



## END OF YEAR EXTRACURRICULAR ACTIVITIES COLLECTION

Must be certified no later than Friday, June 19, 2026.  
*Corrections may be requested through June 30, 2026*

Students identified as Extracurricular Activities participants in 2025-26 school year and certified in this collection will be included in the 2026-27 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 there are no participants).*

### 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).

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## 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 Exclude and 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 Exclude  **Extracurricular Activities Only**

**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:

## 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.

Resync Data For The Current School Year (2025-2026)

Check dependencies

	DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	<input type="checkbox"/> District	05/11/2026 00:49:00	Processed: 1 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	05/11/2026 00:49:00	Processed: 8 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	05/11/2026 00:49:00	Processed: 11 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	CourseSection	05/11/2026 03:00:41	Processed: 419 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	05/11/2026 00:49:00	Processed: 11 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	TermSchedule			
<input checked="" type="checkbox"/>	<input type="checkbox"/> PeriodSchedule			
<input checked="" type="checkbox"/>	Day			
<input checked="" type="checkbox"/>	<input type="checkbox"/> StudentGradeLevel			

<input checked="" type="checkbox"/>	TestAccommodations	05/03/23
<input checked="" type="checkbox"/>	TranscriptCourseSE	12/13/23
<input checked="" type="checkbox"/>	VaccineShot	12/13/23
<input checked="" type="checkbox"/>	PersonIdentityNoStateIDOnly	12/13/23
<input checked="" type="checkbox"/>	SchoolInstructionMode	12/13/23

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

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## 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 with NO Weeks Reported: List of students with Extracurricular Participation indicated, but no weeks reported.

The screenshot shows the 'Validation Groups' interface. On the left, a table lists three validation groups:

Name ↑	User Groups	Owner	Status
End of Year Extracurricular Activities			
End of Year Extracurricular Activities Certification	Data Certif...		
End of Year Extracurricular Activities Validation	Data Valida...		

The main panel shows the details for the 'End of Year Extracurricular Activities Validation' group. It includes a 'Name' field, an 'Archived' checkbox, and a 'Description' field. Below this is a 'Rules' table:

Name	Description	Severity
<a href="#">End of Year Extracurricular Activities Count (State)</a>	A count of enrollments with an Extracurricular Activities indicator	Information
<a href="#">End of Year Extracurricular Activities with NO Weeks Reported (State)</a>	Student with an Extracurricular Activities indicator enrolled in the calendar year that do not have any values in the SixWeek and EighteenWeek number of activities fields. If these fields are not populated, they will not be included in ANB calculations.	Error

Buttons for 'Save & Stay', 'Cancel', and 'Preview' are visible at the bottom.

2. 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.

The screenshot shows the 'Data Validation Report' configuration screen. It includes sections for 'Instructions', 'Report Options', 'Data Validation Group Description', and 'Output Options'. The 'Report Data Source' section is highlighted with a red box, showing two radio button options: 'Local Dataset' and 'State Dataset', with 'State Dataset' selected. The 'Format Type' section shows 'HTML' selected over 'CSV'.

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## Data Certification

PATH: *Reporting>Data Certification>Certification Category AND Certification Event*

Follow these steps to complete data certification.

### Certification Category

1. Select a Certification Category.
2. Current certifier has the Role of Certifier and Active is checked (recommend one certifier per certification category).
3. To remove a Certifier, un-check Active (it is recommended to change role from Certifier to Reviewer).
4. To change from Active Certifier to Active Reviewer (or vice-versa), click Role (blue highlight is selected Role).
5. To add a new Certifier, click Add Member.
  - a. Enter Staff Name or Staff State ID (SEID).
  - b. Click Name, choose Role, and select Active.
  - c. Click Save.

The screenshot shows a web interface titled "Certification Category ☆". It features a table with the following columns: "Name \*", "Average Number Belonging (ANB)", "Role", and "Active". The "Role" column contains buttons for "Certifier" and "Reviewer". The "Active" column contains a checkbox. In the first row, the "Certifier" button is highlighted in blue, and the "Active" checkbox is checked. In the second row, the "Certifier" button and the "Active" checkbox are highlighted with a green box. At the top right, there is a "Category Level" section with buttons for "District" and "School".

### Certification Event

Districts must validate their data at the District, then the State – before taking a snapshot and completing data certification. Click Start Certification to begin the process.

#### **Step 1: District Validation**

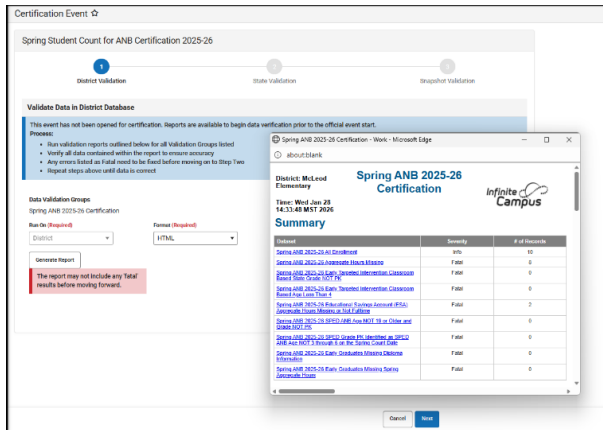
Click Generate Report to run the Certification validation at the District. The state identifies errors that will prevent a district from certifying. If there are errors on the District Validation you will not be able to continue with Certification. Clear the errors, then re-run the District report. Once the report is clear, continue to Step 2.

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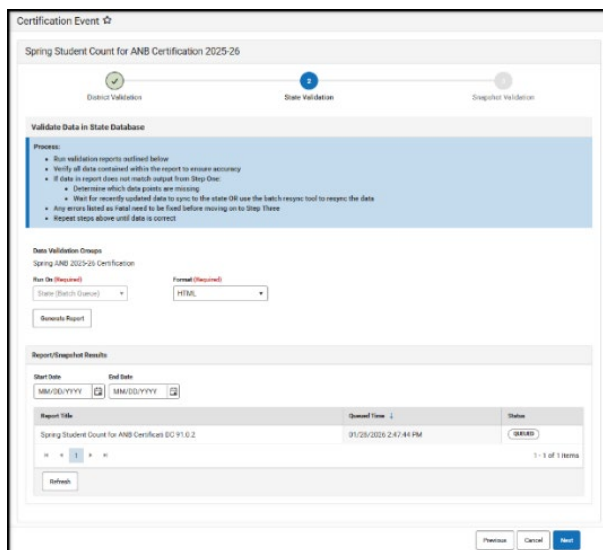
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## Step 2: State Validation

Click Generate Report to run the Certification validation at the State. The results will queue in the Report/Snapshot Results. Click Refresh until the report Status shows Completed. Click the Report Title to review results. If there are errors on this report, data is not fully synced. Return to the Resync Data step above and complete a full data resync. Once that step is completed, start with Step 1 again. Once the State Validation is clear, continue to Step 3.



### Step 3: Snapshot Validation

Click Take Snapshot to create a district snapshot. The results will be generated in the Report/Snapshot Results table below. Open the snapshot to review data. If the snapshot is accurate, click Next to continue to Step 4.

Spring Student Count for ANB Certification 2025-26

District Validation State Validation Snapshot Validation

**Validate Data in Snapshot**

Process:

- Click Take Snapshot
- Refresh snapshot queue until Complete - then click link to view report
- Verify all data contained within the snapshot to ensure accuracy
- If data in report does not match output from Steps One and Two, repeat steps and then Retake Snapshot and review new snapshot
- Repeat steps above until data is correct

State Snapshot Options

State Snapshot Period: **Required!**

HTML:

No snapshot data available

**Take Snapshot**

**Report/Snapshot Results**

Start Date:  End Date:

MM/DD/YYYY MM/DD/YYYY

Report Title	Queue Time	Status
No records available.		

0 of 0 items

Refresh

### Step 4: Certify and Submit

Review Steps 1-3 are completed.

When satisfied with the results of the snapshot created, click Submit Certification to State.

Certification Event ☆ Reporting Data Certification Certification Event

Spring Student Count for ANB Certification 2025-26

District Validation State Validation Snapshot Validation Certify and Submit

**Certify and Submit to State**

Process:

- Verify that all items below show Completed
- Click Submit Certification to State

VALIDATION TYPE	STATUS
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

Previous Cancel **Submit Certification to State**