



District certification

Sign off (or certification) overview

DPI tracks your district's WISEstaff completion status.

When your WISEstaff data is finished for this school year, you review the All Staff Report THEN complete a simple check-off process.

This certification is similar to “locking” your data in past years.



Reports / Validations

Person List by Local

Person ID

Staff list

Manage Staff Data

Validate Staff Data

Sign off or Certification

All Staff Report



Certification process

1. Review the “All Staff Report”
2. Resolve all WISEstaff errors and acknowledge all warnings (OK).
3. **Click menu “Sign off or Certification”**



Certification process

Errors in your data? The text will be gray and the certification checkbox will NOT be clickable.

Go back to “Validate Staff Data” and fix your errors and acknowledge warnings.

District Certifications

I certify that the following WISEstaff data review requirements have been met or not met for this agency. Missing certifications will not prevent locking your data for the statewide snapshot.

I certify that this agency's All Staff Report has been reviewed and approved by the responsible hiring agency.

Save

Certification process

No errors? Read the statement, **click the checkbox and SAVE.**

A green success message appears and the certifier's name is logged in DPI's system.

District certification saved successfully.

MELANIE MCCALMONT - [REDACTED] School District

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Save

Last Modified By : MELANIE MCCALMONT at 6/11/2015 1:27 PM

Certification process

Last minute errors and changes?

WISEstaff data can be adjusted after certification, but you must re-certify by the deadline.





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