2025-2026
EARLY LITERACY
Classroom-Based and Home-Based

This process is to be completed for all students participating in a Classroom-Based or Home-Based Early Literacy program.
More information on Early Literacy programs may be found [here](#).

Students who are assessed and deemed eligible but do not participate in any of the Early Literacy programs should still have an eligibility record entered.

CREATING EARLY LITERACY ELIGIBILITY RECORD(S)

PATH: *Student Information>State Programs>Early Literacy*

1. Search for the student.
2. Open Early Literacy.
   a. PATH: *Student Information>State Programs>Early Literacy*.
3. Click New to add a new record.
4. Enter Record Entry Date – **Student Assessment Date**
   Enter End Date – June 30th of Early Literacy School Year
5. Enter School Year and State Grade (State Grade is the grade student was in at the time eligibility was determined).
6. Select Eligibility Domain(s) – Select all that apply for specific student as eligible.
7. Select Methodology Tool – if Other is selected, comments are required in the Methodology Comments field. (If Other is not selected, the Methodology Comments field must be blank.)
8. Comments Field: For Homebased Early Literacy students, enter Parent Contact Name, Phone Number ((xxx)-xxx-xxxx), and Email*. *New fields for this information are coming soon!*
9. Click Save.

*Note: Once a student has an eligibility record and the district has indicated participation in the home-based program, the student will be allocated a Waterford license.
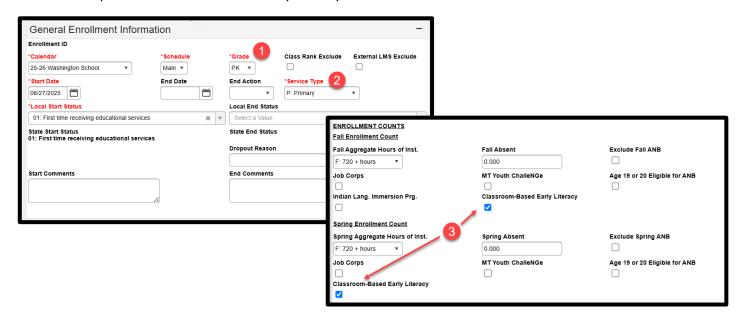
Classroom-Based Early Literacy Program

Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and who is not entering and who has not completed kindergarten.
- Programming must be between half and full-time (minimum of 360 instructional hours).
- Must be determined eligible utilizing approved evaluation methodology.
- An eligible child may be included in enrollment counts for the purpose of ANB Calculations.
- Class size is capped at 10 students per 1 appropriately licensed teacher, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two adults. See ARM 10.63.107
- Student must be assigned to a course with a properly licensed and endorsed educator. Early childhood (P-3) endorsements are encouraged, but teachers with either an early childhood (P-3) endorsement or an elementary (K-8) endorsement shall be considered appropriately licensed and endorsed.
- Instruction must align with the Early Learning Developmental Domains and Content Standards.

Infinite Campus Requirements

1. Student must have an enrollment at the school, mapped to State Grade **PK**.
2. The enrollment Service Type may be a **P: Primary** or **S: Partial**.
3. Check the Fall and/or Spring **Classroom-Based Early Literacy checkbox** to indicate participation on either count date (the MT Count Date Attendance tool does not populate the checkboxes).
4. The student must have an **Early Literacy eligibility record** for the current school year.
5. State reporting requirements for Title, FRAM, SPED, 504, and any other K-12 programs are also required for classroom-based Early Literacy students.
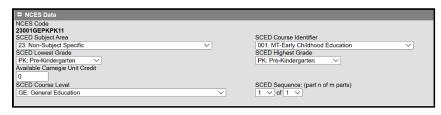
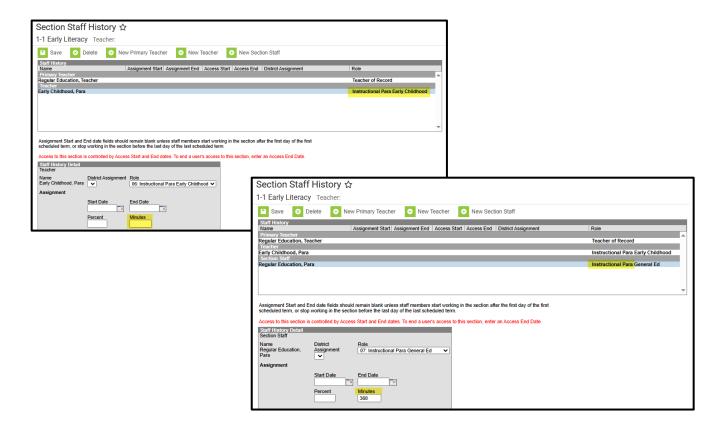**Infinite Campus Requirements (continued)**

6. Early Literacy courses must be **state-mapped to NCES Code** 23001 (SCED Subject Area 23: Non-Subject Specific; SCED Course Identifier 001: MT-Early Childhood Education).
   For mixed grade classrooms (e.g., combined Early Literacy and Kindergarten class), use NCES Code 23012 (SCED Subject Area 23: Non-Subject Specific; SCED Course Identifier 001: MT-Prior-to-Secondary Education).

7. Assign properly licensed and endorsed educator as **Primary Teacher** to the course (must be either Early Childhood or Elementary Education endorsed). Class size is limited to 10.
   An Early Childhood qualified paraprofessional (minutes not required) allows overload for class size up to 18. An additional paraprofessional (90 minutes per overload) allows additional overload for class size maximum up to 22 students.
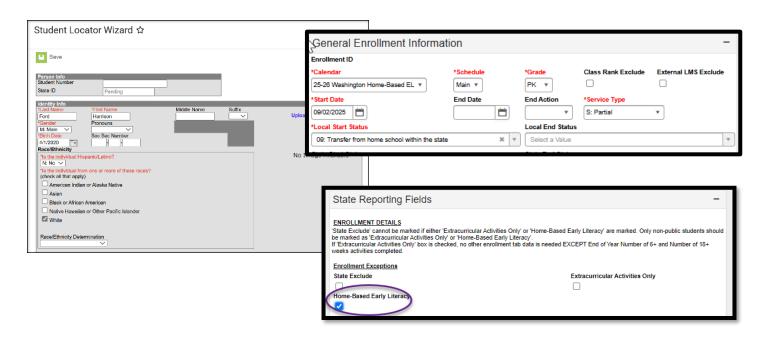
Home-Based Early Literacy

The home-based intervention program is designed to foster parental engagement and develop early literacy skills in students at risk of not being proficient in reading by the end of 3rd grade. The OPI and BPE have completed the request for proposal (RFP) process and have selected Waterford as the provider of the home-based intervention program.

Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and not yet completed 2nd grade.
- Program must be research-based and proven effective at developing early literacy skills in populations at risk of not being reading proficient at the end of 3rd grade.
- Access/license provided to school districts on a first-come, first-served basis.
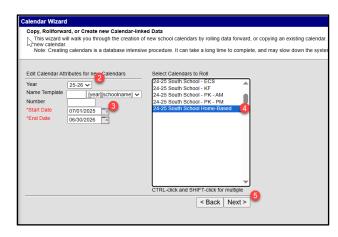- Programming contract has been awarded to Waterford.

Infinite Campus Requirements

1. A separate calendar must be created for the home-based early literacy enrollments.
2. Each student in the program must have an enrollment in the home-based calendar with a grade level of **PK to 2nd** and an **S: Partial** service type.
   - The Start Status must be ***09: Transfer from home school within the state*** for all home-based enrollments, even if the student attends public or private school.
   - Check the box **Home-Based Early Literacy** in the enrollment (much like Extracurricular).
3. The student must have an early literacy eligibility record for the current school year.
4. Home-Based Early Literacy has no ANB eligibility (program is paid from another source).
5. Students may be enrolled in a regular school program (including a Classroom-Based Early Literacy Program) and enrolled in the Home-Based Early Literacy Program. For this scenario, an enrollment is required in both an instructional calendar and in a Home-Based Early Literacy calendar.

Home-Based Early Literacy Calendar Setup

CREATE HOME-BASED CALENDAR(S)

PATH: *Scheduling & Courses>Calendar Setup>Calendar Wizard*

1. Select **Create new Calendars by rolling forward selected data** or **Create new blank Calendars** and click Next.
2. Select Year (25-26).
3. Enter Start and End dates that correspond with the fiscal year.
4. Select prior year home-based calendar/school to roll or select school(s) to add new calendar
5. Click Next
6. Check boxes to copy data (rolled calendars) and Run Wizard.
7. Refresh browser page and select 25-26 home-based calendar.

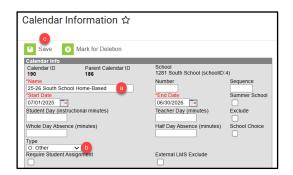## EDIT CALENDAR INFORMATION

1. Calendar Information

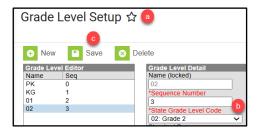   PATH: *Scheduling & Courses>Calendar Setup> Calendar Information*

   a. Change Calendar Name (optional) to identify as home-based calendar/program.

   b. Select **Type O: Other** (required).

   c. Click Save.

2. Grade Level Setup

   PATH: *Scheduling & Courses>Calendar Setup>Grade Level Setup*

   a. Review existing Grade Level(s) or click New to add Grade Level(s) to selected home-based calendar.

   b. Enter Name, Sequence Number, and State Grade Level Code. Home-based Early Literacy is limited to grades PK, KG, 01, 02.

   c. Click Save (repeat for additional grade levels).

3. Term Setup

   PATH: *Scheduling & Courses>Calendar Setup>Term Setup*

   a. Review existing Schedule/Terms or click New Term Schedule/Terms to add.

   b. Schedule/Term Name should be 'Full Year'.

   c. Select 'Full Year' and enter program start and end dates.

   d. Click Save Term Schedule/Terms.