



## SPRING INTO ACCURACY

Presented by **Mary Anne Skinner**, Director of Technology for School Services of MT and **Nicole Thuotte**, EDUCATE Unit Manager for MT Office of Public Instruction

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### GARDEN "ANB" ELEMENTS

-  Planting the Seeds
-  Growing with Intention
-  Weeding Out Errors
-  Ready to Bloom

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### Did you know?

ANB = Average Number Belonging  
3-year average  
Reported on the 1st Monday in Oct. and Feb.

<u>Enrollment Breakdown</u>
0-179 = 0 enrollment
180-359 = $\frac{1}{4}$ time enrollment
360-539 = $\frac{1}{2}$ time enrollment
540-719 = $\frac{3}{4}$ time enrollment
720+ = full time enrollment

Jumpstart participants may be counted up to  $1 \frac{1}{4}$  enrollment for ANB  
2026's Spring Count Date lands on Groundhog's Day

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<ul style="list-style-type: none"> <li>• Students <b>MUST</b>:           <ul style="list-style-type: none"> <li>• Have an active enrollment</li> <li>• Have aggregate hours marked (F, T, H, Q, or N)</li> <li>• Have a Service Type of P: Primary or S: Partial (Secondary)</li> <li>• Grades K-12</li> <li>• Classroom-based Early Targeted Intervention Participants</li> <li>• Students' age must be between the age of 5 and 19 effective September 10<sup>th</sup> of the current school year</li> </ul> </li> </ul>	<p>To be included in MAEFAIRS Student Count...</p> 
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<ul style="list-style-type: none"> <li>• Included Students may also be:           <ul style="list-style-type: none"> <li>• Attending MT Youth Challenge or Job Corp*</li> <li>• SPED only PK students (age 3 to 6 as of Count Day)</li> <li>• Homebound (ARM 10.20.102)</li> <li>• 19+ Years as of 9/10 of the current SY*</li> <li>• Attending MT Digital Academy or other remote learning platforms*</li> <li>• Part Time (think homeschool!)</li> <li>• Out of District*</li> <li>• Offsite Instruction within District</li> <li>• ESA Accounts</li> <li>• EARLY graduates*</li> </ul> </li> </ul>	<p>But wait - there's more!!!</p> 
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<p><b>Students <u>NOT</u> Included in MAEFAIRS for ANB...</b></p> 	<ul style="list-style-type: none"> <li>• <b>Students are 1 of the following:</b> <ul style="list-style-type: none"> <li>• Absent for 11 or more consecutive days prior to and including the count date</li> <li>• Residents of the district, but are attending an out-of-district school</li> <li>• PK students who do NOT qualify for SPED or participating in an Early Targeted Intervention Program</li> <li>• Home-based Early Targeted Intervention Participants</li> <li>• Extracurricular students (current year)</li> <li>• Students in private, non-sectarian day treatment programs</li> <li>• Students in juvenile detention facilities</li> </ul> </li> </ul>
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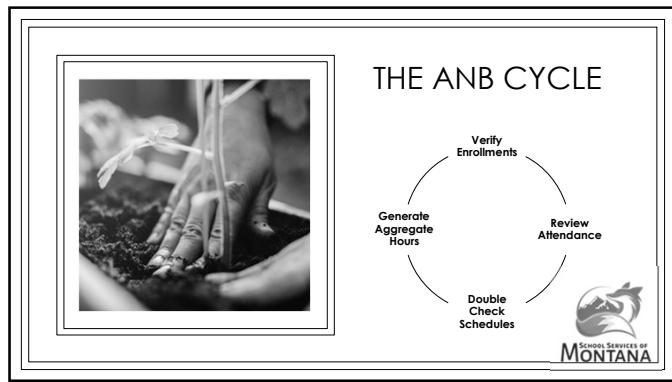
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Student Enrollment Summary			
Effective Date: 01/05/2026	Enrollment Total: 7,157		
Race/Ethnicity Source: Federal			
Male/Female			
City and Grade Level (Male/Female/Total)			
4:Asian	5:Native American	6:White	7:Total
2/4/6	0/4/4	7582/157	7,157
-	-	43/35/78	
3/0/3	-	49/36/85	
2/4/6	3/4/7	167/153/320	
MONTANA		5:Native	

**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

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**Classroom Monitor** ☆

**Classroom Monitor**

This tool monitors classroom attendance.

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

Teacher	Dept	Contact	0	1	2
Aarons, Mitchell	Science	✉️	4150-1 (25/26)		
Abegger, Laney	Mathematics	✉️	1175-1 (-4)		
Abra, Dean	Mathematics	✉️			
Addy, Joseph A	Elective	✉️			
Albinak, Gina	Business/Career	✉️			
Allen, Theon W	Foreign Language	✉️	5115-2 (-1)		
Allsey, Dino		✉️			

**Validate Attendance**

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

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9

Verify Schedules	
J10001 Concert Choir 9:40 AM - 10:35 AM Room: 100 Miller, Adam	J10001 Concert Choir 9:40 AM - 10:35 AM Room: 100 Miller, Adam
J30001 Physical Science 10:40 AM - 11:35 AM Room: 110 Parkratz, Ryan	J30001 Physical Science 10:40 AM - 11:35 AM Room: 110 Parkratz, Ryan
J30001 Government 11:40 AM - 1:00 PM Room: 120 Pacqua, Mike	J30001 Government 11:40 AM - 1:00 PM Room: 120 Pacqua, Mike
J30001 US History	J30001 US History

10

# Check in With SPED

11

A black and white photograph showing three young people in graduation caps and gowns. They are holding diplomas in front of them. The person on the left is holding a diploma with a drawing of a building on it. The person in the middle is holding a diploma with a drawing of a building on it. The person on the right is holding a diploma with a drawing of a building on it. They are all smiling and looking towards the camera.

## 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.*

The logo for the Montana Department of Education. It features a stylized grizzly bear head in profile facing left, with the word "MONTANA" written in a bold, sans-serif font below it.

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:

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




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13

## Early Targeted Intervention

Classroom Based Early Targeted Intervention Programs

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




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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




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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




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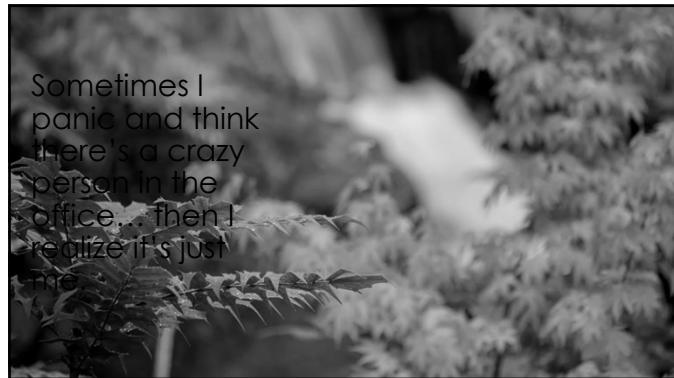


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17

### 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

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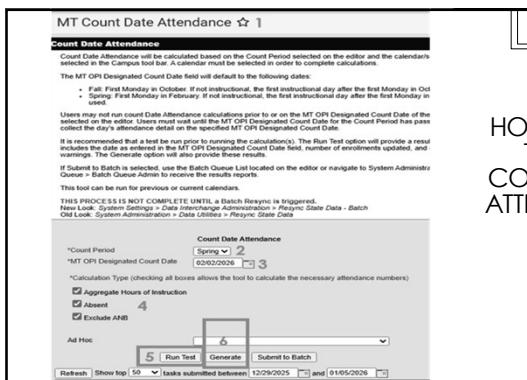
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## How to use the MT Count Date Attendance Tool

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.

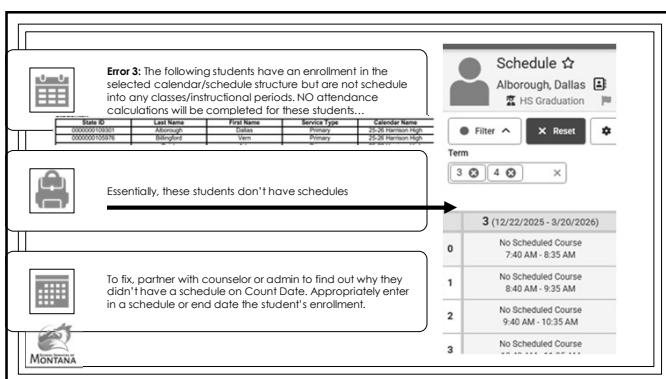
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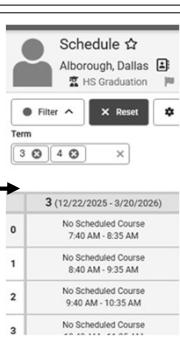
The screenshot shows the 'Count Date Attendance' tool interface. It includes a header with the title, a detailed description of the tool's purpose and usage, and a form with dropdowns for 'Count Period' (Spring), 'MT OPI Designated Count Date' (03/02/2024), and checkboxes for 'Aggregate Hours of Instruction', 'Absent', and 'Exclude ANB'. Below the form are buttons for 'Run Test', 'Generate', and 'Submit to Batch'. At the bottom, there are links for 'Refresh', 'Show top 50 tasks submitted between 12/29/2025 and 01/05/2026'.

## HOW TO USE THE MT COUNT DATE ATTENDANCE TOOL

20



The screenshot shows an error message box with three sections: 1. A calendar icon with the text '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...' 2. A backpack icon with the text 'Essentially, these students don't have schedules' 3. A calculator icon with the text '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.' To the right is a 'Schedule' tool window showing a list of students and their enrollment details.



The screenshot shows the 'Schedule' tool interface. It includes a header with the title, a search bar, and a table with columns for 'Last Name', 'First Name', 'Service Type', and 'Calendar Name'. Below the table is a 'Term' selector with options 3, 4, and 5. To the right is a list of students with their enrollment details.

21

**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, Giana Stud

Filter  Reset  Term

3 (1/22/2026 - 3/20/2026)

Row	Event	Start Date	End Date	Teacher
0	No Scheduled Course	7:40 AM	8:35 AM	
1	Teaching with Campus SBG	8:40 AM	9:35 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	

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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
20-21 Harrison High	All	10/01/2026

**Aggregate Hours of Instruction**

Field	Number of Enrollments Updated
Fall	1001
Spring	1001

**Absent**

Field	Number of Enrollments Updated
Fall	0
Spring	0

**Exclude ANB**

Field	Number of Enrollments Updated
Fall	0
Spring	1

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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: Spring

\*MT OPI Designated Count Date: 03/02/2026

Aggregate Hours of Instruction

Absent

Exclude ANB

**Ad Hoc**

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24

# MORE RESOURCES

<https://opi.mt.gov/Leadership/Finance-Grants/School-Finance/Student-Count-ANB>

## SO MANY GREAT LINKS →

<https://rules.mt.gov/browse/collections/oec52c46-128e-4279-9068-8d15d5432d4/policies/7aa69b7d-3f52-4f21-8c40-9243a8e8a8d0>

- Guidance & Resources
- Student ANB Guidance
  - Student Count for ANB Instructions 2028
  - ANB Calculation Guidance
  - District Extracurricular Guidance
  - Out of District Remote Attendance Guidance-Final
  - Enrollment to ANB Calculation Sheet



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25

# DATA VALIDATION

26

## Data Validation

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

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

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

Name	New Group	Name	Value
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 List		State	Active

 A 'Reporting > Data Validation > Validation Groups' breadcrumb navigation is visible at the top of the page."/>

27

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

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## 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)

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## DATA CERTIFICATION

The new process!

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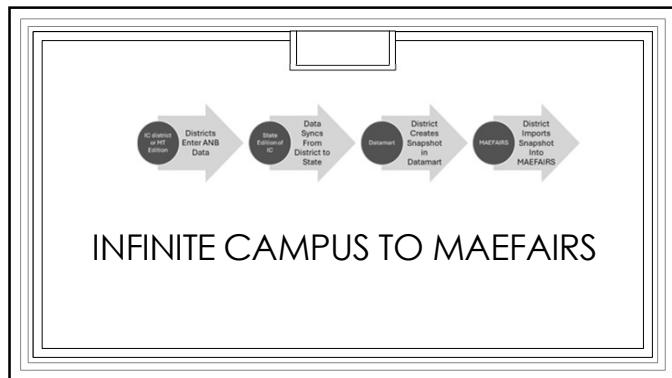


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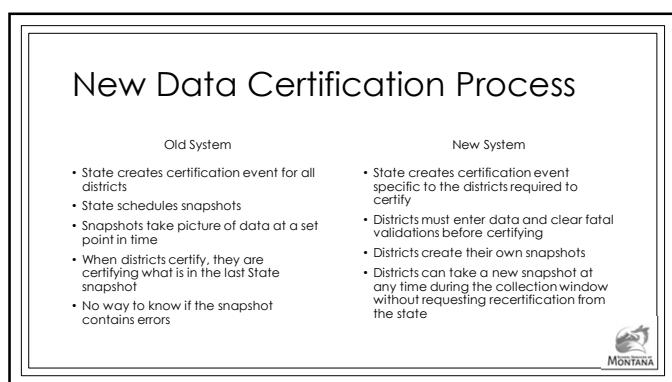
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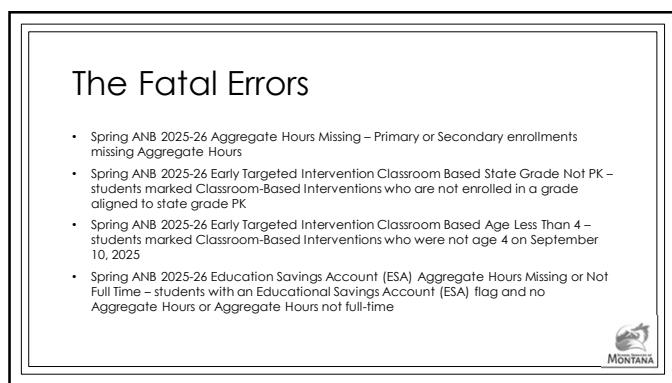
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## The Fatal Errors

- 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

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



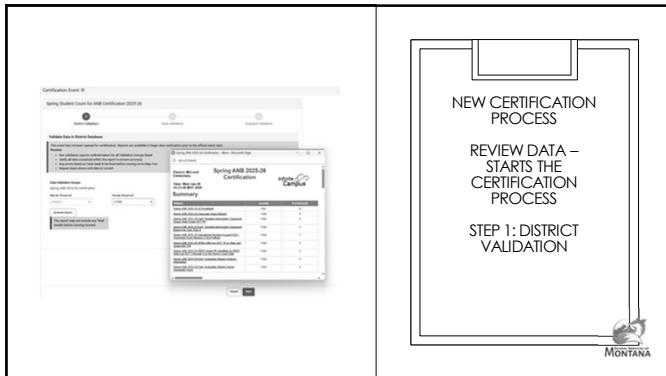
35

## New Certification Process

View: Event  
description  
and  
instructions



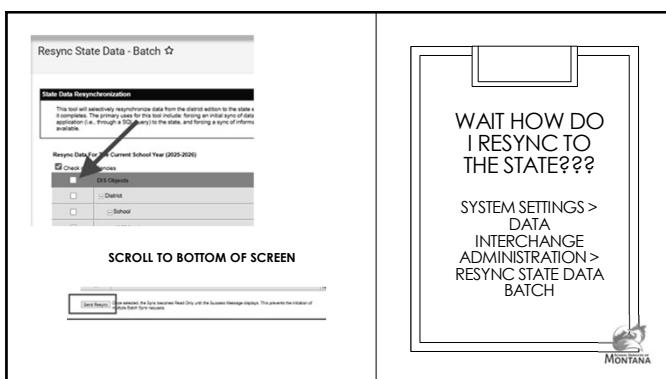
36



37



38



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**

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