

MORE TO EXPLORE



Systems in Orbit (OPI) General State Reporting Overview – aligning mission protocols

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Mission Objectives

Fall State Reporting

Jumpstart Programs

Calendar Verification

Dropout, Graduate, Cohort

Fall Student Count for ANB

Fall Personnel

Fall Teacher Class

Fall Enrollment

Fall Program Participation

CTE Fall Collection





Data Collection Guide



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 opiaimhelp@mt.gov.

Start Month	End Month	Collection	Collection	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)



Meet the Crew

- Data Entry Personnel
- DataVerificationPersonnel
- Data Certifier





Other Contributors to the Mission

Accred MT

Department of Labor (DLI)

Teach MT

MAEFAIRS





Jumpstart Programs

 Districts may be qualified for an additional .25
 ANB per student

Qualifications

- ✓ Grade KG to 3 (grade in current school year)
- ✓ Early Targeted Intervention Eligibility Record for 25-26
- ✓ Enrollment in a course with a properly licensed and endorsed teacher
- ✓ Demonstration of participation (Days Present/Days Enrolled)





Jumpstart Programs

Certified by August 29



Count of Fall students appended to Fall and Spring ANB Reports

20-7-1803(7), MCA



Calendar Verification

Implications:

- ✓ Aggregate Hours by grade (K-3, 4-12)
- ✓ Pupil Instruction Related (PIR)
- ✓ Course Minutes

Calendars are the launchpad for all other data collected in Infinite Campus throughout the year



Calendar Verification

Aggregate Hours

Demonstrate 720 hours for K-3 and 1080 for 4-12

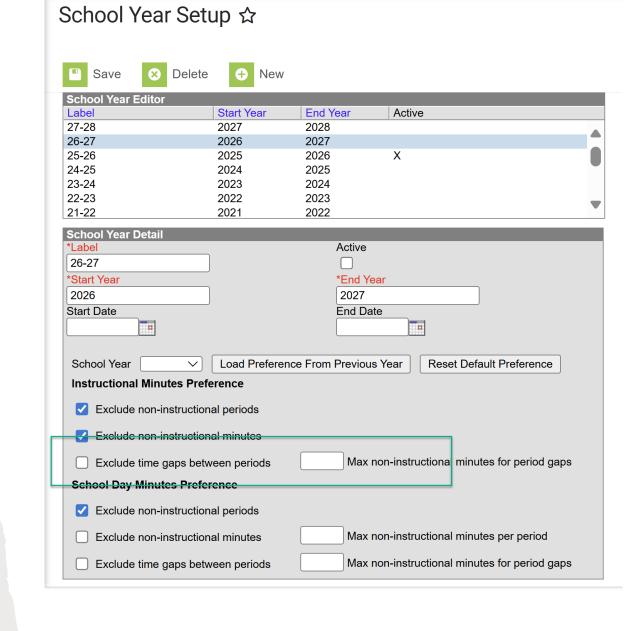
- ✓ Aggregate Hours does include passing time and time logging on and off for remote instruction.
- ✓ Aggregate Hours does not include lunch and unstructured recess.





Calendar Verification

Make sure you are including passing minutes!







Pupil Instruction Related (PIR)

7 required for ANB, 3 for Accreditation

--may be divided into 2-hour blocks

Instructional and professional development meetings or other appropriate training

Attending State meetings of teacher organizations

Parent-Teacher Conferences

Post-school record and report completion (may be divided into 2 half-days (semester) or 3 days for trimesters)



Course Minutes



Accreditation sets requirements for course minutes per credit

- √ 8100 minutes per credit (one regular, full-year course counts time between start and end of period(s) and does not include passing time
- ✓ Semester/quarter/trimester class minutes may be affected by the number of days in each unit (e.g., Semester = 4050, Trimester = 2,700, Quarter = 2050 minutes)

10.55.906 HIGH SCHOOL CREDIT

- (1) A high school shall require a minimum of 20 units of credit for graduation, including ninth grade units.
 - (a) A unit of credit is defined as the equivalent of at least 8100 minutes for one year, equivalent proficiency without regard to time, or demonstration of an equivalent course that meets the district's curriculum and assessment requirements, which are aligned with each of the content standards.





Course Minutes

High School Course Offerings

ARM 10.55.904

- (3) Minimum offerings shall include at least the following:
 - (a) 4 units of English language arts;
 - (b) 3 units of mathematics;
 - (c) 3 units of science;
 - (d) 3 units of social studies (including 1/2 unit of Civics or Government);
 - (e) 2 units of career and technical education;
 - (f) 2 units of arts;
 - (g) 1 unit of health and physical education;
 - (h) 2 units of world languages;
 - (i) 2 units of electives; and

Middle School Course Offerings

ARM 10.55.902

- (b) All students shall complete the following program areas each year:
- (i) 1 unit of English language arts;
- (ii) 1 unit of social studies;
- (iii) 1 unit of mathematics;
- (iv) 1 unit of science; and
- (v) 1/2 unit of health and physical education.
- (c) All students must be allowed to elect from the following program area offerings:
- (i) 1/2 unit of visual arts;
- (ii) 1/2 unit of music;
- (iii) 1/2 unit of career and technical education; and
- (iv) 1/2 unit of world languages and cultures.
- (d) A unit is defined as the equivalent of at least 8100 minutes for one school year.



Graduate, Dropout, Cohort

Three separate certifications

- Graduation students who completed school with a diploma
- Dropout students who are officially recorded as leaving school prior to graduation
- Cohort an analysis of the progress of students who started school 4 years ago

These collections are all completed for the 24-25 school year





Graduate, Dropout, Cohort

Graduates

Three graduation options:

- Regular diploma (meets district graduation requirements)
- State minimum diploma (doesn't meet district graduation requirements, meets state minimum)
- Proficiency diploma (MT Youth Challenge or Superintendent of Public Instruction)

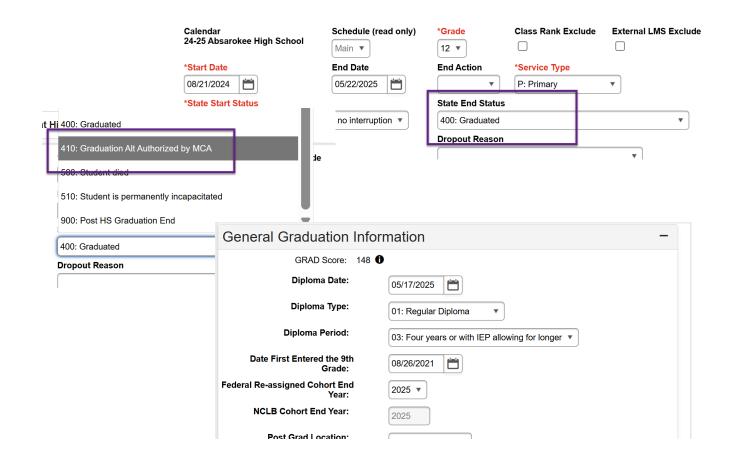






Graduates

Must have proper End Status and Diploma Date, Type, and Period





Graduates



Graduation for Special Education Students

- Special Education students should only be graduated with a credit-based diploma that meets the requirements for graduation
- If a students did not receive a regular diploma, remove the End Status and graduation data.



Graduation



Graduation for Special Education Students

SPED Exiting record must match the student's graduation data

SPED Enrollment & Graduation Guidance: Guidance



Dropouts



Dropouts include students who left school at some time during the 24-25 year. This collection also includes students who completed the 23-24 year but failed to return to school in 24-25. Student who left during the 24-25 year have until September 30 to re-enroll.



Dropouts



The district should have a process in place to verify that a student has actually enrolled in the school they have transferred to. Examples include:

In state transfers - Obtain official written documentation that the student has enrolled and attended (the student should have an active AIM enrollment in the new school).

Out of state transfers - Obtain official written documentation that the student has enrolled and attended (the school must offer an educational program that will result in a regular high school diploma).

Out of county transfers - Document that the student left the country, not necessarily that the student enrolled in another educational program (out of country programs may not be equivalent to US programs).



Dropouts



Homeschool transfers - Obtain official written documentation from the county superintendent that the student completed the registration process for homeschool_on or after the student's last day of attendance in the district (a prior year homeschool record is not sufficient).

Private school transfers - Obtain official written documentation that the student has enrolled and attended (the student should have an active AIM enrollment in the new school for transfers to a state accredited private school).

Student died - Obtain local confirmation from the family or an obituary. A death certificate is not required.





Cohorts

Tracks the progress of the students who started in 9th grades at the same time

Looks back 4 years:

- Who started with a 2025 Cohort Year (grade 9, August 2021)
- Who transferred in (new students to the school/district)
- Who transferred out (verified transfers, dropouts)
- Who graduates (grade 12, May/June 2025)





Graduate, Dropout, Cohort Certification

One certification, three collections – Who is required to certify?

All districts are required to certify this collection

Elementary only districts only report dropouts (must certify, even if the count is zero)

Elementary districts are responsible for their 7-8 students, even if they are being served by another district

Certify after the September 30 deadline (October 1-October 10, 2025



- ANB is a subset of enrollment that calculates financial payment in the ensuring year. ANB is also a factor in the calculation of other state payments (e.g., Data for Achievement, Special Education, Indian Education for All).
- Fall Student Count for ANB also calculates Indian Language Immersion and American Indian Achievement Gap payments.





Factors that contribute to Fall Student Count for ANB

Grade K-12, Primary and Secondary Enrollments

Special Education PK students

Early Targeted Intervention

MT Youth Challenge/Job Corps

Indian Language Immersion

Educational Savings Account (ESA)

19/20 Eligible for ANB

Count of students identified as American Indian





Student enrollments:

Primary: Receiving core instruction from the district (for HS – is the student working towards graduation?)

Secondary: Student holds a primary enrollment in another school or another type of school (e.g., homeschool or private school)

*Primary/secondary is not determined by the student's Aggregate Hours





Preschool students with an IEP

- ✓ Must be 3 as of the Count Date and not yet 7
- ✓ May be enrolled in a classroom setting or receiving related services in accordance with the IEP
- ✓ Must meet Aggregate Hours requirements in 20-9-311, MCA

20-7-411(3), MCA



Early Targeted Intervention

- ✓ Must be 4 as of September 10th (not yet completed Kindergarten)
- ✓ Must have an Early Targeted Intervention Eligibility Record
 - Early Numeracy Domains and Methodology Tools have not yet been approved by the Board of Public Education
- ✓ Students are enrolled in PK
- ✓ Students are marked as Classroom-Based Scholastic Literacy



Student Count for ANB

Early Targeted Intervention/SPED PK

- ✓ Students participating in an Early Targeted Intervention program with an IEP should not be indicated as both Classroom-Based Scholastic Literacy
 - Only indicate as Classroom-Based Scholastic Literacy
- ✓ If participating in multiple classrooms (e.g., Early Targeted Intervention half-day AM and SPED classroom half-day PM), create two separate enrollments





MT Youth Challenge and Job Corps

Requirements for ANB-eligibility of Job Corps or MT Youth Challenge Academy students

- The student must be enrolled in a public school in the student's district of residence, and
- The credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, and
- The credits meet the resident district's requirements for graduation at a school in the district, and
- The credits must be taught by an instructor who has a current Montana high school certification, and
- The credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district





Indian Language Immersion Programs:

- Approved program (though Indian Education)
- Matching course/staff assignment(s) in Infinite Campus
- Roster(s) indicating participation as of the Count Date
- Properly licensed and endorsed educator(s)
- Indication of participation under Fall Enrollment Count





Education Savings Account (ESA):

- Students are enrolled in the district for ANB purposes only (do not count as enrolled students for other purposes).
- Students are indicated as ESA participants
- Must have full-time ANB indicated

19/20 Eligible for ANB:

- Students must meet the requirements of 20-9-311(6)(c), MCA
- Indicated as SPED ANB Eligible in the student's enrollment





Student Count for ANB

American Indian Achievement Gap Payment:

- Count of students identified as American Indian for the Fall ANB Count
- Identity record current as of the Fall Count Date
- Changes after Fall Count should be indicated by creating a new Identity record in Infinite Campus





Student Count for ANB

District Residency

- Out of district students must have a District Residency record in Infinite Campus
- Record may be year-to-year, open ended, or future dated





Remote Instruction

- Students enrolled for remote instruction only must be resident students (unless the student is participating in a course not provided for equivalent advantage in their resident district)
- Out of district students taking at least one in-person course may be enrolled for remote instruction



Factors from "frozen" counts:

- Extracurricular participation from End of Year collection
- Jumpstart from August certification



Enrollment Considerations

- Two separate budget units (same district): Enrollment split between charter and non-charter schools – calculate ANB separately
- Two separate districts: Non-resident district has first right to ANB
- Same budget unit (same district): Enrollment split between two non-charter schools in district – calculate total ANB and split between schools



Exclusions:

- 19-year-old students (not SPED eligible)
- Under 5 K not in one-year kindergarten program or board approved for early admission
- Students in private, non-sectarian day treatment programs
- Students in county youth detention
- Students absent 11 or more consecutive days as of count date





Fall Student Count for ANB

Exclusions:

- Students with N (Special Ed Services) Service Type
- Current year Extracurricular participation
- Home-Based Early Targeted Intervention
- Students participating in a course at a higher level (e.g., 8th grade student taking a HS course)





Fall Student Count for ANB Data Validations

Fall ANB 2025-26 Validations – Student Counts

Fall ANB 2025-26 Validations – Student Lists

Fall ANB 2025-26 Charter School Enrollments

Fall ANB 2025-26 Certification





- Run validations in Infinite Campus
- Certify Fall ANB in Infinite Campus

- Import certified data into MAEFAIRS
- Run reports in MAEFAIRS
- Submit Fall ANB

Ensure that data matches in both systems





What is Infinite Campus Personnel data used for?

- Compensation Expenditure Reporting
- Quality Educator Component (QEC)
- Accreditation





Compensation Expenditure Reporting

- Districts must enter all staff, paid or contracted, in the current fiscal year.
- The Compensation Expenditure report looks for an active District Assignment in the fiscal year reported (e.g., the 2024-25 Compensation Expenditure report looks for an assignment active between July 1, 2024, and June 30, 2025).

Quality Educator Component (QEC)
A subset of the full Personnel report that includes
State Assignment codes indicated as eligible for QEC.

Except...





QEC is dependent upon:

- A teaching license issued by 12/1/xx, active 7/1/xx AND corresponding to the State Assignment Code (e.g., TC01 must have a Class 1 or 2 license issued by 12/1/2025, active 7/1/2025)
- A Department of Labor (DL) license issued by the count date AND corresponding to the State Assignment Code (e.g., an SE 40 must have an SLP license issued by October 6, 2025)



How is QEC Calculated?

- State Assignment codes are entered in the District Assignment in Infinite Campus
- Department of Labor license numbers are entered in the Credentials tab in Infinite Campus
- State Assignment Codes are run through TeachMT to determine eligibility for QEC
- Credentials are run through the DLI database to determine eligibility for QEC

^{*}A QEC eligible State Assignment Code or Credential record does not guarantee eligibility for QEC





Other QEC Factors:

- Contractors personnel identified as contractors, with any State Assignment Code or Credential, are not eligible for QEC
- Consortium Providers personnel entered for accreditation, not eligible for QEC
- FTE FTE affects the amount of QEC



Let's Talk FTE:

Can a staff member be more than 1 FTE?

- YES! If they are working more hours than 1 full-time assignment (e.g., works as a teacher and drives bus after school).
- YES! If they are working a full-time position at one school and part-time at another.



Let's Talk FTE:

FTE in Infinite Campus must match FTE requirements in Accreditation and the district's financial system.

Example: If a school requires a .5 librarian at the 7-8 and .5 at the HS for Accreditation, the educator should be indicated as .5 7-8 and .5 HS in Infinite Campus and paid 50% from the EL budget and .5 from the HS budget.





Fall Student Count for ANB

Shared Personnel:

- *NEW for 25-26
- Districts that make an agreement to share a QEC position, where FTE is .33 or more for each, are eligible for 1 FTE in each district
- Must be between 2 or more districts or 3 or more districts if 2 are a combined EL/HS
- NOT automatically calculated in Infinite Campus or MAEFAIRS – will be a manual adjustment for 25-26





Fall Personnel – New QEC Eligible Positions

District Clerk – DS07 – must meet the definition in 20-3-325, MCA. All other business office staff should be coded as DS01 and Cooperative staff as SE24.

Advanced Opportunity Facilitator – PC15: No specific teaching or DLI license required.

Interpreter – SE16: Requirements outlined in ARM 10.55.718. Will need to provide evidence of eligibility to School Finance.





Fall Personnel – New QEC Eligible Positions

Audiologist Assistant – SE11: Requires DLI license

Speech-Language Pathology Assistant – SE75: Requires DLI license.

Dietician-Nutritionist – SP70: Requires DLI license.





County Superintendent – AD99: To assign a county superintendent to a role in the district (e.g., Title IX Coordinator, Homeless Liaison)

Audiologist Aide – SE12: Must meet requirements established by the Board of Public Education. Cannot require a DLI license.

Speech-Language Pathology Aide – SE73: Must meet requirements established by the Board of Public Education. Cannot require a DLI license.

Fall Personnel –
Other New
Assignment
Codes





Contractor

An individual contracted with the school district to provide a student-related service to the district

Consortium

An organization contracted with the school district to provide an accreditation related service

If Accreditation requirements for curriculum, counseling or library are provided by a consortium, change the providers from Contractor to Consortium (both codes require a Service Provider record).



QEC Eligibility Reports:

- Infinite Campus:
 - Fall Personnel QEC 2025-26 Report Validations
 - Fall Personnel QEC 2025-26 Lists
 - o Fall Personnel QEC 2025-26 Certification

QEC Eligibility Reports:

- Accreditation (AccredMT) Reports:
 - Assignment and Licensure of Staff: Misassigned
 - Assignment and Licensure of Staff: Unlicensed
 - District Staff: Principal
 - District Staff: Library/Media
 - District Staff: Counselor
 - District Staff: Superintendent
 - District Staff: Curriculum Coordinator

QEC Eligibility Reports:

- MAEFAIRS Report:
 - Lists all staff with a QEC eligible State Assignment Code
 - Column that lists the IC FTE
 - Column that lists QEC FTE
 - Column that lists Total FTE (sum of assignments)

79	SE40	0.07	0	0.07
14	TC03	IC FTE 1	QEC 0	Total FTE 1
18	SE40	0.07	0	0.07

SEID	PositionCode	IC Position FTE	QEC FTE	Total FTE (Per SEID and LE)	
•	•	▼	-	,	- Y
154394	AD35	0.5	0.5		2
154394	AD35	0.5	0.5		2
154394	AD35	1	1		2
~70F7	T004	4	4		_



The Fall Teacher Class collection is used both for Accreditation, as well as state and Federal reporting. The collection is also used to collect data to be used for the ensuring year CTE calculations





Pairs students, staff and courses together:

- Course offerings
- Educator endorsements
- Roster counts



Courses

- NCES Course Code (Subject Area, Course Identifier)
 - Must match licensure of the staff member assigned
 - Ensure that the Subject Area is appropriate for the level
 - Credits only required for HS courses (credit for completion of a section)
- Indicate Dual Credit, Distance Learning
- Enter Pathway(s) and Work Based Learning for CTE Courses
- May use Subject Type for MAST Rosters

Section:

- Indicates the length of the course Session Type and Session Number
- Assigns the course to periods/terms/days for the calculation of course minutes

Section Staff History:

- Assigns the Primary Teacher and Role to course
 - Teacher of Record Educator responsible for content of course
 - Facilitator Course is designed by an online provider and facilitated by district staff
 - Not Applicable/Not State Reported Course is not required to be reported, such as elementary subject courses, where Attendance/Homeroom is already reported or high school courses where no credit is given
- Assigns additional staff for Accreditation purposes
 - Early Childhood Para for Early Targeted Intervention
 - Regular Education Para for Classroom Overloads

Roster:

- The number of students assigned to a course
 - Start Date/End Date only required if students start after the first day of the course or leave before the last day of the course

*When students leave, then return, be cautious not to delete or modify the original roster record (schedule)

Validations:

- Fall Teacher Class 2025-26 Validations
- Fall Teacher Class 2025-26 Class Minutes by Course Period
- Fall Teacher Class 2025-26 Certification



Fall Enrollment

Fall Enrollment is the count of primary enrollments in grades PK through 12. This is separate from the Student Count for ANB, as this collection includes different students.

- Includes all PK with a Primary Service Type
- Incudes only Primary enrollments grades K-12 (does not include S: Partial)
- Includes all 19+ with a Primary Service Type
- Excludes Extracurricular and Home-Based Early Targeted Intervention



Fall Enrollment

Fall enrollment also includes collection of demographic information for students who are included in the collection

- Gender
- Race/Ethnicity





Fall Enrollment

Validations:

- Fall Enrollment 2025-26 Validations
- Fall Enrollment 2025-26 Certification

*Use End of Year validations until these reports are published



Fall Program Participation pairs students counted in Fall Enrollment with their associated programs. Programs include:

- Targeted Title I
- Homeless
- Gifted/Talented
- English Learner
- Special Education
- Foreign Exchange

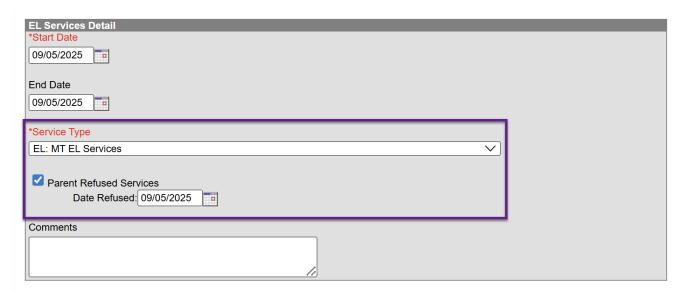
- Section 504
- Military Connected
- Title I Part A/Part D
- 21st Century
- Immigrant
- FRAM

Homeless

- Homeless has moved from Enrollment to Program Participation
 - Start Date/End Date Start Date required, End Date when student becomes housed
 - New required not required year-to-year
 - Transfer from Enrollment to Program Participation using the Federal/State Program Update Wizard and the Validation Report Homeless Extract for Program Conversion
- Homeless students should be indicated as free for FRAM
- Homeless students should be indicated as Targeted Title I

English Learner

- Use Records Transfer to verify student status at a prior district
- If parent refuses services, add an EL Services record and indicate "Parent Declined" (parent can decline services, but not EL identification)



Gifted and Talented

- Entered under Program Participation, not under Enrollment
- If a student is assessed, enter Evaluated Date
- If a student is eligible for services, enter Identified Date

*Program Status is not required

21st Century

- Students identified in TransAct as 21st Century program participants should be indicated in Infinite Campus
- Indicator is for participation in any program year (not an indicator of current participation)

*Only report students who are enrolled in the district – may need to share participation information with a student's resident district

Free/Reduced Meal Status (FRAM)

- Identify students eligible for free/reduced price meals
 - Direct Certification
 - Income eligible (application)
- Use the reports within MAPS to compare to Free/Reduced students in Infinite Campus
- Indicator for economically disadvantaged

Validation Reports

- Fall Program Participation 2025-26 Student Counts
- Fall Program Participation 2025-26 Student List
- Fall Enrollment and Program Certification 2025-26

^{*}Use End of Year validations until these reports are published

MORE TO EXPLORE



