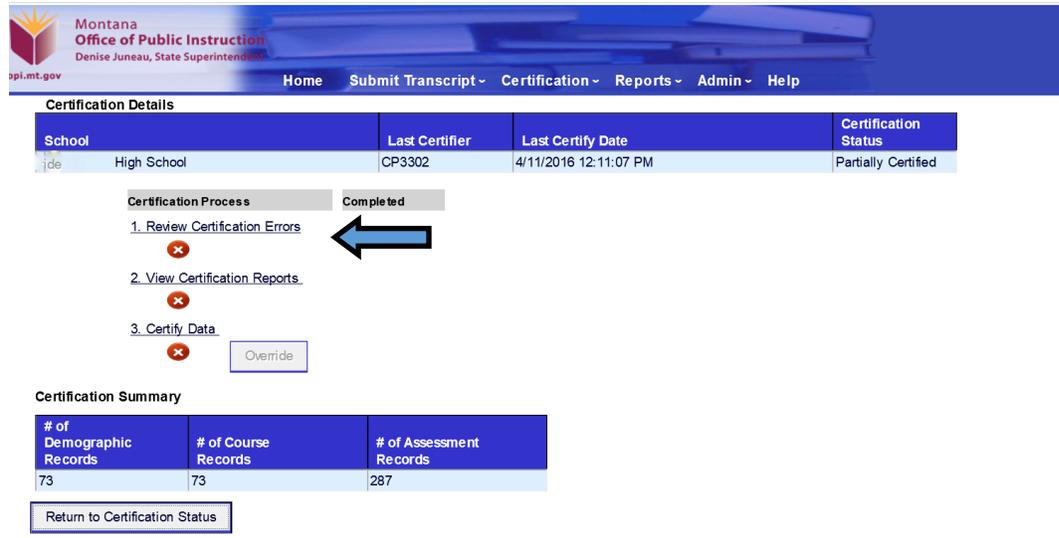


D. Click on the blue link for the school you want to view

CERTIFYING RECORDS IN THE DATA TRANSPORT SYSTEM

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Click Review Certification Errors button



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Certification Details

School	Last Certifier	Last Certify Date	Certification Status
High School	CP3302	4/11/2016 12:11:07 PM	Partially Certified

Certification Process Completed

- Review Certification Errors 
- View Certification Reports
- Certify Data

Override

Certification Summary

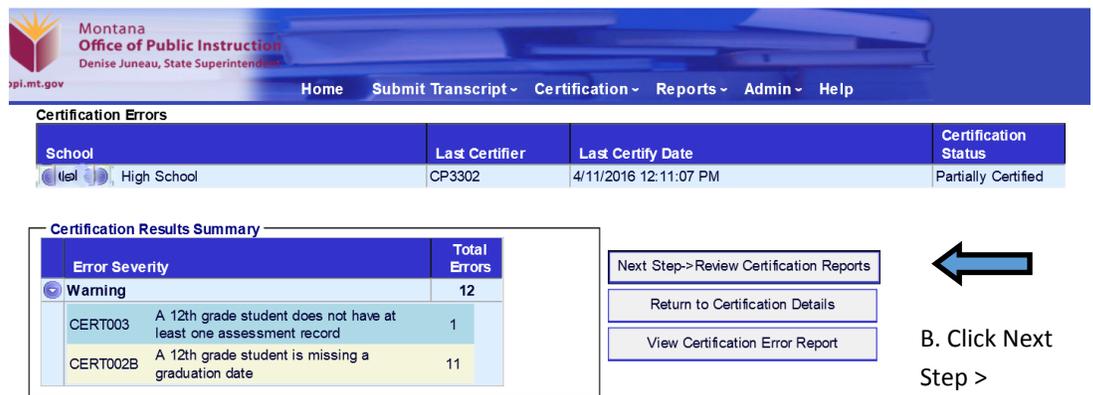
# of Demographic Records	# of Course Records	# of Assessment Records
73	73	287

Return to Certification Status

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Review Errors

A. Click  (the expand/collapse button) in the Certification Results Summary to view the Warnings and Errors. Decide if the errors are okay or if data needs to be fixed. 



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Certification Errors

School	Last Certifier	Last Certify Date	Certification Status
High School	CP3302	4/11/2016 12:11:07 PM	Partially Certified

Certification Results Summary

Error Severity	Total Errors
Warning	12
CERT003 A 12th grade student does not have at least one assessment record	1
CERT002B A 12th grade student is missing a graduation date	11

Next Step->Review Certification Reports 

Return to Certification Details

View Certification Error Report

B. Click Next Step > Review Certification Reports


TIP To fix errors, make the change in Submit Transcript > Online or by uploading a new file, and then repeat steps 1—4.

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Review Certification Reports, Transcript Summary


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School	Last Certifier	Last Certify Date	Certification Status
High School	CP3302	4/11/2016 12:11:07 PM	Partially Certified

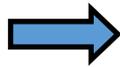
Certification Reports

Aggregate Reports Reviewed

- [1.0-Transcript Summary](#)
- [1.1-Transcript Demographic Details](#)
- [1.2-Transcript Course Details](#)
- [1.3-Transcript Assessment Details](#)

Additional Supporting Reports

Next Step-> Certify Data | Return to View Certification Details



TIP You can also review details of each file, but it's not required.



Review Transcript Summary Report


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Return to Certification Reports

View:

School:

State ID:

District:

Graduation Year:

View Report

1.0 - Transcript Summary Report

User Filter Selections:

View:	All
District:	1 br...s H S
School:	High School
Graduation Year:	All
State ID:	

School Code	School Name	State ID	Student Name	Local ID	Gender	Birthdate	# Demographic Records	# Course Records	# Assessment Records
	SV Sh School				F		1	56	7
					F		1	10	0

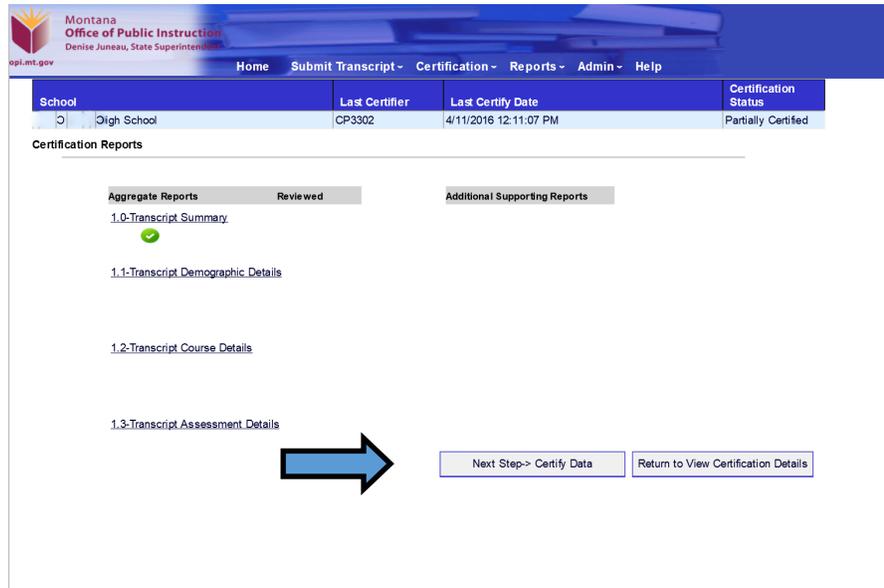


To complete Certification, click Return to Certification Reports.

CERTIFYING RECORDS IN THE DATA TRANSPORT SYSTEM



Click Next Step > Certify Data



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School	Last Certifier	Last Certify Date	Certification Status
High School	CP3302	4/11/2016 12:11:07 PM	Partially Certified

Certification Reports

Aggregate Reports Reviewed Additional Supporting Reports

1.0-Transcript Summary ✔

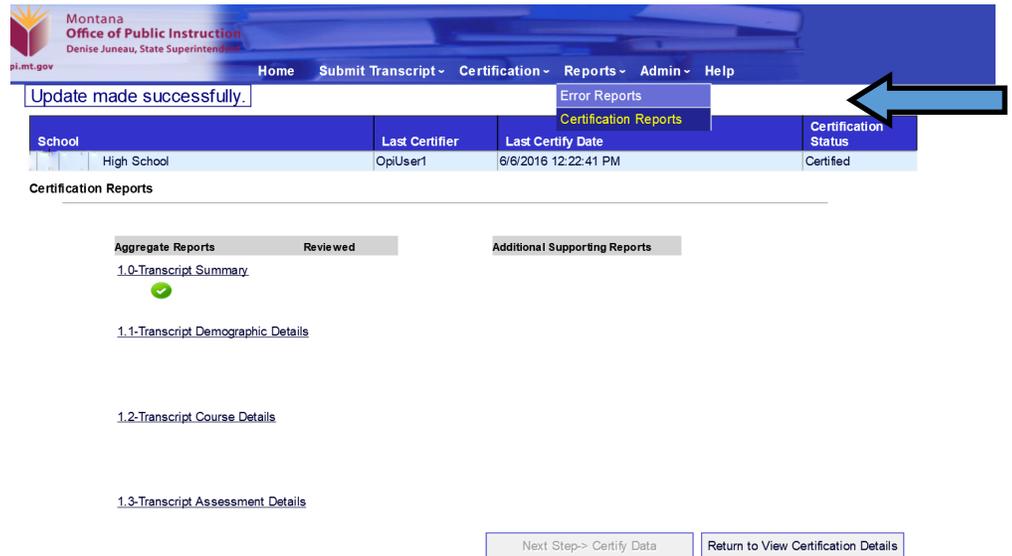
1.1-Transcript Demographic Details

1.2-Transcript Course Details

1.3-Transcript Assessment Details

[Next Step-> Certify Data](#)
[Return to View Certification Details](#)

Note: The message “Update made successfully” will display, the Last Certify Date will update, and the Certification Status will update.



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Home Submit Transcript ~ Certification ~ Reports ~ Admin ~ Help

Update made successfully. Error Reports

School	Last Certifier	Last Certify Date	Certification Status
High School	OpiUser1	6/6/2016 12:22:41 PM	Certified

Certification Reports

Aggregate Reports Reviewed Additional Supporting Reports

1.0-Transcript Summary ✔

1.1-Transcript Demographic Details

1.2-Transcript Course Details

1.3-Transcript Assessment Details

[Next Step-> Certify Data](#)
[Return to View Certification Details](#)

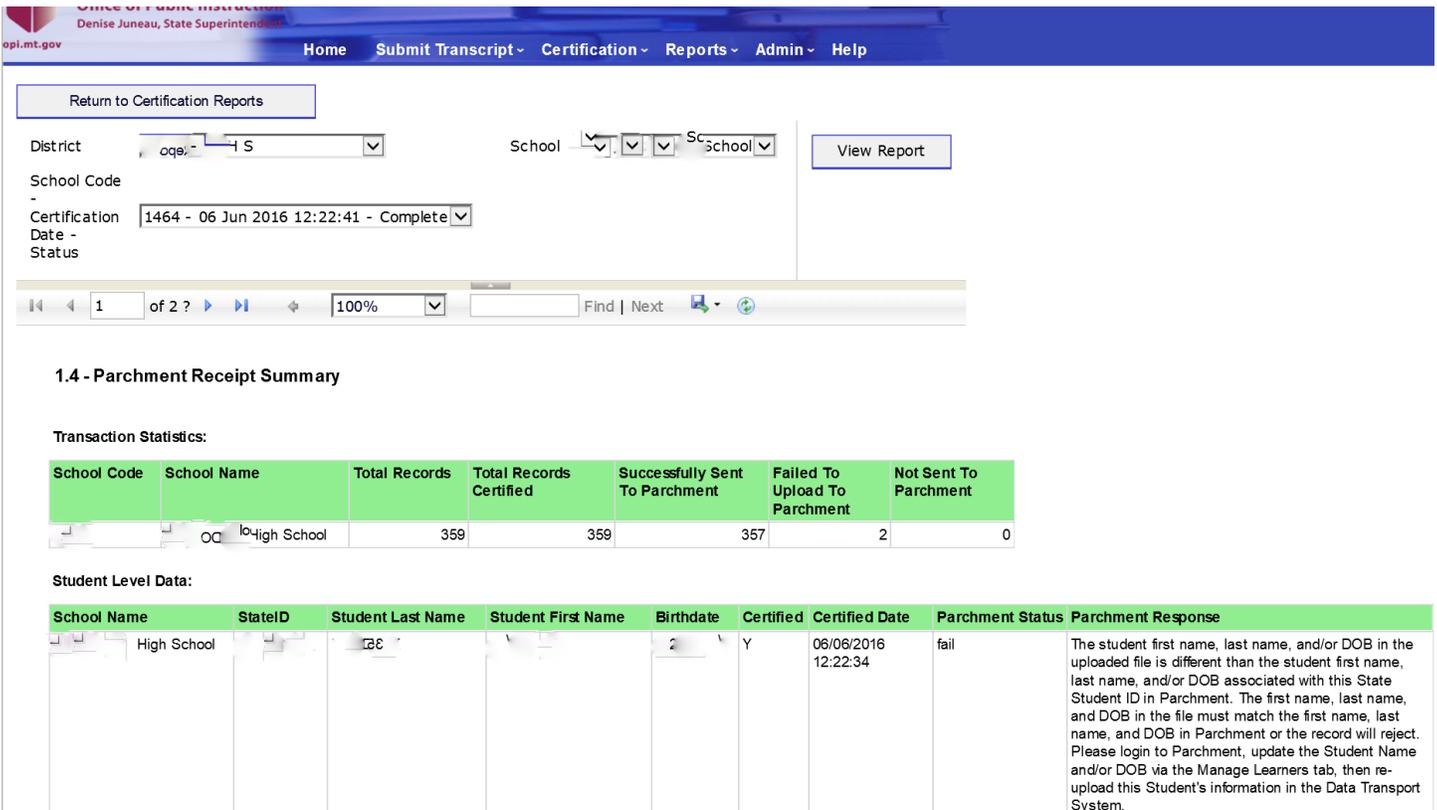


Navigate to Reports > Certification Summary Reports . Choose 1.4, Parchment Receipt Summary

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Review Parchment Receipt Summary



The screenshot shows the 'Return to Certification Reports' page. It includes filters for District, School, School Code, and Certification Date. A 'View Report' button is visible. Below the filters is a navigation bar with '1 of 2' records and a search bar. The main content is titled '1.4 - Parchment Receipt Summary' and contains two tables.

Transaction Statistics:

School Code	School Name	Total Records	Total Records Certified	Successfully Sent To Parchment	Failed To Upload To Parchment	Not Sent To Parchment
OC	High School	359	359	357	2	0

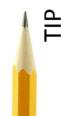
Student Level Data:

School Name	StateID	Student Last Name	Student First Name	Birthdate	Certified	Certified Date	Parchment Status	Parchment Response
High School					Y	06/06/2016 12:22:34	fail	The student first name, last name, and/or DOB in the uploaded file is different than the student first name, last name, and/or DOB associated with this State Student ID in Parchment. The first name, last name, and DOB in the file must match the first name, last name, and DOB in Parchment or the record will reject. Please login to Parchment, update the Student Name and/or DOB via the Manage Learners tab, then re-upload this Student's information in the Data Transport System.

- Select District, School, and Certification Date, then click View Report.
- The Transaction Statistics display the Total Records Certified and the number of records that Failed to Upload to Parchment.
- The Student Level Data displays the information for each student record, including the response from Parchment.



Login to Parchment to generate requests and process student requests.



TIP Pat yourself on the back! You are done!!

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Post the file. Repeat the Posting process for the Course and Assessment files after Posting the Demographic file. Once you have Posted the file, the file submission status (see Steps 5 and 6) will show as Complete.



Job ID	Job Name	File Name	File Type	Submitter	Submitted Date/Time	File Status	Status Date/Time
2590	Test 8 Assessment.csv	Test 8 Assessment.csv	Assessment Record	OUser1	1/29/2015 1:00:27 PM	In Review	1/29/2015 1:06:38 PM

Filter Options

School Status: All Apply Filters

Record Results

Total Records	7
Passed	7
Rejected	0
Submission Status	In Review

Post Exclude Return to File Detail

Warnings	Total Passed Records	Total Warnings
Warning Messages	7	0

Key Elements	Total By Key Element
All Records	7
Test	7
ACT	7 Show
Subtest	7

Post Exclude Return to File Detail

Next Process: Certify Data