

2025

SUMMER CONFERENCE

Cruising into 25-26

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EDUCATE Unit Manager and
SSoM Tech



Reporting

- Calendar Rolls
 - Calendar Information
 - Terms
 - Period Schedules
 - Days
- Early Intervention
 - Classroom-Based Programs
 - Jump Start Program
 - Home-Based Programs
- Out of District
- Extracurricular
- CTE
- Gifted and Talented
- Mode of Instruction
 - Hybrid – Online Class Indicator
- Behavior
- Drop Out Cohort
- Personnel
- Teacher/Class
- Validations/Certifications
 - Reading the Reports
 - Certifiers



Calendars

- Non-instructional minutes
- Term Dates
- [MCA 20-1-301](#)
 - K-3: 720 Hours
 - 4-12: 1080 Hours
- Instructional Days and Minutes by PERIOD Schedule
 - Period Minutes by Period (HS Only)
 - Early Release Days
- Number of Instructional Days
- PIR Days – [MCA 20-1-304](#)
 - 3 minimum, 7 max
- Separate Calendars:
 - Extracurricular
 - Home-Based Early Intervention

How the Data is Used

PIR Days – Accreditation (3) & School Finance (7)

Aggregate Hours – School Finance

Course Minutes – Accreditation and CTE

Data Validation Reports

Calendar Certification

Calendar Validations and Information



Calendars

Review – Gaps between periods setting is INCLUDED (change/update in Scheduling & Courses > Calendar Setup > School Year Setup)
Do not put in Start or End Dates on this screen

School Year Detail

*Label	23-24	Active	<input type="checkbox"/>
*Start Year	2023	*End Year	2024
Start Date	<input type="text"/>	End Date	<input type="text"/>

School Year

Instructional Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes
- Exclude time gaps between periods Max non-instructional minutes for period gaps

School Day Minutes Preference

- Exclude non-instructional periods
- Exclude non-instructional minutes Max non-instructional minutes per period
- Exclude time gaps between periods Max non-instructional minutes for period gaps



Calendars

Scheduling & Courses > Calendar Setup > Calendar Information

Fiscal year in Start and End Date

Type for MOST Calendars = Instructional

Calendar Info		
Calendar ID 250	School 190 Harrison High (schoolID:15)	
*Name 24-25 Harrison High	Number <input type="text"/>	Sequence <input type="text"/>
*Start Date 07/01/2024	*End Date 06/30/2025	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 360	Teacher Day (minutes) 420	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) 240	Half Day Absence (minutes) 180	School Choice <input checked="" type="checkbox"/>
Type I: Instructional	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
Testing Count Date <input type="text"/>		
Comments rolling 03/11/2016 11:45 AM		
Food Service Edit Check (default to blank - no override)		



Grade Level Setup

Scheduling & Courses > Calendar Setup > Grade Level Setup

The screenshot shows the 'Grade Level Editor' and 'Grade Level Detail' sections. The 'Grade Level Editor' table is as follows:

Name	Seq
KG	1
01	2
02	3
03	4
04	5
05	6
06	7

The 'Grade Level Detail' section shows the following fields:

- Name (locked): KG
- *Sequence Number: 1
- *State Grade Level Code: KF: Kindergarten Full Time**

The dropdown menu for the State Grade Level Code is open, showing the following options:

- 01: Grade 1
- 02: Grade 2
- 03: Grade 3
- 04: Grade 4
- 05: Grade 5
- 06: Grade 6
- 07: Grade 7
- 08: Grade 8
- 09: Grade 9
- 10: Grade 10
- 11: Grade 11
- 12: Grade 12
- KF: Kindergarten Full Time**
- KG: Kindergarten
- PK: Pre-kindergarten

Buttons for 'New', 'Save', and 'Delete' are visible at the top left. The 'KG: Kindergarten' option in the dropdown is highlighted with a red box.

Kindergarten = State Grade Level KG

KF: Kindergarten Full Time** must be updated prior to 25-26

Review sequencing between calendars

6th grade = Seq 7 (see image)

7th would be Seq. 8



Calendars

Review – Scheduling & Courses > Calendar Setup > Terms
 Terms should NOT have more than 2 days between them, e.g. Sat/Sun NOT 12/19/4

Term Schedule Detail
 *Name: Terms Primary

GOOD – No major gaps!

Term Detail				
	*Name	*Sequence	*Start Date	*End Date
X	1	1	07/01/2024	09/27/2024
X	2	2	09/30/2024	12/20/2024
X	3	3	12/23/2024	03/21/2025
X	4	4	03/24/2025	06/30/2025


Add Term

Term Schedule Detail
 *Name: Terms Primary

BAD – MAJOR GAP

Term Detail				
	*Name	*Sequence	*Start Date	*End Date
X	1	1	07/01/2024	09/27/2024
X	2	2	09/30/2024	12/20/2024
X	3	3	01/04/2025	03/21/2025
X	4	4	03/24/2025	06/30/2025

Add Term

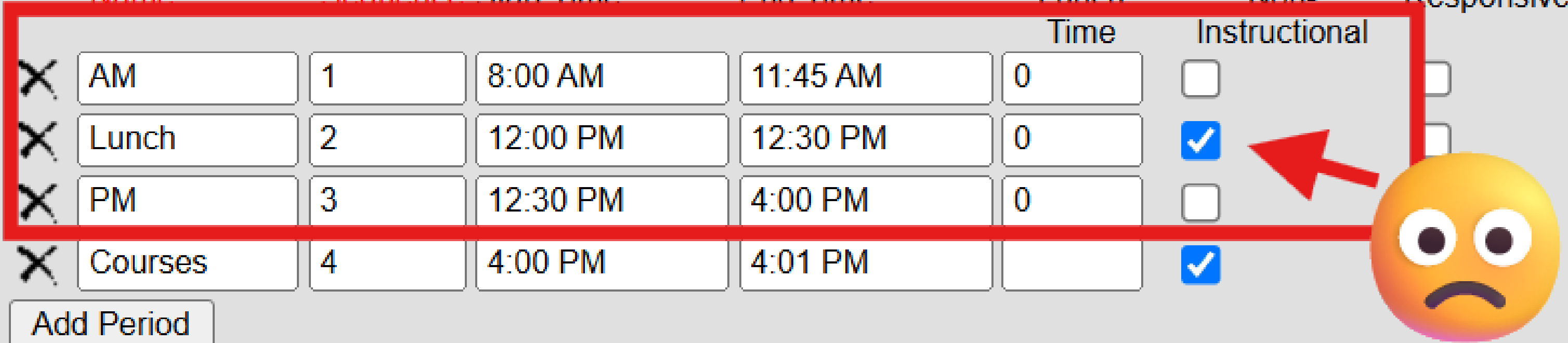




Period Schedules – Elementary Examples

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	AM	1	8:00 AM	11:45 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	Lunch	2	12:00 PM	12:30 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	PM	3	12:30 PM	4:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	Courses	4	4:00 PM	4:01 PM		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period



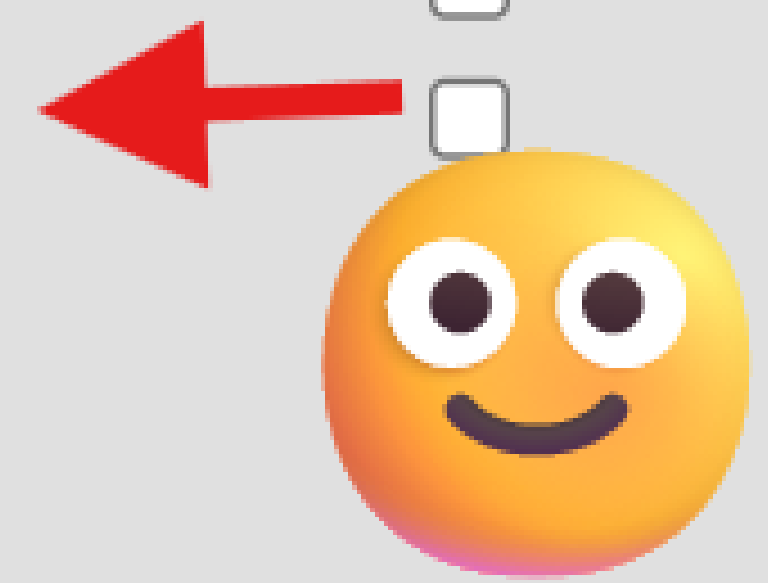
Errors:

- Non-instructional time in the middle of the day
- 15-minute gap between AM and Lunch
- Structured recesses???

Period Schedules – Elementary Examples

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
⏪	AM	1	8:00 AM	12:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
⏪	Lunch	2	12:00 PM	12:45 PM	45	<input type="checkbox"/>	<input type="checkbox"/>
⏪	PM	3	12:45 PM	4:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
✕	Courses	4	4:00 PM	4:01 PM		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period



Accuracy Check:

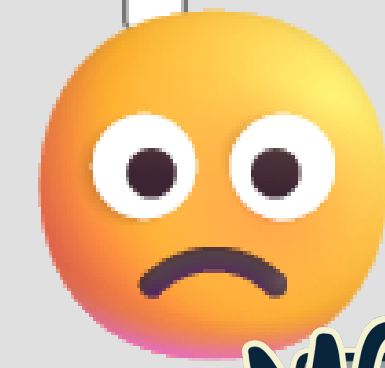
- Lunch time denoted
- No gaps
- 15 minute un-structured recess + 30 minute lunch



Period Schedules – JHS/HS Examples

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	Early	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	2	3	09:45 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	3	4	10:10 AM	11:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	4	5	11:05 AM	12:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	5	6	12:47 PM	01:41 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	6	7	01:46 PM	02:40 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	7	8	02:45 PM	03:40 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	ACT	9	04:00 PM	05:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The gap in the schedule will count as instructional minutes vs. lunch time



Instructional Minutes Reported for 03/04 School Year

Period Schedules – JHS/HS Examples

Period Info							
	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X	Early	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X	1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	2	3	09:45 AM	10:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	3	4	10:10 AM	11:05 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	4	5	11:05 AM	12:04 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	Lunch	6	12:04 PM	12:45 PM	41	<input type="checkbox"/>	<input type="checkbox"/>
X	5	7	12:47 PM	01:41 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	6	8	01:46 PM	02:40 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	7	9	02:45 PM	03:40 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X	ACT	10	04:00 PM	05:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period



Days – Regular Day

School Day Checkbox
Instruction Checkbox
Attendance Checkbox

No Start Time or End Time
No duration

If Start and End Times do **NOT** align with a
“normal day”, a new period schedule must be
created to reflect hours accurately

Day Detail		
Date		Day #
06/02/2025		240
Period Schedule		
Daily		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Comments		
<input type="text"/>		

Day Events		
Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		



Days – 2 Hour Late Start

School Day Checkbox
Instruction Checkbox
Attendance Checkbox

No Start Time or End Time
No duration

If Start and End Times do **NOT** align with a
“normal day”, a new period schedule must be
created to reflect hours accurately

Day Detail		
Date		Day #
06/09/2025		246
*Period Schedule		
2 HR Late Start ▾		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
Comments		
<input type="text"/>		
Day Events		
Type	Duration	Inst. Minutes
<input type="button" value="Add DayEvent"/>		



Days – PIR/In-Service Day (No School)

School Day Checkbox
~~Instruction Checkbox~~
~~Attendance Checkbox~~

No Start Time or End Time
No duration

Day Event = IS: In Service
Duration = Number of Minutes

Day Detail

Date	06/09/2025	Day #	246
*Period Schedule			
Daily <input type="text"/>			
School Day	Instruction	Attendance	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Start Time	End Time	Duration	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	
Comments			
<input type="text"/>			

Day Events

Type	Duration	Inst. Minutes
<input type="text" value="X IS: In Service"/>	<input type="text" value="360"/>	<input type="text"/>



Days – PIR/In-Service Day (with School)

School Day Checkbox
Instruction Checkbox
Attendance Checkbox

No Start Time or End Time
No duration

Day Event = IS: In Service
Duration = Number of Minutes

Day Detail		
Date		Day #
06/09/2025		246
*Period Schedule		
Daily <input type="button" value="v"/>		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	0
Comments		
<input type="text"/>		
Day Events		
Type	Duration	Inst. Minutes
<input type="button" value="X"/> IS: In Service <input type="button" value="v"/>	180	<input type="text"/>
<input type="button" value="Add DayEvent"/>		



Days – Parent Teacher Conference

School Day Checkbox
Instruction Checkbox
Attendance Checkbox

No Start Time or End Time
No duration

Day Event = PT: ParentTeacher Conference
Duration = Number of Minutes

Day Detail		
Date		Day #
06/09/2025		246
*Period Schedule		
Daily		
School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
		0
Comments		
<div style="border: 1px solid gray; height: 40px;"></div>		
Day Events		
Type	Duration	Inst. Minutes
<input type="text" value="X"/> PT: Parent-Teacher Conference	180	
Add DayEvent		



Early Intervention Programs

3 Programs – Literacy AND Numeracy

- Classroom-based program
- Jumpstart Program
- Home-Based Learning

Assessed students must have an eligibility record, REGARDLESS of the student's participation in a program (example: student is assessed in Spring; however, moves before school/program start date)



Classroom -based Program

- Child has not yet entered OR has not completed Kindergarten
- Must be 4 years or older on or before September 1⁰th
- May be at least halftime (360 hours) or up to fulltime (720 hours)
- Instruction MUST align to MT Early Learning Development Domains and Content Standards

Implications within Infinite Campus

- Students are enrolled in state grade PK
- May need a different instructional calendar (if period schedule is different than K3)
- MUST HAVE AN ELIGIBILITY record
- Must be indicated as ANB eligible for Fall and Spring (up to 1.0 ANB)
- Must have an enrollment in a course, with a properly licensed and endorse educator, AND meet class size requirements



Jumpstart Program

- Eligible child is 5 years or older on or before September 10th and has NOT yet completed 3rd grade
- Takes place in the summer, between the end of one school year and the beginning of the next
- Requires 120 hours of instruction in a minimum of 4 weeks of programming
- Instruction MUST align to MT Early Learning Standards and MT Content Standards for ELA

Implications within Infinite Campus

- Requires a separate calendar showing the appropriate instructional time frame (120 hours/4 weeks) and accounts for non-instructional time (recess and lunch)
- Students are enrolled in the grade they will be in the Fall (K3)
- MUST HAVE AN ELIGIBILITY record
- Requires daily attendance records
- **Must have an enrollment in a course, with a properly licensed and endorsed educator, AND meet class size requirements**

Type

I: Instructional

A: Alternative

B: Homebound

F: Offsite

H: Homeschool

I: Instructional

J: Jumpstart

O: Other

R: Residential

S: Summer School

X: Outside District



Homebased Program

- Must have an eligibility record
- Enrollment in a separate calendar with calendar type: Other
- Enrollment in grade PK (age 4 as of September 10th) through grade 2
- Indicated in the enrollment as participating in a home based early literacy program (like an extracurricular student)
- No ANB eligibility (program is paid from another source)
- May have either an instructional enrollment in the district (P or S)
- Parent contact information should be in Notes so Waterford can connect with Parents

Enrollment Exceptions

State Exclude

Home-Based Early Literacy

Type

I: Instructional

A: Alternative

B: Homebound

F: Offsite

H: Homeschool

I: Instructional

J: Jumpstart

O: Other

R: Residential

S: Summer School

X: Outside District

***Service Type**

P: Primary

P: Primary

S: Partial

N: Special Ed Services



What's the Difference?

Classroom -based Program

- Eligible for up to 1.0 ANB if enrolled Fall/Spring
- Must have eligibility indicated Fall/Spring

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst.

Job Corps

Indian Lang. Immersion Prg.

Classroom-Based Early Literacy

Fall Absent

MT Youth Challenge

Exclude Fall ANB

Age 19 or 20 Eligible for ANB

Spring Enrollment Count

Spring Aggregate Hours of Inst.

Job Corps

Classroom-Based Early Literacy

Spring Absent

MT Youth Challenge

Exclude Spring ANB

Age 19 or 20 Eligible for ANB

Jumpstart Program

- Eligible for 0.25 ANB or 1.25 total if enrolled Fall/Spring
- Requires separate Data Certification (end of August)
- ANB from Jumpstart will be appended to the ANB for Fall/Spring

Type

I: Instructional

A: Alternative

B: Homebound

F: Offsite

H: Homeschool

I: Instructional

J: Jumpstart

O: Other

R: Residential

S: Summer School

X: Outside District

Homebased Program

- No ANB eligibility
- Program is paid from another source

Enrollment Exceptions

State Exclude

Home-Based Early Literacy



Eligibility Literacy and Numeracy

Student Information > State Programs > Targeted Interventions

Can select multiple Eligibility Domains

Program Information

Record Entry Date: (Required)
month/day/year

End Date:
month/day/year

School Year: (Required)
25-26

State Grade: (Required)
05: Grade 2

Eligibility Domain: (Required)
Select all that apply

- 05001LC: Listening Comprehension (01, 02)
- 05001RCS: Reading Composite Score (02, 03)
- 05001VO: Vocabulary (01, 02, 03)

Methodology Tool (Required)
Select Methodology Tool:

- 05001AR: Acadience Reading (01, 02, 03)
- 05001AWP: aimswebPlus (01, 02, 03)
- 05001DIBELS: DIBELS 8th (01, 02, 03)
- 05001EBP: Early Bird (PK, KH, KF, 01, 02, 03)
- 05001ECBM: EasyCBM (01, 02, 03)
- 05001ER: EastBridge (01, 02, 03)

Comments:
Maximum 255 characters

Save Cancel

Grade Level at which the student is Assessing at i.e. 1st grade assessment = 1st grade



Intervention Classes

Course Codes

10 with teacher – Certified Early or K-8

Early Childhood Para = 18 students (Total)

Regular Para = 22 students (Minutes entered)



Out of District

Student Information > State Programs >
District of Residency

- Do **NOT** enter in Student Enrollment
- Does **NOT** need an end date if the student returns

Program Information

Start Date: (Required)
05/18/2025

End Date:
month/day/year

Resident District: (Required)

- 0000: Out of State
- 0861: Absarokee Elem
- 0862: Absarokee H S
- 0577: Alberton K-12 Schools
- 0536: Alder Elem
- 0096: Alzada Elem



Extracurricular Calendars

Calendar Info

Calendar ID
250

***Name**
24-25 Harrison High EC

***Start Date**
07/01/2024

Student Day (instructional minutes)
360

Whole Day Absence (minutes)
240

Type
I: Instructional

- A: Alternative
- B: Homebound
- H: Homeschool
- I: Instructional
- O: Other**
- R: Residential
- S: Summer School
- X: Outside District

Scheduling & Courses > Calendar Setup >
Calendar Information

Fiscal year in Start and End Date

MUST BE IN SEPARATE CALENDAR

Type = O: Other



Extracurricular Enrollment

***Service Type**

P: Primary

P: Primary

S: Partial

N: Special Ed Services

1. Search for the student using Student Locator with the Extracurricular Calendar in the top left corner
2. Enroll student with Service Type of S: Partial and Start Status of Transfer in from Home School or Private School
3. Select the Extracurricular Activities Only checkbox and click **Save**
4. At the end of the SY, indicate the number of weeks of participation
5. End date the student with an enrollment end status of Transfer back to Home School or Private School. Click **Save**.

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

Extracurricular Activities Only

Completed Extracurricular Activities for Non-Public School Students

Number of 6+ week activities

Number of 18+ week activities



CTE – Middle School AND High School

Scheduling & Courses > Courses > Course Information

- Course Codes
- Pathways
- WBL
- Dual Credit
- AMAZING RESOURCE -

<https://drive.google.com/file/d/1OgOMJDCXz9tzEyFWV36AJsngiTikLOMt/view?pli=1>



CTE – Middle School AND High School

Student Information > State Programs > CTE Concentrator

- Auto-update in the future
- Pathways
- CTE Concentrator
- Student Single Parent = Student who is a Parent
- Credits should be updated for those earned in 2425
- Validation Report to Verify Students who have taken CTE Courses- CTE Students Rostered to Courses with Pathways

CTE Participant Detail				
*CTE Pathway	*CTE Concentrator	*Student Single Parent	*Start Date	Modified Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	05/22/2025	05/22/2025
CTE Credits				
Total Pathway Credits Earned				
<input type="text" value="0"/>				
Total Pathway Credits Earned is automatically calculated from the sum of In District Credits Earned and Out of District Credits Earned. Students who have earned a minimum of 2 Pathway Credits are considered a CTE Concentrator.				
In District Credits Earned		Out of District Credits Earned		
<input type="text" value="0"/>		<input type="text" value="0"/>		
Dual Enrollment Credits		Work Based Learning Credits		
<input type="text"/>		<input type="text"/>		
District Defined Elements				



CTE – NEW FOR 25-26 MS AND HS Pathways

- Yes a class can be a Distance Class or Online AND be CTE
- Yes a CTE Pathway needs to be defined
- Yes the WBL Checkbox and WBL Partner can be entered
- Rule of Thumb:
- 1 CTE Pathway can have more than 1 WBL Partner; however, a new course will be needed for each WBL area as ONLY 1 CTE Pathway per WBL Course

State Defined

Type:

High School Credit: Dual Enrollment Credit:

Distance Class:

CTE Pathway:
Select all that apply

Work Based Learning:

WBL Partner:
Maximum 200 characters

Vocational Code:

N: No
Y: Yes



Gifted and Talented

Student Information > Program Participation > Gifted

- Do **NOT** enter in Student Enrollment
- Program Status:
 - Eligible
 - Not Eligible
- Evaluation Methods (optional):
 - Test Scores
 - Student Observation
 - Student Portfolio

+ New Save Delete Print Summary Report Documents

Gifted Editor

Evaluated Date	End Date	Program Status	Created By
----------------	----------	----------------	------------

Gifted Detail

*Evaluated Date End Date

Program Status

Identified Date

Comments (up to 255 characters)

State Defined Elements

Evaluation Method

Select Values



Mode of Instruction

School & District Settings > Schools > School Mode of Instruction

- Logic: Not are students doing it, but what does the District/Policy allow students to do
- Updated and certified for FALL Collection
- Federal Report, not just State
- Only modify if policy/District parameters change

Policy Editor
School: Arthur Elementary

*Start Date: 7/1/2025 End Date: []

Remote or Online Only (no in-person or hybrid instruction)
[]

Hybrid - Both Remote and In-Person (some remote and some in-person instruction)
[]

Full-time In-Person (no online or hybrid instruction)
[]

Remote or Online Only (no in-person or hybrid instruction)
[]

AS: Offered to All Students

SS: Offered to Some Students (some remote and some in-person instruction)

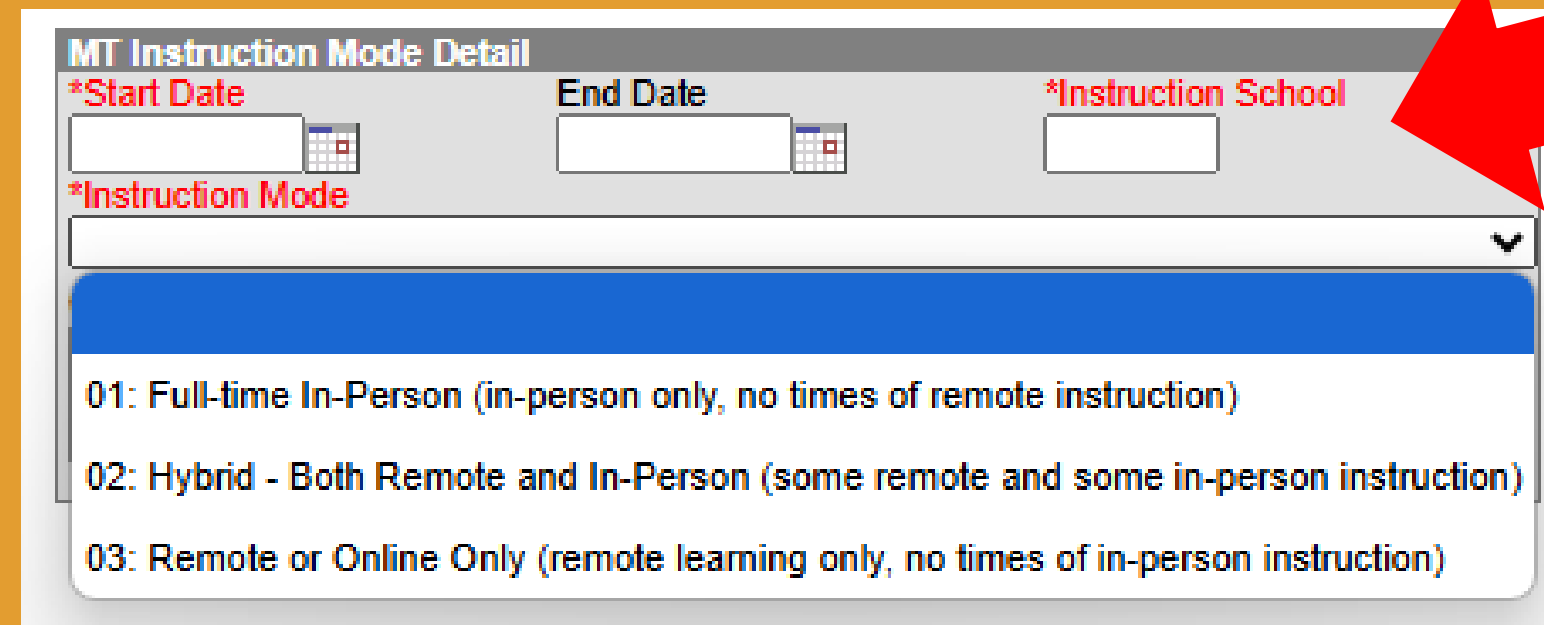
NO: Not Offered



Student Mode of Instruction

Student Information > State Programs > MT Instruction Mode

- Individual students' actual Mode of Instruction, NOT just what is offered; however, needs to match what is offered
- Only need to input for Hybrid or Remote students
- Validation Report – Compares students Mode of Instruction vs. classes denoted as Distance Learning



The screenshot shows a form titled "MT Instruction Mode Detail". It contains three input fields: "*Start Date" with a calendar icon, "End Date" with a calendar icon, and "*Instruction School" which is highlighted by a red arrow. Below these fields is a dropdown menu for "*Instruction Mode" with three options: "01: Full-time In-Person (in-person only, no times of remote instruction)", "02: Hybrid - Both Remote and In-Person (some remote and some in-person instruction)", and "03: Remote or Online Only (remote learning only, no times of in-person instruction)".

School Number i.e. Elementary State School Number (4 digits) auto-populates when calendar is selected for enrollment for in-person



Behavior Events

State Codes MUST MAP to State Codes– **DO NOT TOUCH THE STATE EVENT/RESOLUTION CODE MAPPING**

ALL ISS and OSS are State Reportable

Done by calendar – do NOT toggle to all people

Local Codes MUST MAP to Local Codes

Behavior Event Type Detail

School				Available In Referral
District Wide				<input checked="" type="checkbox"/>
Code	*Name			
1801	Harassment, BULLYING (sexual)			
*Alignment	Demerits	*Start Date	End Date	
Discipline ▾	0	08/10/2013		
Category	State Event Code (Mapping)			*Classification
Extreme ▾	MT - Other Sexual Offenses--Sexual without force. Code ▾			None ▾

Behavior Resolutions

State Codes MUST MAP to State Codes— **DO NOT TOUCH THE STATE EVENT/RESOLUTION CODE MAPPING**

ALL ISS and OSS are State Reportable
Done by calendar – do NOT toggle to all people
Local Codes MUST MAP to Local Codes

Behavior Resolution Type Detail

School
District Wide Calculate End Date/Duration

Code
400

*Name
MT - Suspension, OSS, IAES

*Alignment
Discipline ▼

*Start Date
10/06/2017

End Date

Category
Minor ▼

State Resolution Code (Mapping)
MT - Suspension, OSS, IAES ▼

Sub-Type
Expulsion ▼

Allow attendance modification

Drop Out Cohort

Graduation Data due June 20th, 2025

Drop Out Cohort is due in the Fall

- Students who drop out before the last day of school must re-enroll by September 30th to **NOT** count as a dropout.
- Students who complete the year, but do not show up in the Fall:
 - Should have a 1-day enrollment (or per District Policy) and have until September 30th, 2026, to re-enroll.
- Students who complete the graduation requirements during the summer, should be counted as current year graduates. Summer of 2025 = 2025 Graduate

299: Subsequent re-enrollment after dropout
300: Dropout, withdrew for personal or academic reasons
310: Dropout, exceeded age requirement set by district policy
320: Dropout, removed or expelled, without option to return
330: Dropout, withdrew to enroll in non-diploma program
340: Dropout, unknown

Dropout Reason

▼

01: Academic Difficulty

02: Attendance Difficulty

03: Economic Reasons

04: Employment

05: Expelled

06: Illness

07: Job Corps or Similar Program

08: Language Difficulty

09: Marriage

10: Military

11: Needed at Home

12: Over Compulsory Age

13: Pregnancy

14: Poor Personal Relationships

15: Reached Maximum Age Set by District Policy

16: Other Known Reason

17: Unknown Reason

18: HiSET Pursuing

19: Suspended, Did No



Personnel

Why?

- Streamline data source – one system
- Allows for staff to be assigned to districts, schools, students & courses
 - Talks to:
 - Accreditation
 - SPED
 - CTE
 - School Finance
 - QEC
- Ties to other State required reporting within Campus – Teacher/Class, etc.

What?

- Employment Dates
- District Assignments
- FTE
- State Assignment Codes
- SPED Level
- Specialization
- Supervisors
- Credentialing

Who?

- Teachers
- Admin
- Admin Assts
- SPED Service Providers
- Paraprofessionals
- Subs
- Short-term and LT workers
- Food Services Staff
- Bus Drivers
- Coaches

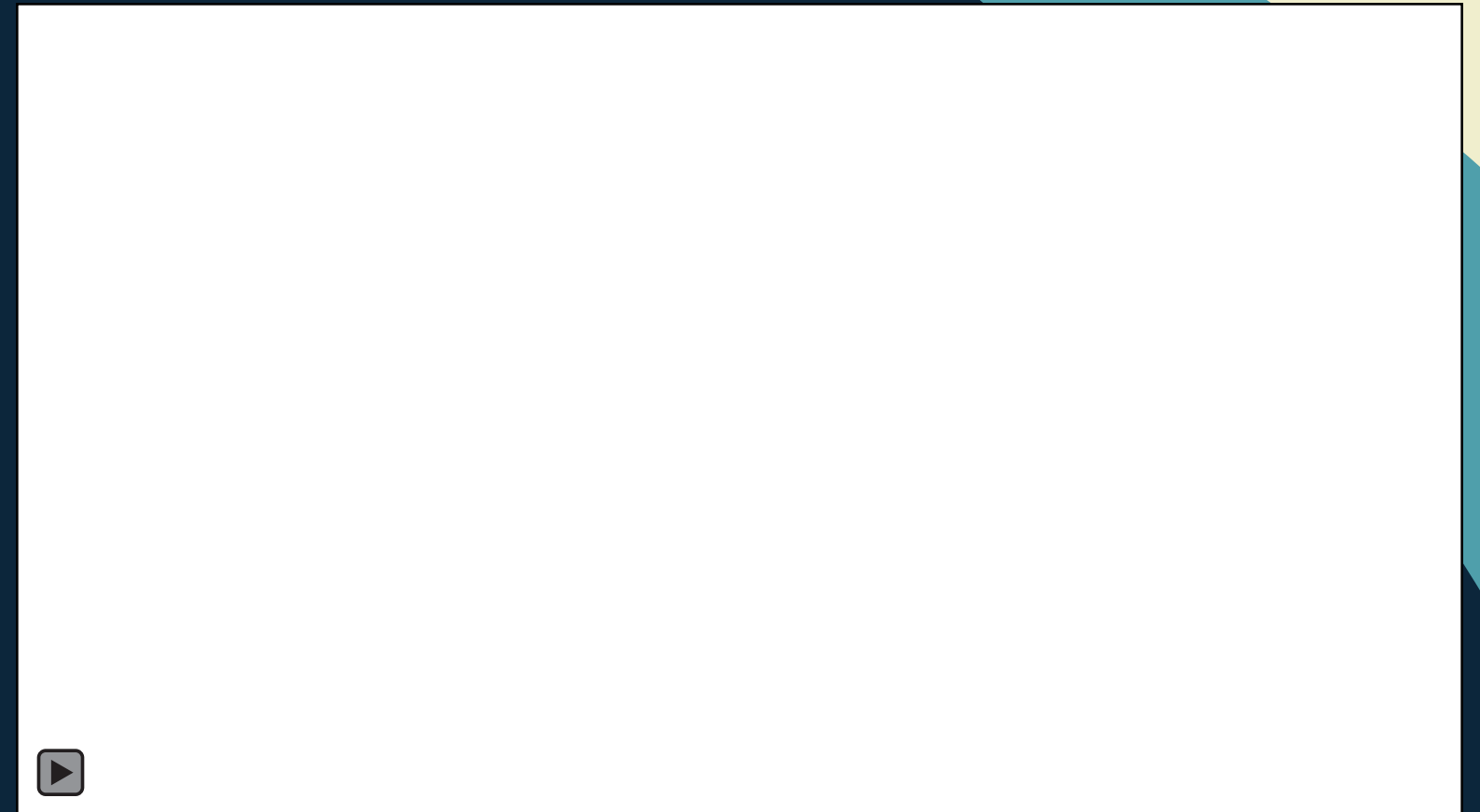


THE MATRIX

State Assignment Code Matrix – Outlines the position codes used for identifying the role of district employees

- Position Codes
- Descriptions!
- QEC Eligibility
- FTE
- AND MORE!!!

<https://opi.mt.gov/Leadership/Data-Reporting/EDUCATE-Infinite-Campus#10765913129-personnel-reporting>



Position Codes

Based on the role of the staff member within the district.

Used for:

- Eligibility for QEC
- FTE
- SPED

What are Position Codes?

- AD – Admin
- DS – District Staff
- PC – Program Coordinator
- PP - Paraprofessional
- RT – Retired... the mythical goal of all
- SE – SPED
- SP – Specialized Personnel
- TC – Teacher

Some codes hang out with other codes:

- DS 11: Extra Duty – Requires Educator License
- DS 12: Extra Duty – No License Required
- DS 13: Extra Duty – Requires Professional License

These positions are for stipends in addition to regular salary – NOT including Coaches or EC Staff



Quality Educator Payment Eligibility

Position Codes Eligible for Quality Educator Component

Individual eligibility depends on these factors:

- Educator properly licensed and endorsed by Dec. 1st
- Emergency authorized educator licensed by Dec. 1st for no more than 3 years
- Professional licensure active on Count Date

Note: An educator listed on a QEC validation report in Infinite Campus is not a guarantee that the individual will be included in the district's QEC payment (MUST meet one of the criteria listed above)



District Level Assignments

3 options in Infinite Campus for District Level Assignments:

- District Level EL
- District Level HS
- District Level K-12

Infinite Campus is set up by **SYSTEM**, but Personnel are reported by **LEGAL ENTITY**.
USE STAFF LOCATOR

Use the District Level EL/K-12 code to report staff for are District Level for your elementary or K12 Legal Entity.

District Level HS is only available in districts with more than one high school.

District Edition IC Users:

There are times when a school level assignment is required for functionality, but not for state reporting (e.g., Behavior, Food Service). There are two options:

1. Split the FTE between the School Assignments; OR
2. Mark the School Assignments “Not State Reported” under MT Titles and create a District Level Assignment for state reporting.



District Level Assignments

When in doubt, create a **NEW District Assignment**

E.G.

- **Paraprofessional changing to Teacher**
- **Moving from .75 FTE to 1 FTE**
- **Changing from Elementary to Middle School**
- **Changing Departments from Science to Math**
- **Promotion from Teacher to Lead Teacher**
- **Change in Supervisors**



DO NOT CHANGE FTE in the existing District Assignment

DO NOT CHANGE the State Code in the existing District Assignment

DO NOT DELETE DISTRICT ASSIGNMENTS



CONTRACTORS

Districts must report contractors that are providing direct services to students.

- Special Education Related Service Providers
- Teachers
- Nurses

Note: Not required to report contracted services (e.g., bus companies and their employees). **NO FTE.**

These individuals are not paid through payroll

NEW TO 2026: CONSORTIUM PROVIDER

3 Positions for Accreditation

- Library
- Counseling
- Curriculum

Note: Anyone can be a contractor, not everyone can be a Consortium Provider. **No FTE.**

These individuals are not paid through payroll

Credentials

Credentials are required for:

- Professional staff (licensed through the Department of Labor (DLI))
 - Must be entire license number with punctuation e.g. SLP-SP-LIC-346097
- Paraprofessionals
- Special Education teachers


Enter in Census > Staff > Credentials

Professional Staff = Licensure/Certification

Paraprofessionals = Highly Qualified



Credentials - Professional



Home Help License Search Permit Search
Underground Utility Incident Report Search Continuing Education Search ▾

License Search

License Information

Licensing Board/Program
Select ▾
License Type
Select ▾
License Number
[]

License Holder Information

First Name [] Last Name []
Business Name []
City [] State [] Zip []
Country
Select ▾

License Information

Licensing Board/Program: Board of Speech-Language Pathologists and Audiologists

License Type: Speech Language Pathologist License

License Number: SLP-SP-LIC-12678

License Status: Active

License Expiration Date: 02/01/2026

License Issued Date: 07/29/2024

***Start Date**
07/29/2024 []

End Date
02/01/2026 []

Fully Certified

English Learners Credential
[] ▾

SPED Related Services Credential
SPEECHPATH: Speech-language Pathologists ▾

Health License
[] ▾

License Number
SLP-SP-LIC-12678

License / Certification Type
[] ▾



Credentials - Paraprofessional

New Employment Credential Information

***Start Date**
08/28/2024

End Date
[]

Subject Type
[]

Met HOUSSE HOUSSE Completion Date
 []

Subject Matter Competency
[]

Paraprofessional Qualification
[]

Instructional Paraprofessional

- A: Associates Degree
- AA: Academic Assessment
- HE: Two or More Years of Higher Education
- LT: Licensed Teacher
- NA: None of These Apply

New Employment Credential Information

***Start Date**
08/28/2024

End Date
[]

Subject Type
SPED: Special Education Content

Met HOUSSE HOUSSE Completion Date
 []

Subject Matter Competency
[]

***Certification Status**
[]

Special Ed Paraprofessional

- ACA: Academic Assessment
- HE: Two or more years of Higher Education
- LT: Licensed Teacher
- NONE: None of These Apply



NEW to 25-26 Extended Contract Dates – CTE ONLY

Employment Assignment Information

School Harrison High	Department Science
*Start Date 11/25/2019	End Date
Type 02:Certified	FTE of Assignment 1
Title CTAE Extended Contract Days	State Assignment Code AD10:Program Coordinator (Incl. Evaluation Duties)

Teacher Special Ed Program Behavior Admin Health Behav



Teacher Class

Why?

- Streamline data source – one system
- Allows for staff to be assigned to districts, schools, students & courses
 - Talks to:
 - Accreditation
 - CTE
 - Federal Reporting
- Ties to other state-required reporting within Campus – Personnel, etc.

What?

- Courses
- Sections
- Staff Assignments

When?

- Fall
- Spring
- EOY



Elementary Courses

Scheduling & Courses > Courses > Course Information > General Course Information

- Required fields:
 - Elementary
 - Course Number/Name
 - NCES/SCED (Attendance/Specials)
 - Attendance Courses start with 23: Non-Subject Specific
 - Carnegie Unit = 0
 - Specials (only if there is a change in teacher) denoted by subject area
 - NCES includes (Prior to Secondary)
 - SCED **MUST** start with MT
 - SCED Course level can be GE, SE, or HO
 - Attendance Checkbox (when appropriate)
 - Subject Type denoted for Math and ELA only



Courses – Elementary Attendance

Scheduling & Courses > Courses > Course Information > General Course Information

General Course Information


Number: (Required)	Name: (Required)	Active:
<input type="text" value="100"/>	<input type="text" value="First Grade Homeroom"/>	<input checked="" type="checkbox"/>
State Code:		
<input type="text" value="23004"/>		
NCES Code: 23004GE010111		
SCED Subject Area:	SCED Course Identifier: (Required)	
<input type="text" value="23: Non-Subject Specific"/>	<input type="text" value="004: MT-Grade 1"/>	
Available Carnegie Unit Credit:	SCED Course Level:	SCED Sequence: (part n of m parts)
<input type="text" value="0.00"/>	<input type="text" value="GE: General Education"/>	<input type="text" value="1"/> of <input type="text" value="1"/>
SCED Lowest Grade: (Required)	SCED Highest Grade: (Required)	
<input type="text" value="01: Grade 1"/>	<input type="text" value="01: Grade 1"/>	



Courses – Elementary Attendance

Scheduling & Courses > Courses > Course Information > General Course Information

Course Setup

Subject Type: 

Transcript:

Attendance:

Standards-Based:

Activity:

GPA Weight: 1.000

Bonus Points:

Hide Standards On Portal:



JHS/Middle School Courses

Scheduling & Courses > Courses > Course Information > General Course Information

- Required fields:
 - JHS
 - Course Number/Name
 - NCES/SCED for ALL Classes
 - NCES includes (Prior to Secondary)
 - SCED **MUST** start with MT
 - Courses offered, but with no enrollment for accreditation purposes are left as Active with a Section i.e. Foreign Language, Shop, Underwater Basket Weaving
 - Attendance checkbox is marked
 - Subject Type is labeled for Math and ELA ONLY
 - CTE Pathways denoted
 - If course is offered through MTDA or virtually, mark as Distance Learning Class
 - DO NOT USE THE SECTION TO DENOTE DISTANCE LEARNING



Courses – JHS/MS

Scheduling & Courses > Courses > Course Information > General Course Information

General Course Information

Course Master Linked - [6100 Language Arts](#)

Number: 6100 Name: (Required) Language Arts Active:


State Code: 51036

NCES Code: 51036GE080811

SCED Subject Area: 51: English Language and Literature (prior-to-secondary) SCED Course Identifier: (Required) 036: MT-Language Arts (grade 8)

Available Carnegie Unit Credit: 0.00 SCED Course Level: GE: General Education SCED Sequence: (part n of m parts) 1 of 1

SCED Lowest Grade: (Required) 08: Grade 8 SCED Highest Grade: (Required) 08: Grade 8



Courses – JHS/MS

Scheduling & Courses > Courses > Course Information > General Course Information

Course Setup

Subject Type: CORE: Core Academic Subject Area		Core Academic Class: (Required) ELA: English/Language Arts
Transcript: <input type="checkbox"/>	GPA Weight: 0.000	Bonus Points: <input type="checkbox"/>
Attendance: <input checked="" type="checkbox"/>	Standards-Based: <input type="checkbox"/>	Hide Standards On Portal: <input type="checkbox"/>
Activity: AC: Academic	Ignore Master Push: <input type="checkbox"/>	

Only use for transcribed JHS/MS Grades

If you mark a class as Activity, you can run in-progress grades!



High School Courses

Scheduling & Courses > Courses > Course Information > General Course Information

- Required fields:
 - HS
 - Course Number/Name
 - NCES/SCED for ALL Classes
 - NCES includes
 - SCED **MUST** start with MT
 - Carnegie Unit = Number of credits for completing the section of the class
 - Semester Class = 0.5
 - Year Long Class = 1.0
 - Courses offered, but with no enrollment for accreditation purposes are left as Active with a Section i.e. Foreign Language, Shop, Underwater Basket Weaving
 - Attendance checkbox is marked



High School Courses Cont.

Scheduling & Courses > Courses > Course Information > General Course Information

- Required fields:
 - HS
 - CTE Pathways denoted
 - WBL Learning checkbox and Partner noted
 - Each WBL Offering = 1 Course, E.G.
 - Welding Pathway with 2 WBL Partners = 1 course
 - Ag Natural Resources with 1 WBL Partner = 1 course
 - If course is offered through MTDA or virtually, mark as Distance Learning Class
 - DO NOT USE THE SECTION TO DENOTE DISTANCE LEARNING
 - ALL MTDA and Distance Courses need to be individual courses with unique NCES information
 - COURSE MINUTES



High School Courses Cont.

Scheduling & Courses > Courses > Course Information > General Course Information

- Required fields:
 - HS
 - COURSE MINUTES
 - At least 4050 Minutes for a Semester Course
 - At least 8100 Minutes for a Full Year Course



Courses – HS

Scheduling & Courses > Courses > Course Information > General Course Information

General Course Information

Course Master Linked - [1600 Statistics A](#)

Number: **(Required)** Name: **(Required)** Active:


State Code:

NCES Code: 02201GE0.5011

SCED Subject Area: SCED Course Identifier: **(Required)**

Available Carnegie Unit Credit: SCED Course Level: SCED Sequence: (part n of m parts) of

SCED Lowest Grade: **(Required)** SCED Highest Grade: **(Required)**



Courses – HS

Scheduling & Courses > Courses > Course Information > General Course Information

Course Setup

Subject Type: CORE: Core Academic Subject Area		Core Academic Class: (Required) MAT: Mathematics
Transcript: <input checked="" type="checkbox"/>	GPA Weight: 1.000	Bonus Points: <input type="checkbox"/>
Attendance: <input checked="" type="checkbox"/>	Positive Attendance: <input type="checkbox"/>	Expected Hours:
Standards-Based: <input type="checkbox"/>	Hide Standards On Portal: <input type="checkbox"/>	Ignore Master Push: <input type="checkbox"/>
Activity: AC: Academic		

If you mark a class as Activity, you can run in-progress grades!



Courses – HS

Scheduling & Courses > Courses > Course Information > General Course Information

State Defined

Type:

RG: Regular

High School Credit:



Dual Enrollment Credit:



Distance Class:

N: No

CTE Pathway:

Select all that apply

AMC: Agriculture, Mechanics & Construction



Alternative Ed Program:



Vocational Code:



Work Based Learning:



WBL Partner:

Maximum 200 characters

Murdochs, Tractor Supply



Courses – HS

CANNOT HAVE MULTIPLE PATHWAYS ON WBL COURSE

DO NOT DO THIS!

State Defined

High School Credit:

Dual Enrollment Credit:

CTE Pathway:
Select all that apply

AMC: Agriculture, Mechanics & Construction ✕ AFN: Agriculture, Food & Natural Resources ✕

Work Based Learning:

WBL Partner:
Maximum 200 characters
Murdochs, Tractor Supply



Courses – HS

Grading Tasks are now VERY Important

CTE Courses must be accurately set up– credit type determined at District level

Course Grading Task Detail

Grading Task
Semester
***Score Group**
ABC+- (4.0) ▼

Term GPA
[]

Credit
0.5

Credit Type
Vocational ▼

Credit Overflow Override
Elective ▼

Term Mask
 Term 1 Term 2 Term 3 Term 4

Post-only Grading Task



Teacher of Record: K -12

Scheduling & Courses > Section Staff History

- Use NEW PRIMARY TEACHER
 - DO NOT USE NEW STAFF
- Determine Role based on if the course is State Reporting
 - **Teacher of Record**= ALL Courses that are state-reported AND taught in Person
 - **Facilitator** = ANY Online or Distance Course
 - **Not Applicable/Not State Reported** = Courses not state reported, E.G. Elementary Math, Science, etc.
- If the instructor is a district employee, assign the teacher as Teacher of Record.
- If the instructor is NOT a district employee, add the teacher as a “contractor” (MT Titles: Contractor, TC01: Regular Education Teacher, not FTE) and denote in the Section Staff History as the Teacher of Record.
 - **NEW** to 25-26: Verify the teacher has a Class 8 license (College/Dual credit courses)
- Do not enter in Staff Assignment Start or End Dates unless Teacher leaves before the end of the term



Class Sizes and Overage

10.55.712 CLASS SIZE: ELEMENTARY

- (1) In single grade rooms, the maximum class size shall be:
 - (a) no more than 20 students in kindergarten and grades 1 and 2;
 - (b) no more than 28 students in grades 3 and 4;
 - (c) no more than 30 students in grades 5 through 8.
- (2) In multigrade classrooms, the maximum class size shall be:
 - (a) no more than 20 students in grades K, 1, 2, and 3;
 - (b) no more than 24 students in grades 4, 5, and 6;
 - (c) no more than 26 students in grades 7 and 8.
- (3) Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.
- (4) In one-teacher schools, the maximum class size shall be 18 students.
- (5) The school district must assign qualified human resources that comply with all fingerprint and background check requirements when exceeding maximum class sizes at a rate of 1 1/2 hours per day, per student overload.
- (6) An overload of five students per classroom is considered excessive.



NEW TO 25-26 PK SPED STUDENTS COUNTED FOR ANB

- Total number of minutes in IEP must meet the minute requirements for ANB
- Can and probably should track attendance and can be enrolled in a nonstate reported class appropriately



EOY REPORTING



Data Validation and Certification

- Validations allow the District to preview the information and correct
 - Local Dataset = District URL
 - Can Generate Now and EASY to work with
 - State Dataset = State Data/Helena
 - Requires it be Submitted to a Batch Queue
 - Both must MATCH
- Certifications are saying the “District’s URL Information matches and is an accurate representation to the State’s Information”
- 1 PRIMARY CERTIFIER/EVENT
- DO NOT CHANGE PRIMARY CERTIFIER DURING REPORTING SEASON (unless Certifier no longer works for District)

Data Validation Report ☆

Instructions

The Data Validation Report returns results from the Rule is used its Total population will be returned as State Dataset via DIS.

Report Options

Data Validation Group *

Report Data Source

Local Dataset
 State Dataset

Output Options

Report Processing

Generate Now
 Submit to Batch Queue

Type Membership Setup ☆

New Member

Data Certification Membership Editor

Name	Status	Type
Schreibeis, Stephen	Active	Primary
Stinnett, Jackie	Active	Secondary



THANK YOU!

Nicole Thuotte and
Mary Anne Skinner



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