

# Certify Rule Library

The Certify Rule Library™ is Certica’s collection of data certification rules which have been gathered from school district implementations of Certify nationwide. The rules represent the most widely used, top-priority data validations applied to data in district information systems – to ensure accurate calculation of FTE, demonstrate accountability and maximize funding.

The Certify Rule Library contains all the mappings between the data certification rules and five of the most-widely used student information systems – specifically Aeries (California), eSchoolPLUS, Infinite Campus, PowerSchool and Skyward. Other systems may be mapped upon request. The data certification rules are applied directly against the tables in the source systems, so separate customer provided data extracts are not necessary.

## Certify Rule Library: Subject Areas

Subject Area	Availability
Student Demographics	Released
Enrollment (Entry & Exits)	
Special Programs (e.g., Special Education, ELL)	
Attendance	Release Available Summer 2012
Discipline	
Assessments, Finance, Staff, Transcripts and Transportation	Planned for Future Releases

The Certify Rule Library is organized by subject area. The following table shows the phased availability for each subject area in the Certify Rule Library. Scheduled availability of subject areas may change over time based on districts’ collective priorities.

## Additional Rules in a Subject Area

Additional rules are constantly being added to the Certify Rule Library over time, and are released to Certify users on a quarterly basis. Certify users may suggest new rules or modifications to rules by using the online Certify Rule Library suggestion form.

## Certify Rule Library: Examples of Data Certification Rules

The following examples are common across many districts and are applied to the specific student information systems in the table above.

### Student Demographics - Examples

- Ethnic Code is required.
- Local Student ID must be unique.
- Each Federal Race Code must be unique.
- Birth State Code and Birth Country Code must be a valid combination.
- Date Entered 9th Grade is required for students not in high school.
- Student Age as of the start of the school year must be appropriate for the grade level.
- If the student is coded as homeless, then a valid Residency Code is required.

### Enrollment - Examples

- Grade Level must be valid for the school of enrollment.
- Graduation Date must be valid for the school year.
- Entry Date must be on or before the Exit Date.
- Entry Date must be on a day school is open.
- If Entry Date is populated, then Original Entry Date should also be populated.
- Exit Code and Grade Level must be a valid combination.
- Date Last Enrolled must be a valid date.

### Special Programs - Examples

- Primary Language Code is required.
- Foreign-born LEP Students must have a US Enrollment Date.
- Program Start Date must be within the service school year.
- Program Start Date must be a valid date.
- If Primary Language is empty, then Language Proficiency Code must be 'English Language'.
- Students reclassified as 'Fluent English Proficient' must have a Language Proficiency Date.
- Students coded as LEP should not have English as their Primary Language.