

Fall State Reporting Survival Series

OPI and School Services of MT



Introduction

From staffing setups to cracking the QEC code, this session is all about establishing a solid basecamp.

Agenda: Packing the Essentials

Staffing
QEC





Staffing

Elementary, MS, and High School

Personnel

Why?

- Streamline data source – one system
- Allows for staff to be assigned to districts, schools, students & courses
 - Talks to:
 - Accreditation
 - SPED
 - CTE
 - School Finance
 - QEC
- Ties to other State required reporting within Campus – Teacher/Class, etc.

What?

- Employment Dates
- District Assignments
- FTE
- State Assignment Codes
- SPED Level
- Specialization
- Supervisors
- Credentialing

Who?

- Teachers
- Admin
- Admin Assts
- SPED Service Providers
- Paraprofessionals
- Subs
- Short-term and LT workers
- Food Services Staff
- Bus Drivers
- Coaches

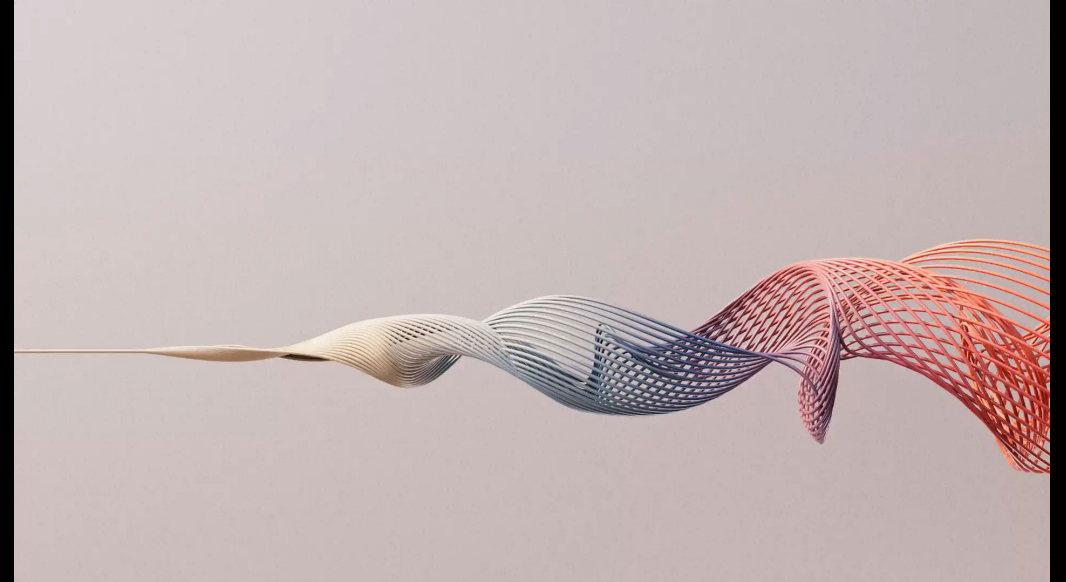


THE MATRIX

State Assignment Code Matrix – Outlines the position codes used for identifying the role of district employees

- Position Codes
- Descriptions!
- QEC Eligibility
- FTE
- AND MORE!!!

<https://opi.mt.gov/Leadership/Data-Reporting/EDUCATE-Infinite-Campus#10765913129-personnel-reporting>



Position Codes

Based on the role of the staff member within the district.

Used for:

- Eligibility for QEC
- FTE
- SPED

What are Position Codes?

- AD – Admin
- DS – District Staff
- PC – Program Coordinator
- PP - Paraprofessional
- RT – Retired... the mythical goal of all
- SE – SPED
- SP – Specialized Personnel
- TC – Teacher

Some codes hang out with other codes:

- DS11: Extra Duty – Requires Educator License
- DS12: Extra Duty – No License Required
- DS13: Extra Duty – Requires Professional License

These positions are for stipends in addition to regular salary – NOT including Coaches or EC Staff

Position Codes

New Position Codes for 25-26

AD 99 County Superintendent: Used for County Superintendents who are in Infinite Campus for purposes of assignment to roles (Homeless Liaison, Title IX Coordinator, Foster Care Point of Contact, etc.)

PC10 Advanced Opportunities Facilitator: No TMT or DLI license required

DS07 District Clerk: Only for district clerks who meet the requirements of 20-3-325, MCA (code other business office staff as DS01 and cooperative clerks as SE24)

SE11 Audiologist Assistant: Requires DLI license

SE 75 Speech-Language Pathology Assistant: Requires DLI License

SE 16 Interpreter: Must meet qualifications in ARM 10.55.718 (ELPA assessment and 12 hours of annual professional development) - verify qualifications with School Finance



Position Codes

New Position Codes for 25-26

SP70 Dietician-Nutritionist: Requires DLI license

SE12 Audiologist Aide: Qualifications determined by the Board of Public Education (cannot be licensed by DLI)

SE73: Speech-Language Pathology Aide: Qualifications determined by the Board of Public Education (cannot be licensed by DLI)

District Level Assignments

What do these codes mean?!?!?!?

- District Level EL
- District Level HS
- District Level K-12

Infinite Campus is set up by **SYSTEM**, but Personnel are reported by **LEGAL ENTITY**.

Use the District Level EL/HS/K-12 code to report staff who are assigned by district instead of school.

District Level EL/HS is only available in districts with more than one school at this level.

District Edition IC Users:

There are times when a school level assignment is required for functionality, but not for state reporting (e.g., Behavior, Food Service). There are two options:

1. Split the FTE between the School Assignments; OR
2. Mark the School Assignments “Not State Reported” under MT Titles and create a District Level Assignment for state reporting.



Staff in Infinite Campus

Tips for Creating Staff in Infinite Campus:

1. Always use the Staff Locator to create any person other than a student (use Student Locator for students)
2. Ensure that the SEID is entered correctly (birthdate is recommended but not required).
3. Check FTE – match to requirements for accreditation and HR system
4. Choose appropriate State Assignment Code (based on position, not licensure)
5. Add appropriate MT Titles (Coordinators, Contractors, Consortium Providers, SPED Cooperative Staff, Not State Reported)
6. Don't forget the "extras" (checkboxes, SPED level, Supervisor)
7. What about Title?

Staff in Infinite Campus

Credentials – Highly Qualified

Special Education staff (teachers, paras), paraprofessionals, related service providers (speech, OT, PT, etc.), and other professional staff (nurses, counselors) require a Credential record

Highly Qualified (required for Special Education staff and paraprofessionals):

- Click New and select HQ: Highly Qualified
- Enter Start Date (start of employment or start of status)
- Select appropriate qualifications
 - Paraprofessional – choose appropriate Paraprofessional Qualification
 - Special Education staff – choose Subject Type SPED: Special Education Content and appropriate Certification Status

If a status changes, enter a new record with the Start Date reflecting the effective date of the new credential



Credentials – Paraprofessional

New Employment Credential Information

***Start Date**
08/28/2024

End Date

Subject Type
Instructional Paraprofessional

Met HOUSSE **HOUSSE Completion Date**
☐

Subject Matter Competency

Paraprofessional Qualification
A: Associates Degree
AA: Academic Assessment
HE: Two or More Years of Higher Education
LT: Licensed Teacher
NA: None of These Apply

New Employment Credential Information

***Start Date**
08/28/2024

End Date

Subject Type
SPED: Special Education Content
Special Ed Paraprofessional

Met HOUSSE **HOUSSE Completion Date**
☐

Subject Matter Competency

***Certification Status**
ACA: Academic Assessment
HE: Two or more years of Higher Education
LT: Licensed Teacher
NONE: None of These Apply

Staff in Infinite Campus

Licensure

Special Education staff (teachers, paras), related service providers (speech, OT, PT, etc.), and other professional staff (nurses, counselors) require a Credential record

Licensure/Certification (required for related service providers and other professional staff)

- Click New and select LC: Licensure/Certification
- Start Date = License issue date; End Date = License Expiration Date
- Select SPED Related Services Credential OR Health License
- Enter License number in exactly the same format as found on the Department of Labor website (example: SLP-AU-LIC-1234)

Only update the End Date field when a license is renewed – a new record is not required



Credentials - Professional

Montana Department of
LABOR & INDUSTRY

Home Help License Search Permit Search
Underground Utility Incident Report Search Continuing Education Search ▾

License Search

License Information

Licensing Board/Program
Select ▾

License Type
Select ▾

License Number
[]

License Holder Information

First Name [] Last Name []

Business Name []

City [] State [] Zip []

Country
Select ▾

License Information

Licensing Board/Program: Board of Speech-Language Pathologists and Audiologists

License Type: Speech Language Pathologist License

License Number: SLP-SP-LIC-12678

License Status: Active

License Expiration Date: 02/01/2026

License Issued Date: 07/29/2024

***Start Date**
07/29/2024 []

End Date
02/01/2026 []

☐ Fully Certified

English Learners Credential
[] ▾

SPED Related Services Credential
SPEECHPATH: Speech-language Pathologists ▾

Health License
[] ▾

License Number
SLP-SP-LIC-12678

License / Certification Type
[] ▾

Staff in Infinite Campus

Full-Time Equivalent (FTE)

- Can staff be more than 1 FTE?
- Can staff be reported in more than 1 district? For more than 1 FTE?
- Can districts "share" staff?



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Staff in Infinite Campus

Shared Resources

The concept of "shared resource incentive" was part of the STARS Act (2025)

If two or more school districts, or three or more school districts when one district is either an elementary or high school district of a unified school system, cooperate to jointly employ an individual who qualifies as a quality educator or qualified staff under 20-9-327, with each district employing the individual as no less than a 0.33 full-time equivalent employee, that employee must be counted as a 1.0 full-time equivalent employee for the purposes of calculating the total quality educator and qualified staff payment provided in 20-9306 for each district participating in the joint employment of the individual.

Joint employment for school districts qualifies is met if the districts employ the individual directly or through the terms of a multidistrict agreement as provided in 20-3-363.

Staff in Infinite Campus

Shared Resources

For the 25-26 school year, districts must:

1. Enter the actual FTE in the staff member's District Assignment
2. If the shared resource is a QEC position, contact School Finance to request an adjustment to QEC
3. In future years, the shared staff will be identified in the District Assignment > MT Titles

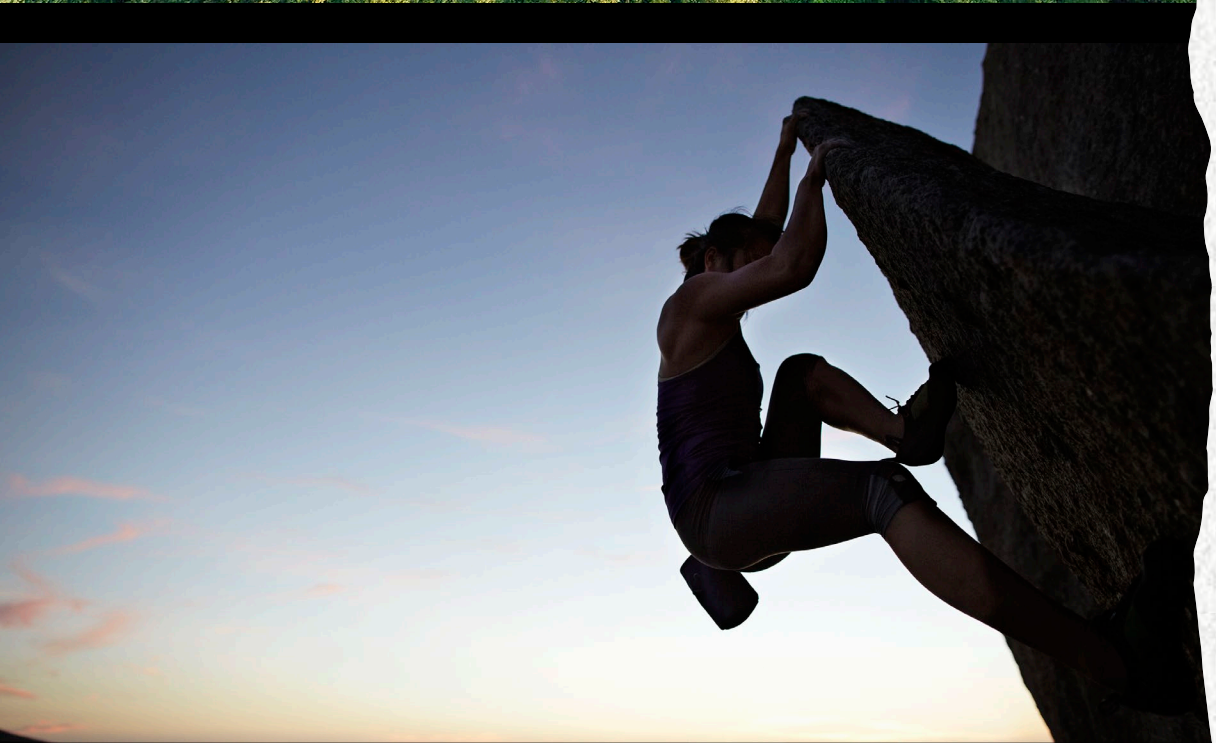
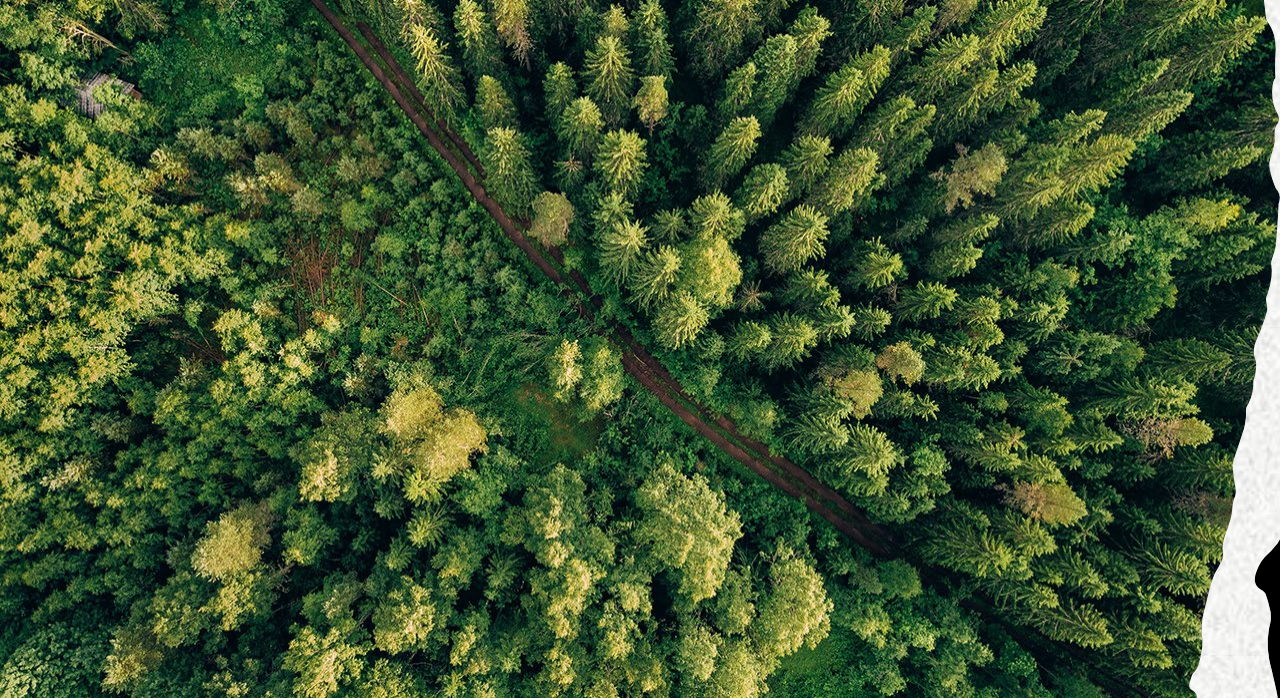
Contractors

Districts must report contractors that are providing direct services to students.

- Special Education Related Service Providers
- Teachers
- Nurses
- Dual Credit Instructors (**New for 25-26)

Note: Not required to report contracted services (e.g., bus companies and their employees). **NO FTE.**

These individuals are not paid through payroll



Contractors

- Identify Contractors using the MT Titles field in the District Assignment
- Check the "Special Ed" checkbox
- Use the Special Ed Service Providers Setup tool to identify the contractor's "Agency" (if self-employed, enter the staff member's first and last name)
- For Dual Credit Instructors, enter the College/University awarding credit

Consortium Provider

Consortium v. Contractors

- A consortium is an organization contracted to provide a service required by Accreditation (Library, Curriculum, Counseling)
- A contractor is an individual contracted to provide any required service for a Montana school district (applies to any State Assignment code)
- Differentiate between Consortium and Contractor in the MT Titles field of the District Assignment (this is the one exception to the "create new District Assignment" rule!)
- Data review required for all districts utilizing a Consortium



7/1/2025

Type:

FTE of Assignment:

State Assignment Code: SE22:Occupational Therapist

Teacher: ☐

Special Ed: ☒

Program: ☐

Behavior Admin: ☐

Advisor: ☐

Supervisor: ☐

Counselor: ☐

Foodservice: ☐

Activity Staff: ☐

Activity Preapproval: ☐

MT SPED Level:

MT Titles:

External LMS Exclude: ☐

Contractors

- Navigate to Census > Staff > Staff Locator Wizard
- Enter appropriate dates and State Assignment Code
- Mark Special Ed checkbox
- MT Title = Contractor
- Navigate to Student Information > SPED Admin > Special Ed Service Provider Setup
 - This will require a calendar to be selected that matches the District Assignment
- Click New
- Link to Person
- Enter in Agency Information at a minimum

Special Ed Service Provider Setup ☆

Save Delete New

Providers Editor

Name

Abra, Dean

Administrator, System

Albinak, Gloria

Cline, Allison

Dyson, Spencer

Indiv Learning, Provider

Mr. Matthews

Sample, Frank

Skubitz, Frank

Smith, Lars

Speda, Angela

Speda, Bret

Speda, Colin

Speda, Margaret

Speds, Isabel

Provider Detail

Link to Person

Adderley, Joanne

*Name:

Adderley, Joanne

Agency:

Address:

Phone:

☒ Active

☐ Bill Exclude

Start Date: 7/1/2025 End Date: [] Title: [] CIAE Extended Contract Days: []

Type: [] FTE of Assignment: [] State Assignment Code: AD39:Curriculum Coordinator

Teacher: ☐ Special Ed: ☒ Program: ☐ Behavior Admin: ☐

Advisor: ☐ Supervisor: ☐ Counselor: ☐ Foodservice: ☐

Activity Staff: ☐ Activity Preapproval: ☐ MT SPED Level: [] MT Titles: Consortium Provider

External LMS Exclude: ☐

Special Ed Service Provider Setup ☆

Save Delete New

Providers Editor
Name
Abra, Dean
Administrator, System
Albinak, Gloria
Cline, Allison
Dyson, Spencer
Indiv Learning, Provider
Mr. Matthews
Sample, Frank
Skubitz, Frank
Smith, Lars
Speda, Angela
Speda, Bret
Speda, Colin
Speda, Margaret
Speds, Isabel

Provider Detail

Link to Person: Adderley, Joanne

*Name: Adderley, Joanne

Agency: []

Address: []

Phone: []

☒ Active

☐ Bill Exclude

Consortium

- Navigate to Census > Staff > Staff Locator Wizard
- Enter appropriate dates and State Assignment Code
- Mark Special Ed checkbox
- MT Title = Consortium
- Navigate to Student Information > SPED Admin > Special Ed Service Provider Setup
 - This will require a calendar to be selected that matches the District Assignment
- Click New
- Link to Person
- Enter in Agency Information at a minimum



NEW to 25-26 Extended Contract Dates – CTE ONLY

Employment Assignment Information			
School Harrison High		Department Science	
*Start Date 11/25/2019	End Date	Title	CTAE Extended Contract Days
			0
Type 02:Certified	FTE of Assignment 1	State Assignment Code AD10:Program Coordinator (Incl. Evaluation Duties)	
Teacher	Special Ed	Program	Behavior Admin
			Health
			Behav

District Assignment Changes

When in doubt, create a NEW District Assignment

E.G.

- **Paraprofessional changing to Teacher**
- **Moving from .75 FTE to 1 FTE**
- **Changing from Elementary to Middle School**
- **Changing Departments from Science to Math**
- **Promotion from Teacher to Lead Teacher**
- **Change in Supervisors**



DO NOT CHANGE FTE in the existing District Assignment

DO NOT CHANGE the State Code in the existing District Assignment

DO NOT DELETE DISTRICT ASSIGNMENTS

Quality Educator Component (QEC)

Staff are eligible for QEC if they are employed in a QEC position and assigned to a QEC eligible position

Individual eligibility depends on these factors:

- Educator properly licensed and endorsed by Dec. 1st
- Emergency authorized educator licensed by Dec. 1st (for no more than 3 years)
- Professional Licensure active on Count Date

Note: An educator listed on a QEC validation report in Infinite Campus is not a guarantee that the individual will be included in the district's QEC payment

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"People often say motivation doesn't last. Well neither does bathing – that's why it's recommended daily."

Zig Zigler



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Data Validations – Reach the Peak

Use Data Validations to check your work

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



A scenic view of a mountain lake seen through a tent opening. The tent's brown fabric frame is visible at the top and sides, framing a clear view of a turquoise lake. The lake reflects the surrounding green forested hills and the jagged, snow-capped peaks of distant mountains under a bright blue sky with scattered white clouds. The foreground shows the sandy interior of the tent.

Infinite Campus Validations

- Fall Personnel 2025-26 District Assignment Validations
 - Missing SEID
 - Missing State Assignment Code
 - Missing District Employment
 - Missing FTE
 - FTE > 1 (single Assignment)
 - FTE > 1 (sum of Assignments)
 - District Assignment with FTE that Should Not Have FTE
 - Assignment Not School Level
 - CTE Extended Contract, Not Teacher
 - Extra Duty, No Other Assignment
 - 3 Checkbox Validations
 - Missing SPED Level
 - Missing Supervisor
 - 2 Consortium Validations



Infinite Campus Validations

Fall Personnel 2025-26 Credentials Validations

- Missing Paraprofessionals Credentials
- Missing SPED Credentials
- Missing Licensure/Certification
- Missing End Date
- Expires before Count Date
- Expires before Year End

Infinite Campus Validations

Other Reports:

Fall Personnel 2025-26 Certification

Fall Personnel - Itinerant Employees 2025-26 (Cooperative Use Only)

Fall Personnel 2025-26 District Assignment Lists

Fall Personnel QEC 2025-26 Certification

Fall Personnel QEC 2025-26 Report Validations

Fall Personnel QEC 2025-26 Summary



Accreditation Validations (AccredMT)

Run District Reports (select
District>Standards):

E. Assignment and Licensure
of Staff

- ✓ Superintendent
- ✓ Curriculum

G. Professional Development

The screenshot displays the AccredMT web application interface. At the top, a dropdown menu shows 'District: Absarokee Public Schools (0919)'. The main content area is titled '2025-2026 > Absarokee Public Schools (0919) > District Standards'. Below this, a row of four buttons labeled E, F, G, and I is shown, with button E highlighted by a green box. A green arrow points from this box to the section title 'E. Assignment and Licensure of Staff'. Below the title, there are two date buttons: 'Open Date: Feb 2, 2026' and 'Due Date: Mar 6, 2026', followed by a status indicator 'STATUS: NOT OPEN' and a 'LOCKED' button. The main content area lists the standard 'E. Are staff appropriately licensed and assigned?' with a note 'This will be open February 3rd for certification.' and a link to 'View rubric'.

Accreditation Validations (AccredMT)

Run School Reports (select
Schools>Standards):

The screenshot shows the AccredMT web application interface. At the top, there is a navigation bar with 'Dashboard', 'District', and 'School' tabs. Below this, there are dropdown menus for 'District: Absarokee Public Schools (0919)' and 'School: Absarokee 6-8 (1775)'. A green box highlights three icons: a clock, a document, and a person. A green arrow points from this box to the 'E. Assignment and Licensure of Staff' section. The section displays the following information:

- Open Date: Feb 2, 2026
- Due Date: Mar 6, 2026
- STATUS: NOT OPEN
- LOCKED

E. Are staff appropriately licensed and assigned?

This will be open February 3rd for certification.

[View rubric](#)

By certifying the data below, you acknowledge the data has been reviewed, shows an accurate depiction for your school, and have been made through Infinite Campus. Note: This year's data will be averaged into your 3-year cycle.

☐ I understand

Required

Assignment and Licensure of Staff: Misassigned

E. Assignment and Licensure of Staff

- ✓ Misassigned
- ✓ Unlicensed
- ✓ Principal
- ✓ Library
- ✓ Counselor

Accreditation Validations (AccredMT)

Run School Reports (select
Schools>Standards):

F. Teacher Load and Class Size

The screenshot displays the AccredMT web application interface. At the top, there is a navigation bar with a logo on the left and links for 'Dashboard', 'District', and 'School'. Below this, a header bar shows 'District: Absarokee Public Schools (0919)' and 'School: Absarokee 6-8 (1775)'. A sidebar on the left contains a 'School' section with links to 'Dashboard', 'Standards', and 'Documents'. The main content area features a tabbed interface with three tabs: 'E', 'F', and 'I'. The 'E' tab is selected and highlighted with a green box. A green arrow points from this tab to the title 'E. Assignment and Licensure of Staff'. Below the title, there are two date buttons: 'Open Date: Feb 2, 2026' and 'Due Date: Mar 6, 2026', followed by status indicators 'STATUS: NOT OPEN' and 'LOCKED'. The main text of the report asks 'E. Are staff appropriately licensed and assigned?' and states 'This will be open February 3rd for certification.' with a 'View rubric' link. A yellow box contains a certification statement: 'By certifying the data below, you acknowledge the data has been reviewed, shows an accurate depiction for your school, and have been made through Infinite Campus. Note: This year's data will be averaged into your 3-year cycle.' Below this is a checkbox 'I understand' which is marked as 'Required'. At the bottom, a status bar indicates 'Assignment and Licensure of Staff: Misassigned'.

Accreditation Validations (AccredMT)

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.



Accreditation Validations (AccredMT)

Section Staff History ☆

000-1 AM Attendance Teacher: Bushnell, Kayla Michael

 Save  New Primary Teacher  New Teacher  New Section Staff

Staff History				
Name	Assignment Start	Assignment End	Access Start	Access End
Primary Teacher				
Bushnell, Kayla Michael				

Assignment Start and End date fields should remain blank unless staff members start working in the section after 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 a

Staff History Detail

Section Staff

*Name District Role

Assignment

Start Date End Date

Percent Minutes

Accreditation Validations (AccredMT)

Run School Reports (select Schools>Standards):

I: Basic Program Offerings

I. Basic Education Program Offerings

Open Date: Feb 2, 2026 Due Date: Mar 6, 2026 STATUS: NOT OPEN LOCKED Reset All

I. Basic Education Program Offerings - (School - High School & Middle School Only)

This will be open February 3rd for certification.

[View rubric](#)

By certifying the data below, you acknowledge the data has been reviewed, shows an accurate depiction for your school, and any needed changes have been made through Infinite Campus. Note: This year's data will be averaged into your 3-year cycle. You understand by certifying this section, the 2025-2026 score for this rubric will be compared to the 2024-2025 score, and the higher of the two scores will be used.

☐ I understand
Required

High School Course Offerings
No Deviations Found

Middle School Course Offerings

Regulation	Subject	Course Count	Total Units	Number of Distinct Courses	Error Code	Error Description
902(3)(e)(iv)	World Lang				-1	No Courses for the subject

7-8 Schools Course Offerings
No Deviations Found

MAEFAIRS Validation

New Report Coming Soon!!

ICFirstName	IC Position FTE	QEC FTE	Total FTE (Per SEID and LE)
Hannah	0.5	0.5	0.5
Lissa	1	0	1
ASHLEY	1	0	1
DEBBY	1	1	1

MAEFAIRS Validation

- The MAEFAIRS report lists all staff with a QEC State Assignment Code in Infinite Campus. If the QEC FTE column is "0", the staff member is not included for QEC.
- Check (in Infinite Campus):
 - Is the SEID entered/accurate?
 - Are Credentials entered/accurate?
- Check (in TMT):
 - Does the educator have an active license issued by 12/1/2025?
- Check (in DLI)
 - Does the professional have an active license issued by 10/6/2025?



HOMEWORK

Before next Friday's call –

- Run the data validations in Infinite Campus, AccredMT, and MAEFAIRS (if available) for Personnel and correct errors



SCHOOL SERVICES OF
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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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