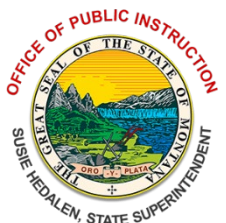


INFINITE CAMPUS REPORTING FOR COUNTY SUPERINTENDENTS

Nicole Thuotte
EDUCATE Unit Manager

Montana Office of Public Instruction
Susie Hedalen, State Superintendent



FINISHING UP 2025-26

End of Year Reporting

- Enrollment & Program Participation
 - Enter End Dates for All Students
 - Verify EL, Title, Gifted, Homeless, Free/Reduced Meal Status, Demographics
 - Enter/verify District Residency records
 - End all Educational Savings Account (ESA) records (program discontinued)



FINISHING UP 2025-26

End of Year Reporting

➤ End of Year Attendance

- Days Present, Days Enrolled and ESA Days Absent for all students with a P: Primary enrollment

➤ Extracurricular Participation

- Private/homeschool students participating in extracurricular activities
- Students participating through a cooperative are counted in their resident district



FINISHING UP 2025-26

End of Year Reporting

- End of Year Career and Technical Education
 - Update credits for identifying Participants and Concentrators in CTE Pathways
- Behavior Incident Reporting
 - Suspension and expulsions for students with and without disabilities
 - Incidents involving weapons, drugs or violence



FINISHING UP 2025-26

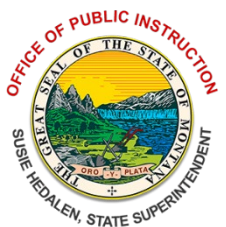
End of Year Reporting

➤ End of Year Personnel

- All staff employed or paid between July 1, 2025, and June 30, 2026

➤ End of Year Teacher Class Reporting

- Ensure that students have complete schedules for the 25-26 school year
- Verify proper identification of courses for CTE allocations



FINISHING UP 2025-26

End of Year Reporting

➤ Special Ed Exiting

- ✓ Students who are not eligible are exited as of the Evaluation date
- ✓ Students who are not continuing the next year have a proper End Status and Special Education Exit Date/Reason
- ✓ Students who are moving to another district have a proper End Status and all Special Education documents are locked (for transfer to the new district)



FINISHING UP 2025-26

Data Validation

- Run validation reports to ensure that data collections are complete and accurate

Validation Groups ★ [Reporting](#) > [Data Validation](#) > Validation Groups

Name ↑	User Groups	Published	Owner	Status
<input type="text" value="End of Year"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Active"/>
End of Year Attendance Certification	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Attendance Validation	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year CTE Concentrator and Participants Certification	Data Validation Reports and Extract, Data Validation & Certification READ ONLY	PUBLISHED	State	ACTIVE
End of Year CTE Concentrator and Participants Validation	Data Validation & Certification READ ONLY, Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Enrollment and Program Certification		PUBLISHED	State	ACTIVE
End of Year Enrollment Validation		PUBLISHED	State	ACTIVE
End of Year Extracurricular Activities Certification	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Extracurricular Activities Validation	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Mode of Instruction School Validation	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE



FINISHING UP 2025-26

Data Certification

- Ensure that certifications are completed as soon as possible after the last day of school and prior to June 19, 2026 (changes accepted through June 30, 2026).



FINISHING UP 2025-26

Data Certification

- Check Certification Categories for assignment of certifiers

Certification Category ☆ Reporting > Data Certification > Certification Category

Certification Categories

Name	Level	Status
<input type="text"/>	<input type="text"/>	<input type="text" value="Active"/>
Average Number Belonging (ANB)	District	ACTIVE
Behavior Data	District	ACTIVE
Calendar Information	District	ACTIVE
CTE Data	District	ACTIVE
Extracurricular Activities	District	ACTIVE
Full Year Attendance	District	ACTIVE
Graduate Dropout Cohort Data	District	ACTIVE

1 - 11 of 11 items



FINISHING UP 2025-26

Data Certification

➤ Complete all assigned certifications

Event Management ☆ Reporting > Data Certification > Event Management

Certification Events

Filter by Name Filter by Status Filter by Reporting Year

Name ↑	Status	Reporting Year	Actions
EOY Attendance Totals 2025-26	Open	25-26	<input type="button" value="View"/> <input type="button" value="Edit"/>
EOY Behavior Certification 2025-26	Open	25-26	<input type="button" value="View"/> <input type="button" value="Edit"/>
EOY CTE Student Certification 2025-26	Open	25-26	<input type="button" value="View"/> <input type="button" value="Edit"/>
EOY Extracurricular Certification 2025-26	Open	25-26	<input type="button" value="View"/> <input type="button" value="Edit"/>
EOY Personnel Certification 2025-26	Open	25-26	<input type="button" value="View"/> <input type="button" value="Edit"/>
Fall ANB Certification 2025-26	Published	25-26	<input type="button" value="View"/> <input type="button" value="Edit"/>



PREPARING FOR 2026-27

Create 2026-27 Calendars

Considerations:

- Grades served – is this a change from the 25-26 year (yes = contact School Finance!)
- Do different grades go different days/times (e.g., KG goes 3 days a week, 1-8 goes 4 **or** KG-3 have 2 unstructured recesses and 4-8 have one)?



PREPARING FOR 2026-27

Create 2026-27 Calendars

- Are instructional minutes accurate (Start Time – End Time, minus Lunch Time)?

PeriodSchedule Info						
*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day		
Regular	1	<input type="checkbox"/>	390	435		

Period Info						
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
<input checked="" type="checkbox"/> ATT AM	1	08:30 AM	12:00 PM	45	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> ATT PM	2	12:00 PM	03:45 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Courses	3	03:45 PM	03:45 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instructional Minutes Preference for 25-26 School Year



PREPARING FOR 2026-27

Create 2026-27 Calendars

➤ Enter PIR and School days

<< **August 2026** >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26 Regular	27 Regular	28 Regular	29
30	31 Regular					

▼ Event on this Day

Day Detail

Date: 08/20/2026 Day #: Not an instructional day.

**Period Schedule*

Regular

School Day Instruction Attendance

Start Time End Time Duration

Comments

Day Events

Type	Duration	Inst. Minutes
✗ IS: In Service	360	0

Add DayEvent

Blended Learning Groups ?

Add Group



PREPARING FOR 2026-27

Create 2026-27 Calendars

- Run Calendar Validations to ensure Aggregate Hours are accurate (Reporting>Data Validation>Validation Groups>Calendar Validations and Information)

Calendar Calculated Aggregate Hours [Back To Summary](#)

Dist#	District	School	Calendar	Schedule	MinTermStart	MaxTermEnd	InstructionalDays	InstructionalMinutes	AggregateHours
0517	Malmborg Elementary	Malmborg School	26-27 Malmborg School 1-8	Main	2026-08-26	2027-05-21	174	69270	1154
0517	Malmborg Elementary	Malmborg School	26-27 Malmborg School PK-K	Main	2026-08-26	2027-05-21	118	47035	783



PREPARING FOR 2026-27

Reporting Private and Homeschool Enrollment

The EDUCATE unit is no longer responsible for the collection of private and homeschool enrollments

- Federal programs is developing a new process for collection of enrollment information



PERSONNEL REPORTING

Definition (HB252, 2025):

20-9-383. Incentives for school districts based on sharing resources. (1)

Beginning in school fiscal year 2027, a school district must receive an enhanced quality educator and qualified staff payment, calculated as provided in [20-9-306](#) and this section, if it meets the legislative goals for resource sharing as described in this section.

(2) If two or more school districts, or three or more school districts when one district is either an elementary or high school district of a unified school system, cooperate to jointly employ an individual who qualifies as a quality educator or qualified staff under [20-9-327](#), with each district employing the individual as no less than a 0.33 full-time equivalent employee, that employee must be counted as a 1.0 full-time equivalent employee for the purposes of calculating the total quality educator and qualified staff payment provided in [20-9-306](#) for each district participating in the joint employment of the individual.

(3) Joint employment for school districts [is met] if the districts employ the individual directly or through the terms of a multidistrict agreement as provided in [20-3-363](#).



PERSONNEL REPORTING

Reporting:

- Report the position in the correct school/district in Infinite Campus
- Report the actual FTE (not the adjusted FTE)
- Indicate the staff member as Shared Resources under MT Titles
- Any QEC eligible position qualifies as Shared Resources



PERSONNEL REPORTING

Employment Assignment Information

School Jefferson Elem School	Department ▼					
*Start Date 07/01/2023	End Date <input type="text"/>	Title ▼	CTAE Extended Contract Days 0			
Type ▼	FTE of Assignment .35	State Assignment Code TC01:Teacher - General Education ▼				
Teacher <input type="checkbox"/>	Special Ed <input type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>	Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>
Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>	Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>
Activity Staff <input type="checkbox"/>	Activity Preapproval <input type="checkbox"/>	MT SPED Level ▼	MT Titles x Joint Employment Shared Resources			
Supervisors ▼						
External LMS Exclude <input type="checkbox"/>						



COOPERATIVE STAFF

Managing Staff and User Accounts

- Review current cooperative staff

Validation Group: Personnel SPED Cooperative Staff List - FOR DISTRICTS

- End District Employment, Assignment and User Account when employees leave
- Create District Employment, Assignment and User Account for new employees



COOPERATIVE STAFF

Save Delete New

Employment Records

#0484 Infinite Campus (09/11/2024 -)

Path: Census>Staff>District Employment

Employment Information

*Start Date	End Date
09/11/2024	06/30/2026
Teaching Start Year	Teaching Years Modifier
<input type="text"/>	0
License Number	FTE Percent (whole number 0-100)

Assignments

- 🏠 Washington Middle School
 - ✎ - (09/11/2024-06/30/2026)
- 🏠 Jefferson Elem School
 - ✎ - (09/11/2024-06/30/2026)



COOPERATIVE STAFF

User Account Information

User Credentials

Homepage: Campus Tools

Authentication Type: Local Campus Authentication ...

Username *: user

Force Password Change

Account Expiration Date: 06/30/2026

Disable Account

Authentication

Authentication Options

Exclude from M...

Time-Based Mul...

Ad Hoc Reporting
Path: Reporting>Ad Hoc
Reporting>Data Export

State Published Filters:
person STAFF Active User
Account and Login Activity



CONSORTIUM PROVIDERS

Review Consortium Providers

1. Has the district changed consortium provider?
2. Has the individual providing the service for the consortium changed?
3. Is the District Assignment for the consortium provider correctly entered?
4. Has the agency been identified?



COOPERATIVE STAFF

Montana's K-12 education sector is supported by several consortia that provide professional learning, curriculum development, and resources to enhance educational quality. Here are some of the key consortia:

- **Montana Education Curriculum Consortium (MECC):** MECC supports local educators and curriculum leaders in developing standards-based curriculum and aligning tools and assessments. It also facilitates advance planning for MAST testlet selection to maximize instructional effectiveness. [↪ 1](#)
- **Golden Triangle Curriculum Cooperative (GTCC):** GTCC focuses on developing an integrated process involving curriculum, assessment, and staff development within its member districts. It provides quality training and resources to assist member schools in adapting curricula and assessment tools to meet district, state, and national accreditation standards. [↪ 1](#)
- **Montana Small Schools Professional Development and Curriculum Consortium:** This consortium has provided over eight hundred day-long workshops to multi-grade school districts and small K-12 districts since 1996. It continues to serve over 150 school districts throughout Montana, helping them create curriculum, instruction, and assessments to meet state and federal standards. [↪ 1](#)
- **Alliance for Curriculum Education (ACE):** ACE is Montana's leader in curriculum and professional development, offering cost-effective, affordable professional development opportunities related to curriculum and assessment. [↪ 1](#)

1

Assignments 2

- 🏠 Washington Middle School
✍️ - (09/11/2024-06/30/2026)
- 🏠 Jefferson Elem School
✍️ - (09/11/2024-06/30/2026)

Save **Delete** **New**

Employment Records

#0484 Infinite Campus (09/11/2024 -)

Path: Census>Staff>District Employment

Employment Information

*Start Date	End Date
09/11/2024 <input type="text"/>	06/30/2026 <input type="text"/>
Teaching Start Year	Teaching Years Modifier
<input type="text"/>	0 <input type="text"/>
License Number	FTE Percent (whole number 0-100)



COOPERATIVE STAFF

Employment Assignment Information

School
Jefferson Elem School

Department 3

*Start Date: 09/11/2024

End Date:

Type:

FTE of Assignment:

Title:

CTAE Extended Contract Days: 0

State Assignment Code: SP22:Library Media Specialist

Behavior Admin:

Health:

Behavior Response to Assessment Intervention:

Response to Assessment Intervention:

Teacher: Special Ed: Program:

Advisor: Supervisor: Counselor:

Foodservice: Exclud Behav Referra:

Activity Staff: Activity Preapproval: MT SPED Level:

Supervisors:

MT Titles:

Special Ed Service Provider Setup ☆

4

Save Delete New

Providers Editor

Name

Add text here

Provider Detail

Link to Person: Ball, Laura

*Name: Ball, Laura

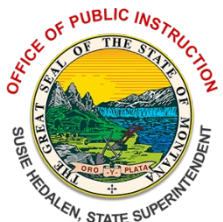
Agency: Prairie View Curriculum Consortium

Address:

Phone:

Active

Bill Exclude



SPECIAL EDUCATION PK

20-9-311, MCA

(ii) Preschool children with disabilities receiving special education services as required under [20-7-411](#)(3) may be included in ANB calculations based on the aggregate hours of pupil instruction as provided in subsection (4) of this section.

(4) (a) Except as provided in subsection (4)(d), for the purpose of calculating ANB, enrollment in an education program:

(i) from 180 to 359 aggregate hours of pupil instruction per school year is counted as one-quarter-time enrollment;

(ii) from 360 to 539 aggregate hours of pupil instruction per school year is counted as half-time enrollment;

(iii) from 540 to 719 aggregate hours of pupil instruction per school year is counted as three-quarter-time enrollment; and

(iv) 720 or more aggregate hours of pupil instruction per school year is counted as full-time enrollment.



SPECIAL EDUCATION PK

Calculating ANB

- Convert related service minutes to *annualized* aggregate hours (how many hours of service would the student receive if the student were receiving the minutes in this IEP all year?)
- Students in a Cooperative PK classroom may be included for ANB purposes (annualize the hours of instruction the student is receiving on the Count Date – again, how many hours would the student be attending if they were attending all year?)



FUTURE READY

History:

HB 252 (2025) – also known as the STARS Act

Adds a Future Ready payment to the district's BASE budget

Three goal levels to determine funding (based on the max per-ANB payment for the budget year)

- **Level 1 = 15 or more “points”**
- **Level 2 = 30 or more “points”**
- **Level 3 = Associate-level degree**



FUTURE READY

The district with the graduation record gets 10% of the high school maximum per-ANB payment for every Level 1, 20% of the high school maximum per-ANB payment for every Level 2, and 30% of the high school maximum per-ANB payment for every Level 3.

The district where the student was counted for Spring ANB in their 8th grade year gets 10% of the elementary school maximum per-ANB payment for every Level 1, 20% of the elementary maximum per-ANB payment for every Level 2, and 30% of the elementary maximum per-ANB payment for every Level 3.



FUTURE READY

Industry-Recognized Credentials (IRC)

Dual Credit Courses

AP/IB Courses and Test Scores

Concurrent Credit

Associate-Level Degree



FUTURE READY

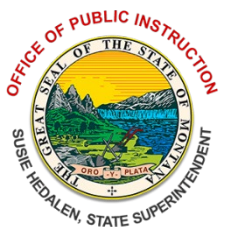
How does this work?

Students who graduate in 25-26 are eligible for the Future Ready incentive

Data fields will be available for entry in late April

Students may have earned Future Ready credits in a prior year

Data will be certified by the end of October (with the Graduate, Dropout, Cohort certification)



FUTURE READY

How can I prepare for the Future Ready data collection?

Validation reports are available to help identify students who have been enrolled in Dual Credit, AP or IB Courses.

PUBLISHED!!!

These reports are NOT an indicator of who will receive Future Ready credit – as additional information is needed.

Use these reports to gather additional information (such as institution, college credit, AP/IB scores, credit eligibility).



FUTURE READY

Reporting tools to show what has been entered at other districts (data entered by all districts)

Upload templates for Course Information and Student Section Detail

Publication of test structures for IRCs

Additional Validation reports within IC for districts to verify their data entry

Canned report within IC to show all FR details on one page (only data entered by the district)



FUTURE READY

Accreditation Rubric

Districts must show 15% of graduates achieved at least a Level 1 designation

Number of graduate compared to the number of students with a Level 1 designation as certified in the October Graduate, Dropout, Cohort Collection



COMING SOON!

- Significant Course Code changes for 26-27 (mostly affecting elementary courses) – affects Accreditation
- Addition of Clusters for CTE (courses will be assigned a Cluster, then a Pathway within the Cluster) – affects CTE funding
- Middle School CTE (identify Clusters and Pathways on middle school courses) – affects CTE reporting



REPORTING DATE CHANGES FOR 26-27

Fall Personnel/Teacher Class and Accreditation Date Changes

- Fall Personnel, Fall Teacher Class and associated Accreditation reports will be due **December 18th**.
Corrections due by December 31st
- Misassignments, unlicensed teachers, staffing for Superintendent, Principal, Library, Counseling, Curriculum Coordinator, and PIR reporting.



REPORTING DATE CHANGES FOR 26-27

Fall Personnel/Teacher Class and Accreditation Date Changes

- Class Ratio and Course Offerings (as well as other non-IC related data) due at the end of February.
- Class Ratio is calculated as an average of course enrollment on the Fall and Spring Count dates.



TRAINING OPPORTUNITIES

Here Comes the Sun: End-of-Year State Reporting Series - Presented by OPI's EDUCATE Unit and School Services of MT, designed to guide you step-by-step through key reporting areas and help you wrap up the year with confidence.

Series Overview

Session 1: Setting the Sunrise – 26-27 Calendars & Rolling Forward

Build a strong foundation with calendar setup, validation, and rolling forward.

Session 2: Shining a Light – Teacher Class, Personnel & EOY CTE

Ensure accurate reporting for staff and programs.

Session 3: Paths to the Sun Fiesta– Graduates, Dropouts, Cohorts & Future Ready

Verify student outcomes and cohort data. Learn more about Future Ready requirements.

Session 4: Every Ray Counts – EOY Attendance, EOY Program Participation & EOY Enrollment

Reconcile attendance and confirm participation and enrollment data.

Session 5: Summer Sunrises – Jumpstart, Extracurricular Calendars & EOY Behavior

Capture the full student experience and close out reporting with confidence.



TRAINING OPPORTUNITIES

Series Details

Dates: April 17-May 15th, 2026

Time: Fridays from 10-11:30 AM MST

Format: Virtual (link provided after registration)

 **Register here:** [HERE COMES THE SUN - End of the Year State Reporting Series – Fill out form \[forms.office.com\]](#)

Recordings will be available for all who register.



TRAINING OPPORTUNITIES

MASBO Summer Conference

Billings Hotel and Convention Center – June 15th & 16th

- Monday – year in the life of Infinite Campus (full day Infinite Campus training)
- Tuesday – full day working session with EDUCATE & School Services team

Registration available now: <https://masbo.com>



TRAINING OPPORTUNITIES

Fall User Groups and Trainings

Look for upcoming trainings (both in person and online) this fall:

- Infinite Campus Fall User Groups
- Fall Friday online trainings
- In-person and online work sessions



EDUCATE TEAM

- Nicole Thuotte – EDUCATE Unit Manager
- Jennifer Straw
- Shara Blair
- Ashley Koepke
- Gretchen Zabel-Wright (starts April 20th!)

New and improved phone system (coming soon)!!
(406) 444-3800, opiaimhelp@mt.gov

