THE JUICY SCOOP ON STATE REPORTING

SHARA BLAIR
ANDY BOEHM
JENNIFER STRAW
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Montana Office of Public Instruction
Susie Hedalen, State Superintendent

AIM UNIT…*transition to*
MT Education Data Collection Team

- Works with school districts to ensure accurate and timely submission of student, staff, and course information through the state-wide student information system, Infinite Campus, for state and federal reporting.
- Infinite Campus is the state-wide student information system used by the Montana Office of Public Instruction (OPI) for data collection and reporting.

MONTANA
Education
Data
Collection
Team

MISCELLANEOUS ITEMS

- 24-25 Reporting Review
  - Calendar
  - Personnel
  - Teacher Class
- Review Budget Data Sheets | QEC/Teacher Incentive
- 999999 SEID | update to ‘Not State Reported’

FYI-HOW THE DATA IS USED...

Calendar

- PIR days (Accreditation)
- Aggregate Hours (Finance)
- Course Minutes (Accreditation, CTE)

FYI-HOW THE DATA IS USED...

Personnel

- FTE (Accreditation/School Finance)
- Properly licensed and endorsed educators (Accreditation)
- Staff Assignments (Federal/State Reporting)
- Credentials (Accreditation, Federal/State reporting)
- Align to HR system (payroll/budgets)

FYI-HOW THE DATA IS USED...

Teacher-Class

- Course Offerings (Accreditation, State/Federal reporting)
- Pathways/Work-Based Learning (CTE)
- Rosters (Class overload, Educator load, CTE reporting)
- Career Readiness

FYI-HOW THE DATA IS USED…

Preliminary Budget Data Sheets (QEC, Teacher Incentive)

- Changes coming to Teacher Incentive
- Use Validation Reports to verify QEC (not all staff in a QEC position are eligible for QEC – license required)
- New eligibility for Emergency Authorization and Speech/Audiology Assistant
- Future eligibility for District Clerk, Dietician

LOOKING AHEAD…

Transition to Infinite Campus Generated Staff State ID

- Exploring options for 25-26 with full transition for 26-27 school year
- Enter SEID in both Staff State ID (Demographics) and License Number (District Employment) fields
- Any non-human positions with SEID 999999 AND District Assignment, check Not State Reported (MT Titles)

END OF YEAR REPORTING

Data Validation & Data Certification – End of Year Collections

- Attendance
- Personnel (Compensation Expenditure TOE)
- CTE
- Enrollment & Program Participation
- Extracurricular
- Mode of Instruction
- Behavior *[review event & resolutions for state mapped reporting]*

AIM Collection Calendar

EOY Reporting DEADLINE!!!
June 20, 2025

END OF YEAR REPORTING

Data Validation & Data Certification – End of Year Collections

- Calendar
- Cohort/Graduate/Dropout

These collections are not part of EOY Reporting but should be reviewed as part of the district's end of year process.

END OF YEAR REPORTING

Data Validations

- Reports to identify errors/review certification data prior to certifying
- User Groups/User Rights determine access
- Available OPI/State published reports
- Preview limited to 100 rows
- Can be run as HTML or CSV (Excel) files
  - ✓ *Larger reports may not run unless Select to Batch Queue option is selected*
- Data Source: Local Dataset vs. State Dataset (may require Resync)
- Create your own…Custom Groups
- IN DEVELOPMENT: Improved functionality coming soon!

END OF YEAR REPORTING

Data Certification

- Run Validation Reports to identify and correct issues
- Run Certification reports to verify the data is what's expected
  - ✓ Run on State and Local Databases
- Setup: Identify 1 certifier as the Primary certifier (recommended)
  - ✓ Certification by DISTRICT
  - ✓ Multiple Primary requires ALL to certify
  - ✓ Identify as many Secondary certifiers as you'd like
- Review the OPI snapshot schedule & certify after next snapshot is complete
- Designated staff click CERITIFY & SUMBIT button for specific collection data (snapshot)
- Print/save reports for district record

END OF YEAR REPORTING

Attendance

- Days Present
- Days Enrolled
- ESSA Days Absent (count of days student was absent .5 or more in a single day)
- Use the wizard to populate enrollment record details
- Run validation report, then certify

END OF YEAR

End of Year Attendance Totals

ADA - #Days Present	ADA - #Days Enrolled	ESSA - #Days Absent

END OF YEAR REPORTING

Personnel (Compensation Expenditure TOE)

- End of Year staff collection
- Must include ANYONE employed by the district (7/1/2024-6/30/2025)
- Replaces TEAMS Compensation Expenditure Report
- Run validation report, then certify
- Additional separate process in MAEFAIRS for compensation reporting

NOTE: End Date & create NEW – change in role/assignment, FTE, school, MT Title, etc. (don't delete or change – need historical year-to-year record)

END OF YEAR REPORTING

End of Year CTE Concentrators

Path: Student Information > State Programs > CTE Concentrator

- Students with 2 or more credits (cumulative) in a single Pathway are identified as a Concentrator
- Single parent = STUDENT
- Update cumulative credits earned
- Run validation report, then certify

END OF YEAR REPORTING

Fall CTE Collection

- Fall CTE collection is a follow-up to the End of Year CTE collection
- Fall 25-26: Students who are identified as Concentrators in the 24-25 year and are no longer enrolled in school in the Fall (Graduates and/or Dropouts)
  - Record Post-Program Status in the last 24-25 enrollment
  - Select the 24-25 year to run the follow-up report

END OF YEAR REPORTING

Enrollment and Program Participation

- End Date/Status for all enrolled students (use wizard!)
- Final Program Participation record for all students enrolled in the 24-25 year (English Learners (EL), Free/Reduced Meals (FRAM), Homeless/Unaccompanied Youth, Title I, Military Connected, Immigrant, Gifted/Talented, Foreign Exchange, Neglected/Delinquent, 504)
- District Residency (record dates of enrollment for out-of-district students)
- Final Demographic record for all students enrolled in the 24-25 year (race/ethnicity, gender, DOB/age)

GIFTED/TALENTED

Gifted/Talented

Old Process/Path

Student Information>General>Enrollments

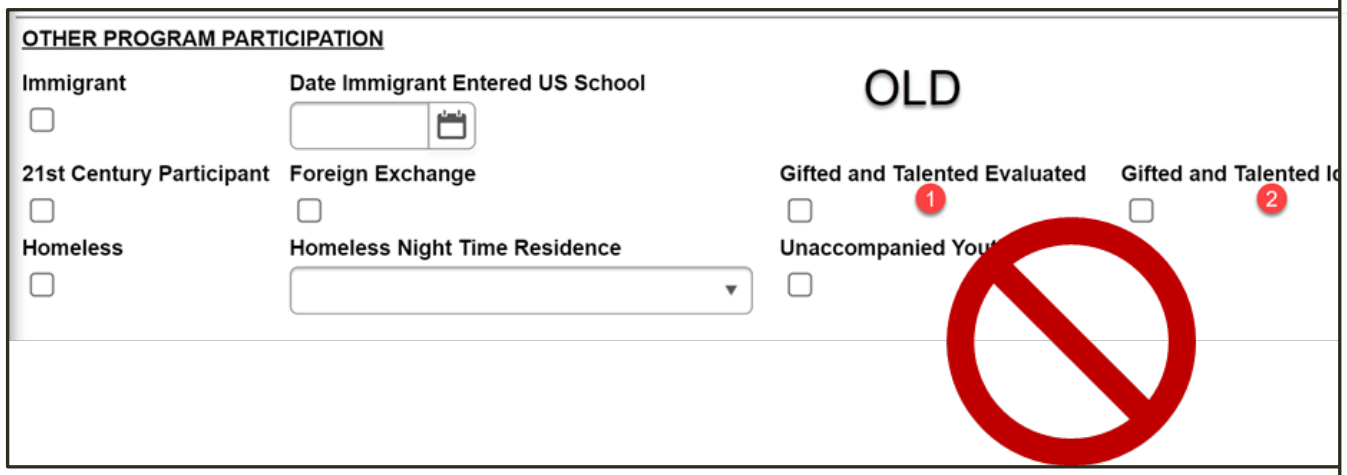
New Process/Path

Student Information>Program Participation>Gifted

(similar to 504 & EL Program Participation)

Use OPI Validation to review which records need conversion!

GIFTED/TALENTED



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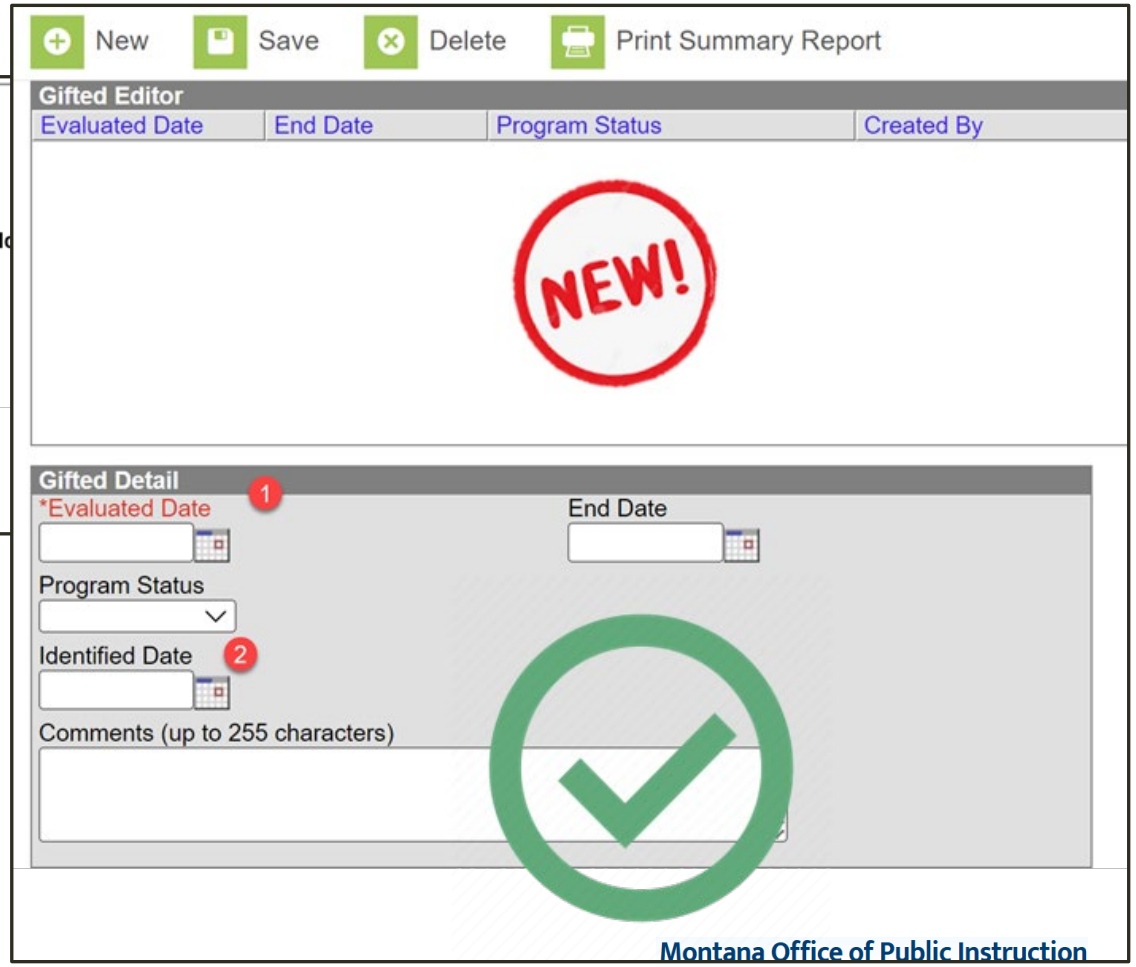


GIFTED/TALENTED

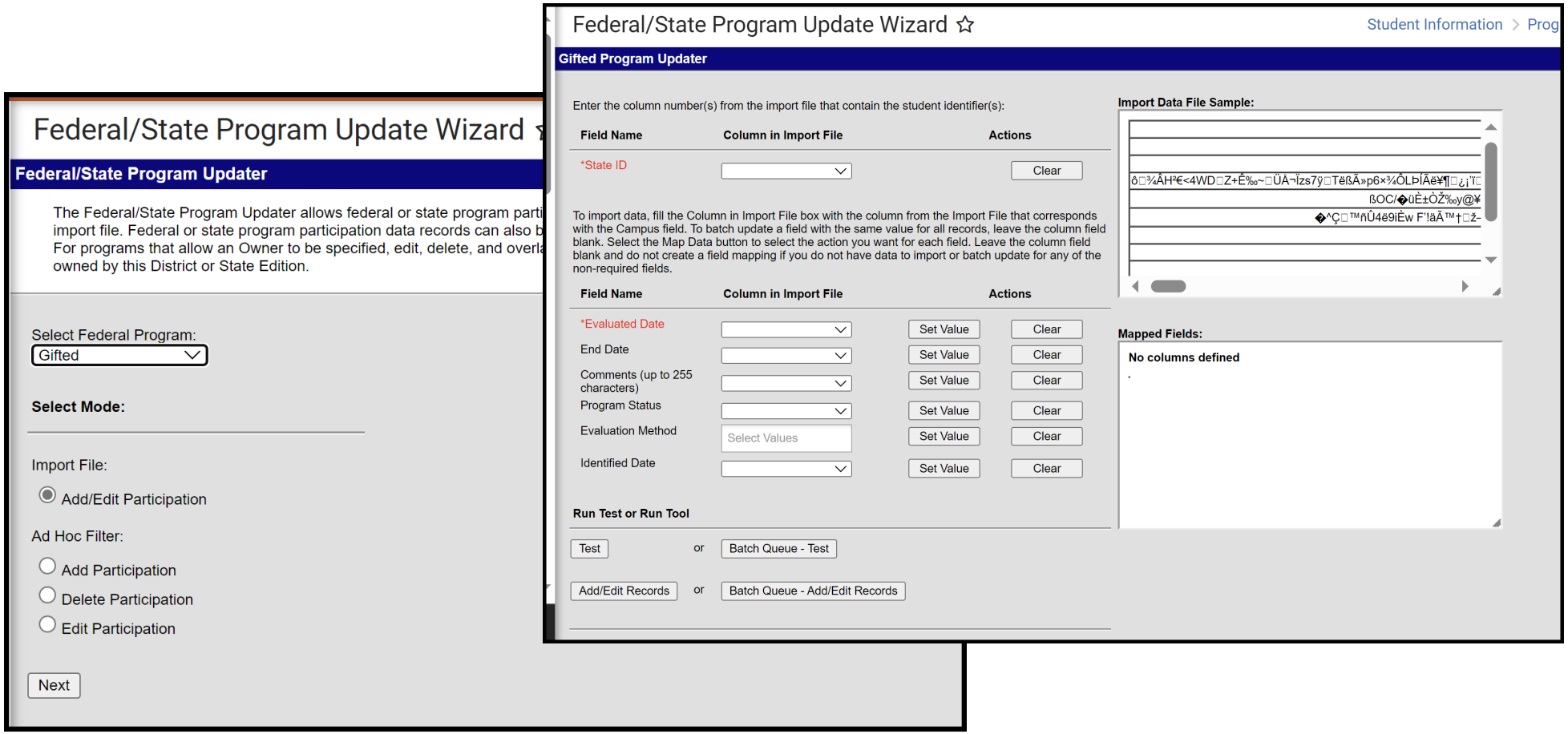
Advantage of moving Gifted/Talented to Program Participation:

- Enter once – don't have to maintain for each enrollment, every year
- Use Program Admin update tool to manage data

NOTE:

- For standardized TAG assessment, create 'evaluated' record for all students assessed
- If students are eligible, enter 'identified' date

GIFTED/TALENTED



END OF YEAR REPORTING

Extracurricular

- Recommend separate calendar (Type O: Other)
- Input NUMBER of activities/participation on enrollment record ➢ 24-25
- Included in ANB count the following Fall/Spring ➢ 25-26
- Included in budget for the NEXT school year ➢ 26-27
- 1/16 for each 6 week activity; 1/8 for each 18 week activity
- S: Partial Service Type
- Checkbox: Extracurricular Activities Only
- Run validation report, then certify

END OF YEAR REPORTING

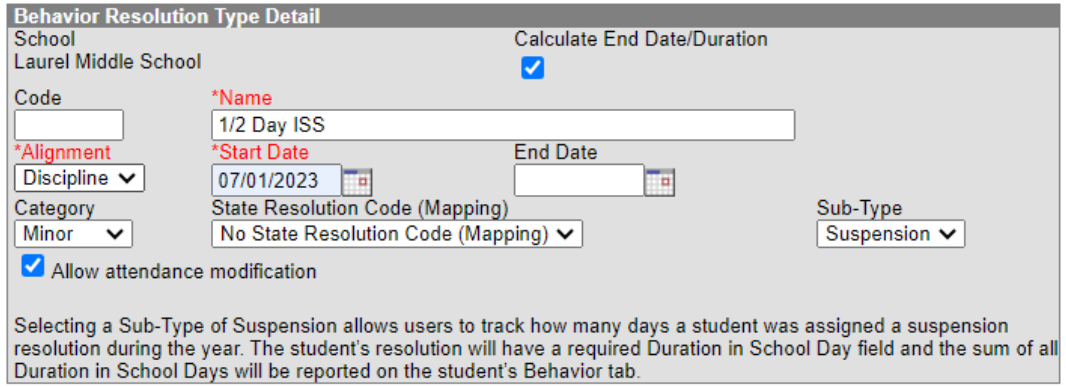
Mode of Instruction

- Mark students who are remote or hybrid
- If students are NOT remote/hybrid – no designation required
- Run validation report, NO CERTIFICATION
- Update School Mode of Instruction to match Student Mode of Instruction

END OF YEAR REPORTING

Behavior

- Report incidents that result in Suspension/Expulsion
- Duration in DAYS required (fraction allowed)
- If customize event types – map to state code
- If customize resolution types – map to state code & correct sub-type
- Run validation report, then certify
- Get support from SSoM!! (calculate/allow)



End of Year Reports...

Validation Groups

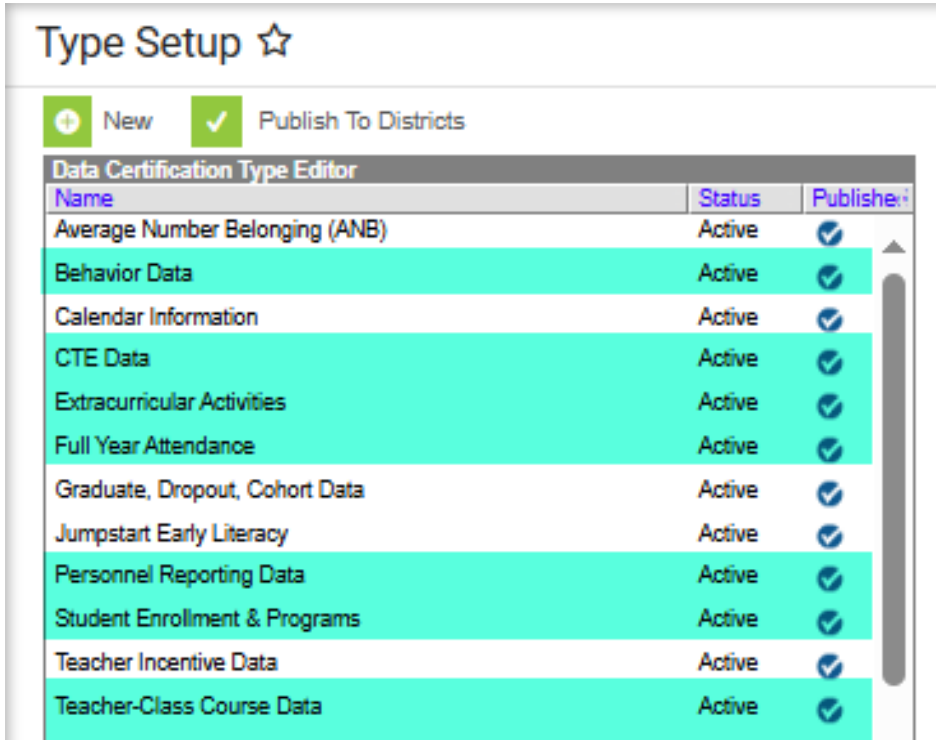
Name	User Groups	Published	Owner	Status
End of Year				Active
End of Year Attendance Certification	Data Certification, Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Attendance Validation	Data Certification, Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Compensation Expenditure TOE Certification	Data Certification	PUBLISHED	State	ACTIVE
End of Year Compensation Expenditure TOE Data Checks		PUBLISHED	State	ACTIVE
End of Year CTE Concentrator and Participants Certification	Data Certification, Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year CTE Concentrator and Participants Validation	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Enrollment Validation		PUBLISHED	State	ACTIVE
End of Year Extracurricular Activities Certification	Data Certification, Data Validation Reports and Extract	PUBLISHED	State	ACTIVE
End of Year Extracurricular Activities Validation	Data Validation Reports and Extract	PUBLISHED	State	ACTIVE

1 - 14 of 14 items

END OF YEAR REPORTING

District homework…

Update Certification SETUP for EOY (user membership)



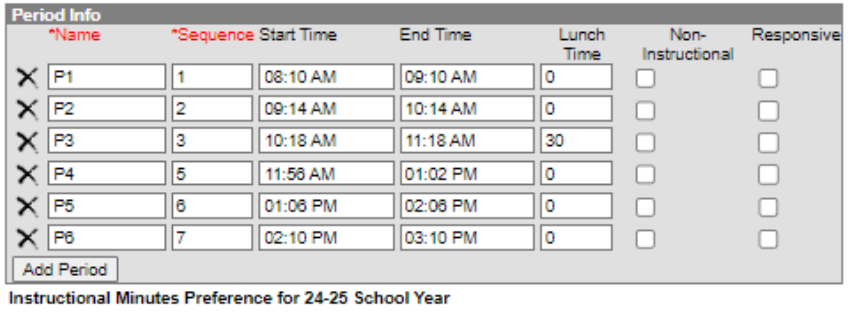
CALENDAR

- Use the Calendar validations as you are setting up your calendar (25-26 school year) to ensure that everything is set up correctly prior to the start of the school year **(before attendance!).**
  - ✓ Separate calendars for different schedules
  - ✓ Enter In-Service and Parent Teacher Conferences
  - ✓ Set up period schedules for early release days
  - ✓ Verify that each calendar has sufficient Aggregate Hours for the grade
  - ✓ Separate calendar for extracurricular activities
  - ✓ Separate calendar for Home-Based Early Literacy
  - ✓ Designate Calendar Days Per Week

CALENDAR

- Considerations for PERIOD setup…
  - Lunch is separate period (add same number lunch time minutes)

    vs.
  - Lunch start/end is included in before or after periods



Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
M,T,R,F A DAY	1	☐	390	420

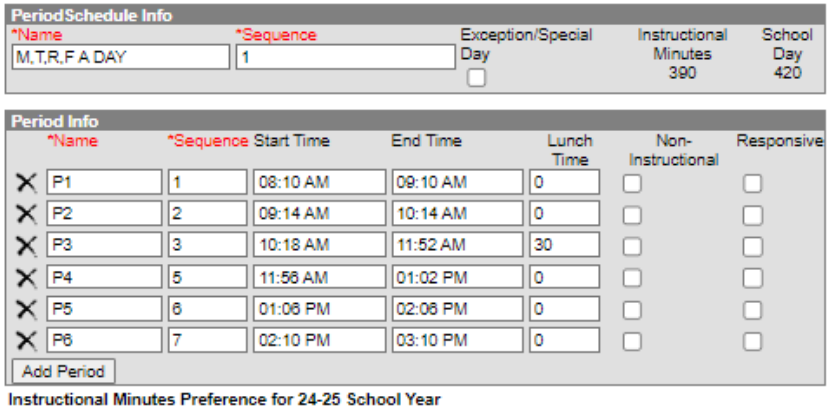
Period Info

	*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
✕	P1	1	08:10 AM	09:10 AM	0	☐	☐
✕	P2	2	09:14 AM	10:14 AM	0	☐	☐
✕	P3	3	10:18 AM	11:18 AM	30	☐	☐
✕	P4	5	11:56 AM	01:02 PM	0	☐	☐
✕	P5	6	01:06 PM	02:06 PM	0	☐	☐
✕	P6	7	02:10 PM	03:10 PM	0	☐	☐

Add Period

Instructional Minutes Preference for 24-25 School Year

Gap between P3 and P4 (11:18 and 11:56) is lunch. Putting the 30 minutes in the P3 Lunch Time field reduces P3 course minutes by 30 minutes.



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✕	P4	5	11:56 AM	01:02 PM	0	☐	☐
✕	P5	6	01:06 PM	02:06 PM	0	☐	☐
✕	P6	7	02:10 PM	03:10 PM	0	☐	☐

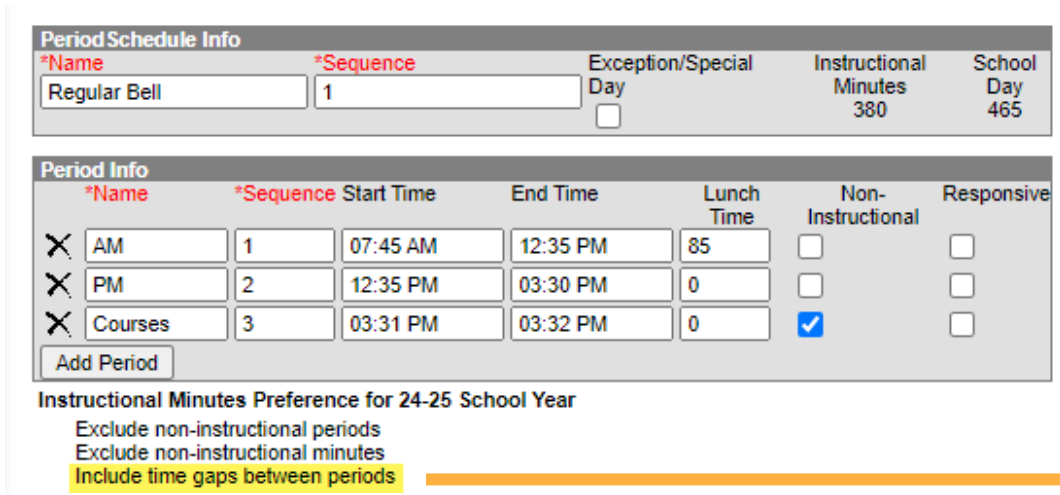
Add Period

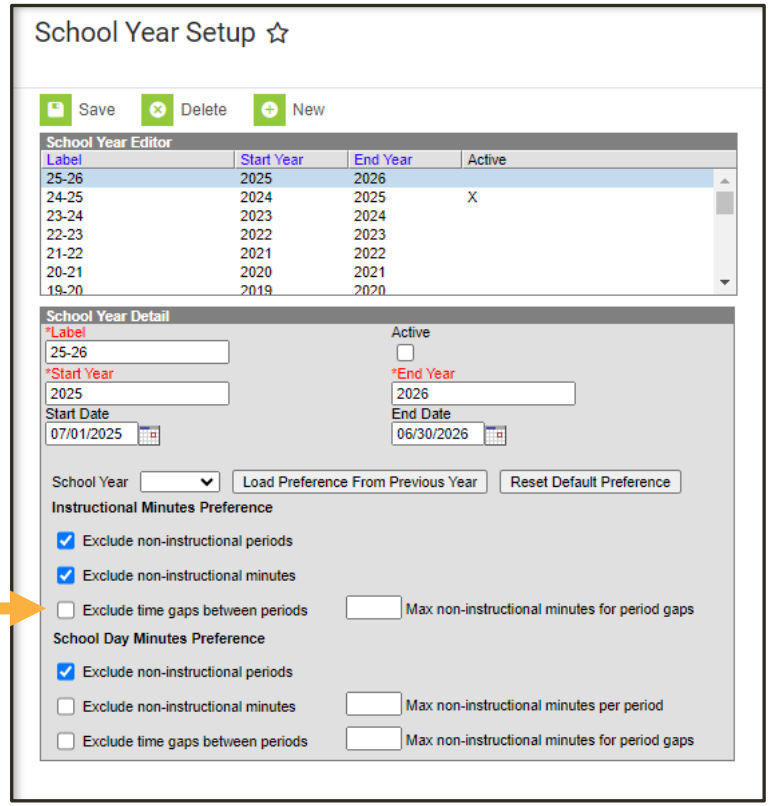
Instructional Minutes Preference for 24-25 School Year

Extend P3 to meet P4 and add Lunch Time - does not impact Class Minutes for P3

CALENDAR

- Review – gaps between periods setting is INCLUDED (change/update via School Year Setup)





END OF YEAR REPORTING

Special Education Exiting

Data from Infinite Campus, submitted in different application (SPED Applications Portal)

Cohort / Graduate Dropout…

COHORT

To confirm that a student transferred out, the school or LEA must

- Have official, written documentation that the student enrolled in another school and the educational program will culminate in the award of a regular high school diploma (End Status 140, 160, 180); or
- Have official, written documentation that the student left the country; or
- Have official, written documentation that the student completed the homeschool enrollment process; or
- Have proof that the student died (family notification or obituary is sufficient – death certificate is not required).

See the Montana High School Completer and Dropout Data Collection Handbook for more information.

https://opi.mt.gov/Portals/182/Page%20Files/AIM/2%20AIM%20USER%20GUIDES/Montana%20High%20School%20Completer%20and%20Dropout%20Data%20Collection%20Handbook.pdf?ver=2023-08-11-160619-500

NOT COUNTED AS A TRANSFER OUT

- HiSet Program;
- Incarcerated in an adult prison or jail; or
- Leaves school for any other reason.

410 LOCAL END STATUS

Graduated Alt Authorized by MCA

- Montana Youth Challenge completer who gets their HiSet AND the district awards the student a proficiency diploma. 10-10-1402, MCA
- Superintendent may award a diploma based on proficiency, perseverance, and dedication. 20-3-110, MCA
- **These diploma types do not count for federal cohort reporting*

DIPLOMA TYPE CODES

04 Completed IEP Goals

- Students who did not complete district graduation requirements but instead received a diploma by completing their special education IEP goals. These students do not have new IEP goals.

**Does not count for federal cohort reporting*

05 State Minimum

- Students who graduate with the state minimum number of credits which is lower than the LE's minimum number of credits.

20-7-1330, MCA

DIPLOMA TYPE CODES

Special Education consideration

- If Special Education students are not receiving a regular diploma, consult with OPI Special Education team for guidance

  (specific considerations to eligibility of FAPE, etc.)
- Review - Enrollment End Status, Graduation Diploma Type and State Reported Data Exiting record should align

DATE FIRST ENTER 9TH GRADE

Starts the 4-year window clock in motion

Must enter if transferred in from anywhere in the world (including MT)

Date started in 9th grade anywhere in the world (Transcript)

Won't count for graduate/cohort reporting if not entered

Run the Validation Report

Validation Rules

COHORT Missing District Date First Entered 9th grade

Hit Preview

FALL NO SHOWS

- Complete the 2024-25 school year
- Fail to show in the 2025-26 school year
- Do not return to school by September 30, 2026

EARLY LITERACY

Three Programs (20-7-1803, MCA):

- Classroom-Based Program
- Jumpstart Program
- Home-Based Learning

Assessed students must have an eligibility record, regardless of the student's participation in a program (e.g., student is assessed in the spring and moves prior to the program start date).

EARLY LITERACY

Classroom-Based Program

- Child is not yet entering or has not completed Kindergarten.
- Must be 4 years of age or older on or before September 10.
- May be at least half-time (360 hours) or up to full-time (720 hours) program hours.
- Must be eligible (using an approved evaluation methodology).
- Instruction must align to Montana Early Learning Developmental Domains and Content Standards *Ch. 63 Early Childhood Education Standards.*

EARLY LITERACY

State Reported PK
P or S Service Type
ELP Eligibility Record
ANB based on rostered schedule

Classroom-Based Program-Infinite Campus Implications

- Students are enrolled in grade PK
- May need an additional instructional calendar (if a different schedule or different non-instructional times) from other students
- Must have an eligibility record
- Must be indicated as ANB eligible for Fall and Spring (eligible for up to 1.0 ANB)
- Must have an enrollment in a course, with a properly licensed and endorsed educator and meet class size requirements

EARLY LITERACY

Jumpstart Program

- Eligible child who is 5 years of age or older on or before September 10, and 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
- Aligns with Montana Early Learning Standards and Montana Content Standards for English Language Arts and Literacy

EARLY LITERACY

Jumpstart Program

Infinite Campus Implications

- Requires a separate calendar showing the appropriate instructional time frame (120 hours/4 weeks); account for non-instruction time (lunch, recess, etc.).
- Students are enrolled in the grade they will be in the Fall (KH/KF to 3)
- Must have an eligibility record.
- Requires daily attendance records.
- Must have an enrollment in a course, with a properly licensed and endorsed educator.

EARLY LITERACY

Jumpstart Program-Infinite Campus Implications

- Eligible for 0.25 ANB (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

EARLY LITERACY

Home-Based Program-Infinite Campus Implications

- Must have an eligibility record
- Enrollment in a separate calendar with calendar type Other
- Enrollment in grade PK (age 4 as of September 10 through grade 2)
- Indicated in the enrollment as participating in a home-based early literacy program (much like Extracurricular)
- No ANB eligibility (program is paid from another source)
- May have either an instructional enrollment in the district (P or S)

KINDERGARTEN AND PK

Kindergarten:

- Kindergarten is being consolidated to a single "KG" grade (instead of KH and KF)
- Kindergarten is a one-year program (retention is per-student, according to district policy)
- Preschool is a half-time or full-time program to prepare children for entry into kindergarten and governed by standards adopted by the board of public education.

(PK is for any student not yet 5, board approval for K still option for <5 - expectation of 1 year enrollment)

KINDERGARTEN AND PK

PK enrollment scenarios:

- Free PK program for students in the district, aligned to MT Content Standards – P or S Service Type (regardless of SPED status).
- PK program for SPED students, aligned to MT Content Standards – P Service Type.
- PK program only for delivery of SPED related services (not aligned to MT Content Standards) – N Service Type for SPED qualified students, do not state report non-SPED students.
- PK program paid by parents and/or not aligned to MT Content Standards – do not state report enrollment.
- Early Literacy Classroom Based program – report with P or S Service Type (S Service Type if student is primarily enrolled in another program – such as Head Start).

EDUCATIONAL SAVINGS ACCOUNT

20-7-Part 17, MCA

- Students who were counted for ANB in the prior year, new to Montana or new to school.
- Students are enrolled in their resident school district.
- Flag to identify as ESA students.
- Student file must be reviewed annually to determine continued eligibility for Special Education services.
- The OPI will confirm student address information and notify districts when a student moves from EL to HS

EDUCATIONAL SAVINGS ACCOUNT

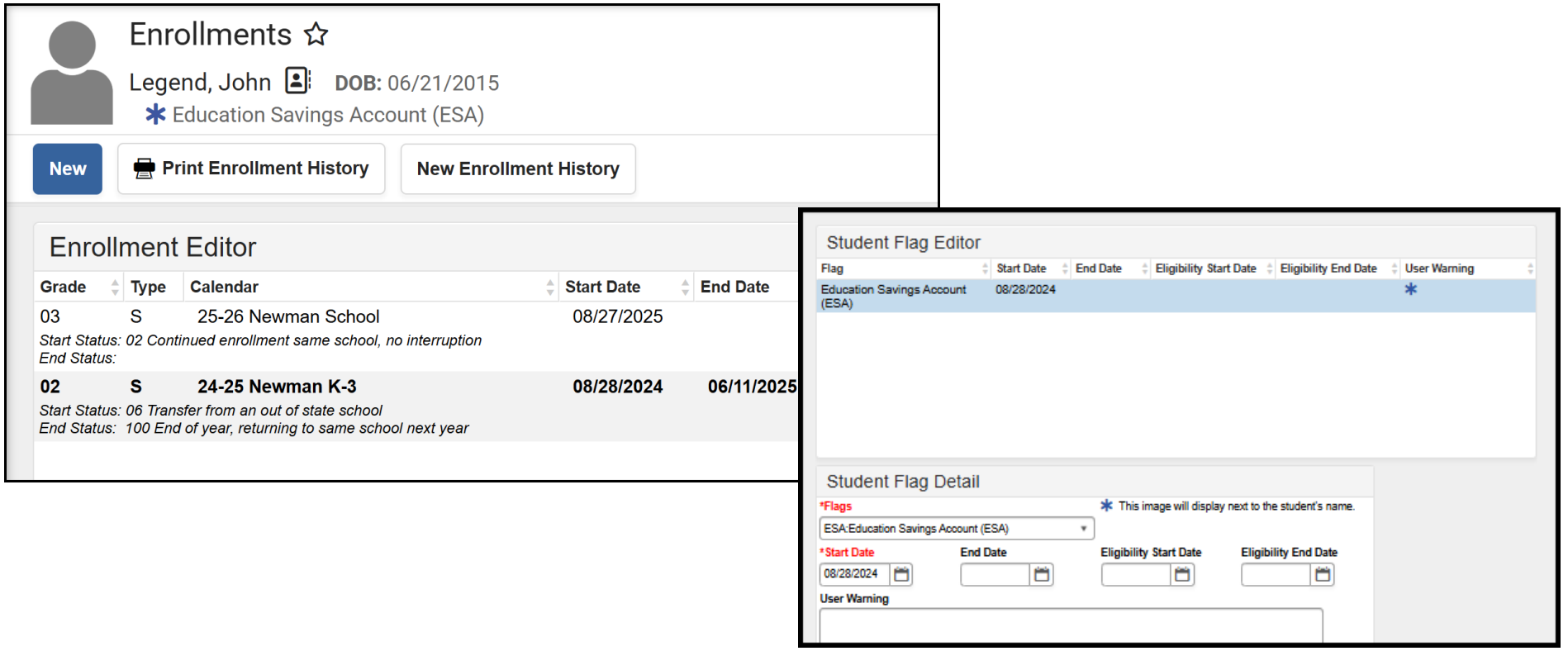
20-7-Part 17, MCA

- Students are included in the district's ANB count.
- Districts remit payment to the OPI.
- The OPI reimburses parents for eligible expenditures.
- Two application windows: May and November (previously approved students do not have to re-apply)

Whitney Williams is your Education Savings Account Specialist

Contact: Whitney Williams

EDUCATIONAL SAVINGS ACCOUNT



Montana Office of Public Instruction
Susie Hedalen, State Superintendent

MAST

Montana Aligned to Standards Through-Year

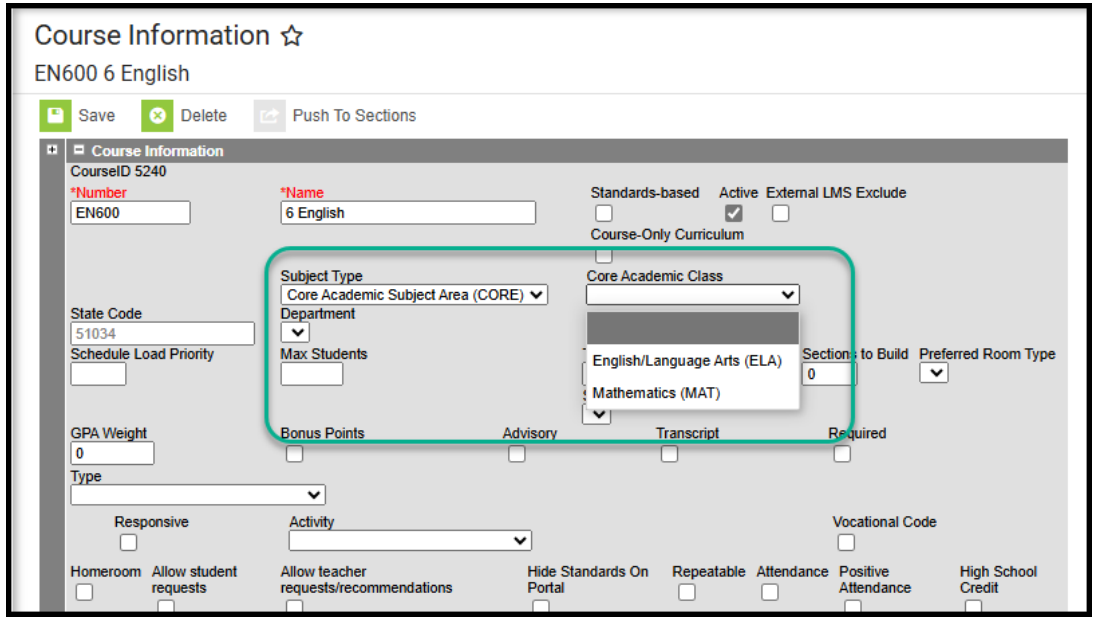
- Test windows for 25-26 will be available mid-April
- Consider adding accommodations to 2nd grade IEPs
- Ability to use IC to roster students in Kite

MAST Webpage

Montana Aligned to Standards Through-Year (mt.gov)

MAST

Use Subject Type and Core Academic Class fields to assign a course (pulls all sections/rosters for the course) to automatically roster students for MAST.



2025-26 COLLECTION CALENDAR

Fall

- Jumpstart
- Calendars
- Dropout/Graduate/Cohort
- Fall ANB
- Fall Enrollment & Program Participation

2025-26 COLLECTION CALENDAR

Fall

- Personnel
- Teacher Class
- Mode of Instruction
- CTE Follow-Up

2025-26 COLLECTION CALENDAR

Spring

- Spring ANB
- Spring Teacher Class

2025-26 COLLECTION CALENDAR

End of Year

- Attendance
- Personnel (Compensation Expenditure TOE)
- CTE
- Enrollment & Program Participation
- Extracurricular
- Mode of Instruction
- Behavior *[review event & resolutions for state mapped reporting]*

STUDENT PHOTO REPOSITORY

District Responsibility

(20-7-1317, MCA)

The trustees of each school district **shall send an annual notice** to the parent or guardian of each student with:

(a) information about the electronic directory photograph repository;

(b) a form to allow the parent or guardian to choose to have the student's photograph included in the repository for that school year;

(c) information about the use of the directory photographs if a student is identified as a missing child; and

(d) information about how to request the student's directory photograph be removed from the repository.

STUDENT PHOTO REPOSITORY

Two Step Process

1. Upload photos (batch or individual)
2. Set permission to ‘opt in’ (batch or individual)

Must do <u>both</u> for photos to appear at the state

DISTRICT CHANGES

- Districts ***must*** report all grade level changes within a school to the OPI
- Send a written request, on district letterhead, signed by the authorized representative to opischoolfinance@mt.gov

These requests should be sent before

July 1, 2025, if at all possible

AIM DISTRICT CONTACTS

Email opiaimhelp@mt.gov

Please copy and paste this information into your email:

1. District Name:
2. Contact Name:
3. Contact Phone:
4. Contact Email:
3. Contact Type (District Level/School Level):
4. Subject Area (General Ed/Special Ed/Both):
5. Contact Priority (Primary/Backup):

SAVE THE DATE!

MASBO Summer Conference

Monday, June 9th, 2025, through Friday, June 13

- Monday: Full-day training on "all things Infinite Campus".
- Tuesday: Virtual and in-person help session.
- Wednesday/Thursday: OPI and SSOM sessions on Requests & Rosters, Personnel reporting, Navigating Infinite Campus, and more!

SUMMER CONFERENCE & NEW SBO | Montana Association of School Business Officials

STAY TUNED!

OPI Compass

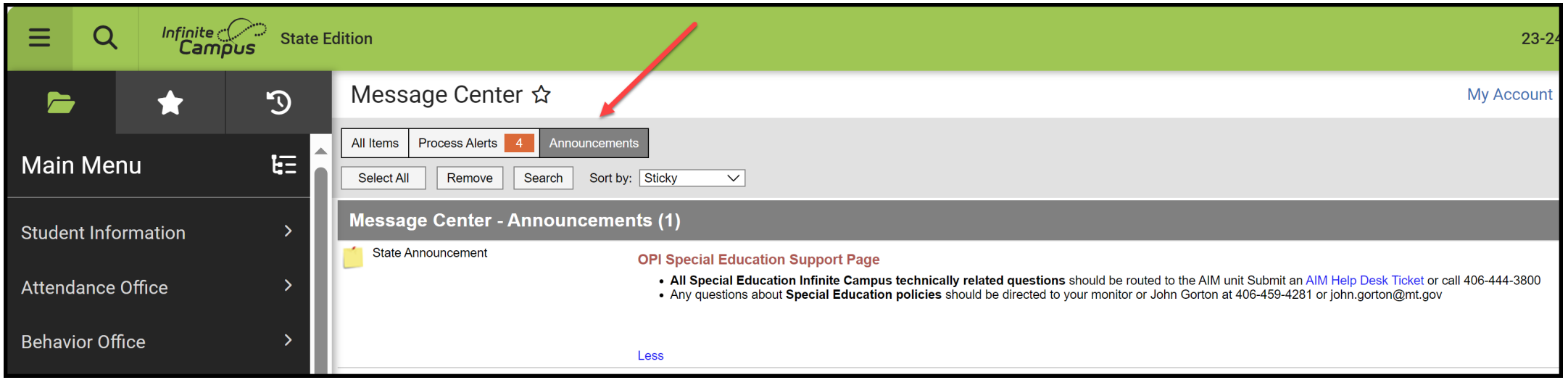
OPI Monthly Compass (mt.gov)

Subscribe!

Montana Office of Public Instruction (govdelivery.com)

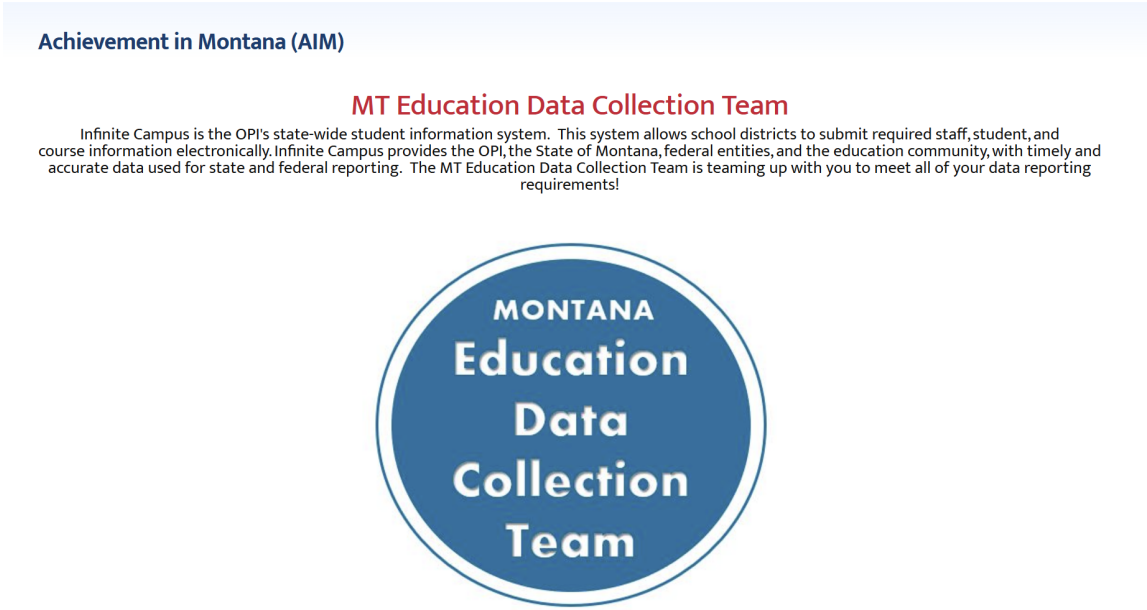
STAY TUNED!

Infinite Campus – Statewide Announcements



STAY TUNED!

Webpage: Education Date Collection Team



CONTACT US

Helpdesk: (406) 444-3800

Email: opiaimhelp@mt.gov