Certification Instructions
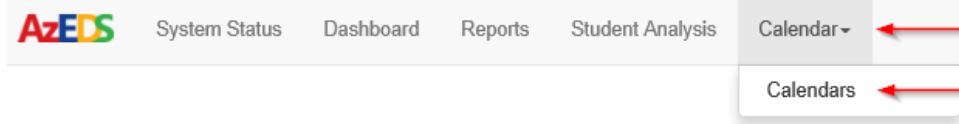
1. Log in to ADEConnect with your email address and password or through your SIS. If you need to reset your password, please visit the quick reference guide on the ADE website.

2. Select the AzEDS Portal.

3. Click on the Calendar option and select Calendar from the drop-down list.

4. In the Instructional Calendar UI you will review each calendar by clicking on the link in the Calendar Code field to ensure the minimum requirements described above are met.

5. After reviewing your district calendar(s), you may either certify each individually (5a) **or** choose to certify all calendars at once (5b):

    5a. CERTIFY INDIVIDUALLY

        i. Once you've completed your review, return to the Calendar page and click on the individual Certify button for each calendar you wish to certify (see below).

        ii. A new screen will appear where you will check the box to confirm the calendar meets the minimum instructional requirements in A.R.S. § 15-901 then click on the green Certify button.

5b. <u>CERTIFY ALL</u>

    i. Click on the Certify ALL button above the Certified field.

LEA Name	School Id	School CTDS	School Name	Calendar Code	Calendar Type	Instructional Days	Certified

    ii. A new screen will appear with a list of **all calendars <u>by LEA</u>** that you are authorized to certify.

    iii. To certify, check the box to confirm the calendars meet the minimum instructional requirements in <u>A.R.S. § 15-901</u> and click on the green Certify ALL button.

☑ **As the superintendent of this LEA, I certify that the selected calendar(s) meet the minimum instructional time requirements in A.R.S. § 15-901 as summarized above.**

Cancel   Certify

6. Once certified, the screen will return to the Calendars page in AzEDS and the fields labeled Certify, Date Certified, and Certified By will populate accordingly.

LEA Name	School Id	School CTDS	School Name	Calendar Code	Calendar Type	Instructional Days	Certified	Date Certified	Certified By
					5-Day calendar for all grades	177	Yes	7/25/2019	Jane Doe