



DATA COLLECTION SCHEDULE

2025-2026 SCHOOL YEAR

Infinite Campus (IC) is the vendor for the Office of Public Instruction's (OPI's) state-wide education information system. This system allows school districts to submit required school, staff, and student information electronically to the OPI. Timely and accurate data about the progress of our students, staffing, courses, schools, school districts, and the state is used for reporting to the state of Montana, federal entities, and the education community.

The AIM Data Collection Schedule is organized to illustrate the required timeframes for each state collection, the collection name, the purpose of the collection, the collection type (financial, accountability, Federal Report, State requirement) and the Montana Code Annotated (MCA), Administrative Rules of Montana (ARM), and/or Federal Report (OMB) associated with each collection. There are resources available to assist school districts with complying with these data collections on the OPI's Education Data Collection Team (EDUCATE) Webpage: [EDUCATE Main Webpage](#).

If you have questions or need support from the [EDUCATE Staff](#), contact the help desk at (406) 444-3800 (toll free (877) 424-6681) or opiainhelp@mt.gov.

Start Month	End Month	Collection	Collection Window	Certification Required	Due Date	Collection Purpose	Website
ALL YEAR	ALL YEAR	Behavior		N/A		Data contains date and time of incidents, student info, and incident info as entered in your SIS. When feasible, please enter incident information as incidents occur to reduce workloads during key data entry periods.	Behavior Reporting
ALL YEAR	ALL YEAR	Demographics & Enrollment		N/A		Data contains basic enrollment details, student demographics, and identifies students attending non-resident schools. When feasible, please enter updated information on a rolling basis and add new students as they enroll to reduce workloads during key data entry periods.	
ALL YEAR	ALL YEAR	EL Identification		N/A		Data contains details of students identified as English Learners through the administration of the Home Language Survey to determine students that should be evaluated using the WIDA screener. This data also contains associated student supports and settings of test accommodations for English Learners. When feasible, please enter information on a rolling basis and add new students as they are identified as English Learners to reduce workloads during key data entry periods.	English Learners (mt.gov)
ALL YEAR	ALL YEAR	Assessment		N/A		Because testing occurs throughout the school year, please ensure testing and accommodations data are entered and updated on a rolling basis during the entire year. This will reduce workloads the weeks and days before testing windows. This data is utilized to: • Identify the required accommodations for English Learner	Montana Comprehensive Assessment System

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						(EL) students, 504 students, IEP students, and to capture their associated demographic information • Register these students for the appropriate tests as necessary. This data is also used for determining funding and in state and federally mandated reporting.	
ALL YEAR	ALL YEAR	Student Photo State Repository		N/A		The OPI maintains an electronic directory photograph repository of all Montana students for the exclusive purpose of locating missing school-age children. The repository provides immediate and 24/7 year-round access to a child's school directory photograph to law enforcement should a child be reported missing. It uses students' current school photos that most schools take annually for school directories, ID cards, year books, etc. Districts must obtain parental consent on an annual basis, upload photos and set status to "opt-in" for eligible students.	Photo Repository
ALL YEAR	ALL YEAR	Early Targeted Intervention (Literacy and Numeracy) Eligibility		N/A		Data contains student eligibility for early targeted interventions, including methodology tools utilized to determine eligibility and eligibility domains. Students must be 4 by September 10th and not yet completed grade 3 (grade 2 for Home-Based Early Targeted Interventions). When feasible, please enter information on a rolling basis as students are assessed and as programs run to reduce workloads during key data periods.	Early Literacy Resources
JULY	SEPT	Calendar Verification	Verify by 1 st day of school	No		Start date, End Date, Calendar type, Grade(s) served, Terms, Period Schedule(s), Day Events (including In-Service and Parent Teacher Conferences). Review Aggregate Hours and Period Minutes for accuracy. Calendars are used by Accreditation, School Finance, and CTE for compliance and funding.	
JULY	OCT	Beginning of Year	By Fall Count (10/6/2025)	No		Create current year enrollments, delete enrollments for students who have a verified transfer over the summer and modify prior year End Status, review summer graduates, create one-day enrollments (or enrollments in accordance with district policy) for students who do not return, and transfer is not verified, review/create MT Youth Challenge enrollments.	
AUG	AUG	Jump Start Programs	8/18/2025-8/29/2025	Yes	8/29/2025	Student eligibility, calendars and enrollment information for summer Jumpstart programs (students entering grades	Early Literacy Resources

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						Kindergarten to grade 3). Create Teacher-Class records for summer Jumpstart programs (Course, Section, Section Staff History, Rosters).	
SEPT	DEC	DLM Alternate Math and ELA	9/8/2025-12/19/2025	No		The fall round of the Dynamic Learning Maps (DLM) Alternate Math and ELA testing for students in 3 - 8 and 11th grades who are a part of the SwSCDs student group. <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window. • To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
AUG	OCT	Graduate, Dropout, Cohort (2024-25)	10/1/2025-10/10/2025		10/10/2025	Review dropout records for the prior year. Remove Dropout End Status for students who return to school by 9/30/2024 (transfers require documentation of re-enrollment in another K-12 educational program). Review prior year graduates. Students who complete graduate requirements after the last day of school, but prior to the first day of school in ensuing year are prior year (2024-25) graduates. Review cohort data. Districts must have written documentation of transfer to support a student's removal from the cohort. Students must have an associated entry for 'Date Entered 9th Grade'.	MT HS Completer Handbook
AUG	OCT	Special Education Child Count	10/7/2025-10/30/2025	SPED Application Portal	10/30/2025	Verify that all completed Special Education ERs and IEPs are locked and exited students are properly indicated within Infinite Campus. This data is certified in the SPED application portal.	Special Education
AUG	OCT	Fall Student Count for ANB	10/7/2025-10/22/2025	Yes (in IC and MAEFAIRS)	10/22/2025	This verification has two stages. Fall Student Count for ANB data must first be certified within Infinite Campus and then verified within the MAEFAIRS system. This enables LEA's to verify the data that will ultimately be utilized to determine their funding. The Fall Student Count for ANB is the first of two collections primarily used for calculating ensuing year school district budgets. Districts must verify Primary and Secondary enrollments for eligible PK special education students, students in grade KG through 12, students aged 19/20 who meet Student Count for ANB eligibility requirements, Job Corps & MT	Student Count ANB



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						Youth Challenge students, eligible students participating in an Early Targeted Intervention Classroom-Based program, and students participating in the Education Savings Account Program. Districts must also verify participation in Indian Language Immersion programs (including staff assignments) and the identification of students as American Indian. If students have both a Primary and Partial enrollment, verify that Aggregate Hours are not greater than 1.0, review attendance and exclude students absent 11 or more days as of the count date, students participating in private, non-sectarian day treatment programs, or KG students under 5 enrolled without board approval. Jumpstart (summer Early Targeted Intervention) and Extracurricular participation (from the prior year), certified in earlier collections, are appended to the current year Student Count for ANB. Review Student Count for ANB eligibility requirements for students participating in fully remote programs.	
AUG	OCT	Fall Enrollment Count	10/7/2025-10/30/2025	Yes	10/30/2025	The Fall Enrollment Count is used for calculating membership in a school or district. It's a singular count of students with Primary enrollments, in grades PK through 12. Districts should review Service Type for all enrolled students, as well as Demographic data (gender, date of birth, race/ethnicity).	
AUG	OCT	Fall Program Participation	10/7/2025-10/30/2025	Yes	10/30/2025	Program Participation information is combined with Fall Enrollment. All students reported for Fall Enrollment must have accurate Program Participation Records. Programs to be validated include: FRAM - Free/reduced meal status (individual student entry not required for Community Eligible Provision Schools), English learners (EL), Immigrant, Homeless/Unaccompanied Youth, Gifted, Targeted Title I, Military Connected Status, Foreign Exchange, Section 504, 21st Century (verify student enrollments with the OPI AS21 system), District Residency (entered for non-resident students only), and Early Targeted Interventions. Districts should also ensure that completed ERs and IEPs are locked - and Exit Date/Reason are entered for students no longer receiving Special Education Services. The Fall Program Participation collection now	Federal Programs



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						incorporates Mode of Instruction - both student Mode of Instruction and school Mode of Instruction.	
AUG	OCT	Fall Personnel	10/7/2025-10/30/2025	Yes	10/30/2025	Verify the following for all personnel employed or contracted from 7/1/2025 through 10/6/2025: District Employment, including SEID (Staff State ID) number, District Assignment (including School, Start Date, End Date, FTE, State Assignment Code, and MT Title(s)), Credentials for SPED Staff, Paraprofessionals, and Professional Licensure are entered and/or updated for the current year; Contractors and Consortium personnel are identified by State Assignment Code and Agency; 5. QEC counts are accurate (employed as of 10/6/2025); Coordinators are identified for Assessment (System Test Coordinator), Foster Care Point of Contact, Homeless Liaison, Title IX, Gifted/Talented, and Indian Education For All; and staff not employed or entered for state reporting purposes are indicated with an MT Title "Not State Reported".	Accreditation School Finance
AUG	OCT	Fall Teacher Class	10/7/2025-10/30/2025	Yes	10/30/2025	Verify the following Course information as of 10/6/2025: Courses and rosters from the first day of school through 10/6/2025, including State Courses Code (SCED Subject Area and Course Identifier), Grade Low/Grade High, Credit (for HS courses), Course Level, Dual Enrollment, Distance Class, Alternative Education, Work-Based Learning, CTE Pathway, Session Type, Session Number, Section Placement, Section Staff History (Primary Teacher and other staff for classroom overload), and student rosters (Start Dates for students who enrolled after the start of school and End Dates for students who have exited). Teacher-Class data is used for compliance with Accreditation rules, state and federal reporting, and CTE funding.	Accreditation
OCT	DEC	MAST Test Window 1	10/13/2025-12/5/2025	No		The first round of MAST tests are administered to appropriate students in grades 3 - 8 during this window. • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window. • To ensure students receive appropriate accommodations,	Montana Comprehensive Assessment System

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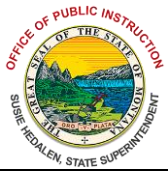
Start Month	End Month	Collection	Collection Window	Certification Required	Due Date	Collection Purpose	Website
						please do NOT change accommodations for testing students during this window.	
NOV	DEC	Fall Career and Technical Education (CTE) – 2024-25	11/1/2025-12/31/2025	Yes	12/31/2025	This data is utilized to understand how Montana's CTE programs are impacting the participating students by understanding what outcomes those students have after graduating. This data is also used for determining funding and in state and federally mandated reporting. Enter data for students identified as Concentrators at the end of the 24-25 school year who are no longer enrolled in school (graduate or dropout).	
JAN	MAR	ACCESS for ELLs	1/5/2026-3/6/2026	No		The ACCESS for ELLs English language proficiency test provided for English learner students from all grades K-12. <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window. • To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
JAN	MAR	MAST Test Window 2	1/12/2026-3/6/2026	No		The second round of MAST tests are administered to appropriate students in grades 3 - 8 during this window. <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window. • To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
FEB	MAY	DLM Alternate Math, ELA, and Science	2/2/2026-5/15/2026	No		The spring round of the Dynamic Learning Maps (DLM) alternate math and ELA testing for students in 3 - 8 and 11th grades who are a part of the SwSCDs student group and Dynamic Learning Maps (DLM) alternate science testing for students in 5th, 8th, and 11th grades who are a part of the SwSCDs student group. <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to 	Montana Comprehensive Assessment System

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						<p>this window.</p> <ul style="list-style-type: none"> To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	
JAN	FEB	Spring Student Count for ANB	2/3/2026-2/12/2026	Yes (in IC and MAEFAIRS)	2/12/2026	<p>This verification has two stages. Spring Student Count for ANB data must first be certified within Infinite Campus and then verified within the MAEFAIRS system. This enables LEA's to verify the data that will ultimately be utilized to determine their funding. The Spring Student Count for ANB is the second of two collections primarily used for calculating ensuing year school district budgets. Districts must verify Primary and Secondary enrollments for eligible PK special education students, students in grade KG through 12, students aged 19/20 who meet Student Count for ANB eligibility requirements, Job Corps & MT Youth Challenge students, eligible students participating in an Early Targeted Intervention Classroom-Based program, students participating in the Education Savings Account Program, and Early Graduates. If students have both a Primary and Partial enrollment, verify that Aggregate Hours are not greater than 1.0, review attendance and exclude students absent 11 or more days as of the count date, students participating in private, non-sectarian day treatment programs, or KG students under 5 enrolled without board approval. Jumpstart (summer Early Targeted Intervention) and Extracurricular participation (from the prior year), certified in earlier collections, are appended to the current year Student Count for ANB. Review Student Count for ANB eligibility requirements for students participating in fully remote programs.</p>	Student Count ANB
JAN	FEB	Spring Teacher Class	2/3/2026-2/27/2026	Yes	2/27/2026	<p>Verify the following Course information as of 2/2/2026: Courses and rosters from the Fall Count Date through 2/2/2026, including State Courses Code (SCED Subject Area and Course Identifier), Grade Low/Grade High, Credit (for HS courses), Course Level, Dual Enrollment, Distance Class, Alternative Education, Work-Based Learning, CTE Pathway, Session Type, Session Number, Section Placement, Section Staff History (Primary Teacher and other staff for classroom</p>	Accreditation Career and Technical Education (CTE)



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						overload), and student rosters (Start Dates for students who enrolled after the start of school and End Dates for students who have exited). Teacher-Class data is used for compliance with Accreditation rules, state and federal reporting, and CTE funding.	
MAR	APR	ACT with Writing Window 1	3/24/2026-5/22/2026	No		<p>The ACT with writing is administered to appropriate students in the 11th grade during this window.</p> <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window where necessary. • To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
MAR	MAY	MAST Test Window 3	3/30/2026-5/22/2026	No		<p>The third round of MAST tests are administered to appropriate students in grades 3 - 8 during this window.</p> <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window. • To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
MAR	MAY	Montana Science Assessment (MS) Window	3/30/2026-5/22/2026	No		<p>The MSA is administered to appropriate 5th and 8th graders during this window.</p> <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to this window. • To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
APR	APR	ACT with Writing Window 2	4/7/2026-4/17/2026	No		<p>The ACT with writing is administered to appropriate students in the 11th grade during this window.</p> <ul style="list-style-type: none"> • Ensure that all student accommodations are finalized and entered prior to this window. • Ensure that all appropriate students are registered prior to 	Montana Comprehensive Assessment System

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						<p>this window where necessary.</p> <ul style="list-style-type: none"> To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	
APR	MAY	ACT with Writing Window 3	4/21/2026-5/1/2026	No		<p>The ACT with writing is administered to appropriate students in the 11th grade during this window.</p> <ul style="list-style-type: none"> Ensure that all student accommodations are finalized and entered prior to this window. Ensure that all appropriate students are registered prior to this window where necessary. To ensure students receive appropriate accommodations, please do NOT change accommodations for testing students during this window. 	Montana Comprehensive Assessment System
MAY	JUNE	End of Year Enrollment & Program Participation	5/11/2026-6/19/2026	Yes	6/19/2026*	<p>End of Year Program Participation is combined with End of Year Enrollment. Students must have accurate Program Participation Records for participation any time in the 25-26 school year. Programs to be validated include: FRAM - Free/reduced meal status (individual student entry not required for Community Eligible Provision Schools), English learners (EL), Immigrant, Homeless/Unaccompanied Youth, Gifted, Targeted Title I, Military Connected Status, Foreign Exchange, Section 504, 21st Century (verify student enrollments with the OPI AS21 system), District Residency (entered for non-resident students only), and Early Targeted Interventions. Districts should also ensure that completed ERs and IEPs are locked - and Exit Date/Reason are entered for students no longer receiving Special Education Services. Districts should also verify demographic information - including birthdate, race/ethnicity, and gender.</p>	Federal Programs
MAY	JUNE	End of Year Attendance Totals	5/11/2026-6/19/2026	Yes	6/19/2026*	<p>The End of Year Attendance Certification is used for Average Daily Attendance and Chronic Absenteeism calculations for both state and federal reporting. It is combined with End of Year Enrollment and Program Participation for the creation of subgroups (e.g., Race/Ethnicity, Gender, Socio-Economic Status). End of Year Attendance Certification includes the following: Days Present and Days Enrolled for all students in the 2024-25 school year. Days Present is total instructional</p>	

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						days in the regular school year minus the sum of student absences for the year. ESSA Days Absent is the number of days the student was absent .5 or more during the year.	
MAY	JUNE	End of Year Extracurricular Participation	5/11/2026-6/19/2026	Yes	6/19/2026*	The End of Year Extracurricular Activities Certification collects information related to extracurricular participation for students who have a primary enrollment in non-public school (private or homeschool). Districts who report extracurricular participation for these students in the 2025-26 year may be eligible for additional ANB in the following year. Districts must report extracurricular participation and number of completed activities.	
MAY	JUNE	End of Year Career and Technical Education (CTE)	5/11/2026-6/19/2026	Yes	6/19/2026*	This data is used for a variety of purposes to include funding determinations, as well as other state and federally mandated reporting. Identify all high school students with Career and Technical Education (CTE) courses for the 2025-26 school year, including Pathway(s), Dual Enrollment, and Work-Based Learning.	Career and Technical Education (CTE)
MAY	JUNE	Behavior Incident Reporting	5/11/2026-6/19/2026	Yes	6/19/2026*	Enter Behavior data for any of the following scenarios: Any incident resulting in out-of-school suspension or expulsion, regardless of length of time, for any enrolled student, any incident resulting in an in-school suspension, regardless of the length of time, for an enrolled student or student participating in a 21st Century program, and any incident involving weapons, drugs, or violence for any enrolled student. There must be an incident, a resolution, and a duration.	Behavior Reporting
MAY	JUNE	End of Year Personnel	5/11/2026-6/19/2026	Yes	6/19/2026*	The End of Year Personnel Certification (also used to populate the Compensation Expenditure report in MAEFAIRS) is the full-year personnel reporting collection. Districts should report any staff employed or paid between July 1, 2025, and June 30, 2026.	School Finance
MAY	JUNE	End of Year Teacher Class	5/11/2026-6/19/2026	Yes	6/19/2026*	Verify the following Course information as of the last day of school: Courses and rosters from the Spring Count Date through the last day of school, including State Courses Code (SCED Subject Area and Course Identifier), Grade Low/Grade High, Credit (for HS courses), Course Level, Dual Enrollment, Distance Class, Alternative Education, Work-Based Learning, CTE Pathway, Session Type, Session Number, Section	

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						Placement, Section Staff History (Primary Teacher and other staff for classroom overload), and student rosters (Start Dates for students who enrolled after the start of school and End Dates for students who have exited). Teacher-Class data is used for compliance with Accreditation rules, state and federal reporting, and CTE funding.	
MAY	JUNE	Special Education Exiting	5/11/2026-6/19/2026	Yes	6/19/2026*	Verify accuracy of data for students receiving special education services at the beginning of the school year but not receiving services at year end (6/30/2025). Ensure completed ERs and IEPs are locked and Exit Dates and Exit Reasons are current in the State Reporting tab of Infinite Campus. Confirm accurate exiting list in the SPED Application Portal by June 30, 2025.	Special Education

*Initial Certifications must be completed by 6/19/2026 with final corrections allowed through 6/30/2026

OTHER RESOURCES:

[Infinite Campus Data Dictionary](#)

[Accreditation Webpage](#)

[Assessment Webpage](#)

[Federal Programs Webpage](#)

[School Nutrition Webpage](#)

[School Finance Webpage](#)

[Student Services Webpage \(includes Special Education\)](#)

[Career and Technical Education Webpage](#)

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