

Direct Certification Reports Guidance School Year SY 20-21

To access the Direct Certification System please go the following email and enter your credentials <https://eui.ped.state.nm.us/sites/DirectCert/default.aspx> . If you do not have credentials please contact IT Application Developer, Kristina Fernandez at Kristiana.Fernandez@state.nm.us or Data Coordinator, Marvin Trujillo at marvinn.trujillo@state.nm.us.

The Direct Certification Reports that are available in the Direct Certification system consist of the following:

<input type="checkbox"/> Type	Name
	Direct Cert - Match List - Detail - District Reported Students
	Direct Cert - Match List - Detail - Monthly
	Direct Cert - Match List - Detail - Snapshot
	Direct Cert - Zip Code Files - Monthly

Option 1: Direct Cert - Match List - Detail – Monthly

The Direct Cert - Match List - Detail - Monthly” report can be used to find the new HSD student matches for the month of July matched with student data reported in STARS. This will have students that may have graduated or left the school or district which you will disregard. However, you can find SNAP student matches for students that remain in your district for SY 20-21. This report might not have any new students enrolled you will need to implement option 4 to match any new students.

In this report you will have the options to select the parameter dropdown options of School Year (A.2020-2021), District Key (B. Name of your District), Location Key (C. You may “Select All” or “Individual School sites”) and for now only select the Month (D. July).

Direct Cert > Reports

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Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

- (A) Select the School Year of the report being downloaded in this case (2020-2021).
- (B) Select the name of the School District.
- (C) Open the dropdown box to “(Select All)” or Individual school sites, the selected box(s) should be checked to appear on report.
- (D) Select the Month of the specific report being viewed (For beginning of SY2020-2021 the only option currently is “Jul”).
- (E) Click “Apply” to launch report.
- (F) On the “Action” dropdown box you must Export the report in the format of your choice to be able to View or Edit the whole report.

Parameters

School Year (A)
<Select a Value>

District Key (B)
[]

Location Key (C)
[]

Month (D)
<Select a Value>

(E) Apply

Option 2: Direct Cert - Match List - Detail - Snapshot

The “Direct Cert - Match List - Detail – Snapshot” report will default with Student data reported from last year’s snapshot in S.T.A.R.S and/or have data that may have been reported by your district for the 07-15-YEARLONG special reporting period. This report will only show students data reported out for these periods by your district. If your district did not report student data for this period, you will not yield any results from the report.

In this report you will have the options to select the parameter dropdown options of School Year (A.2020-2021 or later), District Key (B. Name of your District), Location Key (C. You may “Select All” or “Individual School sites”), Month- (D. July or later) and Snapshot Date-(E. For SY 2020-2021 default is “2020-07-15-YEARLONG” for prior years select School Year and Snapshots, which is applicable to the SFA).

Direct Cert > Reports

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Microsoft SQL Server Reporting Services

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

- (A) Select the School Year of the report being downloaded in this case (2020-2021).
- (B) Select the name of the School District.
- (C) Open the dropdown box to select “All” or Individual school sites, the selected box(s) should be checked to appear on report.
- (D) Select the Month of the specific report being viewed
- (E) You may select from several Snapshots e.g. 40Day, 80Dday or 120Dday (For beginning of SY2020-2021 the only option currently is “2020-07-15-YEARLONG”).
- (F) Click “Apply” to launch report.
- (G) On the “Action” dropdown box you must Export the report in the format of your choice to be able to View or Edit the whole report.

Parameters

School Year (A)
<Select a Value>

District Key (B)

Location Key (C)

Months (D)

Snapshot Date (E)

Apply (F)

Option 3: Direct Certification- Zip Code Monthly Files- Monthly

This report will allow you to search for students by Name, Zip Code, and student ID number. Utilize this report when you cannot find the matched student based off option 1 or 2.

In this report, you will have the options to select the parameter dropdown options of School Year (A.2020-2021), Month (B. July), Zip Codes (C. Zip Code/Codes associated with the student you are searching for or your SFA)

Specify Parameter Values

Report parameter values must be specified before the report can be displayed. Choose parameter values in the parameters area and click the Apply button.

(A) Select the School Year of the report being downloaded in this case (2020-2021).

(B) Select the Month of the specific report being viewed

(C) Selected Zip Code box(s) must be checked to appear on report.

(D) Click "Apply" to launch report.

(E) On the "Action" dropdown box you must Export the report in the format of your choice to be able to View or Edit the whole report.

Parameters:

- School Year (A): <Select a Value>
- Month (B):
- ZipCodes (C):

Apply

Option 4: Direct Cert. – Match List- Detail- District Reported Students (SFA must upload or submit current or NEW student data thru the Direct Certification System or email to Kristina Fernandez for Matching with July list by HSD)

If you wish to utilize this option to upload your current or new student data to the DC system, please contact Kristina Fernandez and she will assist you with this process and get your student data matched with the appropriate month/months using the template provided (see sample below).

1	Year	Month	Code	Distr Name	LocationID	School Name	Student ID	LastName	FirstName	MI	student.Bir thdate	guardianLa stName	guardianFi rstName
2													
3													
4													
5													
6													
7													
8													
9													

**is optional fields

**mandatory fields

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