

Fall State Reporting Survival Series

OPI and School Services of MT



Introduction

Get your toolkit ready—this session equips you with everything you need to survive course setup and program reporting.

Agenda: Packing the Essentials

Courses

Rosters

CTE





Courses

Elementary, MS, and High School

COURSES – Elementary Required Fields

General Course Information

Number: **(Required)**

100

Name: **(Required)**

Homeroom AM

Active:



State Code:

23004

NCES Code:

23004GE010111

SCED Subject Area:

23: Non-Subject Specific

SCED Course Identifier: **(Required)**

004: MT-Grade 1

Available Carnegie Unit Credit:

0.00

SCED Course Level:

GE: General Education

SCED Sequence: (part n of m parts)

1

SCED Lowest Grade: **(Required)**

01: Grade 1

SCED

- Course Number/Name
- NCES/SCED (Attendance/Specials)
- Attendance Checkbox
- Subject Type denoted for MATH and ELA Only



Elementary NCES/SCED Details

- Attendance Courses start with 23: Non-Subject Specific
- Specials (only if there is a change in teacher) denoted by subject area
 - NCES includes (Prior to Secondary)
 - SCED **MUST** start with MT
- Structured recesses must be coded
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = 0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade

COURSES – JHS/Middle School Required Fields

- Course Number/Name
- NCES/SCED for **ALL** Classes
- Courses offered, but with no enrollment for accreditation purposes are left with a section, e.g. Foreign Language, Shop, Underwater Basket Weaving
- Attendance checkbox is marked
- Subject Type is labeled for MATH and ELA ONLY (optional – for MAST rosters)
- CTE Pathways denoted
- If course is offered through MTDA or virtually, mark as Distance Learning Class
 - DO NOT use the section to denote Distance Learning

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Middle School/JHS NCES/SCED Details

- ALL Classes have NCES information
 - NCES includes (Prior to Secondary)
 - SCED **MUST** start with MT
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = 0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade

COURSES – High School Required Fields

- Course Number/Name
- NCES/SCED for **ALL** Classes
- Courses offered, but with no enrollment for accreditation purposes are left with a section, e.g. Foreign Language, Shop, Underwater Basket Weaving
- Attendance checkbox is marked
- CTE Pathways denoted
- If course is offered through MTDA or virtually, mark as Distance Learning Class
 - DO NOT use the section to denote Distance Learning

High School NCES/SCED Details

- ALL Classes have NCES information
 - NCES SCED **MUST** start with MT
- Foreign Language Courses start with 24: World Languages
- Carnegie Unit = Number of credits for completing the section of the class
 - Semester Class = 0.5
 - Year Long Class = 1.0
- SCED Course Level
 - GE, BE, SPED, etc.
- SCED Lowest and Highest Grade
- Transcript Box
- Attendance Checkbox
- Activity for Eligibility
- GPA Weight
- HS Credit marked

High School Course Details – Montana Specific

- CTE Pathways denoted
- WBL Learning checkbox and Partner noted (use specific WBL Course Codes)
 - Each WBL Offering = 1 Course, e.g.
 - Welding Pathway with 2 WBL Partners = 1 course
 - Ag and Natural Resources with 1 WBL Partner = 1 course
- ALL MTDA and Distance Courses need to be individual courses with unique NCES information
- Course minutes matter
 - At least 4050 Minutes/Semester Course
 - At least 8100 Minutes for a Full Year Course

State Defined

Type:
RG: Regular

High School Credit:
☒

Dual Enrollment Credit:
☐

Distance Class:
N: No

CTE Pathway:
Select all that apply

AMC: Agriculture, Mechanics & Construction

Alternative Ed Program:
☐

Vocational C
☒

Work Based Learning:
☒

WBL Partner:
Maximum 200 characters

Murdochs, Tractor Supply

WBL Example

- HS Credit Marked
- WBL Marked
- CTE Pathway = 1 Pathway
- WBL Partners noted

Special Education Course Details

Elementary

- Self-Contained v. Pullout
 - Is the student assigned to a regular education classroom?
 - YES – student does not require assignment to a special education teacher
 - NO – create a separate course
- Special Education teachers with Special Education ONLY endorsements must be course identified as self-contained special education

Special Education Course Details

Middle/High School

- Special Education ONLY endorsed teachers may be assigned to a specific subset of Course Codes
- Courses may also be assigned to the subject level teacher, with the Special Education teacher indicated as Co-Teacher
Special Education
 - NOTE: The additional students assigned to the course count toward the Primary Teacher's roster limit AND daily student contact limit

Course Grading Task Detail

Grading Task

Semester

*Score Group

ABC+- (4.0)

Term GPA

Credit

0.5

Credit Type

Vocational

Credit Overflow Over

Elective

Term Mark

☐

Term 1

☒

Term 2

☐

Term 3

☒

Term 4

15

Grading Tasks

- CTE Courses must be accurately set up to receive credit
- Credit Type may vary by District

Section Information

Section Editor

SectionID
326860

***Section Number**
1

Max Students
(30)

Room
▼

Hide Standards On Portal
☐

Distance Class (Override)
▼ ()

Primary Teacher
Moore, Dunne

Teacher
Lifellearn, Mike

Session Type
SY: Full School Year ▼

Session Number
01: 01 ▼

Teacher Display Name
Moore, Dunne

Lunch Count
☐

Milk Count
☐

Adult Count
☐

Custom Count 1
☐

Custom Count 2
☐

Custom Count 3
☐

Skinny Seq
☐

Homeroom
☐

Advisory
☐

External LMS Exclude
☐

Modified by: Administrator, Demo 08/11/2025 11:49

Session Type

SY: Full School Year ▾

- IS: Inter Session
- LS: Long Session
- MT: Mini Term
- QN: Quinmester
- QT: Quarter
- SM: Semester
- ST: Summer Term
- SY: Full School Year**
- TM: Trimester
- TW: 12 Month

*Session Type
determines
Session
Number
Options*

Section Schedule Placement

Terms

18

1 ☐

2 ☐

3 ☐

4 ☐

	MT	Friday	WTh	MT	Friday	WTh	MT	Friday	WTh	MT	Friday	WTh
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 0 <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section Placement

- When does the section take place
- Must have a period schedule if days alternate
- Determines minutes associated with the course (Slide 11)

Teacher of Record K-12

- Use New Primary Teacher
 - DO NOT use New Teacher or Section Staff
- Determine Role based on whether the course is a State-Reported Course
 - Teacher of Record = ALL Courses that are state-reported AND taught in person
 - Facilitator = ANY Online or Distance Course
 - Not Applicable/Not State Reported = Courses not state reported, e.g., Elementary Math, Elementary Science, etc.
- Do NOT enter in Staff Assignment Start or End Dates unless the Teacher leaves before the end of the term



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Teacher of Record K-12

- Dual Credit Courses require a Teacher of Record*
 - If the instructor is a district employee, assign the instructor as teacher of record
 - If the course is online or provided by a college professor (not a district employee), add the instructor as a Contractor and assign as Teacher of Record

**Dual Credit courses require a Class 1 or 2 Licensure OR a Class 8 Licensure and an endorsement*



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Class Sizes Overage

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10.63.107 CLASS SIZE

- (1) There must be one appropriately licensed and endorsed teacher for ten students, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two adults. The school district must assign qualified human resources that comply with all fingerprint and background check requirements when exceeding maximum class sizes at a rate of 1 1/2 hours per day, per student overload. An overload of five students per classroom is considered excessive.



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Class Sizes Overage

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For Early Targeted Intervention Classes:

Primary Teacher with Role of Teacher of Record = 10 students

Teacher or Section Staff with Role of Early Childhood Para = 8 more students

Teacher or Para with Role of Regular Ed Para = 4 more students (must assign 90 minutes per overload)

Maximum of 22 students



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Class Sizes Overage Example for Early Childhood Intervention – Class Size of 19

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Section Staff History ☆

110-1 Reading 1 Teacher: Adderley, Joanne

[+](#) New Primary Teacher [+](#) New Teacher [+](#) New Section Staff

Staff History

Name	Assignment Start	Assignment End	Access Start	Access End	Role
Primary Teacher					
Adderley, Joanne					Teacher of Record
Teacher					
Cottonwood, Gwen					Instructional Para Early Childhood
Section Staff					
Bowers, Grace					Instructional Para General Ed



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Class Sizes Overview Example for Early Childhood Intervention – Class Size of 19

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Section Staff History ☆

110-1 Reading 1 Teacher: Adderley, Joanne

Save New Primary Teacher New Teacher New Section Staff

Staff History	
Name	Assignment Start Assignment End Access Start Access End Role
Primary Teacher	
Adderley, Joanne	Teacher of Record
Teacher	
Cottonwood, Gwen	Instructional Para Early Childhood

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Section Staff

*Name

Bowers, Grace

Role

07: Instructional Para General Ed

Assignment

Start Date

End Date

Percent

Minutes

90

Comments

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: **Adderley, Joanne**

☐ Use a new Teacher Display Name on the Section tab:



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Class Sizes Overage – Elementary

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10.55.712 CLASS SIZE: ELEMENTARY

- (1) In single grade rooms, the maximum class size shall be:
 - (a) no more than 20 students in kindergarten and grades 1 and 2;
 - (b) no more than 28 students in grades 3 and 4;
 - (c) no more than 30 students in grades 5 through 8.
- (2) In multigrade classrooms, the maximum class size shall be:
 - (a) no more than 20 students in grades K, 1, 2, and 3;
 - (b) no more than 24 students in grades 4, 5, and 6;
 - (c) no more than 26 students in grades 7 and 8.
- (3) Multigrade classrooms that cross grade level boundaries (e.g., 3-4, 6-7) shall use the maximum of the lower grade.
- (4) In one-teacher schools, the maximum class size shall be 18 students.
- (5) The school district must assign qualified human resources that comply with all fingerprint and background check requirements when exceeding maximum class sizes at a rate of 1 1/2 hours per day, per student overload.
- (6) An overload of five students per classroom is considered excessive.



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Class Sizes Overage

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Primary Teacher with Role of Teacher of Record

Teacher or Para with Role of Regular Ed
Para = must assign 90 minutes per
overload

Maximums apply to Structured Recess,
Music, PE



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Class Sizes Overage – JHS/HS

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10.55.713 TEACHER LOAD AND CLASS SIZE: HIGH SCHOOL, JUNIOR HIGH, MIDDLE SCHOOL, AND GRADES 7 AND 8 FUNDED AT HIGH SCHOOL RATES

- (1) Each program offered shall be staffed by appropriately licensed and endorsed FTE educators.
- (2) Individual class size shall not exceed 30 students.
 - (a) Class size limits do not apply to instrumental music or choral groups.
 - (b) Laboratory/studio, e.g., science, art, PE, career and technical education, class size shall be limited for safety purposes. The number of students shall be determined through consultation with the teacher, considering the number, size, and use of laboratory stations.
- (3) The number of students assigned a teacher per day shall not exceed 150.
 - (a) Study hall, regardless of size, shall be counted at 15 students.
 - (b) Student limits do not apply to instrumental music or choral groups.
 - (c) Library, guidance, and study hall duties are assigned student responsibilities. However, in cases where a teacher is assigned full time in these areas, the assignment may be for the entire day.
- (4) Teachers with a significant writing program, as determined by the local board of trustees, shall have a maximum load of 100 students.



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Class Sizes Overage

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No overloads (maximums are maximums)

Note that HS courses have a maximum per class AND a maximum per day

Study hall is counted as 15 students, regardless of enrollment



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*"I am ready to
face any
challenges that
might be foolish
enough to face
me."*

Dwight Schrute



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A torn paper effect separates a map and a smartphone from a black background. The map on the left shows a network of roads and geographical features. A finger points to a specific location on the map. Below the map, a smartphone displays a compass and the temperature 34.3°. A camera lens is visible in the bottom left corner.

Rosters

- After start of school, MUST HAVE START & END DATES
- DO NOT DELETE ROSTERS
- DO NOT DELETE SCHEDULES IN THE WALK-IN SCHEDULER
- Students **must** have a full schedule to claim 1 ANB if they are receiving their primary education services from the school

Requests & Rosters

Requests

- Use this functionality when planning for future school year
- Handy to request all core classes
- Can filter based on previous year's students schedule

Rosters

- Mass add all students into a course/group of courses
- Filter by ad hoc, student name, SPED, grade level
- Modify with dates

Where do I go???

Previous Tool

1. Section Roster Batch Edit

2. Request Wizard

3. Roster Copy Wizard

4. Manual Roster Builder

5. Roster Setup

Current Tool

1. Rosters > View by Courses > Choose Section > Batch Edit

2. Requests > View by Students > Filter > Batch Add

3. Rosters > View by Students > Batch Edit

4. Rosters > Courses > Roster Builder

5. Rosters > Students > Filter by...



FUN COOL VIDEOS

- Ending a Student's Schedule
- Changing a Class Midterm/Midyear
- Students Who Dropped Out

Data Validations – Reach the Peak

Use Data Validations to check your work

- Informational – Take a look
- Warnings – Double check
- Errors – Uh oh!



VALIDATIONS

CTE COURSES

- Validate Pathways
- Course Minutes and Enrollment Counts
- CTE Students Rostered to Courses with and without Pathways
- Concentrator Validations

TEACHER CLASS

- Class minutes
- SCED Information
- Primary Teacher Roles
- Carnegie Units
- Missing Session Type or Session Number
- Codes NOT MT Approved

SCHEDULING RULES

- Sections without schedules
- Students enrolled without a schedule
 - Only EC student should show
- Sections without a teacher
- Sections without students

HOMEWORK

Before next Friday's call –

- Run the data validations reporting Teacher Class and correct errors
- Run the data validations reporting for CTE Courses and correct errors
- Review students without schedules



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Thank you

Mary Anne Skinner,
Director of Technology,
School Services of MT
&
Nicole Thuotte,
EDUCATE Unit Manager,
MT Office of Public Instruction



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