

Data Validation Monitoring for Leaver Records Superintendent Attestation Statement for Stage 1 Interventions

SECTION I: Instructions

Districts have two options for completing this form: 1) print, sign, scan, then upload to ISAM or 2) create a *Digital ID*, sign electronically, then upload to ISAM.

If you do not have a *Digital ID* and would like to use this option, you can create one following the steps below.

1. Click the 'Superintendent Signature' box. In the 'Add a *Digital ID*' pop-up window select the second option that reads, 'A new *Digital ID* I want to create now', then click 'Next'.
2. Select the second option that reads, 'Windows Certificate Store' and click 'Next'.
3. Enter your identity information that will accompany your signature. *Organization Unit is synonymous with Department or Division.*
4. Click 'Finish'.

Next, you will be prompted to sign the Attestation Statement. Once you sign the Attestation Statement you WILL NOT be able to add or change required information in the form. If you need to edit or review the document, select 'Cancel'.

5. Select 'Sign'.

Next, a window will pop up that will allow you to save the Attestation Statement to your computer. If you would like to rename the file you may do so at this time.

6. Click 'Save'.

The document has been saved to computer and is now ready to submit to the agency via ISAM. For additional instructions on completing this form, please see the [DVM-L Intervention Guidance](#) document.

SECTION II: Attestation Statement

District Name	Superintendent Name

Districts identified as stage 1 for leaver records data validation monitoring interventions are required to complete intervention activities by **February 17, 2017**, and maintain those intervention documents locally. After this date, districts will need to begin implementation of their corrective action plans, if applicable, and have all intervention documents ready for submission to the Texas Education Agency (TEA) if requested. For further information on DVM-L intervention requirements, please go to the Program Monitoring and Intervention division's website or your district's Intervention and Stage Activity Manager (ISAM) page located in TEASE. This attestation statement should be completed and submitted to TEA via ISAM by **February 17, 2017**.

Date	Superintendent Signature
I, the superintendent of schools, attest that all intervention activities for the district's stage 1 identification in DVM-L are complete and ready to be submitted to the Texas Education Agency (TEA), if requested. Additionally, implementation of the corrective action plan, if applicable, is ready to begin.	