

2025-2026 EARLY LITERACY Jumpstart

Early Literacy **summer** Jumpstart program setup and reporting must be completed by the conclusion of the district's 25-26 Jumpstart program and certified no later than **August 29, 2025**.

Qualified students, entering grades Kindergarten to 3rd grade (for the 25-26 school year), enrolled in an Early Literacy **summer** Jumpstart program are eligible for an additional 0.25 ANB. Jumpstart participants must have an Early Literacy eligibility record, an enrollment record in a Jumpstart calendar with a program duration of at least 4 weeks and 120 instructional hours and be included in the district's Jumpstart certification. Districts will create calendars, courses, enrollments and eligibility records, then certify Jumpstart program information at the end of the session.

Students who are assessed and deemed eligible but do not participate in the summer Jumpstart program (or any other Early Literacy program) should still have an eligibility record entered.

STEP ONE: CREATE JUMPSTART 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 Date and End Date (program start and end date for summer Jumpstart).
4. Select prior year Jumpstart calendar(s)/school(s) 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 Jumpstart calendar.

STEP TWO: EDIT CALENDAR INFORMATION

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

1. Calendar Information
 - a. Change Calendar Name to identify as Jumpstart calendar/program (optional).
 - b. Select **Type J: Jumpstart** (required).
 - c. Click Save.

2. Grade Level Setup

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

- Review existing Grade Level(s) or click New to add Grade Level(s) to selected Jumpstart calendar.
- Enter Name, Sequence Number, and State Grade Level Code (KG, 01, 02, 03).
- Click Save (repeat for additional grade levels).

3. Term Setup

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

- Review existing Schedule/Terms or click New Term Schedule/Terms to add.
- Schedule/Term Name should be 'Full Year'.
- Select 'Full Year' and enter program start and end dates.
- Click Save Term Schedule/Terms.

4. Period Setup

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

- Review existing Period Schedule(s) or click New Period Schedule to add.
- Review/enter the Number of Period Schedules (create 1, unless schedule varies by day).
- Select Period Schedule.
- Review/enter Start Time and End Time.
Review/Enter the total non-instructional minutes (lunch, recess, etc.) in the Lunch Time field.
- Click Save Period Schedules. Repeat for any additional Period Schedules (if applicable).

5. Day Setup

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

- Click Day Reset.
- Enter Student/Instructional Start and End Dates.
- Select days of the week students will attend.
- Click Create Days.
- Remove non-school days by clicking the day and unchecking School Day, Instruction, and Attendance (e.g. July 4th). Then Save Day/Day Events. Repeat as applicable.
- Add school days by clicking the day and checking School Day, Instruction, and Attendance. Then Save Day/Day Events. Repeat as applicable.

6. Copy attendance codes into this calendar.

PATH: *Attendance Office>Settings>Excuse Code Copier Wizard*

- Select the Source Calendar to copy from.
- Select the new 25-26 Jumpstart calendar.
- Click Copy Codes.

7. Verify Attendance Codes.

PATH: *Attendance Office>Settings>Attendance Code Setup*

Recommended Attendance/Excuse Codes:

- EA – Excused Absent
- UA – Unexcused Absent
- ET – Excused Tardy
- UT – Unexcused Tardy

STEP THREE: ENROLL STUDENTS USING THE STUDENT LOCATOR WIZARD

PATH: *Student Information>General>Student Locator Wizard*

1. Verify the 25-26 Jumpstart calendar is selected.
2. Open the Student Locator Wizard.
 - a. Enter the Last Name, First Name, and Gender.
 - b. Click Search.

There are 3 scenarios for creating an enrollment:

1. If the student had a previous enrollment in the district, the student's name will be prefaced with a back arrow.
 - a. Select the student.
 - b. Click New to add an Enrollment.
 - c. Verify the Calendar is correct.
 - d. Enter Start Date, Local Start Status, and Grade.
 - e. Save.

2. If the student did not have a previous enrollment in the district but was enrolled in another Montana district, the search will return a match (hover over student name to verify match):
 - a. Select the student.
 - b. Review name and birthdate. Enter Race/Ethnicity.
 - c. Verify the Calendar is correct.
 - d. Enter Start Date, Local Start Status, and Grade.
 - e. Save.

- If the student was never enrolled in a Montana district (new to Montana or public school) the search will return no match:

- Click Create New Student.
- Review the warning (pop-up) and click OK.
- Enter Birthdate and Race/Ethnicity.
- Verify the Calendar is correct.
- Enter Start Date, Local Start Status, and Grade.
- Save

STEP FOUR: CREATE ELIGIBILITY RECORD(S)

PATH: Student Information>State Programs>Early Literacy

- Search for the student.
- Navigate to Early Literacy.
- Click New to add a new record.
- Enter Record Entry Date – **Student Assessment Date**
Enter End Date – June 30th of Early Literacy School Year
- Enter School Year and State Grade (State Grade is the grade student was in at the time eligibility was determined).
- Select Eligibility Domain(s) – Select all that apply for specific student as eligible.
- 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.)
- 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!***
- 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.

STEP FIVE: ADD DISTRICT ASSIGNMENTS FOR TEACHERS

PATH: *Census>Staff>District Assignments*

1. Click New.
2. Select the school where the Jumpstart program is located.
3. Enter the Start Date.
4. For the State Assignment Code select TC:10 Summer School Teacher
5. Select the Teacher checkbox.
6. Click Save.

STEP SIX: CREATE COURSE, SECTION, AND ADD STUDENTS

1. Add Course.

PATH: *Scheduling & Courses>Courses>Add Course*

- a. Enter course Number and Name.
- b. Check box for Attendance.
- c. NCES Data
 - i. SCED Subject Area = 23
 - ii. SCED Course Identifier = 012 (for single grade level classes, choose the appropriate grade level - 003 to 006)
 - iii. SCED Lowest Grade = Kindergarten
 - iv. SCED Highest Grade = Grade 3
 - v. SCED Course Level = GE: General Education
- d. Click Save.

2. Create a Course Section.

PATH: *Scheduling & Courses>Courses>Course Sections*

- Navigate to Course Sections.
- Search for new Jumpstart course.
- Click Add a Section
(or click on existing section, if copied from prior year).
- Assign a Section Number.
- Session Type = **ST: Summer Term**.
- Select a Session Number.
- Check the box(es) under Section Schedule Placement.
- Click Create Section (or Save).

3. Click Section Staff History to add a teacher.

PATH: *Scheduling & Courses>Courses>Section Staff History*

- Click New Primary Teacher.
- Select teacher name from the dropdown.
- Role = 00: Teacher of record.
- Click Save.

4. Add Students to the Roster.

PATH: *Scheduling & Courses>Scheduling>Requests & Rosters*

- Click View by: Courses.
- Select the Section to build the roster.

Section Number	Teacher Name	Max Students	Students in Roster
1000	Ingalls-Wilder, Laura	0	0
1001	AUSTIN, RISHANA	0	0
1002	BRAYTON, TONYA	0	0
1003	BULL, PAMELA	0	0

- Click Roster Builder.
- Add Students by Grade or click the student's name to add to the Roster (Start and End Date are not required unless a student starts after the first day of the course or ends before the last day of the course).
- Click Save.

Student Name	Grade	Number	Gender	Start Date	End Date	Repeat	No Credit
02 1006059 M	02	1006059	M				
02 1005837 F	02	1005837	F				

STEP SEVEN: RUN END OF YEAR ATTENDANCE AFTER LAST DAY OF JUMPSTART (AND AFTER ALL ENROLLMENTS ARE ENDED)

Follow these instructions if you take daily attendance in Infinite Campus
(refer to Appendix for upload instructions/options)

PATH: *Reporting>MT State Reporting>MT EOY Attendance Totals*

1. Check the boxes for ADA - #Days Present and ADA - #Days Enrolled.
2. Select one or more Calendars.
3. Choose Validate and Test or Update Enrollments (recommend Validate and Test first). Common errors on this file include students with enrollments not ended, students without a schedule, or students with Service Type issues.
4. Submit to Batch.

MT EOY Attendance Totals ☆

Please Note: EOY Attendance Totals can NOT be populated on a student's enrollment until AFTER the last instructional day of ALL the selected calendars have elapsed.

THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.
 New Look: *System Settings > Data Interchange Administration > Resync State Data - Batch*
 Old Look: *System Administration > Data Utilities > Resync State Data*

Extract Options

☒ ADA - #Days Present **1**
☒ ADA - #Days Enrolled
☐ ESSA - #Days Absent

Work to Perform: **Validate and Test** **3**

Ad Hoc:

Submit to Batch **4**

***Select Calendars**

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school **2**
☐ list by year

24-25
 24-25 Independent School
 24-25 Independent School Jump
 24-25 Independent School PK

STEP EIGHT: RESYNC DATA

PATH: *System Settings>Data Interchange Administration>Resync State Data - Batch*

1. Select the checkbox in front of DIS Objects to select all.
2. Click Send Resync.

Resync State Data - Batch ☆

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a notification when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Current School Year (2023-2024)

☒ Check dependencies
☒ All Objects

	Process	Last Resync	Results	Status
<input checked="" type="checkbox"/>	Process	04/30/2024 17:00:20	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	[-] School	04/30/2024 17:00:20	Processed: 40 Errors: 0	
<input checked="" type="checkbox"/>	[-] Calendar	04/30/2024 17:00:20	Processed: 3 Errors: 0	
<input checked="" type="checkbox"/>	CourseSection	04/25/2024 08:58:52	Processed: 2615 Errors: 0	

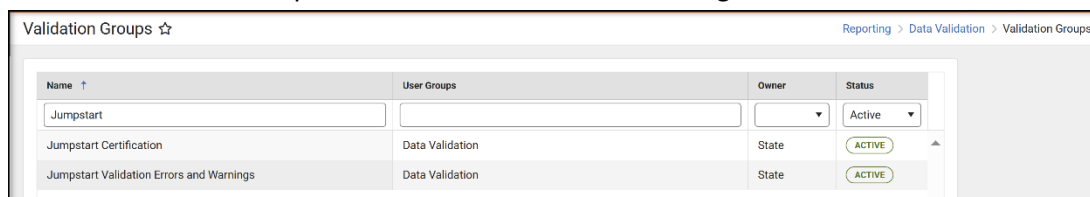
<input checked="" type="checkbox"/>	TestAccommodations	04/08/2024 09:20:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	TranscriptCourseSE	04/08/2024 09:20:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	VaccineShot	04/08/2024 09:20:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	PersonIdentityNoStateIDOnly	04/08/2024 09:20:44	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	SchoolInstructionMode	04/08/2024 09:20:44	Processed: 31 Errors: 0	

Send Resync

STEP NINE: VALIDATE DATA

PATH: *Reporting>Data Validation>Validation Groups OR Data Validation Reports*

1. Search for “Jumpstart Validation Errors and Warnings”.



Name	User Groups	Owner	Status
Jumpstart			Active
Jumpstart Certification	Data Validation	State	ACTIVE
Jumpstart Validation Errors and Warnings	Data Validation	State	ACTIVE

Once all errors and warnings have been checked, run the above Validation Group as a Validation Report with the Run at State option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat **STEP EIGHT**(Resync Data) and re-run the Validation Report at the state.

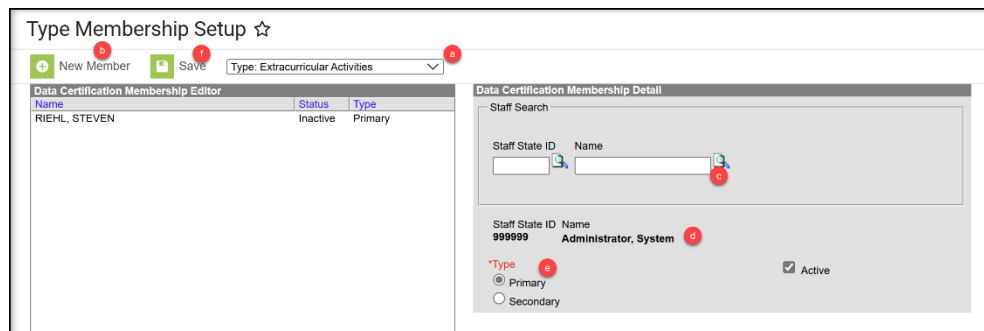
STEP TEN: CERTIFY DATA

PATH: *Reporting>Data Certification>Event Certification*

There are three separate files included in this certification: *Enrollment, Teacher Class, and Aggregate Hours.*

***Please wait at least 60 minutes after a complete resync before certifying data.**

1. Add a certifier for Jumpstart Early Literacy.
PATH: *Reporting>Data Certification>Type Membership Setup*
 - a. Select a Type: Jumpstart Early Literacy.
 - b. Click New Member.
 - c. Enter last name in search box and click the magnifying glass.
 - d. Select Name.
 - e. Select Type: Primary (only one primary certifier is recommended).
 - f. Click Save.



Name	Status	Type
RIEHL, STEVEN	Inactive	Primary

Staff Search

Staff State ID Name

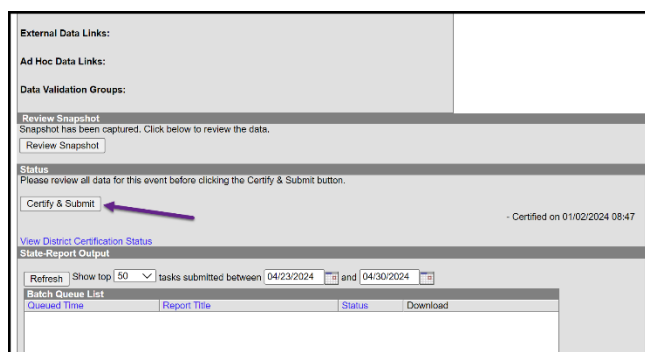
999999 Administrator, System

Type: Primary (selected) Secondary

Active (checked)

2. Run Jumpstart Certification from Data Validation Report (must assign to user group first).
PATH: *Reporting>Data Validation>Data Validation Report*
3. Certify Jumpstart data using Event Dashboard.
PATH: *Reporting>Data Certification*
 - a. Select Jumpstart Early Literacy 2025-26.
 - b. Select Certify & Submit.

If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.



External Data Links:

Ad Hoc Data Links:

Data Validation Groups:

Review Snapshot
Snapshot has been captured. Click below to review the data.
Review Snapshot

Status
Please review all data for this event before clicking the Certify & Submit button.
Certify & Submit

View District Certification Status
State-Report Output

Refresh Show top 50 tasks submitted between 04/23/2024 and 04/30/2024

Batch Queue List	Queued Time	Report Time	Status	Download
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APPENDIX

File Upload Process

PATH: *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to enroll students.

1. Upload the Student Demographics file (required only for newly enrolled students), followed by the Enrollment file.
2. Extract the upload file from the district's SIS or create a text, tab delimited file from one of the AIM templates. Instructions for using the templates are embedded in the template file.
3. Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.
4. Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings.
 - a. Select Refresh on the Batch Queue to retrieve the latest status of the Batch.
 - b. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.
5. For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button, and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

The screenshot displays the 'Import Data' section of the MT Data Upload interface. It includes fields for 'Import Type' (set to 'Student Enrollments'), 'Work to Perform' (set to 'Validate and Test File'), and 'File' (set to 'EN_0466_08172023.tsv'). A 'Submit to Batch' button is present. Below this, a text block instructs users to review the 'Validate and Test results file' and provides a warning: 'THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.' It also lists the navigation paths for 'New Look' and 'Old Look'. The 'Retrieve New Student State ID File' section includes a dropdown menu, 'Refresh State ID File', and 'Generate' buttons. A text block explains the need to review the 'New Student State ID File' for demographic uploads. At the bottom, a 'Batch Queue List' table shows a task for 'MT Data Upload' that is 'Completed'.

☒ Import Data

*Import Type: Student Enrollments

*Work to Perform: Validate and Test File

*File: Choose File EN_0466_08172023.tsv

Submit to Batch

Review the **Validate and Test results file** located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.

New Look: System Settings > Data Interchange Administration > Resync State Data - Batch
Old Look: System Administration > Data Utilities > Resync State Data

☐ Retrieve New Student State ID File

Refresh State ID File Generate

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Refresh Show top 50 tasks submitted between 08/10/2023 and 08/17/2023

Queued Time	Report Title	Status	Download
08/17/2023 06:46:16 AM	MT Data Upload	Completed	Get the report

NOTE: This process is not complete until a Batch Resync is triggered (see **STEP EIGHT**)

PATH: *System Settings > Data Interchange Administration > Resync State Data - Batch*