Steps to certify Exit Count

From the Admin drop list, select School Systems.
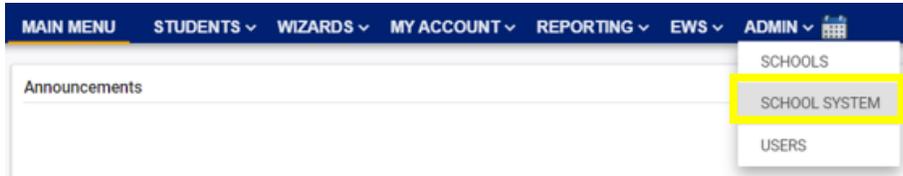
From the "sub-level" Reporting drop list, select State Reporting Certification.

From the State Reporting Certification screen, select the appropriate Timeframe.

EXCEPTIONAL CHILDREN
NC Department of Public Instruction
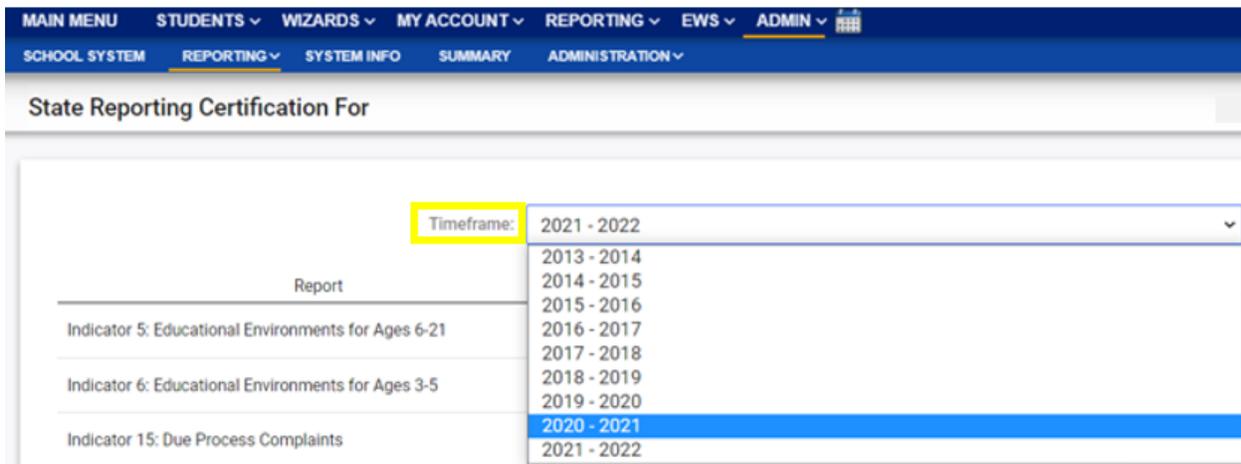
Click the Certify button next to the report, Child Exit Count: September.

Select the Certification check box, then click the Certify Active Child Count button.

EXCEPTIONAL CHILDREN
NC Department of Public Instruction

Return to the State Reporting Certification screen to confirm the Exit Count is certified. Certification is indicated by the following:

1. **A green check mark under the column, Certified**
2. **A name under the column, Certified By**
3. **A date under the column, Date Certified**