

## 2019-2020 ED166 PHASES

Mid-Year Collection	Phase I	Phase II
March 1, 2020	June 30, 2020	July 15, 2020
<ul style="list-style-type: none"> <li><input type="checkbox"/> Report all incidents that occurred between 7/1 and 1/31</li> <li><input type="checkbox"/> Ensure uploads are error free</li> <li><input type="checkbox"/> Recommendation: Clear Data Cleaning Reports (emailed and built in)</li> <li><input type="checkbox"/> Complete mid-year certification (checkbox)</li> </ul> <p>NOTE: You may go beyond this date if you wish; 1/31 is not a hard cut-off date. After you have completed the mid-year collection you can continue to add, edit or delete records as needed. You do not need to clear your certification.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Report all incidents that occurred between 2/1 and 6/30 as well as any other incidents you may have missed</li> <li><input type="checkbox"/> Ensure uploads are error free</li> <li><input type="checkbox"/> Recommendation: Clear Data Cleaning Reports (emailed and built in)</li> <li><input type="checkbox"/> Complete Phase I certification (checkbox)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Input any additional records</li> <li><input type="checkbox"/> Respond to Data Exceptions</li> <li><input type="checkbox"/> Clear Data Cleaning Reports (emailed and built in)</li> <li><input type="checkbox"/> Review other reports</li> <li><input type="checkbox"/> Have a Certified Administrator complete certification (5-6 digit password)</li> </ul> <p>All items above are listed on the Certification Checklist that is emailed and posted on the Help Site</p>
<b>FREEZE: August 15, 2020</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> Respond ASAP to any CSDE questions</li> <li><input type="checkbox"/> Input any final changes and recertify immediately</li> </ul>		