SUPERINTENDENT WORKSHOP

Office of Public Instruction

OFFICE OF PUBLIC INSTRUCTION
A+
ELSIE ARNTZEN, STATE SUPERINTENDENT
OPI.MT.GOV

Putting Montana Students First A+

WELCOME & LEADERSHIP SUPPORT

CHRISTY MOCK-STUTZ, ASSISTANT SUPERINTENDENT | (406) 444-5658

- Office Hours - Wednesday 10:00-11:00 am

  - These office hours are specifically for district and county superintendents. OPI staff will share important upcoming information and will be available to answer questions. These office hours are every Wednesday from 10:00-11:00 a.m., at the zoom link below

  - https://mt-gov.zoom.us/j/85381842220?pwd=cXpNTjIxenlYTytWNzJLTXFVSGVyUT09

STATEWIDE TESTING

MARIE JUDISCH, TEACHING & LEARNING SENIOR MANAGER| (406) 444-5883

- Published Test Windows

- How to support System Test Coordinator (STC)

- Meet the Assessment Team

SCHOOL ACCREDITATION

ELLERY BRESLER, ACCREDITATION SPECIALIST| (406) 444-2410

MICHELLE PRICE, ACCREDITATION SPECIALIST | (406) 444-4317

- Please look at our page for training resources and updates on PART 2 of the new accreditation cycle
  - Guidance Website

- Think Tank working on remaining ISAP Areas
  - Graduate Profile, Educator Effectiveness, Proficiency-Based Learning Model, School Climate

- The release of the Criterion Reference Guide and Platform Template will be in September.

ACHIEVEMENT IN MONTANA (AIM)

NICOLE THUOTTE, AIM UNIT MANAGER| (406) 444-2080

- Data Collection Calendar

  - Guide for the year on collections
  - Student Photo State Repository

- Please make sure your AIM Contact Information is updated.

- Infinite Campus (AIM) User Guides located under the Data Collection Information at bottom of page.

  - Good Resource for you as you begin to enter in data

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ACHIEVEMENT IN MONTANA (AIM)

NICOLE THUOTTE, AIM UNIT MANAGER| (406) 444-2080

- Meet the AIM Team

- SEID Creation Guide

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ACCESS TO OPI INFORMATION REPORTING SYSTEMS

ALAN GROVER, SECURITY ANALYST| (406) 444-3502

OPI Secure Portal

- You will work with the program staff to get access to applications

- It may take a day or two to get access

- Please keep your user accounts up to date to ensure only those you want have access to the applications for your district.

- Helpful links are at the bottom of the sign-in page

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

Login

✉ Contact the Helpdesk
🔓 Reset Password
📄 How to Reset Your Password and Other Frequently Asked Questions
📄 User Access Request Forms

SPECIAL EDUCATION

DANNI MCCARTHY, SPECIAL EDUCATION DIRECTOR| (406) 594-3610

- ## Meet the Special Education Team

  - Kimberlea Emmons, Fiscal & Reporting Manager – Can help with E-Grants applications for Special Education

  - Katie Mattingley, Montana Autism Education Program – Can assist with behavioral observations

  - Annette Gorton, Special Education Family Liaison – Will work with the districts and the parents if the parents have any concerns.

- ## Special Education Data Collection Timelines

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District Superintendent Training

Office of Public Instruction | Presented by School Finance Division

Agenda

- Website areas of interest
  - OPI
    - Public Charter Schools
    - School Trustee Repository
  - School Finance Website
    - Understanding School Finance
    - School Finance Budget Website
    - State School Payments
    - Auditing
    - Tuition & Attendance
    - OPI Compass
- Authorized Representative
- Access request information
  - Information for District Superintendents
  - OPI Secure Portal
  - Updating Contacts

Note: _Underlined, blue text_ throughout this presentation is a link!

OPI WEBSITE REVIEW

- OPI main page
- School Trustee Repository
- Charter Schools

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Montana Office of Public Instruction Homepage: OPI.mt.gov

PUTTING MONTANA STUDENTS FIRST

Search...

👥 Families & Students   👨‍🏫 Educators   🏛 Leadership   💬 Directory

Montana Office of Public Instruction

Welcome to the
Office of Public Instruction

BUDGET & EDUCATION WORKING GROUP   **LOOK FORS: IMPORTANT DATES**   **COMMUNITY CHOICE SCHOOLS**

PUBLIC CHARTER SCHOOLS

Click on the OPI Logo on any OPI webpage to return to this homepage

Use the search bar to find what you need

Browse through the menu to locate pages

Scroll down for videos, helpful information, links and more

Superintendent Elsie Arntzen is proud to serve our Montana families, students, and teachers. **Families are the foundation of learning as our parents are our first teachers.** Our students are our most precious resource and the future of this great state. As a teacher of 23 years, the Superintendent knows the importance of quality educators in the classroom and is working to ensure Montana teachers have the flexibility needed to put our Montana students first.

The Montana Office of Public Instruction (OPI) is charged with the responsibility of providing technical assistance in:

- School Finance
- School Law
- Teacher Certification and Licensing
- School Accreditation
- Teaching and Learning Standards

The OPI staff administer a number of federally funded programs and provide a variety of information services, including the information systems necessary to assess student achievement and the quality of Montana's elementary and secondary school systems.

OFFICE OF THE SUPERINTENDENT

❯ School Trustee Repository
❯ Parent Resources
❯ School Leadership Support
❯ Enrichment Courses for Educators and Support Staff
❯ ESSA Report Card
❯ Education Savings Account (ESA)
❯ 2024 Teacher of the Year
❯ Meet the Executive Staff
❯ OPI Organizational Chart
❯ OPI Annual Plan
❯ See OPI Press Releases

Quick links for current, priority items

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School Directory Reports   **Return to OPI Portal**

Trustees

List of current school trustees. Select a county to filter system names.

County	All Counties ▼
System	All Systems ▼

Show Report

Trustees

List of current school trustees. Select a county to filter system names.

Return To Criteria Selection

School System Name	Website	Trustee Name	Email	phone	TermStart	TermEnd	Clerk Name	Clerk Email	Clerk Phone
Yaak Elementary	yaakschool.org	David Gambill	dgambill@yaakschool.org	(406)295-7515	05/17/2022	05/17/2025	D'Rae Hammond	schoolclerk@yaakschool.org	(406)295-9311
Yaak Elementary	yaakschool.org	Kenneth Royal	kroyal@yaakschool.org	(406)295-9311	06/19/2024	05/30/2025	D'Rae Hammond	schoolclerk@yaakschool.org	(406)295-9311
Yaak Elementary	yaakschool.org	Pamela Fuqua	pfuqua@yaakschool.org	(406)295-6007	05/22/2024	05/22/2027	D'Rae Hammond	schoolclerk@yaakschool.org	(406)295-9311
Zurich Elementary		Isaac Drugge	jffarmandranch@gmail.com	(406)357-2159	05/09/2022	05/09/2025	Deanna Gilmore	dgilmorezurich@gmail.com	(406)357-4164
Zurich Elementary		Jamie MacLeod	jay-macleod@hotmail.com	(406)357-2604	05/16/2024	05/12/2027	Deanna Gilmore	dgilmorezurich@gmail.com	(406)357-4164
Zurich Elementary		L G Miller	dancingmoonranch@gmail.com	(406)357-3614	05/11/2023	05/11/2026	Deanna Gilmore	dgilmorezurich@gmail.com	(406)357-4164

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Create Excel Spreadsheet

Charter Schools

Welcome, Public Charter Schools!

Newly approved public charter schools will need to notify OPI in order to begin the school-opening process. Below, find a fillable form, including a guidance document, in order to facilitate the school opening process and ensure your school receives the proper funding and programmatic support. **If you are looking for the Community Choice School Page click here.**

- **Public Charter Applications for 2025-2026 school year are now available!** Applications are due November 1, 2024. Find application materials here.
- **Guidance document** for new public charter schools.
- **Fillable form** for new public charter schools.

JOIN US!

- **Community Discussion on Public Charter Schools:** February 28, 2024 7:00 pm (Recording here)
- **OPI Webinars for new Public School Charters:**
  - February 29, 2024 at 10:30 am (link) | Agenda | Recording
  - March 20, 2024 at 4:00 pm (link) | Agenda | Recording

QUESTIONS:

School finance? Contact School Finance

Programs questions? Contact our Chief Program Officer

Assessment questions? Contact our State Assessment Director

Accreditation questions? Contact our Accreditation Team

AIM/Data questions? Contact the AIM unit

Congratulations Charter Schools

Billings Early College
Billings Multilingual Academy
Billings Opportunity School
Bozeman Bridger Charter
Corvallis Distance Learning Center
Corvallis Pathways Learning Center
East Helena 227 Academy
Frenchtown Broc Fast Track Public Charter
Great Falls CORE School at Morningside Elementary
Hamilton Bitterroot Polytech
Helena Montessori Charter
Helena Mount Ascension Learning Academy
Helena Project for Alternative Learning
Kalispell Flathead PACE Academy Charter
Kalispell Rising Wolf Charter
Missoula Connect Academy
Missoula Teach Academy

These Public Charter Schools are on track to open for the 2024-2025 school year!

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SCHOOL FINANCE WEBSITE REVIEW

- Understanding School Finance
- School Finance Budget Website
- State School Payments

- Audit

- Tuition & Attendance

- OPI Compass

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School Finance Webpage
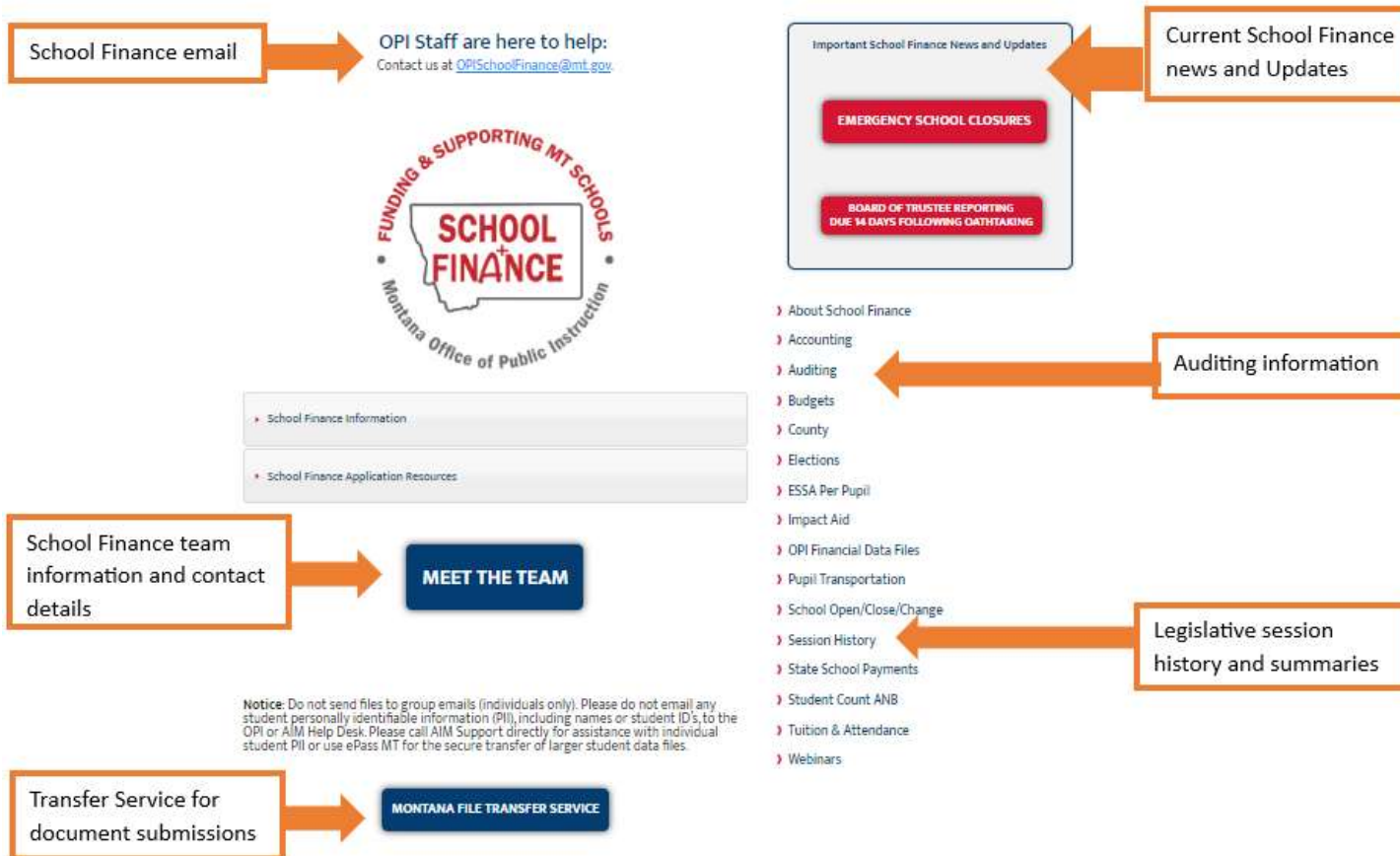
Go to: [OPI>Leadership> School Finance](#)

School Finance Webpage

Go to: OPI>Leadership> School Finance

Welcome to School Finance

We hope you like the new look and find it easier to navigate. We are here to help, so if you are having difficulty finding what you need please let us know.

School Finance email → OPI Staff are here to help: Contact us at OPISchoolFinance@mt.gov.

Current School Finance news and Updates → Important School Finance News and Updates

EMERGENCY SCHOOL CLOSURES

BOARD OF TRUSTEE REPORTING DUE 14 DAYS FOLLOWING OATHTAKING

School Finance Information

School Finance Application Resources

› About School Finance
› Accounting
› Auditing ← Auditing information
› Budgets
› County
› Elections
› ESSA Per Pupil
› Impact Aid
› OPI Financial Data Files
› Pupil Transportation
› School Open/Close/Change
› Session History ← Legislative session history and summaries
› State School Payments
› Student Count ANB
› Tuition & Attendance
› Webinars

School Finance team information and contact details → MEET THE TEAM

Notice: Do not send files to group emails (individuals only). Please do not email any student personally identifiable information (PII), including names or student ID's, to the OPI or AIM Help Desk. Please call AIM Support directly for assistance with individual student PII or use ePass MT for the secure transfer of larger student data files.

Transfer Service for document submissions → MONTANA FILE TRANSFER SERVICE

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School Finance Webpage

Go to: OPI>Leadership> Finance & Grants> School Finance> School Finance Information

Understanding Montana School Finance
And School District Budgets

MONTANA OFFICE OF PUBLIC INSTRUCTION

DECEMBER 2023

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Go to: OPI>Leadership>Finance & Grants>School Finance>Budgets

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EMERGENCY SCHOOL CLOSURES

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OPI COMPASS

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Budgets

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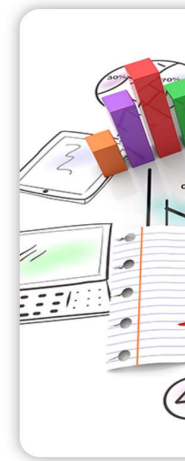
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Budgets

Budget Quicklinks

Maefairs Login

- ▸ Budget Reports

- ▸ Budget Spreadsheets & Guidance

- ▸ Budget Timeline

- ▸ Preliminary Budget Data Reports

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Budget Quicklinks

Maefairs Login

Historical Reports

▶ Budget Reports

▼ Budget Spreadsheets & Guidance

- FY2025 Budget Instructions
- FY2025 General Fund Budget Spreadsheet
- FY2025 General Fund Budget Overview Worksheet
- Budget Amendment Packet
- Significant Enrollment Increases
- Transportation Budgeting Worksheet
- Technology Fund levy Spreadsheet
- Projecting General Fund Reserves

Other helpful worksheets and information

Timeline

▶ Budget Timeline

Historical Reports

▶ Preliminary Budget Data Reports

State School Payments

- ▸ Current Year Payments
- ▸ FY2024 Payments
- ▸ Prior Year Payments
- ▸ Entitlements
- ▸ Information
- ▸ Fiscal Payment Schedule

OPI Staff are here to help:

Cori Opie, Budget Analyst, 406-444-3533

School Finance / Auticing

Go to: [OPI>Leadership> Finance & Grants>School Finance>Auditing](#)

PUTTING MONTANA STUDENTS FIRST

👥 **Families & Students**   👨‍🏫 **Educators**   🏛️ **Leadership**   💬 **Direct**

Auditing

Auditor position currently vacant. For assistance contact OPIAuditReports@mt.gov.

Information and resources for school ➡️

▸ Information to Schools

Information and resources for auditors, including prior year reports, letters, and information ➡️

▸ Information to Auditors

▸ Resources ⬅️ **Regulatory information**

▸ Audit Processes

Regulatory information

School Finance / State School Payments
Go to: OPI>Leadership>Finance & Grants>School Finance>State School Payments

OPI COMPASS

MEET THE TEAM

Notice: Do not send files to group emails (individuals only). Please do not email any student personally identifiable information (PII), including names or student ID's, to the OPI or AIM Help Desk. Please call AIM Support directly for assistance with individual student PII or use ePass MT for the secure transfer of larger student data files.

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〉 Session History

〉 State School Payments

〉 Student Count ANB

State School Payment

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Auditing

Auditor position currently vacant. For assistance contact OPIAuditReports@mt.gov.

▼ Information to Schools

- GASB Information

- High Risk Status and Appeal Process

- LGS Training Resources and Documentation

- LGS Auditor Roster

- Miscellaneous Fund Worksheet

- Reconciliation of Cash to Treasurer

- School District Compliance Supplements

- Segregation of Duties - Internal Controls

- Student Activity Fund Worksheet

▶ Information to Auditors

▶ Resources

▶ Audit Processes

School Finance / Tuition and Attendance

Go to: OPI>Leadership>School Finance>Tuition and Attendance

School Finance / Compass

Go to: OPI>Leadership>Finance & Grants>School Finance>Compass

OPI Staff are here to help:
Contact us at OPISchoolFinance@mt.gov.

FUNDING & SUPPORTING MT SCHOOLS
SCHOOL FINANCE
Montana Office of Public Instruction

▸ School Finance Information

▸ School Finance Application Resources

MEET THE TEAM

Important School Finance News and Updates

MAEFAIRS - OPEN OFFICE HOURS

MAEFAIRS RELEASE

EMERGENCY SCHOOL CLOSURES

BOARD OF TRUSTEE REPORTING DUE 14 DAYS FOLLOWING OATHTAKING

OPI COMPASS

OPI Compass

School Finance / Compass

Go to: OPI>Leadership>Finance & Grants>School Finance>Compass

Due Dates in the School Finance section

Upcoming Due Dates

Deadline	Topic	Contact
July 19th	MAEFAIRS Release	OPISchoolFinance@mt.gov
At least 30 Days Prior to 1st Semester	School Bus Inspections	Local Montana Highway Patrol Department
August 13th	MAEFAIRS – Open Office Hours	OPISchoolFinance@mt.gov
August 15th	TFS Due to County Superintendent	Laci Novark (406) 444-4401 Alivia Skeslien-Jenkins (406) 444-1964
September 15th	Budget – The law states that districts have until August 20th to convene their Budget Meeting and must conclude within 5 days. They have an additional 3 days to submit to the county superintendent	Laci Novark (406) 444- 4401 Alivia Skeslien-Jenkins (406) 444-1964 OPISchoolFinance@mt.gov
September 15th	TFS (Trustee's Financial Summary) Deadline	Laci Novark (406) 444- 4401 Alivia Skeslien-Jenkins (406) 444-1964 OPISchoolFinance@mt.gov
September 15th	ESSA (Every Student Succeeds Act) Reporting	Andrea Mohammadi (406) 444-1960
December 1st	TEACH Act	OPISchoolFinance@mt.gov

Authorized Representative

- **Who is the Authorized Representative?**
- **What is the role of the Authorized Representative?**

Who is the Authorized Representative?

❖ An Authorized Representative (AR) is a person who legally acts on behalf of the subgrantee of federal and state grants. The authorized representative is the liaison between the subgrantee and the grantor.

❖ Typically, the District Superintendent is assigned the role of AR as soon as the District Clerk enters their contact information in OPI Contacts.

❖ If updating OPI Contacts doesn't apply the AR role to the District Superintendent, contact CentralUpdates@mt.gov

What is the role of the Authorized Representative (AR)?

❖The signature of the AR forms a legal contract between the subgrantee and the grantor agency, the OPI.

❖By signing or submitting documents on behalf of the organization, the AR commits the subgrantee to perform within the terms of the grant agreement, common assurances and specific program assurances, administrative requirements, programmatic requirements, etc.

❖The signature of the authorized representative:

❖ protects the legal rights and interests of the subgrantee; and

❖ commits the subgrantee lo fulfill obligations of federal projects.

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What is the role of the Authorized Representative (AR)? (Cont.)

❖ The Authorized Representative is responsible for:

  ❖ Developing a work plan or calendar to administer and achieve the goals and objectives of the grant award;

  ❖ Informing the clerk/business manager of the local education agency (LEA) or other entity of the application, approval of the award, applicable requirements for allowable costs of the program, reporting requirements, budget or program modifications (i.e. "amendments"), closeout procedures, etc;

  ❖ Completing and submitting the E-Grants Security Assignments form to set up staff roles and access rights in the E-Grants system;

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What is the role of the Authorized Representative (AR)? (Cont.)

❖ Ensuring the entity meets the Federal Financial Management Standards (see Fiscal and Accounting Requirements in section 400.1 of this handbook);

❖ Ensuring an appropriate system of time and effort records is used in cases where an employee paid using grant funds is also paid using local or state funds or funds of another federal program (see Time and Effort in section 400.4 of this handbook);

❖ Submitting timely, accurate program reports and ensuring the person responsible for fiscal reporting is also prompt and accurate; and

❖ Ensuring the grant award is administered in compliance with applicable state and federal laws and regulations.

Authorized Representative (AR)
Useful materials and resources

- **Resources:**

❖ [Montana State and Federal Grants Handbook](#)
  - ❖Located at: *OPI > Leadership> Finance & Grants> EGrants> Grant Management*

❖Contact us at CentralUpdates@mt.gov

Access Request Information

- Information for District Superintendents
- OPI Secure Portal
- Updating Contacts

Application Access Resources
Go to: OPI>Leadership>School Finance>School Finance Application Resources

Application Access Resources>
District Superintendent

OPI Access, Applications,
And Information for
District Superintendents

Action	Location	Contact
New user access		
Complete & submit the OPI School Finance Access form to gain access to the OPI Secure Portal.	School Finance Access Request Form This form is used to request access the **MAEFAIRS, Pupil Transportation, County, & School Contacts** (Clerk only) applications	Amanda Zigan (406) 444-3096
E-Grants ➢ Clerks must have the current Authorized Rep (AR) listed in School Contacts before a "New User" account can be requested on the E-Grants Welcome Page, or a modification can be requested for a user's current account/roles within the E-Grants system. ➢ Follow steps in the Security User Guide found in the Training Section on the E-Grants Welcome Page. ➢ Contact egrants@mt.gov with questions about transfers or problems.	E-Grants Login Page E-Grants Logins/Help other information	Egrants@mt.gov (406) 444-3680
OPI Jobs For Teachers	Jobs for Teachers	OPIJ4T@mt.gov
School Finance Applications		
MAEFAIRS ➢ TFS ➢ Budget ➢ Comp. Expenditure ➢ Tuition ➢ Dist. Enrollment	OPI Secure Portal Access Request Form	Amanda Zigan (406) 444-3096
Pupil Transportation ➢ Bus ➢ Individual Contract	OPI Secure Portal Access Request Form	Donell Rosenthal (406) 461-9316 Amanda Zigan (406) 444-3096

Please allow OPI personnel one full business day to respond to any voicemails or emails sent

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Application Access Resources
Go to: OPI>Leadership>School Finance>School Finance Application Resources

OPI Staff are here to help:
Contact us at OPISchoolFinance@mt.gov.

Important School Finance News and Updates

MAEFAIRS - OPEN OFFICE HOURS

MAEFAIRS RELEASE

EMERGENCY SCHOOL CLOSURES

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OPI COMPASS

› School Finance Information

▼ School Finance Application Resources

Application Access Resources
OPI Application Access Guides for:

- District Clerk
- District Superintendent
- County Superintendent

School Finance Access Form

Application Login Links
MAEFAIRS System

County System

Pupil Transportation System

❭ About School Finance
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❭ Auditing
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❭ County
❭ Elections
❭ ESSA Per Pupil
❭ Impact Aid
❭ OPI Financial Data Files

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Application Login Links > MAEFAIRS System

## OPI Secure Portal

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

- 👤 username
- 🔒 ••••••••••••

Login

✉ Contact the Helpdesk
🔓 Reset Password
📄 How to Reset Your Password and Other Frequently Asked Questions
📄 User Access Request Forms

School Finance Access Request Form

I understand I am requesting access or to have access removed for myself or for another person for School Finance applications. I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each school is responsible for maintaining secure systems with which to access state systems to ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment and within the scope of the role granted, and to comply with FERPA and the OPI Student Records Confidentiality Policy.

Send completed forms to OPISchoolFinance@mt.gov

User Information

Full Name: _____ Email: _____

Phone: _____ Title: Dist.Superintendent ☐ Remove User: _____

District/County: District/County ■ New User ☐ Existing User: _____

■ ADD ROLES   ☐ REMOVE ROLES   *See back of form for role definitions*

MAEFAIRS

- ☑ MaefairsCompensationExpendture
- ☑ MaefairsDistrictBudget
- ☑ MaefairsDistrictEnrollment
- ☑ MaefairsDistrictTFS
- ☑ MaefairsDistrictTuition(Schools)
- ☐ MaefairsFacilityTuition(nonSchool)
- ☐ MaefairsCounty (ReadOnly)
- ☐ MaefairsReadOnly

Transportation

- ☑ TransportationBus
- ☑ TransportationIndividualContract
- ☐ TransportationCounty
- ☐ TransportationReadOnly

Contacts (For Clerks Only)

- ☐ ContactsUser

School System # _____

....

County

- ☐ CountyCoUser

CO _____

- ☐ CountyNonLocatedCOUser (Read Only)

CO _____

Authorized Representative Signature

Name: _____ Title: Dist.Superintendent Phone: _____

Signature: _____ Date: _____

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Updating OPI Contacts

OPI Contacts information for:
- ❖ Trustees
- ❖ District Superintendent
- ❖ District Clerk
- ❖ Board Chair
- ❖ Principal

Can be updated by your District Clerk in the OPI Secure Portal in OPI Contacts.

WORK CLOSELY
WITH YOUR CLERK!

CONTACT US

Barbara Quinn, CPA
School Finance Manager
(406) 444-3249
barbara.quinn@mt.gov

Amanda Zigan
Computer Support
Specialist
(406) 444-3096
Amanda.Zigan@mt.gov

Autumn Belmont
Budget Analyst
(406) 444-9852
Autumn.Belmont@mt.gov

ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF (ESSER)

WENDI FAWNS, ESSER/EANS DIRECTOR| (406) 437-8595

REBECCA BROWN, ESSER PROGRAM MANAGER| (406) 437-4795

■ ESSER III
Obligated/Spent/Expended Deadline
September 30th, 2024

■ New Superintendents and clerks please look at the Resources, FAQs and Guidance for video and pdf user guides located at the bottom of the ESSER Page

ESSER Grants Timeline

March 2020	Spring 2020	Jan 2021	March 2021
COVID-19 Emergency Declaration	ESSER I (CARES) Awarded	ESSER II (CRRSA) Awarded	ESSER III (ARP) Awarded

Sept 2023	Nov 2022	Sept 2022
ESSER II Obligation Deadline	ESSER I Closes	ESSER I Obligation Deadline

Nov 2023	Sept 2024	Nov 2024	Dec 2024, 2025
ESSER II Closes	ESSER III Obligation Deadline	ESSER III Closes	Grants End, Continued Reporting

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E-GRANTS

ZACH HAWKINS, TITLE I, FEDERAL GRANTS UNIT DIRECTOR| (406) 444-3083

- Consolidated Application needs to be **created by September 1st, 2024;** It needs to be **submitted by September 30th, 2024**

- E-Grants Log-in

- Helpful Tips for E-Grants
  - User Guides located before you log-in can help
  - Use the "Click for Instructions" at the top of page in E-Grants application
  - DO NOT hit the back button or refresh button on your browser

E-GRANTS

ZACH HAWKINS, TITLE I, FEDERAL GRANTS UNIT DIRECTOR| (406) 444-3083

- E-Grants Log-in
  - Authorized Representative / school staff account requests and changes: Authorized Representative changes Authorized Representatives (ARs), usually the district superintendent, MUST be set up by the district clerk in OPI Contacts (located in the OPI Secure Portal (mt.gov)), before an E-Grants account can be set up for the new AR. Non-district entities such as special ed co-ops, colleges, and community-based organizations cannot use the Contact System in the OPI Secure Portal and must send an email to both CentralUpdates@mt.gov and egrants@mt.gov to have their AR updated for these systems.

  - If the district clerk does not have access to OPI Contacts, or if the school's new AR is temporary and the clerk has not verified whether that exception has been documented properly, please contact Amanda Zigan for more assistance.

Make sure contact information is correct

Authorized Representative: (2024-2025 school year)

Last Name		First Name	
Phone	ext.	Summer Phone	ext.
Email			

District Clerk/Business Manager: (2024-2025 school year)

Last Name		First Name	
Phone	ext.	Summer Phone	ext.
Email			

E-GRANTS

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▪E-Grants Log-in

▪Required Contact Areas

- ▪Alternate Contact Approval/Disapproval E-mail Notification
- ▪Foster Care Point of Contact
- ▪Homeless Liaison
  - ▪Required professional development verification – format for upload needs to be PDF

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EDUCATOR LICENSURE

CRYSTAL ANDREWS, ACCREDITATION & LICENSURE DIRECTOR| (406) 444-6325

- ## TeachMT Log-in
  - Make sure to assign staff to your district under administration tab
    - If you do not have the administration tab, please contact us so we can get you assigned.
    - Specifically important for Emergency Authorizations as you, the district, create the application

Dashboard Profile **Administration** Reports

TMT USER GUIDES ARE LOCATED HERE

- ## FAQ

- ## License Options & Requirements

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THANK YOU

Please do not hesitate to reach out with any questions.