

How to Conduct Direct Certification Using Individual Student Lookup



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- understand how to conduct CNP Direct Certification using Individual Student Lookup; and,
- be aware of common errors that arise using this search method.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using Individual Student Lookup

Key Area: 3000 – Administration

Learning Code: 3120

Length: 30 minutes

Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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The following slides will only cover how-to instructions for Individual Student Lookup. Please refer back to the [ADE Online Training Library](#) for other How-To Guides outlining other search methods in CNP Direct Certification.

Overview of the CNP Direct Certification Process



SECTION 1

Direct Certification

DEFINITIONS

Direct Certification is the process of determining which students are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Students directly certified will automatically receive free meal benefits without submitting a household application.

ADE houses an online computer matching system called **CNP Direct Certification** which allows SFAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

- SFAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits without a household application within the current program year.



The screenshot shows a web page titled "Direct Certification". The page content includes a definition of Direct Certification, a requirement for SFAs to conduct reports at least three times per school year, a list of three specific timing points (July 1, three months after, and six months after), and a note that no application is necessary if eligibility is determined through this process. It also states that direct certification takes precedence over an application. At the bottom, there is a "Modify" link and a "Proceed to Direct Certification >>>" button.

Direct Certification

Direct Certification means determining which children are eligible for free or reduced-price meal benefits based on documentation obtained directly from the appropriate State or local agency.

All Child Nutrition Program School Food Authorities (SFAs)* are required to conduct a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- Three months after the initial effort, and
- Six months after the initial effort

No application is necessary if eligibility is determined through the direct certification process.

If a household submits an application for children who were directly certified for free meals, direct certification takes precedence over an application. Students in households directly certified for Medicaid Reduced eligibility should be encouraged to submit a NSLP application if the household believes they may qualify for free meals.

[Modify](#)

[Proceed to Direct Certification >>>](#)

Individual Student Lookup

This method is recommended when searching a small number of students.

It allows the user to search up to 99 students at a time and does not require any file uploads. This method is best applied when conducting direct certification for newly enrolled students.

Type the student's data directly into this search table.



The screenshot shows the Arizona Department of Education's website. At the top left is the state seal. A navigation bar contains links for Home, Direct Certification, Email Notification, and Administration. The main heading is "Direct Certification Individual Student Lookup". Below this is a list of instructions: "This method is best utilized to conduct Direct Certification searches when new students enroll.", "Use this method to search a small number of students.", "This method will allow the user to search up to 99 students at a time.", "Select the appropriate Search Format from the dropdown box.", and "Once the user begins entering data the form will automatically add a new line." A link to "ADE Online Training Library" is provided. A "Modify" link is also present. The "Search Format" dropdown is set to "Standard (First and Last Name, Birthdate)". Below this is a table with four columns: S.No, First Name, Last Name, and Birth Date. The first row has "1" in the S.No column and empty input fields for the other three. At the bottom are "Search" and "Clear" buttons.

Arizona Department of Education

Home Direct Certification Email Notification Administration

Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Modify](#)

Search Format: Standard (First and Last Name, Birthdate) ▼

S.No	First Name	Last Name	Birth Date
1			

Search Clear

Quiz Time

When is it recommended to use Individual Student Lookup when conducting direct certification?

- A** When total enrollment is being searched.
- B** When a large number of students is being searched.
- C** When a small number of students is being searched.



Quiz Time

When is it recommended to use Individual Student Lookup when conducting direct certification?

- A** When total enrollment is being searched.
- B** When a large number of students is being searched.
- C** When a small number of students is being searched.

Individual Student Lookup should be used when a small number of students is being searched because the user will directly type student information into the CNP Direct Certification system.



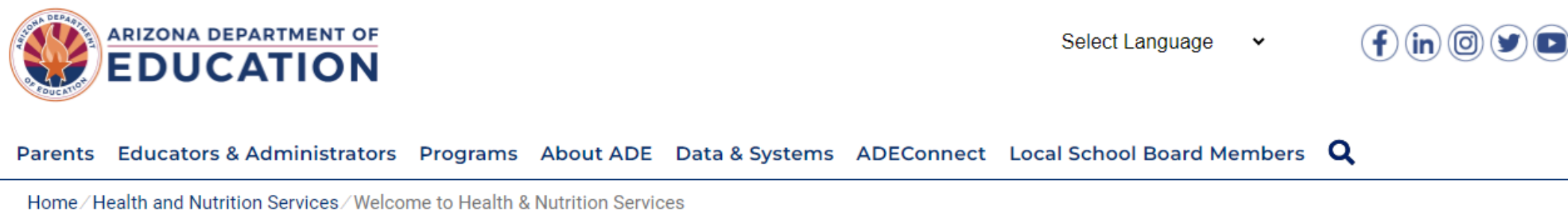
Log Into CNP Direct Certification



SECTION 2

Log Into CNP Direct Certification

Step 1: Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/hns>



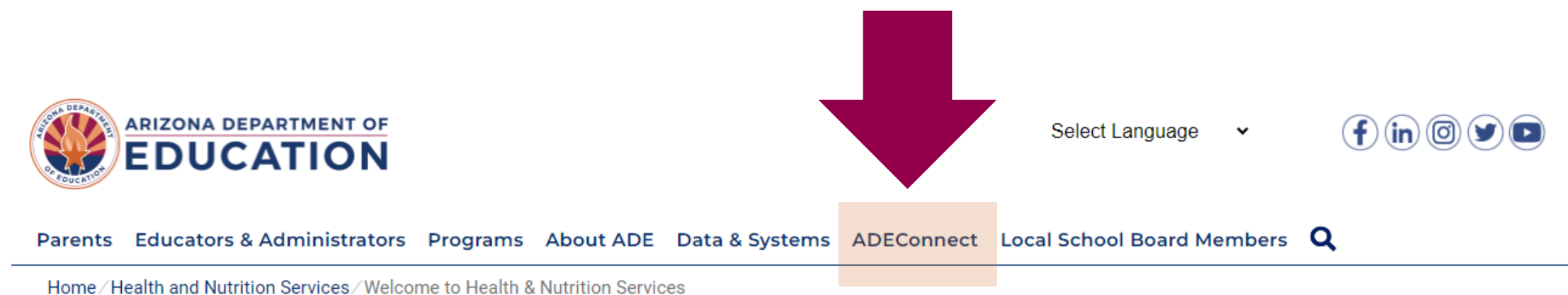
Welcome to Health & Nutrition Services



The Health and Nutrition Services Division is committed to enhancing the health and well-being of Arizona's children and adults by providing access to a variety of federally funded programs.

Log Into CNP Direct Certification

Step 2: Click on ADEConnect found on the top part of the webpage



Welcome to Health & Nutrition Services



The Health and Nutrition Services Division is committed to enhancing the health and well-being of Arizona's children and adults by providing access to a variety of federally funded programs.

Log Into CNP Direct Certification

A new webpage will load. It should look like this screen:

**You must have a
username and password
in order to use
ADEConnect***



Sign in with your organizational account

Sign in

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

If you cannot create an ADEConnect Account or if you do not want to create an ADEConnect Account, [Click here](#) to contact ADE.

For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).



*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.

Log Into CNP Direct Certification

Step 3: Enter your username and password.



Sign in with your organizational account

Sign in

[Forgot Password?](#)

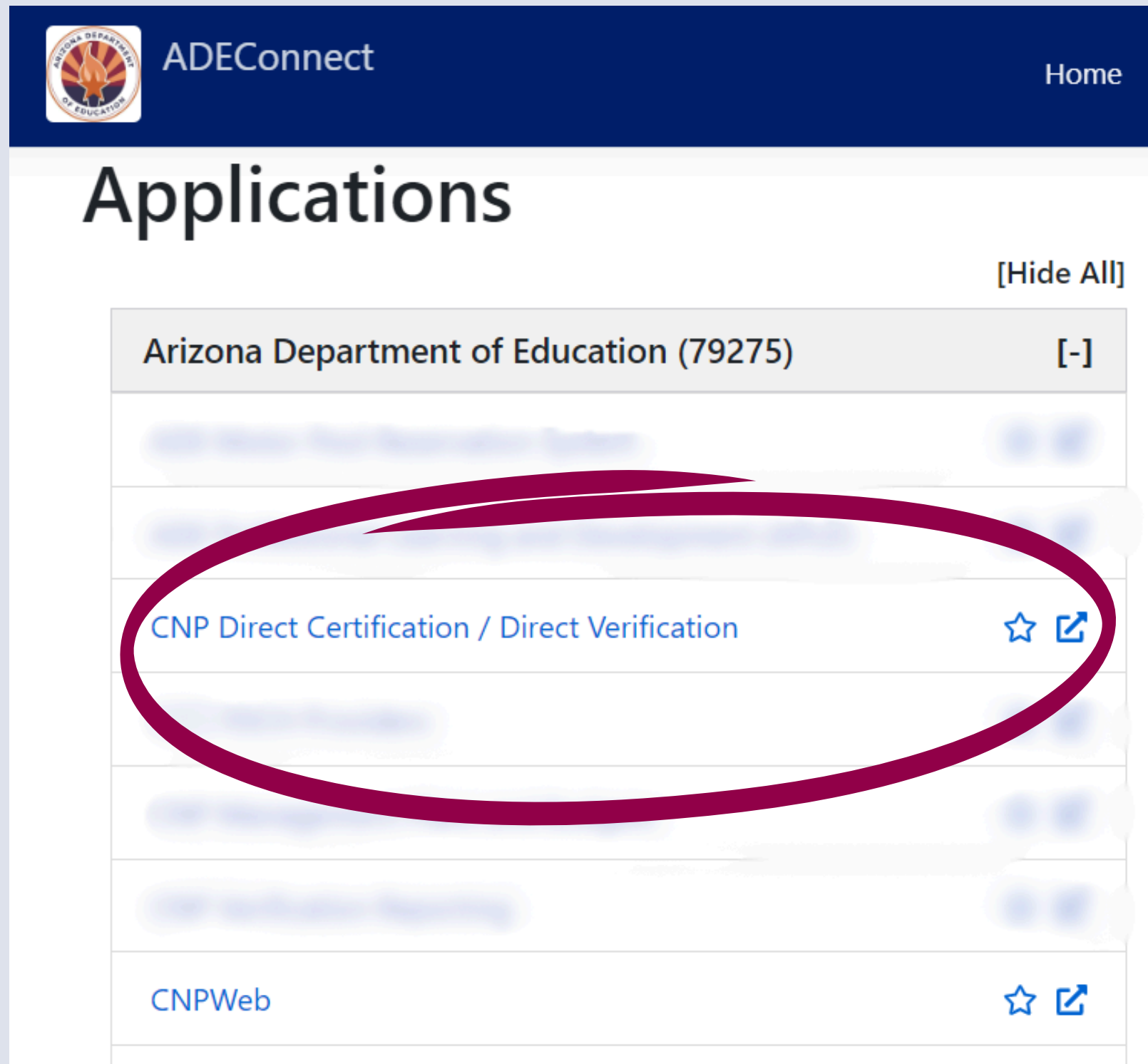
Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS)



*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.



The screenshot shows the ADEConnect web application interface. At the top, there is a dark blue header with the ADEConnect logo on the left and a 'Home' link on the right. Below the header, the main content area is titled 'Applications' in large black font. To the right of this title is a '[Hide All]' link. Below the title, there is a list of applications. The first application is 'Arizona Department of Education (79275)' with a '[-]' icon to its right. Below this, there are several blurred application entries. The third application in the list is 'CNP Direct Certification / Direct Verification', which is circled in red. To the right of this application name are a star icon and a share icon. Below this, there are more blurred application entries. The last application in the list is 'CNPWeb', which also has a star icon and a share icon to its right.

Log Into CNP Direct Certification

You have successfully logged into ADEConnect. After logging in, the webpage will display all accessible ADEConnect applications.

Log Into CNP Direct Certification

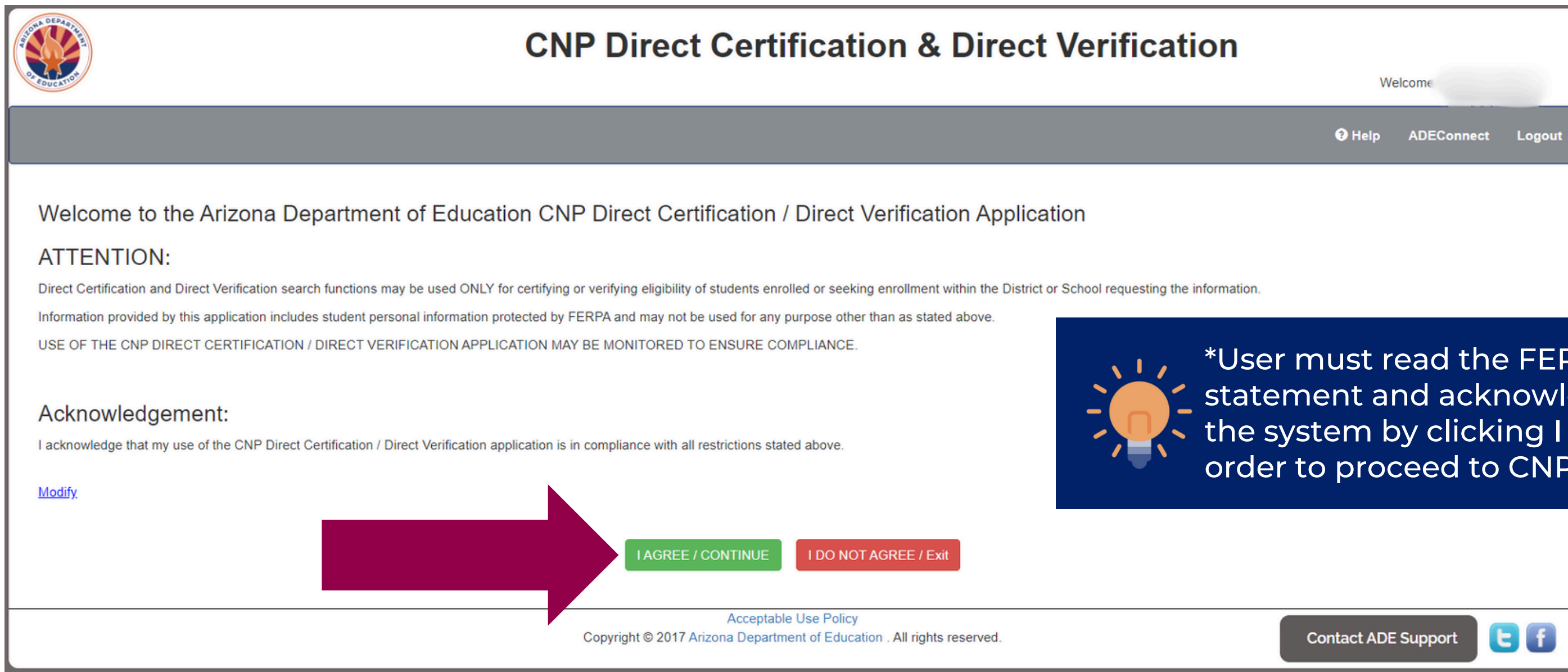
Step 4: Click on CNP Direct Certification / Direct Verification.

The screenshot displays the 'Applications' section of the ADEConnect portal. The header includes the Arizona Department of Education logo, the text 'ADEConnect', and a 'Home' link. The main heading is 'Applications' with a '[Hide All]' link. A table lists applications, with a large red arrow pointing to the 'CNP Direct Certification / Direct Verification' entry.

Application Name	Actions
Arizona Department of Education (79275)	[-]
[Blurred Application Name]	[Blurred Actions]
[Blurred Application Name]	[Blurred Actions]
CNP Direct Certification / Direct Verification	☆ ↗
[Blurred Application Name]	[Blurred Actions]
[Blurred Application Name]	[Blurred Actions]
[Blurred Application Name]	[Blurred Actions]
CNPWeb	☆ ↗

Log Into CNP Direct Certification

You have successfully logged into the CNP Direct Certification/Direct Verification System. A new screen will load and it will look like this:



The screenshot shows the login page for the CNP Direct Certification & Direct Verification system. At the top left is the Arizona Department of Education logo. The main title is "CNP Direct Certification & Direct Verification". A "Welcome" message is followed by a blurred name. A navigation bar contains "Help", "ADEConnect", and "Logout". The main content area includes a welcome message, an "ATTENTION:" section with FERPA compliance information, and an "Acknowledgement:" section with a "Modify" link. At the bottom, there are two buttons: "I AGREE / CONTINUE" (green) and "I DO NOT AGREE / Exit" (red). A large red arrow points to the "I AGREE / CONTINUE" button. The footer contains "Acceptable Use Policy", "Copyright © 2017 Arizona Department of Education . All rights reserved.", and a "Contact ADE Support" button with social media icons for Twitter and Facebook.

CNP Direct Certification & Direct Verification

Welcome [blurred name]

Help ADEConnect Logout

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification Application

ATTENTION:

Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying eligibility of students enrolled or seeking enrollment within the District or School requesting the information.

Information provided by this application includes student personal information protected by FERPA and may not be used for any purpose other than as stated above.

USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION APPLICATION MAY BE MONITORED TO ENSURE COMPLIANCE.

Acknowledgement:

I acknowledge that my use of the CNP Direct Certification / Direct Verification application is in compliance with all restrictions stated above.

[Modify](#)

I AGREE / CONTINUE **I DO NOT AGREE / Exit**

Acceptable Use Policy
Copyright © 2017 Arizona Department of Education . All rights reserved.

Contact ADE Support



*User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking **I AGREE/CONTINUE** in order to proceed to CNP Direct Certification. 1

Log Into CNP Direct Certification

You will then be brought to a new screen where you must select CNP Direct Certification by clicking on the **Proceed to Direct Certification** button.

The screenshot shows the "CNP Direct Certification & Direct Verification" web application. At the top left is the Arizona Department of Education logo. The title "CNP Direct Certification & Direct Verification" is centered. A "Welcome" message is on the right. A navigation bar includes "Home", "Help", "ADEConnect", and "Logout". The main content area is split into two panels: "Direct Certification" (blue header) and "Direct Verification" (orange header). The "Direct Certification" panel contains text explaining the process, a list of required reporting times, and a "Proceed to Direct Certification >>>" button. A large red arrow points to this button. The "Direct Verification" panel includes a red "Available October 1st" notice, explanatory text, a "Modify" link, and a "Proceed to Direct Verification >>>" button.

Direct Certification

Direct Certification means determining which children are eligible for free or reduced-price meal benefits based on documentation obtained directly from the appropriate State or local agency.

All Child Nutrition Program School Food Authorities (SFAs)* are required to conduct a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- Three months after the initial effort, and
- Six months after the initial effort

No application is necessary if eligibility is determined through the direct certification process.

If a household submits an application for children who were directly certified for free meals, direct certification takes precedence over an application. Students in households directly certified for Medicaid Reduced eligibility should be encouraged to submit a NSLP application if the household believes they may qualify for free meals.

[Modify](#)

Proceed to Direct Certification >>>

Direct Verification

Available October 1st

Conducting Direct Verification is a requirement in the state of Arizona. Direct Verification is not Direct Certification; however, they're located in the same application via the ADEConnect, CNP Direct Certification/Direct Verification. Direct Verification may only be conducted during the Verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are selected as part of the Verification sample. Since Verification for Cause can be conducted at any time during the year, including dates that Direct Verification is not available, ADE does not require School Food Authorities to conduct Direct Verification for applications selected to be verified for cause.

[Modify](#)

Proceed to Direct Verification >>>

Individual Student Lookup



SECTION 3

Individual Student Lookup

ARIZONA EDUCATION DATA STANDARDS (AZEDS)

Arizona Education Data Standards (AzEDS)- Arizona Department of Education's (ADE's) information system that maintains and reports student level data for students attending a public educational institution in Arizona.

State Student ID- ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

Individual Student Lookup

SEARCH TYPES IN INDIVIDUAL STUDENT LOOKUP

In order for a student to match, SFAs must enter identifiable student data into CNP Direct Certification.

Individual Student Lookup provides SFAs the opportunity to choose from four different search types to determine if a student matches in CNP Direct Certification.

Search Types:

- Standard (First and Last Name and Birthdate)
- State Student ID
- Case Number

The following slides will guide you through each type listed above.

Individual Student Lookup

CNP DIRECT CERTIFICATION HOMEPAGE

Once the user has agreed to the FERPA Compliance statement displayed and has selected the CNP Direct Certification portal, this screen will appear:

CNP Direct Certification

Welcome, [User Name]

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

AUTOMATED MATCHING:
CNP Direct Certification system conducts automated searches. Users who opt-in to the email subscription will receive an email notice when a new Match has been found. The automated system searches records nightly for new Matches. Users must opt-in to the email subscription to receive these notifications. To opt-in, click the 'Email Notification' link in the menu bar at the top of the CNP Direct Certification page. Then, click 'Opt-in' and 'Save'.

PARTIAL MATCHING:
When a partial match is designated as a Match or a No Match, the designation is saved for the rest of the program year.

RESULT DATE:
A new column titled "Result Date" has been added to the search results. The Result Date is the date a Match was found by conducting Direct Certification or the date a Partial Match was designated to a Match.

RESULT DOWNLOAD:
When results are downloaded to Excel, the 'Summary' will contain the Results Summary. The 'Results' tab will contain the detailed match results.

SEARCH RESULTS TABLE:
The search results table no longer counts withdrawn or duplicated students.
The match categories only include the number of unique matches based on the order of priority and adhere to USDA Direct Certification hierarchy rules. For instance, if a student matches in both SNAP and TANF, the student will only be counted in the SNAP category.

ORDER OF PRIORITY:
Supplemental Nutrition Assistance Program (SNAP)
Temporary Assistance for Needy Families (TANF)
Food Distribution Program on Indian Reservations (FDPIR)
Foster Care
Migrant Education Program (MEP)
Homeless
Medicaid (MA) Free
Medicaid (MA) Reduced

Individual Student Lookup

CHOOSE INDIVIDUAL STUDENT LOOKUP

To start a search using Individual Student Lookup, go to the *Direct Certification* dropdown and select Individual Student Lookup.



CNP Direct Certification

Welcome [blurred]

[Home](#)

[Direct Certification](#) ▾

[Email Notification](#)

[Administration](#) ▾

[Help](#)

[ADEConnect](#)

[Logout](#)

[File Upload](#)

[State Match](#)

[Individual Student Lookup](#)

[Comprehensive Reports](#)

[Search History](#)

[CEP Data Collection](#)

Automated searches. Users who opt-in to the email subscription will receive an email notice when a new Match has been found. The automated system searches for matches. Users must opt-in to the email subscription to receive these notifications. To opt-in, click the 'Email Notification' link in the menu bar at the top of the page. When you click 'Email Notification', click 'Opt-in' and 'Save'.

PARTIAL MATCH

When a partial match is designated as a Match or a No Match, the designation is saved for the rest of the program year.

RESULT DATE:

A new column titled "Result Date" has been added to the search results. The Result Date is the date a Match was found by conducting Direct Certification or the date a Partial Match was designated to a Match.

Individual Student Lookup

CHOOSE A SEARCH FORMAT

The page will refresh and show a *Search Format* dropdown where *Standard*, *State Student ID*, *SSN*, or the *Case Number* format may be applied.

The following example will use ***Standard***.

CNP Direct Certification

Welcome, **Bagley, Adelita**

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#)

[Logout](#)

Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Modify](#)

Search Format: Standard (First and Last Name, Birthdate) ▼

Standard (First and Last Name, Birthdate)
State Student ID (SAIS ID)
Case Number (DES SNAP/TANF Case Number)

Birth Date

[Search](#) [Clear](#)

Individual Student Lookup

DATA ENTRY FOR STANDARD SEARCH

Continue to do this for each student. Once you have entered the student information into the table, click the green Search bar at the bottom of the page.



Please note that up to 99 students can be entered into Individual Student Lookup.

Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Modify](#)

Search Format:

S.No	First Name	Last Name	Birth Date
1	Jody	Walker	04/15/2003
2	Johnathan	Tandoy	04/03/2013
3	Matthew	Green	12/30/2014
4	Dimitri	Long-Guevaraso	05/17/1993
5	Jacob	Villa Long	04/18/2000
6	Julia	Gonzalos	06/01/2005
7	George	Lane	10/30/1995
8	Shane	Pierres	02/08/2001
9	Cara	Cardena	09/10/2013
10	Lucas	Arellanos	12/2/2017
11			

Search

Clear

Individual Student Lookup

RESULTS

Once *Search* is clicked, the page will refresh and display the result



Please note that up to **99 students** can be entered into Individual Student Lookup.

Search Results

[Modify](#)

New Search

Download: Check here to include NO MATCH results



Search Type	Search Date	Searched By	Entity Name
Lookup Standard	8/8/2024 AM		Your District Name

Result: All

Show 10 entries

First Name	Last Name	Birth Date	Result
Cara	Cardena	09/10/2013	Partial Match
Dimitri	Long-Guevaraso	05/17/1993	Partial Match
George	Lane	10/30/1995	Partial Match
Jacob	Villa Long	04/18/2000	No Match
Jody	Walker	04/15/2003	No Match
Johnathan	Tandoy	04/03/2013	Partial Match
Julia	Gonzalos	06/01/2005	No Match
Lucas	Arellanos	12/02/2017	No Match
Matthew	Green	12/30/2014	No Match
Shane	Pierres	02/08/2001	No Match

Showing 1 to 10 of 10 entries

Individual Student Lookup

CHOOSE A SEARCH FORMAT

State Student ID is another search format that may be used in Individual Student Lookup.



Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Modify](#)

Search Format: State Student ID (SAIS ID) ▼

S.No	State Student ID
1	<input type="text"/>

Search Clear

Individual Student Lookup

DATA ENTRY FOR STATE STUDENT ID

Enter the student's State Student ID in the first row of the table.



The screenshot shows the Arizona Department of Education logo at the top left. Below it is a navigation bar with links for Home, Direct Certification (with a dropdown arrow), and Email Notification. The main heading is "Direct Certification Individual Student Lookup". Below the heading is a list of instructions:

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Below the list is a link: "Please visit the [ADE Online Training Library](#) for Direct Certification Trainings."

The "Search Format:" dropdown menu is set to "State Student ID (SAIS ID)".

S.No	State Student ID
1	1000650
2	

At the bottom of the form are two buttons: "Search" (green) and "Clear" (orange).

Individual Student Lookup

DATA ENTRY FOR STATE STUDENT ID

Continue to do this for each student. Once you have entered the student information into the table, click the green Search bar at the bottom of the page.



Please note that **99 students** can be entered into Individual Student Lookup.


[Home](#)
[Direct Certification](#)
[Email Notification](#)

Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

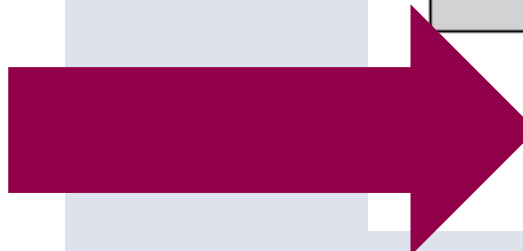
Search Format:

State Student ID (SAIS ID)

S.No	State Student ID
1	1000650
2	1854561
3	1487596
4	1859365
5	

Search

Clear



Individual Student Lookup

RESULTS

Once *Search* is clicked, the page will refresh and display the results.

Search Results

New Search

Search Results

Download: Check here to include NO MATCH results



Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Partial Matches
					Free	Reduced	
Lookup State Student ID	8/8/2024 10:37:01 AM	Arora, Anand	Ajo Unified District	4			

Result: All

Show 10 entries

State Student ID	District Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result
1000650			Ajo Elementary	Johnathan	Tandoy		No Match
1487596			Ajo Elementary	Matthew	Green		No Match
1854561			Ajo High School	Dimitri	Long-Guevaras		No Match
1859365							No Match

Showing 1 to 4 of 4 entries

Individual Student Lookup

CHOOSE A SEARCH FORMAT

Case Number may also be used to search in Individual Student Lookup.



The screenshot shows the Arizona Department of Education logo at the top left. Below it is a navigation bar with links for Home, Direct Certification, and Email Notification. The main heading is "Direct Certification Individual Student Lookup". Below the heading is a list of instructions:

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Below the list is a link: "Please visit the [ADE Online Training Library](#) for Direct Certification Trainings."

The "Search Format:" dropdown menu is set to "Case Number (DES SNAP/TANF Case Number)". Below this is a table with two columns: "S.No" and "Case Number". The first row has "1" in the "S.No" column and an empty input field in the "Case Number" column. Below the table are two buttons: "Search" (green) and "Clear" (orange).

S.No	Case Number
1	<input type="text"/>

Individual Student Lookup

DATA ENTRY FOR CASE NUMBER

Enter the student's **Case Number** in the first row of the table.



Please note, that Case Numbers must be eight digits or less with no hyphens.

The screenshot shows the Arizona Department of Education logo at the top left. Below it is a navigation bar with links for Home, Direct Certification, and Email Notification. The main heading is "Direct Certification Individual Student Lookup". A list of instructions is provided: "This method is best utilized to conduct Direct Certification searches when new students enroll.", "Use this method to search a small number of students.", "This method will allow the user to search up to 99 students at a time.", "Select the appropriate Search Format from the dropdown box.", and "Once the user begins entering data the form will automatically add a new line." Below the instructions is a link to "ADE Online Training Library for Direct Certification Trainings". A "Search Format:" dropdown menu is set to "Case Number (DES SNAP/TANF Case Number)". Below the dropdown is a table with two columns: "S.No" and "Case Number". The first row has "1" in the "S.No" column and "01788597" in the "Case Number" column. The second row has "2" in the "S.No" column and an empty "Case Number" field. Below the table are two buttons: "Search" (green) and "Clear" (orange). A large red arrow points from the text on the left to the first row of the table.

ARIZONA DEPARTMENT OF EDUCATION

Home Direct Certification Email Notification

Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
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- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

Search Format: Case Number (DES SNAP/TANF Case Number) ▼

S.No	Case Number
1	01788597
2	

Search Clear

Individual Student Lookup

DATA ENTRY FOR CASE NUMBER

Continue to do this for each student. Once all case numbers have been entered into the table, click the green Search bar at the bottom of the page.



Please note that 99 students can be entered into Individual Student Lookup.


[Home](#)
[Direct Certification](#)
[Email Notification](#)

Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
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- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

Search Format:

Case Number (DES SNAP/TANF Case Number) ▼

S.No	Case Number
1	01788597
2	21644546
3	12647167
4	11544167
5	

Search

Clear



Individual Student Lookup

RESULTS

Once *Search* is clicked, the page will refresh and display the results.

Search Results

New Search

Search Results

Download: Check here to include NO MATCH results



Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Possible Matches	No Matches	SNAP
					Free	Reduced			
Lookup Case Number	8/8/2024 11:20:49 AM	Arora, Anand	Ajo Unified District	4	4				4

Result:

Show entries

Search:

Case Number	First Name	Last Name	Birth Date	Result	Result Date	Decision Date	E
01788597	Jody	Walker		No Match	08/08/2024	11/03/2015	
11544167	Johnathan	Tandoy		No Match	08/08/2024	11/07/2017	
21644546	Matthew	Green		No Match	08/08/2024	12/05/2007	
12647167	Dimitri	Long-Guevaraso		No Match	08/08/2024	07/16/2017	

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the Online Course: How to Conduct Direct Certification Using Individual Student Lookup

Information to include when documenting this training for Professional Standards:

**Training Title:
How to Conduct Direct
Certification Using
Individual Student
Lookup**

Key Area: 3000 – Administration

Learning Code: 3120

Length: 30 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



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