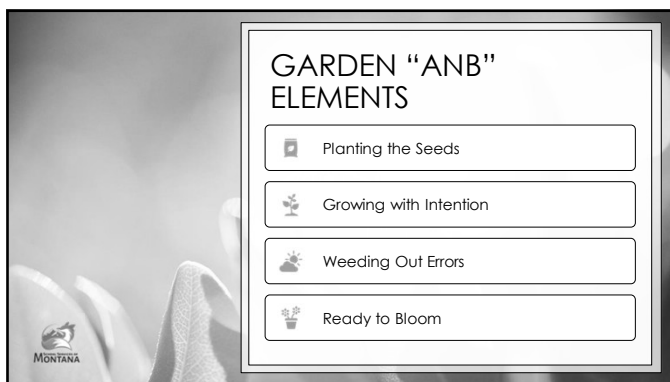




1



2



3

- Students **MUST**:
 - Have an active enrollment
 - Have aggregate hours marked (F, T, H, Q, or N)
 - Have a Service Type of P: Primary or S: Partial (Secondary)
 - Grades K-12
 - Classroom-based Early Targeted Intervention Participants
 - Students' age must be between the age of 5 and 19 effective September 10th of the current school year

To be
included
in
MAEFAIRS
Student
Count...



4

- Included Students may also be:
 - Attending MT Youth Challenge or Job Corp*
 - SPED only PK students (age 3 to 6 as of Count Day)
 - Homebound ([ARM 10.20.102](#))
 - 19+ Years as of 9/10 of the current SY*
 - Attending MT Digital Academy or other remote learning platforms*
 - Part Time(think homeschool!)
 - Out of District*
 - Offsite Instruction within District
 - ESA Accounts
 - EARLY graduates*

But wait -
there's
more!!!



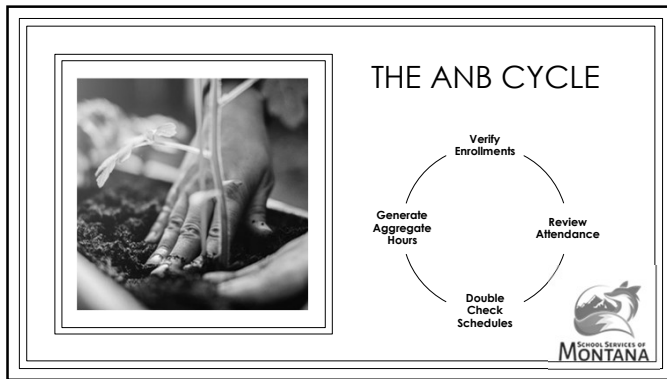
5

Students **NOT**
Included in
MAEFAIRS
for ANB...



- Students are 1 of the following:
 - Absent for 11 or more consecutive days prior to and including the count date
 - Residents of the district, but are attending an out-of-district school
 - PK students who do NOT qualify for SPED or participating in an Early Targeted Intervention Program
 - Home-based Early Targeted Intervention Participants
 - Extracurricular students (current year)
 - Students in private, non-sectarian day treatment programs
 - Students in juvenile detention facilities

6



7

Student Enrollment Summary
Effective Date: 01/05/2026 Enroll
Total Race/Ethnicities: 7 of 7
Race/Ethnicity Source: Federal Male/Fem

Where to start?

- Student Information > Reports > STATE Enrollment Overlap Report
 - Verify no overlapping enrollments prior to count date
- Student Information > Reports > Enrollment Summary Report
 - Just the numbers and splits by grade level, gender, enrollment type (includes ALL calendars in a school)
- Student Information > Reports > Enrollment Summary Detail Report
 - Allows you to select a specific calendar(s) - includes list of students

3:Asian		4:Black or African American		5:Native Hawaiian or Other Pacific Islander		6:White		7:Hispanic or Latino	
2/4/6	0/4/4	-	-	75/62/157	-	-	-	-	-
-	-	-	-	43/35/78	-	-	-	-	-
-	3/0/3	-	-	49/36/85	-	-	-	-	-
2/4/6	3/4/7	-	-	167/153/320	-	-	-	-	-

DEPARTMENT OF EDUCATION
MONTANA

8

Classroom Monitor ☆
Classroom Monitor
This tool monitors classroom attendance.

Date: 02/02/2026 Refresh Incomplete Teacher Attendance Print

Teacher	Dept	Contact	0	1	2
Aarons, Mitchell	Science	☑ ☑		4150-1 (25/26)	
Abeggert, Laney	Mathematics	☑ ☑		1175-1 (-14)	
Abra, Dean	Mathematics	☑ ☑			
Addy, Joseph A	Elective	☑ ☑			
Albinak, Gina	Business/Career	☑ ☑			
Allen, Theon W	Foreign Language	☑ ☑			5115-2 (-11)
Allsey, Dino		☑ ☑			

Validate Attendance

- Did every teacher take attendance?
 - Classroom Monitor
- Were students accurately marked?
 - Daily Attendance Processing


DEPARTMENT OF EDUCATION
MONTANA

9

3300B-1 Concert Choir 9:40 AM - 10:35 AM Room: 100 Miller, Adam	3300B-1 Concert Choir 9:40 AM - 10:35 AM Room: 100 Miller, Adam
3300B-1 Physical Science 10:40 AM - 11:35 AM Room: 110 Parksatz, Ryan	3300B-1 Physical Science 10:40 AM - 11:35 AM Room: 110 Parksatz, Ryan
3300C-1 Government 11:40 AM - 1:00 PM Room: 120 Parksatz, Mike	3300C-1 Government 11:40 AM - 1:00 PM Room: 120 Parksatz, Mike
3300E-1 US History	3300E-1 US History

Verify Schedules

- Do full time students have a FULL schedule?
 - Student Gap Scheduler (Scheduling & Courses > Load Schedules)
- Start and end dates?
- Part time students have enrollment types matching schedules
- Unstructured recess and lunch DO NOT COUNT



10


Check in With SPED

SPED PK Students

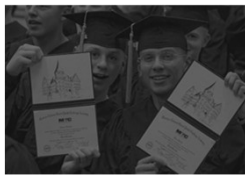
- Students must be between the ages of 3 and 4 (age as of Count Day)
- Students must be enrolled in a State Grade of PK
- Students must have an active IEP on the Count Date
- Must be indicated as SPED ANB Eligible

19/20 Eligible for ANB

- Students age 19 or 20 (age as of September 10, 2025)
- Students must have a qualifying disability (20-9-311, MCA)
- Students must have an active IEP on the Count Date
- Students must be indicated as SPED ANB Eligible



11




MT Youth Challenge and Job Corps

Students participating in these programs may be included in the district's ANB count:

- Student must be a resident of the school district
- Students must be working towards graduation from the district
- Credits taken at the program must be accepted by the school district
- Check the MT Youth Challenge or Job Corps box and enter full-time Aggregate Hours.

Coordinate with the program now to avoid issues in the future



12

Early Graduates

Early graduates are students were enrolled in grade 12 on the Fall Count Date, but complete graduation requirements prior to the Spring Count Date.

Must enter the following for each graduate:

- o End Status of 400 or 410
- o Diploma Date, Diploma Type, Diploma Period (01 or 02)
- o Date Entered 9th Grade
- o Spring Aggregate Hours
- o SPED Exit Date/Reason (for students with an IEP)



13

Early Targeted Intervention

Classroom Based Early Targeted Intervention Programs

- o Students aged 4 and not yet in Kindergarten (age as of September 10, 2025)
- o Enrolled in State Grade PK
- o Must have a 2025-26 eligibility record
- o Indicated as participants for Spring ANB (Classroom-Based Interventions)



14

Out of District Attendance and Remote Instruction

Out of District Attendance

- Students may be counted in the out-of-district school if the student has a completed student attendance agreement on file with the district

Remote Instruction

- Students must be a resident of the district to enroll in a fully-remote educational program
- Out of district students may be enrolled in remote instruction only if they are also enrolled in and attending a course at a school of the district



15

Educational Savings Accounts

- Students who are enrolled in the Educational Savings Account Program:
- Must have an application approved by the OPI
 - Must have a qualifying disability evidenced by an Evaluation Report or previous IEP
 - Must have an active enrollment with a Service Type of S: Partial
 - Must have full-time Spring Aggregate Hours
 - Must have a Flag indicating participation in the Educational Savings Account program



16

Sometimes I
panic and think
there's a crazy
person in the
office... then I
realize it's just
me

17

Calculate Attendance

- IF you take attendance in Infinite Campus, use the MT Count Date Attendance Tool
- IF you DON'T take attendance in Infinite Campus, upload a file through MT Data Upload



18

How to use the MT Count Date Attendance Tool

1. Navigate to MT Count Date Attendance tool under Reporting > MT State Reporting
2. Select the Count Period of Spring
3. Select the MT OPI Designated Count Date
4. Mark all 3 boxes for Calculation Type
5. Click Run Test to check for and correct any reporting errors.
6. **VERY IMPORTANT!!!** After running a test and clearing errors, select GENERATE to update enrollments. It may take up to 30+ minutes to complete this process.
7. Rinse and repeat for each calendar.

See next slide for image with steps.



19

Count Date Attendance

Count Date Attendance will be calculated based on the Count Period selected on the editor and the calendar selected in the Campus tool bar. A calendar must be selected in order to complete calculations.

The MT OPI Designated Count Date field will default to the following dates:

- Fall: First Monday in October; if not instructional, the first instructional day after the first Monday in Oct
- Spring: First Monday in February; if not instructional, the first instructional day after the first Monday in Feb

Users may not run count Date Attendance calculations prior to or on the MT OPI Designated Count Date of the selected on the editor. Users must wait until the MT OPI Designated Count Date for the Count Period has passed before the day's attendance data on the specified MT OPI Designated Count Date.

It is recommended that a test be run prior to running the calculation(s). The Run Test option will provide a real time view of the data as entered in the MT OPI Designated Count Date field, number of enrollments updated, and warnings. The Generate option will also provide these results.

If Submit to Batch is selected, use the Batch Queue List located on the editor or navigate to System Administrator > Batch Queue Admin to review the results reports.

This tool can be run for previous or current calendars.

THIS PROCESS IS NOT COMPLETE UNTIL a Batch ReSync is triggered.
New Look: System Settings > Data Management Administration > ReSync State Data - Batch
Old Look: System Administration > Data Utilities > ReSync State Data

HOW TO USE THE MT COUNT DATE ATTENDANCE TOOL

Count Date Attendance

Count Period

Spring

MT OPI Designated Count Date

03/03/2026

Calculation Type (checking all boxes allows the tool to calculate the necessary attendance numbers)

☒ Aggregate Hours of Instruction
☒ Absent
☒ Exclude AFB

Ad Hoc

☐ Run Test
☐ Generate
☐ Submit to Batch

Refresh

Show top 50

Results submitted between

12/29/2025

and

01/05/2026

20

Error 3: The following students have an enrollment in the selected calendar/schedule structure but are not scheduled into any classes/instructional periods. NO attendance calculations will be completed for these students...

State ID	Last Name	First Name	Service Type	Calendar Name
000000000000	Alborough	Dallas	Primary	HS Graduation
000000000000	Alborough	Dallas	Primary	HS Graduation

Essentially, these students don't have schedules

To fix, partner with counselor or admin to find out why they didn't have a schedule on Count Date. Appropriately enter in a schedule or end date the student's enrollment.

Schedule

Alborough, Dallas

HS Graduation

Filter

Reset

Term

3

4

3 (12/22/2025 - 3/20/2026)

0

No Scheduled Course

7:40 AM - 8:35 AM

1

No Scheduled Course

8:40 AM - 9:35 AM

2

No Scheduled Course

9:40 AM - 10:35 AM

3

No Scheduled Course

11:40 AM - 12:35 PM

21

7

Warning 5: Student is scheduled for less than 720 instructional hours per year as of the MT OPI Designated Count Date. Aggregate hours and absences for the student will be a reflection of the student's part-time schedule. Please ensure the student's schedule is correct.

These students aren't scheduled for a full day or for full-time hours.

To fix, review all students on the list. Part time students should have an enrollment service type of S-Partial and less than 720 hours scheduled/part time schedule

Schedule

Ahmed, Glana

Filter X Reset

Term 3 4 X

3 (12/22/2025 - 3/20/2026)

0	No Scheduled Course	7:40 AM - 8:25 AM
1	Teaching with Campus SBG	9:40 AM - 9:25 AM Teacher, Fourteen
2	Teaching with Campus TG	9:40 AM - 10:35 AM Teacher, Fourteen
3	No Scheduled Course	10:40 AM - 11:35 AM
4	No Scheduled Course	11:40 AM - 1:00 PM

22

READING THE LAST PAGE

- Test mode will indicate nothing has been written into Campus
- Compare Number of Enrollments Updated to Actual Enrollments
- Review Students marked absent vs. Attendance Reports
- Double check Exclude ANB numbers

These results were generated in **TEST** mode and no data has been inserted into the database.

Result Report

Count Date(s)	Calendar Name	Schedule Structure	MT OPI Designated Count Date
	20-26 February 2026	AB	10/10/2025

Aggregate Hours of Instruction		Number of Enrollments Updated
Field	Value	10/10/2025
Field	Value	10/10/2025

Absent		Number of Enrollments Updated
Field	Value	10/10/2025
Field	Value	10/10/2025

Exclude ANB		Number of Enrollments Updated
Field	Value	10/10/2025
Field	Value	10/10/2025

Not a bad idea to print this page – you know for those people who ask for numbers...

23

GENERATE

VERY IMPORTANT!!!! After running a test and clearing errors, **select GENERATE** to update enrollments. It may take up to 30+ minutes to complete this process.

Count Date Attendance

*Count Period: 10/10/2025

*MT OPI Designated Count Date: 10/10/2025

*Calculation Type (checking all boxes allows the tool to calculate the necessary attendance numbers):

☒ Aggregate Hours of Instruction

☒ Absent

☒ Exclude ANB

At this point:

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MORE RESOURCES

<https://opi.mt.gov/Leadership/Finance-Grants/School-Finance/Student-Count-ANB>
SO MANY GREAT LINKS →
<https://rules.mt.gov/browse/collections/aec52c46-128e-4279-9068-8a15d5432a74/policies/7aa69b7a-3f52-4f2f-8c40-7243ae8a8d05>

Guidance & Resources

Student ANB Guidance

- Student Count for ANB Instructions 2026
- ANB Calculation Guidance
- District Extracurricular Guidance
- Out of District Remote Attendance Guidance-Final
- Enrollment to ANB Calculation Sheet



25

DATA
VALIDATION

26

Data
Validation

Path: Reporting > Data
Validation > Validation
Groups OR Data Validation
Reports

- Spring ANB 2025-26
Validations – Student
Counts
- Spring ANB 2025-26
Validations – Student
Lists
- Spring ANB 2025-26
Charter School
Enrollments
- Spring ANB 2025-26
Certification

**Run validation reports prior
to the start of the
certification process**

Validation Groups

Menu


Filter

Table

Buttons

Name	Filter	Menu	Buttons
Spring ANB		Active	
Spring ANB 2025-26 Certification		State	Active
Spring ANB 2025-26 Charter School Enrollments		State	Active
Spring ANB 2025-26 Validations - Student Counts		State	Active
Spring ANB 2025-26 Validations - Student Lists		State	Active

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- Errors – Must be fixed
- Warnings – Review (may or may not be accurate)
- Information – Review (no fix required)

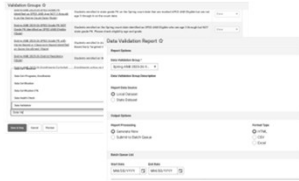
28

Data Validation

Must assign a User Group to a Validation before running as a Data Validation Report (Validation Group output is limited to 100 records per rule).

Validation Groups:

- May be run at District or State
- May be run in a variety of output formats
 - HTML
 - CSV (all reports on one tab)
 - Excel (reports on separate tabs)

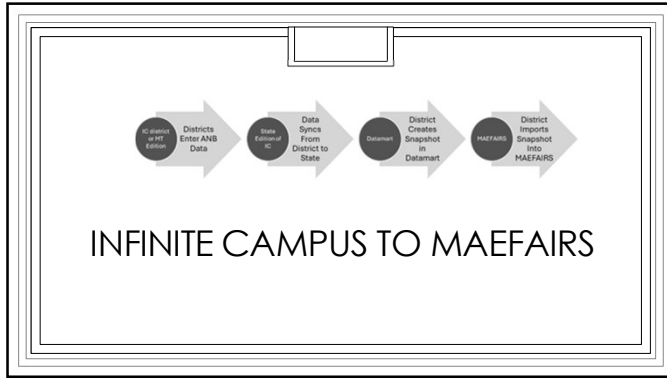


29

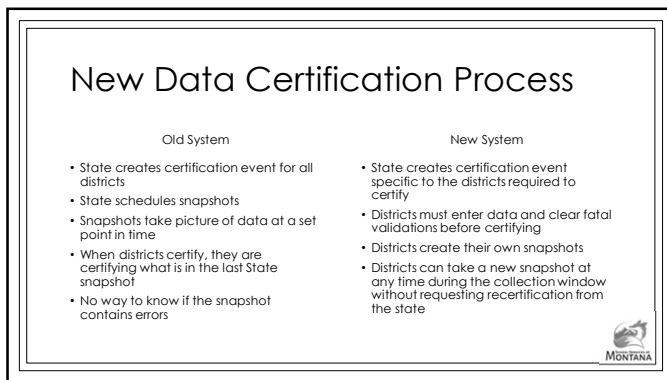
DATA CERTIFICATION

The new process!

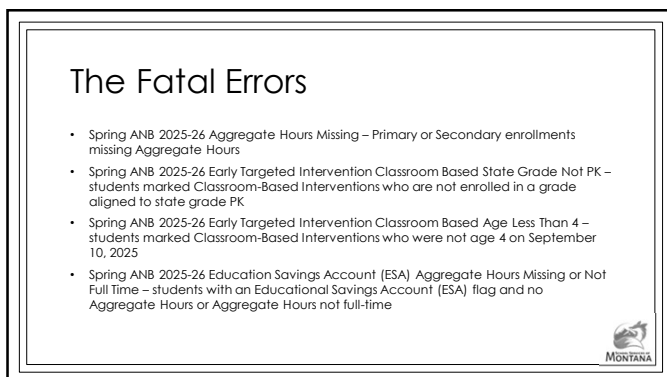
30



31



32



33

The Fatal Errors

- Spring ANB 2025-26 SPED ANB Age NOT 19 or Older and Grade NOT PK – the student is marked SPED ANB Eligible, but EITHER the student was not 19 (age as of September 10, 2025) OR the student is not in State Grade PK
- Spring ANB 2025-26 SPED Grade PK Identified as SPED ANB Age Not 3 through 6 on the Spring Count Date – students in grade PK, indicated as SPED ANB Eligible, who are less than 3 or older than 6 on the Spring Count Date
- Spring ANB 2025-26 Early Graduates Missing Diploma Information – students with End Status 400 or 410 who do not have Diploma Date, Diploma Type or Diploma Period entered
- Spring ANB 2025-26 Early Graduates Missing Spring Aggregate Hours



34

New Certification Process

Step 1: Certification Category

- Select the Category
- Ensure that you have an Active Certifier (only 1 recommended)
- Do not change certifiers during the collection window



35

New Certification Process

View: Event description and instructions

Certification Event Details				
Event Name	Event Status	Event Date	Event Type	Event Category
Spring ANB 2025-26	In Progress	11/01/2025	ANB	ANB
Spring ANB 2025-26	In Progress	11/01/2025	ANB	ANB
Spring ANB 2025-26	In Progress	11/01/2025	ANB	ANB
Spring ANB 2025-26	In Progress	11/01/2025	ANB	ANB

Event Details

Event Name: Spring ANB 2025-26
Event Status: In Progress
Event Date: 11/01/2025
Event Type: ANB
Event Category: ANB

Event Description
The Spring ANB Collection is the second of two enrollment collections used for determining the FY 2026 school district budget. Districts should report enrollment of students on the Spring ANB Collection to the state by the end of the reporting period. If enrollment data is not reported on the Spring ANB Collection, the state will use the FY 2025 data.

Districts report both A-Primary and B-Partial enrollment for grades K-12. Students must have an enrollment event on the Spring ANB Collection for all students, regardless of whether they are in the state or out of state.



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NEW CERTIFICATION PROCESS

REVIEW DATA – STARTS THE CERTIFICATION PROCESS

STEP 1: DISTRICT VALIDATION

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STEP 2: STATE VALIDATION

RUN THE VALIDATION AS BATCH QUEUE

38

WAIT HOW DO I RESYNC TO THE STATE???

SYSTEM SETTINGS > DATA INTERCHANGE ADMINISTRATION > RESYNC STATE DATA BATCH

39

Step 3:
Snapshot
Validation

Review
snapshot and
click Take
Snapshot

Once the
snapshot is
taken there will
be an option
to certify

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CONTACT US

maskinner@mt-schools.org
nthuotte@mt.gov

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