Collections Approval:

1. Click on the **Student and Staff (NSSRS)** tab.

2. Click on the **NSSRS Data Manager** link.

3. Click on **Data Approval** under the **Data Submission** Menu.

4. Filter the appropriate School Year Range Start and click **Approve** on the selected Collection.

5. Check the box **By approving this collection...** and click **Approve Data for Collection.**