District Direct Mobile Application
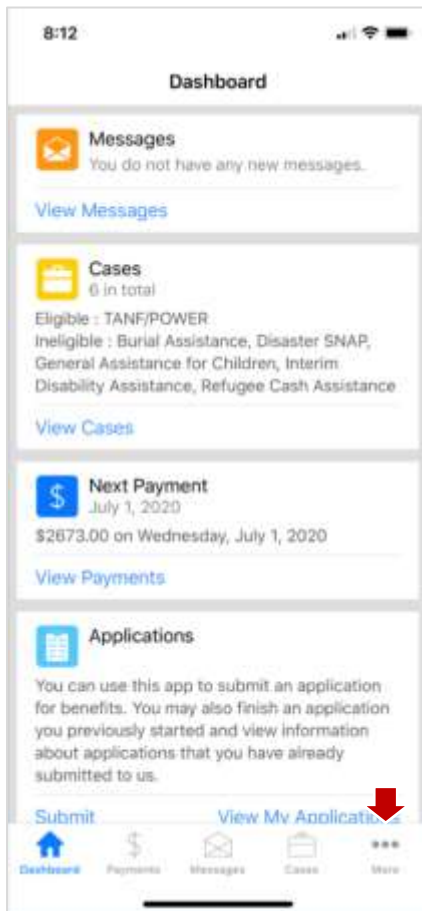
How to Submit a Mid-Certification

PROCEDURE

How to Submit a Mid-Certification in the District Direct Mobile App

Overview: Follow the steps below to successfully submit a mid-certification in the District Direct mobile app
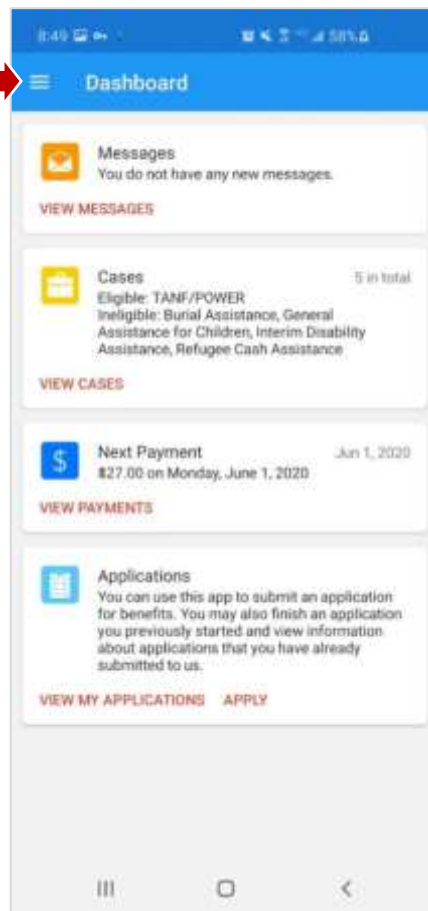
STEP-BY-STEP:

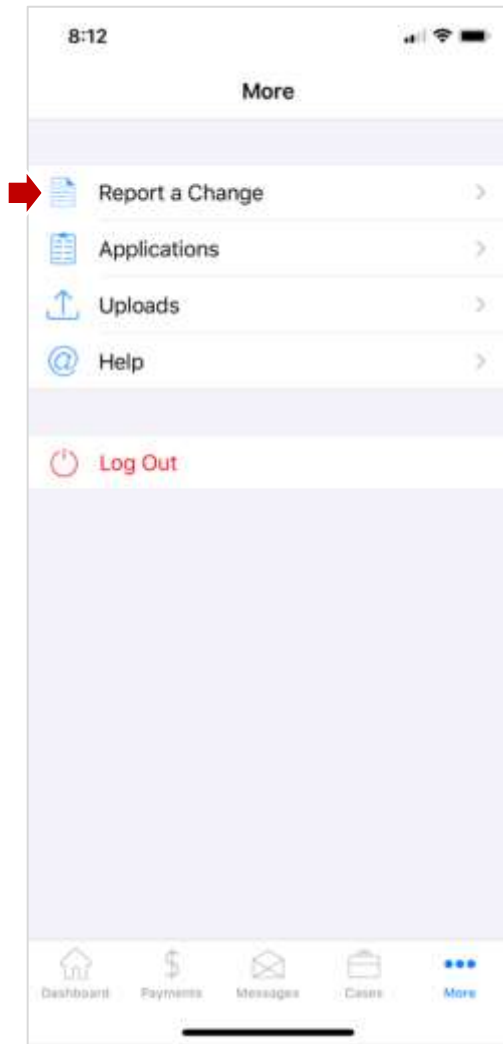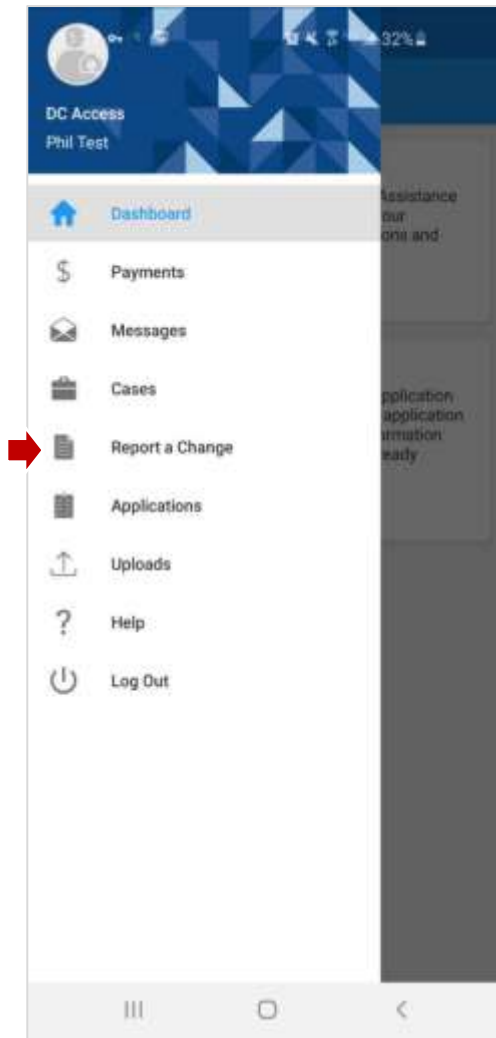**1.** User clicks on the **More Options** dashboard.

[iPhone] [Android]

2. User selects "**Report a Change**."

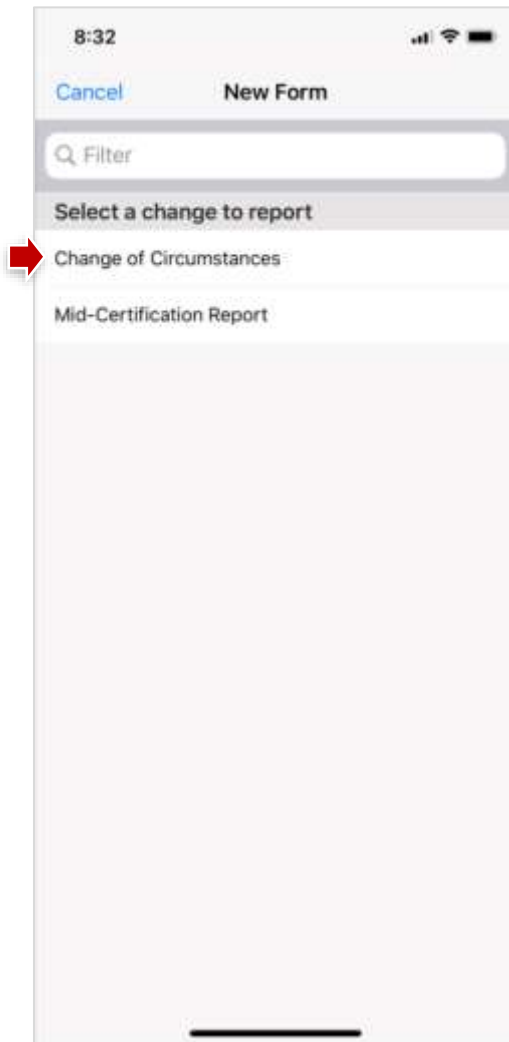[iPhone]   [Android]

3. User selects the "**Mid-Certification Report**" and begins a new form.
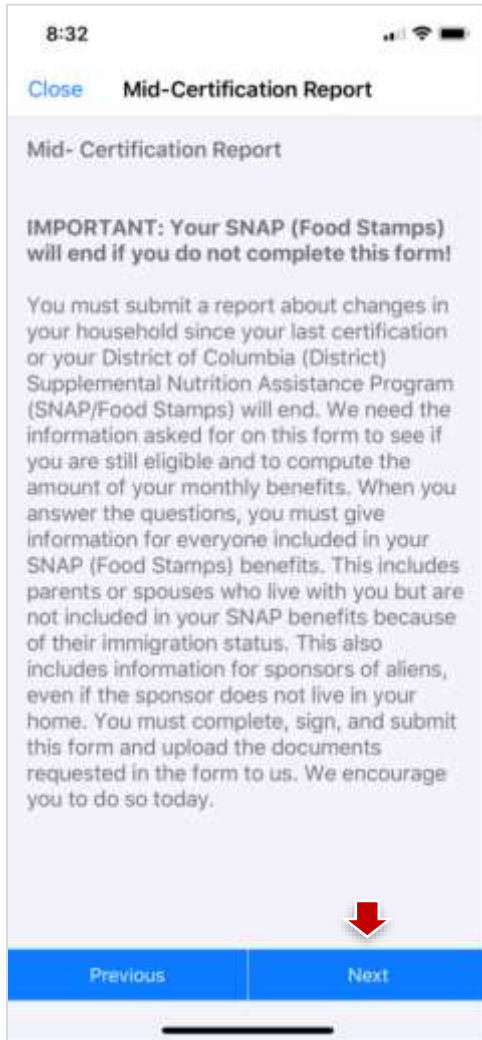
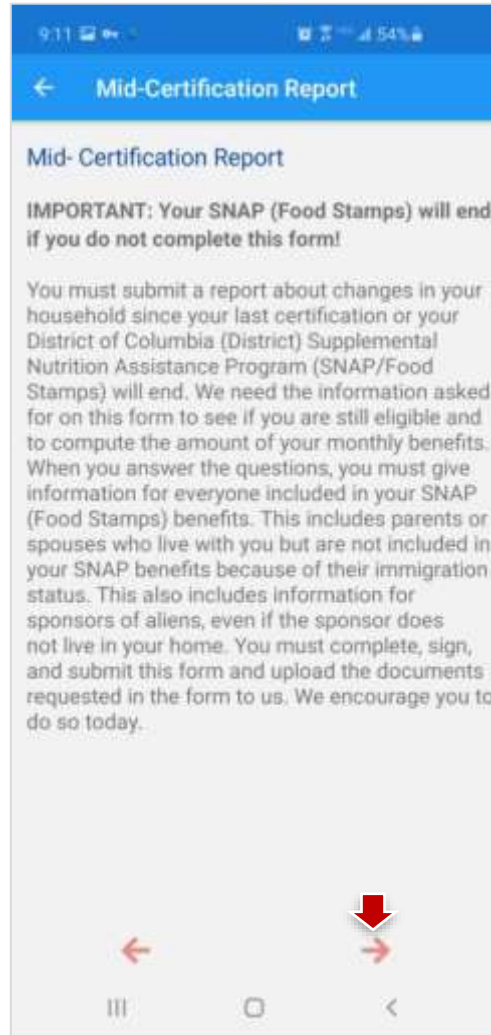[iPhone]   [Android]

4. Once a new Mid-Certification Report is initiated, the mobile app will display a form that consists of a series of questions asked over several screens.
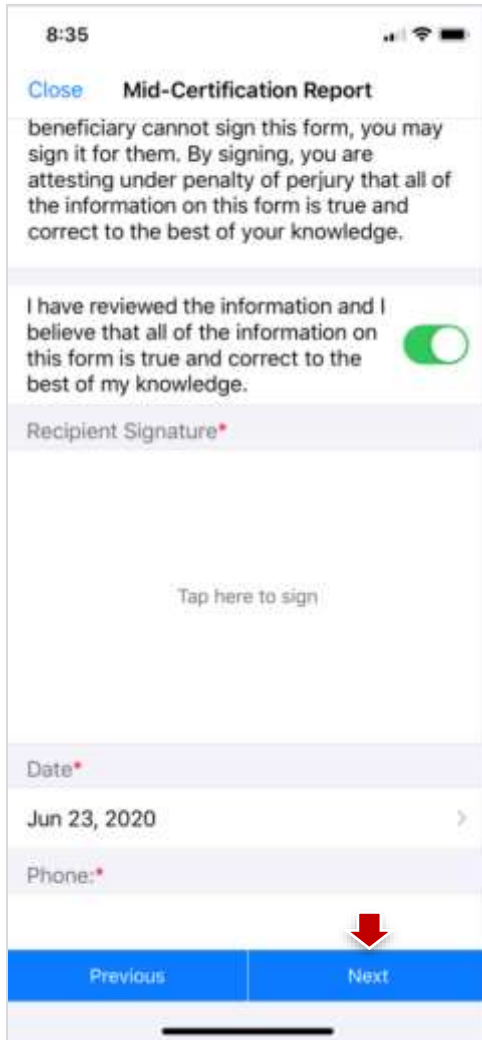
[iPhone]

[Android]

5. Once a Mid-Certification Report is completed with the recipient signature, the user can no longer update it.

a. Tapping on a completed Mid-Certification Report opens a read-only version of the report form.

b. For an "In-Progress" Mid-Certification Report, the user can provide updates to the report on the **Report A Change** screen.

[iPhone]   [Android]