

MAEFAIRS
Student Count for ANB
and
Educate (Infinite Campus) Enrollment
Reporting Instructions
School Year 2025-2026



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Welcome

Enrollment collected by the Office of Public Instruction (OPI) in the Infinite Campus (IC) student information system is used for the calculation of Average Number Belonging (ANB) for school funding. Data certified at the district level is transferred from Infinite Campus to MAEFAIRS. Enrollments that meet specific criteria are calculated as ANB. Auditors are required to compare Infinite Campus enrollments and MAEFAIRS ANB reports to supporting documentation at the district and note discrepancies in their audit report. Therefore, care and accuracy are very important when completing reports and maintaining adequate backup documentation.

Infinite Campus and MAEFAIRS

In the 2025-26 school year, student enrollment data will be collected on the first Monday in October and the first Monday in February. Infinite Campus will collect student enrollment, attendance on official count dates, aggregate hours, student program participation, and student demographic information. Data imported into MAEFAIRS from Infinite Campus will be the minimum enrollment information necessary to determine a school district's Average Number Belonging (ANB) for the FY2027 budget. Student demographic data will be used to determine the American Indian Student Achievement Gap (SAG) payment (Fall only).

Official MAEFAIRS Count Dates

For the 2025-2026 school year:

The official count date for Fall is **Monday, October 6, 2025** (first Monday in October).

The official count date for Spring is **Monday, February 2, 2026** (first Monday in February).

Official Montana Education Data Collection Schedule

See the OPI Educate Webpage at [Montana Education Data Collection Schedule](#).

Student Count for ANB in the MAEFAIRS System

Enrollment data imported into the MAEFAIRS system is used to calculate Average Number Belonging (ANB). MAEFAIRS captures the grade-by-grade enrollment count, part-time enrollment data, and other special enrollment data: 19 and 21 year-old students eligible for ANB, Indian Language Immersion Program, Job Corps, MT Youth Challenge Academy, Early Graduates (Spring only), part-time enrollments (including students enrolled in MT Digital Academy or other approved online courses), Early Targeted Intervention students (Classroom-Based programs), private/homeschool students participating in extra-curricular activities in the prior year, students approved for participation in the Educational Savings Account program, summer Jumpstart Programs, and SPED PK students.

Infinite Campus & MAEFAIRS Comparison

Student data that is collected in the Infinite Campus system and imported into MAEFAIRS.

DATA ELEMENT	Infinite Campus	MAEFAIRS
Enrollment Count by Grade	X	X
Part Time Enrollment Data	X	X
19-Year-Old Enrollment	X	X
19/21-Year-Old Students Eligible for ANB	X	X
Indian Language Immersion Program (ILIP)	X	X
Job Corps Enrollment	X	X
MT Youth Challenge	X	X
MT Digital Academy	X	X
Early Graduates (Spring only)	X	X
Jumpstart	X	X
Kindergarten Enrollments	X	X
Exclude Fall & Spring ANB	X	
American Indian Students (Fall Only)	X	X
Aggregate Hours	X	X
Count Date Attendance	X	
Extracurricular Activities (From Prior Year)	X	X
Classroom Based Early Targeted Intervention	X	X
Educational Savings Account	X	X
Home-Based Early Targeted Intervention	X	X
Extracurricular Participation in the Current Year	X	
Special Education Preschool Program	X	X

MAEFAIRS Student Count for ANB

Enrollment data as reported in Infinite Campus

To be included in the MAEFAIRS Student Count For ANB, students must:

- Have an active enrollment on the count date
- Have aggregate hours marked (F, T, H, or Q)
- Have a Service Type of P: Primary or S: Partial (Secondary)
- Grades Kindergarten through 12th
- Classroom-based Early Targeted Intervention Participants
- Students between the age of 5 and 19 (age as of September 10 of the current school year)

This also includes:

- Special education students [grades Pre K-12] receiving regular education services from the district
- Homebound students qualifying under [ARM 10.20.102](#)
- Students 19-years and older (age as of Sept 10th of the current school year)
- Students participating in the Indian Language Immersion Program (ILIP)
- Students attending Job Corps (see Job Corps section)

- Students attending MT Youth ChalleNGe Academy (see Youth ChalleNGe section)
- Eligible students taking classes through the MT Digital Academy or other remote learning platforms
- Part-time students or students attending school for any portion of the school day (example: home-schooled student that attends the district for one class per day)
- Students attending from out-of-district with a completed Student Attendance Agreement
- Students attending an offsite instructional setting within the district
- Students approved for participation in the Educational Savings Account Program
- Students who participated in the Jumpstart program during the summer preceding the 25-26 school year
- Students who participated in qualifying extracurricular activities in the prior school year
- EARLY Graduates (Spring Only)
- Private and homeschool students who participated in extra-curricular activities during the prior school year

Students NOT included in the MAEFAIRS Student Count for ANB are:

- Students absent for 11 or more consecutive days prior to and including the count date
- Students who are residents of the district but are attending an out-of-district school
- Pre-Kindergarten (PK) students who do not qualify for Special Education
- Students identified as Home-Based Early Targeted Intervention Participants
- Students identified as Extracurricular students in the current school year
- Students marked as "Exclude Fall/Spring ANB"

Students Identified as American Indian for the Achievement GAP Payment – Fall Count Only

Students identified as American Indian in Infinite Campus as of the MAEFAIRS Fall Count Date will generate funding for the GAP payment for the ensuing year.

Part-time Enrollment

Aggregate hours in Infinite Campus determine if a student is enrolled full-time or part-time. For more information on part-time enrollment, see the Part-time student section.

Aggregate Hours of Instruction

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by [20-1-301, MCA](#). This designation determines a student's status as full-time or part-time enrolled.

- 0 to 179 aggregate hours = 0 enrolled or N in Infinite Campus
- 180 to 359 aggregate hours = ¼ enrolled or Q in Infinite Campus
- 360 to 539 aggregate hours = ½ enrolled or H in Infinite Campus
- 540 to 719 aggregate hours = ¾ enrolled or T in Infinite Campus
- > 720 aggregate hours = full-time enrolled or F in Infinite Campus

Pupil instruction time does not include lunchtime or unstructured recess.

Examples of Aggregate Hours Calculations:

Example 1: Elementary student who is primarily homeschooled but comes to the district 1 hour a day for special classes. Calculate hours at 1 hour per day x number of instructional days in the year (e.g., $1 \times 180 = 180$ hours or quarter-time enrolled). Period time is 55 minutes in length.

Count	Total Pupil Instruction Days	Student Schedule	Calculation	Annualized Hours	Enrollment
Fall	180	1 class/day	1×180	180	.25

Example 2: High School student who is enrolled in 12th grade and attends school pursuant to the following schedule with 55-minute class periods and 180 instructional days.

Count	Total Pupil Instruction Days	Student Schedule	Calculation	Annualized Hours
Fall	180	5 classes/day	$(5 \times 55 \times 180) / 60$	825 aggregate hours
Spring	180	3 classes/day	$(3 \times 55 \times 180) / 60$	495 aggregate hours

Fall count: Aggregate hours are entered as F or 720+, because the annualized hours for the program as of the Fall count date would be 825 aggregate hours.

Spring count: Aggregate hours are entered as H or 360-539, because the annualized hours for the program as of the Spring count date would be 495 aggregate hours.

Example 3: Homeschool High School Student who is taking 2 online classes.

Calculate Aggregate Hours as if the student were taking a comparable course in the district. A comparable district course meets 178 instructional days with class periods of 50 minutes. The district also has 2 early release days with class periods of 30 minutes.

Count	Total Pupil Instruction Days	Student Schedule	Calculation	Annualized Hours
Fall	178	2 classes/day	$(2 \times 50 \times 178) / 60$	297 aggregate hours
Fall	2 Early Release	2 classes/day	$(2 \times 30 \times 2) / 60$	2 aggregate hours
Total aggregate hours for Fall				299
Spring	178	2 classes/day	$(2 \times 50 \times 178) / 60$	297 aggregate hours
Spring	2 Early Release		$(2 \times 30 \times 2) / 60$	2 aggregate hours
Total aggregate hours for Spring				299

Example 4: High School Student who is taking an online class. To be counted the online class must be equivalent to the class offered in district. The course in district is offered 5 days per week with 55 min of class time. There are 180 instructional days.

Count	Total Pupil Instruction Days	Student Schedule	Calculation	Annualized Hours	Total Hours for Count Period
Fall	180	4 classes/day	$(4 \times 55 \times 180) / 60$	660	660
Fall	180	1 online class/day	$(1 \times 55 \times 180) / 60$	165	165
Total for Fall					825
Spring	180	3 classes/day	$(3 \times 55 \times 180) / 60$	495	495
Spring	180	2 online classes/day	$(2 \times 55 \times 180) / 60$	330	330
Total for Spring					825

Look at how many annualized hours of instruction would be provided for the program the student is following as of the current count date, independent from the hours accumulated under a program they followed on another count date.

Concurrent Enrollments

A pupil in pre-kindergarten through grade 12 who is concurrently enrolled in more than one public school, program or district may not be counted as more than one full-time pupil for ANB purposes. Schools that share student enrollments with other schools should contact the school with the secondary enrollment and decide how students will be reported in Infinite Campus and MAEFAIRS, in accordance with [20-9-311\(4\)\(e\)\(ii\)](#), MCA.

F – 720+ hours = 1 enrollment

Q – 180-359 hours = .25 enrollment

T – 540-719 hours = .75 enrollment

N – 0-179 hours = 0 enrollment

H – 360-539 hours = .5 enrollment

Accurate Data Reporting: School A reports the student as T – 540-719 hours, School B reports the student Q – 180-359 hours, for a total of 1 enrollment.

Inaccurate Data Reporting: School A reports the student as F – 720+ hours, School B reports the student as Q – 180-359 hours, for a total of 1.25 enrollment.

Part-time Students

Part-time data is collected by the OPI for the purpose of adjusting a district's enrollment count for students who do not attend full-time. The key to determining part-time status is to look at annual aggregate hours of instruction in a pupil's education program. See examples in the Aggregate Hours of Instruction section above.

Infinite Campus allows for the entry of part-time enrollments. Students are assigned a level of aggregate hours that reflects their actual participation in an educational program on the count date.

720+ aggregate hours	F	Full time enrolled
540-719 aggregate hours	T	Three quarter time enrolled
360-539 aggregate hours	H	Half time enrolled
180-359 aggregate hours	Q	Quarter time enrolled
0-179 aggregate hours	N	Less than quarter time enrolled, not counted for ANB

Special Education Preschool Program (SPED PK)

During the 2025 Legislative Session, HB 168 was passed. This bill added to 20-9-311(7)(a)(ii), MCA. Added to the section, preschool children with disabilities may be enrolled and included in the ANB calculation. The calculation is based on the aggregate hours of instruction provided to the student.

Previously, preschoolers weren't counted in the funding calculations.

To make sure our reporting aligns with this change in law, here is how these students should be entered in Infinite Campus.

Correct Coding:

- Students receiving SPED services who are not yet kindergarten age must be coded as Pre-K.
- In Infinite Campus, please **code them as Pre-K** and make sure to **check the SPED eligibility box**.

Why this matters:

- Kindergarten is a specifically defined program in Infinite Campus, intended only for students who are 5 years old or older on the official count date.
- Coding preschoolers as kindergarteners produces inaccurate enrollment and funding data and misrepresents our student counts.

Example of enrollment in Infinite Campus:

The screenshot shows the 'Enrollments' page in Infinite Campus. The 'General Enrollment Information' section includes fields for Enrollment ID (6091956), Calendar (25-26 Big Timber), Start Date (08/25/2025), State Start Status (02: Continued enrollment same school, no interruption), Grade (PK), and Service Type (P: Primary). The 'Future Enrollment' section shows Next Calendar, Next Schedule Structure, and Next Grade. The 'State Reporting Fields' section includes fields for ADA - #Days Present, ESSA - #Days Absent, and Completed Extracurricular Activities for Non-Public School Students. The 'Enrollment Details' section notes that 'State Exclude' cannot be marked if either 'Extracurricular Activities Only' or 'Home-Based Early Literacy' are marked. The 'Enrollment Exceptions' section includes checkboxes for State Exclude and Home-Based Early Intervention. The 'Serving and Resident Instruction Identification' section includes fields for Serving School and Resident School. The 'END OF YEAR' section includes fields for ADA - #Days Present, ESSA - #Days Absent, and Completed Extracurricular Activities for Non-Public School Students. A red circle with the number 1 is on the left side, and a red circle with the number 2 is on the right side.

Grades K-12

Students in grades K through 12 should be enrolled in the Infinite Campus system at the appropriate grade level as determined by the district. Kindergarten students will use KG for the grade assignment. If these students meet the criteria for Student Count For ANB, they will be counted at the level designated. Full-time or part-time status of the student is based on their aggregate hours of instruction as reported in Infinite Campus.

Number of Students

Students who are Enrolled

Each student included in the numerical count of students must be enrolled as defined in [ARM 10.15.101](#):

(26) 'Enrolled student' means a high school student assigned to receive organized instruction in an education program described in ARM 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of ARM 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in ARM 10.55.901 through 10.55.902, or an elementary or high school student in a course of instruction agreed to in an Individualized Education Program (IEP).

Students who are absent 11 or more consecutive days prior to and including the count date

- For the Fall and Spring counts, **include** a student who is absent on the count date, unless the student has been absent for 11 or more **consecutive pupil instruction days** immediately prior to and including the official count date. A school district may not count as enrolled on the count date a student who has enrolled in another public school district; will not resume attendance according to notification received by the district (including notification by the parent/guardian or the OPI); has had records transferred to another school; or, is otherwise unable to continue in attendance ([ARM 10.20.102](#)).
- For the Fall and Spring counts, **do not include** students in the enrollment count if they have been absent for 11 or more **consecutive pupil instruction days** immediately prior to and including the official count date, **unless** they qualify as homebound students under ARM 10.15.101. Students who have been absent 11 or more consecutive pupil instruction days immediately prior to the official count date must resume attendance on or before the count date to be considered enrolled.
- [ARM 10.20.102\(11\)](#), provides an **exception** to students who do not otherwise meet the criteria for inclusion in the ANB count. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB count should be submitted to the Superintendent of Public Instruction by the district's authorized representative **prior to the official enrollment count date**. The OPI will notify the district if the student may be included in the ANB count.

In the 'Enrollment Counts' section of the student's Infinite Campus enrollment record, students who are absent 11 or more consecutive days, prior to and including the Fall or Spring count date, should have the 'Exclude Fall/Spring ANB' box checked, and the Absent count set to 1.000.

Early Graduates

Students that are mid-year graduates who meet the following criteria:

- The student was enrolled on the first Monday in October in Grade 12
- The student was not enrolled on the first Monday in February
- Completed graduation requirements in 7 semesters or less
- Had not reached the age of 19 on or before September 10, 2024

- Have Aggregate Hours equal to the student's hours at the time of graduation
- Must have an End Status of 400: Graduated or 410: Graduation Alt Authorized by MCA
- Have a Diploma Date, Diploma Type, and Diploma Period entered in Infinite Campus

Job Corps Program and MT Youth Challenge Academy Students

Under certain circumstances, a district may include in its Student Count For ANB, students participating in the Job Corps Program or the Montana Youth Challenge Academy. For the students to be eligible for inclusion in the count, the district must have entered into an interlocal cooperative agreement ([7-11-104, MCA](#)) with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools or interlocal cooperative agreement with the Montana Youth Challenge Academy.

Requirements for ANB-eligibility of Job Corps or MT Youth Challenge Academy students

- The student must be enrolled in a public school in the student's district of residence, **and**
- The credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, **and**
- The credits meet the resident district's requirements for graduation at a school in the district, **and**
- The credits must be taught by an instructor who has a current Montana high school certification, **and**
- The credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district

MT Youth Challenge Academy students that DO NOT meet all the above requirements must have an End Status of 175: *Transfer to Montana Youth Challenge* End Status. Job Corps participants that Do NOT meet all of the above requirements are considered dropouts and must have an End Status of 330: *Dropout, withdrew to enroll in non-diploma program* and a Dropout Reason Code of 07: *Job Corps or similar program*.

For detailed instructions on how to report these students in Infinite Campus, refer to the [Educate \(Infinite Campus\) Webpage](#).

Montana Digital Academy/Remote Instruction Students

Students participating in MT Digital Academy (MTDA) or other online courses must enroll through their resident school district. Students enrolled in MTDA classes should have their aggregate hours calculated as if the student was enrolled in the district for an equivalent course. For more information please see the guidance [Student Count for ANB](#).

For detailed instructions on how to report these students in Infinite Campus, refer to the [Educate \(Infinite Campus\) Webpage](#).

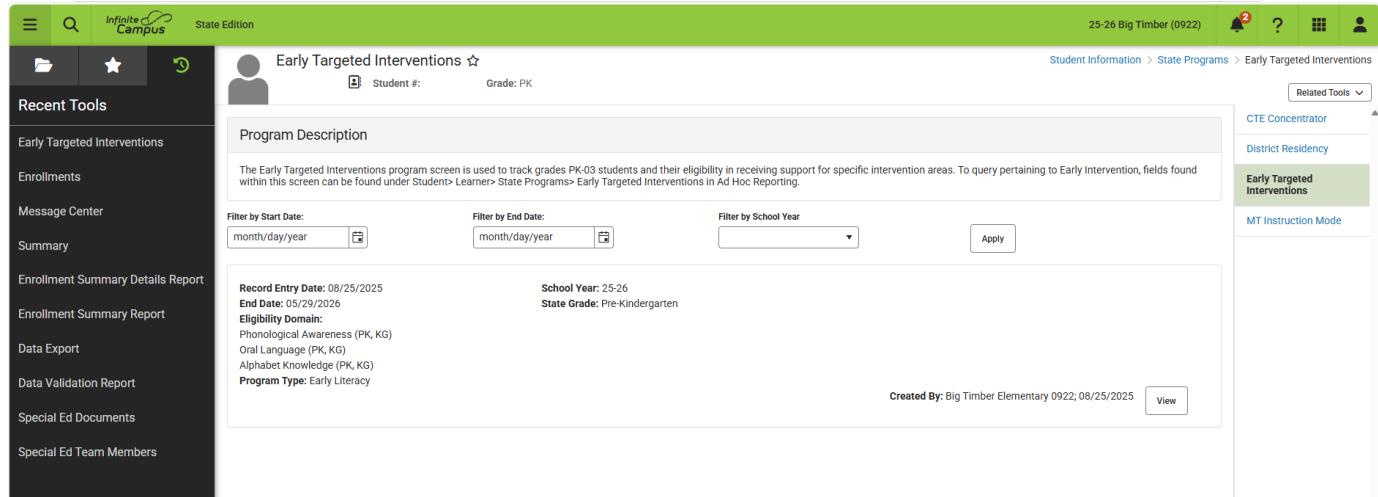
Classroom-Based Early Targeted Intervention

Students evaluated using approved methodology, determined eligible under one or more domains, and participating in an Early Targeted Intervention Classroom-Based program may be included in the district's ANB count. Students must have an eligibility record in Infinite Campus, be enrolled in PK, and have a Service Type of P: Primary or S: Partial. Aggregate Hours must be:

- At least 360 aggregate hours to 539 aggregate hours: Student is enrolled in Infinite Campus in grade PK with aggregate hours of H. The student is counted as one-half time enrolled for purposes of ANB.
- At least 540 aggregate hours to 719 aggregate hours: Student is enrolled in Infinite Campus in grade PK with aggregate hours of T. The student is counted as three-quarter time enrolled for purposes of ANB.
- 720 aggregate hours or more: Student is enrolled in Infinite Campus in grade PK with aggregate hours of F. The student is counted as full-time enrolled for purposes of ANB.

Example of how to enroll the student in Infinite Campus:

1. The student must have an eligibility record included in the enrollment in Infinite Campus:



Early Targeted Interventions ☆

Student #: Grade: PK

Program Description

The Early Targeted Interventions program screen is used to track grades PK-03 students and their eligibility in receiving support for specific intervention areas. To query pertaining to Early Intervention, fields found within this screen can be found under Student> Learner> State Programs> Early Targeted Interventions in Ad Hoc Reporting.

Filter by Start Date: Filter by End Date: Filter by School Year:

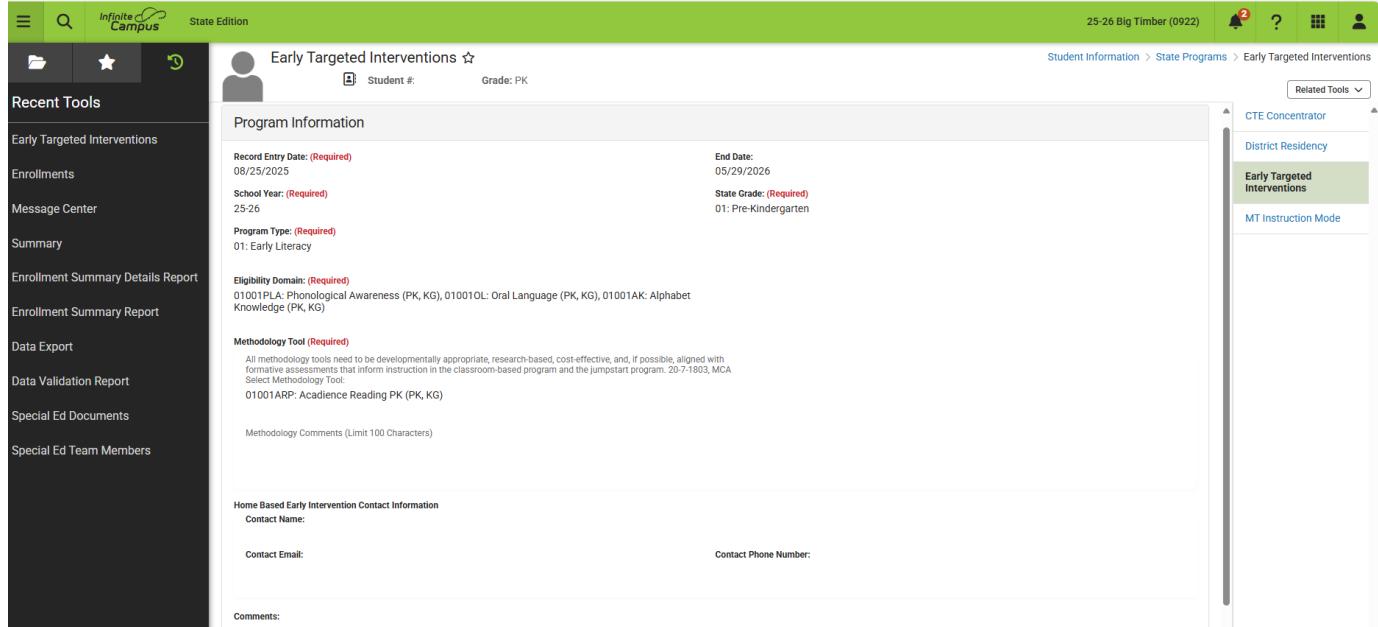
Record Entry Date: 08/25/2025 End Date: 05/29/2026 School Year: 25-26

Eligibility Domain: Phonological Awareness (PK, KG)

State Grade: Pre-Kindergarten

Program Type: Early Literacy

Created By: Big Timber Elementary 0922, 08/25/2025



Early Targeted Interventions ☆

Student #: Grade: PK

Program Information

Record Entry Date: (Required) 08/25/2025 End Date: 05/29/2026

School Year: (Required) 25-26 State Grade: (Required) 01: Pre-Kindergarten

Program Type: (Required) 01: Early Literacy

Eligibility Domain: (Required) 01001PLA: Phonological Awareness (PK, KG), 01001OL: Oral Language (PK, KG), 01001AK: Alphabet Knowledge (PK, KG)

Methodology Tool (Required): All methodology tools need to be developmentally appropriate, research-based, cost-effective, and, if possible, aligned with formative assessments that inform instruction in the classroom-based program and the jumpstart program. 20-71803, MCA Select Methodology Tool: 01001ARP: Acadience Reading PK (PK, KG)

Methodology Comments (Limit 100 Characters):

Home Based Early Intervention Contact Information

Contact Name:

Contact Email: Contact Phone Number:

Comments:

2. The student must have the correct boxes checked in the enrollment record:

Enrollments

Student #: _____ Grade: PK DOB: _____

New **Print Enrollment History**

General Enrollment Information

Enrollment ID 6091956

Calendar 25-26 Big Timber Schedule (read only) *Grade PK Class Rank Exclude External LMS Exclude

*Start Date 08/25/2025 End Date _____

*State Start Status 02: Continued enrollment same school, no interruption _____

Start Comments _____ End Comments _____

Dropout Reason _____

State End Status _____

External LMS Exclude _____

End Action _____ *Service Type P: Primary

Future Enrollment

Next Calendar _____ Next Schedule Structure _____ Next Grade _____

State Reporting Fields

ENROLLMENT DETAILS
*State Exclude cannot be marked if either 'Extracurricular Activities Only' or 'Home-Based Early Literacy' are marked. Only non-public students should be marked as 'Extracurricular Activities Only' or 'Home-Based Early Literacy'. If 'Extracurricular Activities Only' box is checked, no other enrollment tab data is needed EXCEPT End of Year Number of 6+ and Number of 18+ weeks activities completed.

Enrollment Exceptions

State Exclude _____ Home-Based Early Intervention _____

Serving and Resident Instruction Identification

Serving School _____ Resident School _____

Military Connected Status

Military Connected Status
Student is a dependent of a member of: _____

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst. _____ Fall Absent 0.000 Exclude Fall ANB _____

Job Corps _____ Indian Lang. Immersion Prg. _____ MT Youth ChalleNGe _____ SPED ANB Eligible _____

Spring Enrollment Count

Spring Aggregate Hours of Inst. _____ Spring Absent 0.000 Exclude Spring ANB _____

Job Corps _____ Indian Lang. Immersion Prg. _____ MT Youth ChalleNGe _____ SPED ANB Eligible _____

Classroom-Based Scholastic Literacy

END OF YEAR

End of Year Attendance Totals

ADA - #Days Present _____ ADA - #Days Enrolled _____ ESSA - #Days Absent _____

Completed Extracurricular Activities for Non-Public School Students

Modified By: McGillivray, Kristy - 06/24/2025 11:25:00 -0600

Number of 6+ week activities _____ Number of 18+ week activities _____

1
2
3

TITLE I

Title I Targeted Assistance Program

Title I

Title I Instructional Services

Reading Lang Arts Social Sciences
 Math Vocational/Career
 Science Other

Title I Support Services

Health, Dental and Eye Care
 Guidance/Advocacy
 Other

Title I - Other

Title I Part A Neglected Title I Part D Delinquent and served by: _____

OTHER PROGRAM PARTICIPATION

Immigrant Date Immigrant Entered US School _____

21st Century Participant Foreign Exchange _____

Homeless Homeless Night Time Residence _____ Unaccompanied Youth

OPTIONAL Modified By: McGillivray, Kristy - 06/24/2025 11:25:00 -0600

Sort By _____

CTE Post-Program Status

Educational Savings Account (ESA)

Students participating in the Educational Savings Account (ESA) program under [Title 20, Chapter 7, Part 17, MCA](#) must be included in the district's ANB count. Students must be between the ages of 5 and 19 (age as of September 10), enrolled in Infinite Campus with an S: Partial Service Type, have an ESA flag created showing eligibility on the count date, and have full-time Aggregate Hours (Fall/Spring Absent is not required for these students). Districts are required to remit the "ESA Student Amount" to the state.

For detailed instructions on how to report these students in Infinite Campus, refer to the [Educate \(Infinite Campus\)Webpage](#).

Extracurricular Activity Participation

Private and homeschool students participating in extracurricular activities may be eligible for ANB ([20-5-101, MCA](#) and [20-5-102, MCA](#)). Students must be a citizen of the United States and a resident of Montana, Section 20-5-112(b)(i)&(ii), MCA, SB 350(2025). Students participating in the current school year will be certified at the end of the year and the participation ANB will be appended to the next year's ANB count. Students appearing on this year's ANB report are the students that were certified at the end of the prior school year.

To be eligible for ANB, the student must be a resident of the school district, not enrolled or not enrolled full time, and complete an extracurricular activity with a duration of at least 6 weeks. Students may be eligible for one-sixteenth enrollment for each completed activity of 6 weeks for more, or one-eighth enrollment for each completed activity lasting longer than 18 weeks, not to exceed one full-time enrollment. [\(20-9-311\(13\), MCA\)](#)

For detailed instructions on how to report these students in Infinite Campus, refer to the [Educate \(Infinite Campus\) Webpage](#).

Jumpstart Program

Qualified students entering grades kindergarten through grade 3, enrolled in a summer Jumpstart program are eligible for an additional 0.25 ANB. Students must have an eligibility record, be enrolled in a program with a duration of at least 4 weeks and 120 hours and be included in the district's certification.

For detailed instructions on how to report these students in Infinite Campus, refer to the [Educate \(Infinite Campus\) Webpage](#).

Early Targeted Intervention – Home Based Program

The home-based early targeted intervention program is for students in grades PK through grade 2. These students are enrolled in Infinite Campus, have an early targeted intervention eligibility record, and are indicated as home-based early targeted intervention participants in the student's enrollment record. These students are not eligible for ANB.

Day Treatment Students

Students placed by the district in a day treatment program under an approved Individualized Education Program (IEP) at a private non-sectarian school must be reported in Infinite Campus and marked as 'Exclude Fall/Spring ANB' in the student's enrollment. These students are not eligible for ANB pursuant to [ARM 10.20.106\(5\)](#).

The district may apply for additional DSA funding at the end of the year by using the FP15 form. Contact Andrea Mohammadi for more information at Andrea.Mohammadi@mt.gov.

Students in a Youth Detention Facility

Students in Youth Detention facility should be exited from the district as of their last day of attendance. These students are not eligible for ANB pursuant to [ARM 10.20.106\(5\)](#).

Step-by-Step Instructions - MAEFAIRS Student Count For ANB

Data Verification

Districts must complete their ANB certification in Infinite Campus prior to importing enrollment data into MAEFAIRS.

If the data imported to MAEFAIRS is inaccurate or incomplete, return to Infinite Campus system, make necessary corrections, and request recertification of your ANB count (contact the Educate (Infinite Campus) unit to request recertification: opaimhelp@mt.gov or (406) 444-3800). Once data is recertified in Infinite Campus, reimport to MAEFAIRS and verify the data before submission.

For more information on the Infinite Campus Data Validation & Certification process, refer to the [Educate \(Infinite Campus\) Webpage](#).

From the MAEFAIRS menu screen:

1. Import Student Count for ANB Data from Infinite Campus *into* MAEFAIRS

- Data Entry>Student Count For ANB>Step 1: Import Student Count for ANB From Infinite Campus
- Select a district and click "Import Student Count For ANB". When the data has imported you will get the message, "The data was successfully imported for..."

Note: If the Infinite Campus data fails to import, verify that the Infinite Campus data has been certified

2. View imported data in MAEFAIRS Student Count for ANB reports

- Reports>Student Count For ANB>School Summary or District Summary
- Select a district and click Print To PDF
 - If the Student Count for ANB numbers on the report (including part time and other enrollment) are accurate, continue to Step 3.
 - If the Student Count for ANB numbers on the report are not accurate, return to Infinite Campus, make data corrections and recertify. Once data is recertified in Infinite Campus, return to Step 1

3. Print Final Reports

Reports > Student Count for ANB >

- **Prior to submitting the Student Count for ANB in MAEFAIRS, districts should run the following reports:**
 - **School/District Summary**
 - **Students Certified in IC for Student Count for ANB**

- Students Imported from AIM Not in Student Count For ANB
- Students Imported from

4. Submit the Fall/Spring ANB counts to the OPI.

For Questions:

For MAEFAIRS questions, or to correct data once submitted, please contact [Andrea Mohammadi](mailto:Andrea.Mohammadi@mt.gov) at (406) 444-1960 or by email Andrea.Mohammadi@mt.gov .

For Infinite Campus questions, including corrections to student information, please contact the Educate (Infinite Campus) Unit at: opaimhelp@mt.gov or (406) 444-3800.

Appendix A: Glossary

19-year-olds (or older)

Students who turned 19 years of age on or before September 10 of the current school year:

- Are included in regular enrollment counts
- Are included in attendance counts
- Are reported under Other Enrollment (High School Only)
- Are not included in part-time counts
- Are not included in the ANB calculation

19/21-year-olds (eligible for ANB)

Students 19 and 20 years of age on or before September 10 of the current school year are included in the enrollment counts for ANB if:

- The student has not graduated
- The student is eligible for special education services and likely to be eligible for adult ed services
- The IEP has transition goals for preparation for living and working after graduation or the student's disability has increased in significance after age 16

Aggregate Hours of Instruction

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by [20-1-301, MCA](#). This designation determines a student's status as enrolled full or part-time.

- 0 to 179 aggregate hours = 0 enrolled or N in Infinite Campus
- 180 to 359 aggregate hours = $\frac{1}{4}$ enrolled or Q in Infinite Campus
- 360 to 539 aggregate hours = $\frac{1}{2}$ enrolled or H in Infinite Campus
- 540 to 719 aggregate hours = $\frac{3}{4}$ enrolled or T in Infinite Campus
- > 720 aggregate hours = full time enrolled or F in Infinite Campus

Pupil instruction does not include lunch time or unstructured recess.

Average Number Belonging (ANB)

Average number belonging (ANB) means a student count for each school district that is used for school funding purposes. The statutory definition, pursuant to [20-1-101\(2\), MCA](#), is the average number of regularly enrolled, full-time pupils attending the public schools of a district.

Calculating Average Number Belonging (ANB)

The Average Number Belonging (ANB) for the ensuing school fiscal year is the average adjusted enrollment of the current school year, by budget unit, multiplied by 187, divided by 180. Use the [ANB Calculation Spreadsheet](#) to estimate ANB.

Average Adjusted Enrollment

Average adjusted enrollment is the average of the October and February enrollment adjusted for part-time students and students reported as "other enrollment".

Budget Unit

Budget unit means the unit for which the ANB of the district is aggregated for all enrolled students in accordance with according to [20-9-311, MCA\(A.R.M. 10.15.101\(11\)\)](#)

Early Graduates

Early graduates are students who meet the following criteria:

- The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school but WAS NOT enrolled on the first Monday of February of the CURRENT school year,
- The student completed graduation requirements prior to the Spring Count Date,
- The student completed graduation requirements in SEVEN semesters or less,
- The student had not reached the age of 19 on or before September 10 of the CURRENT school year, and
- Early graduates must be entered into Infinite Campus. The student's enrollment record must have an End Date prior to the February count date and an End Status of 400: Graduated or 410: Graduation Alt Authorized by MCA. Additionally, the graduation tab needs to be completed, including Diploma Date, Diploma Type, and Diploma Period.

Reporting early graduates is only required if the district is applying for increased ANB pursuant to [20-9-313\(6\), MCA](#) and ARM [10.20.102\(1\)](#).

Early Targeted Intervention

"Early targeted intervention" or "intervention" means any of the following;

- (a) a classroom-based program;
- (b) a home-based program; or
- (c) a summer jumpstart program

Educational Savings Account for Qualified Students

There is a Montana special needs equal opportunity education savings account program provided by the legislature as a desirable educational program pursuant to Article X, section 1(3), of the Montana constitution, which gives authority to the legislature to provide for educational programs and institutions in addition to a basic system of public schools that will fulfill the goal of the people to have an overall system of education that offers equal opportunity for all to reach their full educational potential.

Ensuing Year

The next school year.

Extracurricular Activity

Extracurricular activity means a sport or activity sanctioned by an organization having jurisdiction over interscholastic activities, contests, and tournaments. Extracurricular activity can also be an approved career and technical student organization, pursuant to [20-7-306, MCA](#), or a school theater production.

Fiscal Year

Fiscal Year of data. For example, fiscal year 2025 is July 1, 2024 to June 30, 2025. Fiscal year 2025 may also appear as Fiscal Year 2024-25, Fiscal Year 2024-2025, FY 25, or FY 2025.

Grade

The assigned education level of a student in PK through 12.

- Pre-Kindergarten is also called Pre-K and Preschool (PK in Infinite Campus)
- Kindergarten (KG in Infinite Campus. Half time is now determined by aggregate hours)

Homebound Students

Those students who are receiving instructional services who were in the education program and due to medical reasons, certified by a medical doctor, are unable to be present for pupil-instruction.
([ARM 10.15.101](#))

Criteria for counting Homebound students ([ARM 10.20.102\(8\)](#)):

(8) Homebound students, as defined in [ARM 10.15.101](#), and students who are confined to a treatment, medical, or custodial facility may be counted as enrolled for ANB purposes if the student:

- a) is enrolled as defined in [ARM 10.15.101](#) and is currently receiving organized and supervised pupil instruction as defined in [20-1-101, MCA](#);
- b) is in a home or facility which does not offer a regular educational program; and
- c) has instructional costs during the absences which are financed by the school district general fund.

Individualized Education Program (IEP)

Refers to a written instructional plan for students with disabilities designated as special education students under the Individuals with Disabilities Education Act (IDEA) which includes:

- Statement of present level of academic achievement and functional performance of a child
- Statement of annual goals
- Statement of specific education services to be provided and the extent to which the child will be able to participate in regular educational programs
- Projected date for initiation and anticipated duration of services
- Schedules for determining, on at least an annual basis, whether instructional objectives are being achieved

Kindergarten

A program for children in the district who will be 5 years old on or before September 10th of the current school year or students not yet 5 who have been enrolled by special permission of the board of trustees. The trustees of a district must either establish a kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The kindergarten program must meet the minimum aggregate hour requirements. [20-7-117, MCA](#)

- "Kindergarten program" means a 1-year program immediately preceding a child's entry into 1st grade with curriculum and instruction selected by the board of trustees and aligned to the content standards established by the board of public education

Preschool Program (Pre-K or Preschool)

Preschool program means a half-time or full-time program to prepare children for entry into kindergarten and governed by standards adopted by the board of public education.

The trustees of an elementary school district shall establish and operate a free preschool program for children between the ages of 3 and 5 years. When preschool programs are established, they must be an integral part of the elementary school and must be governed accordingly. Financing preschool programs may not be supported by money available from state equalization aid. "Preschool program" means a half-time or full-time program to prepare children for entry into kindergarten and governed by standards adopted by the board of public education. [20-7-117\(2-3\), MCA](#)

Service Type

This field in Infinite Campus indicates the type of educational services a student receives from the district.

P: Primary – A student receives primary educational services from a school of the district.

S: Partial (Secondary) – A student who receives some educational services from a school of the district but holds a primary enrollment in another school.

N: Special Education Services Only – A student who is receiving ONLY special education services from a school of the district and whose primary enrollment is in another school or students who are not yet eligible for public school services (e.g., pre-school students). This does not include students in a self-contained classroom.