Fall State Reporting Survival Series

OPI and School Services of MT

Introduction

Bring your compass! We'll follow the data trail together!

School Services of MONTANA

From last week's homework:

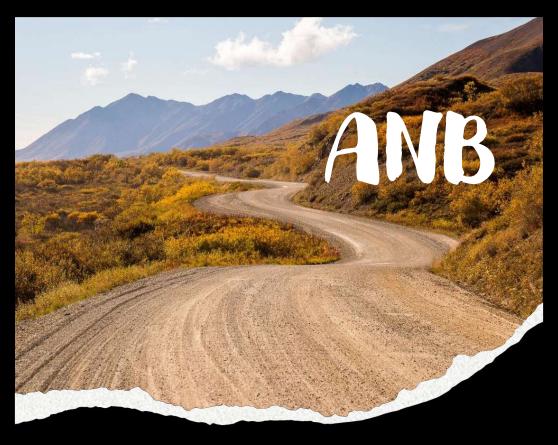# FTE to QEC Payment Report in MAEFAIRS

IT'S LIVE!!!

Agenda: Reading the Signs

ANB

Dropout/Cohort Data

ANB

Elementary, MS, and High School

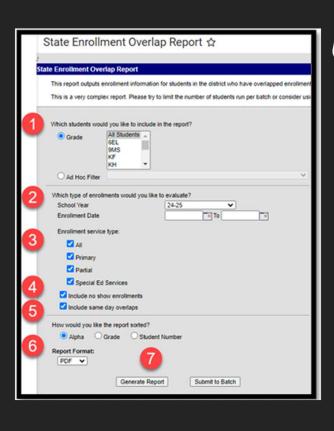# What the heck is ANB?

Average Number Belonging

- Fall ANB is the first of two data collections that determine funding for school district budgets in the ensuing year.
  - Fall ANB includes students with P: Primary or S: Partial Service type, grades PK (SPED eligible or Early Targeted Intervention) through grade 12, not yet 19 (as of September 10 – with certain exceptions)
  - Students who are marked Exclude ANB, Extracurricular Activities Only, Home-Based Early Targeted Intervention and Service Type N (except specific PK students) are **not** included in the report.

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Enrollment Overlap Report

- PATH: Student Information>Reports>State Enrollment Overlap Report

- *The **State Enrollment Overlap Report** will show any instances where a student is enrolled in more than one school at the same time. After running the report, work with the other schools to determine the correct enrollment dates for the students.*

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STEPS

1. Select All Students to be included.

2. Select the current school year.

3. Check ALL enrollment service types.

4. Check to Include no show enrollments.

5. Check to Include same day overlaps.

6. Choose sort option and Report Format.

7. Click Generate Report.

Decoding the Map

What do these fields mean???

ENROLLMENT COUNTS

Fall Enrollment Count
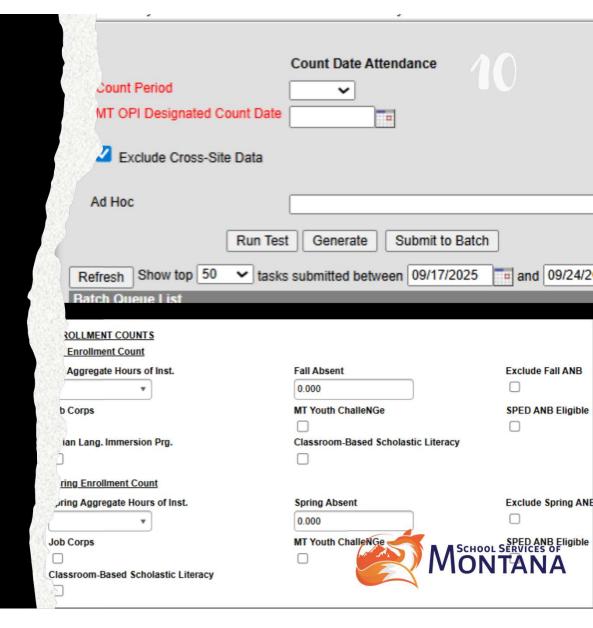
Fall Aggregate Hours of Inst.

[▼]

Fall Absent

[0.000]

Exclude Fall ANB

☐

Job Corps

☐

MT Youth ChalleNGe

☐

SPED ANB Eligible

☐

Indian Lang. Immersion Prg.

☐

Classroom-Based Scholastic Literacy

☐

Aggregate Hours & Fall Absent

Manually Input OR Magic?

- Districts that maintain attendance data in Infinite Campus may use the MT Count Date Attendance tool to calculate Aggregate Hours and Attendance (for the Count Date only).

- Districts that use a separate SIS or maintain paper attendance records must populate the Aggregate Hours and Attendance manually or by file upload.

- Districts should **not** populate Aggregate Hours or run the MT Count Date Attendance tool until **October 8, 2025,** to ensure accurate absent count information for the count date.

Calculate Attendance (AFTER Oct. 7th)

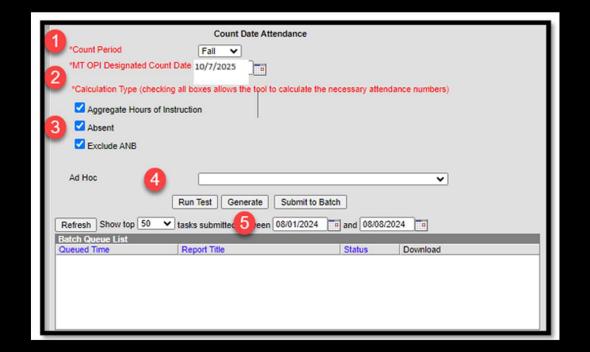Count Date Attendance Tool

PATH: Reporting>MT State Reporting>MT Count Date Attendance

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Using the Tool

To use the MT Count Date Attendance Tool

1. Select Count Period.

2. Select MT OPI Designated Count Date.

3. Calculation Type (Aggregate Hours of Instruction, Absent and Exclude ANB) populate automatically.

4. Click Run Test to check for and correct any reporting errors.

5. Select Generate to update enrollments. It may take up to 30 minutes for the process to complete.

- **Note:** *This process is not final until a batch resync is requested.*

Generate and done?

- Use the Fall ANB Data Checks and Fall ANB Counts Validation Groups/Reports to verify data and ensure the accuracy of data before certifying the Fall ANB Count.

- Data must be certified in Infinite Campus **before** uploading to the MAEFAIRS application.

Resync

System Settings > Data Interchange Administration > Resync State Data - Batch

DIS Objects	Last Resync	Results	Status Legend
⊟ District	09/25/2025 17:03:03	Processed: 1 Errors: 0	🟢
⊟ School	09/25/2025 17:03:03	Processed: 3 Errors: 0	🟢
⊟ Calendar	09/25/2025 17:03:03	Processed: 0 Errors: 0	⚪
CourseSection	09/25/2025 03:00:25	Processed: 852 Errors: 0	🟢
⊟ ScheduleStructure	09/25/2025 17:03:03	Processed: 0 Errors: 0	⚪
TermSchedule	09/22/2025 07:11:23	Processed: 3 Errors: 0	🟢
⊟ PeriodSchedule	09/25/2025 03:00:25	Processed: 12 Errors: 0	🟢
Day	09/25/2025 03:00:25	Processed: 905 Errors: 0	🟢
⊟ StructureGradeLevel	09/25/2025 17:03:03	Processed: 0 Errors: 0	⚪
⊟ PersonIdentity	09/25/2025 00:50:00	Processed: 706 Errors: 0	🟢
ALPSS	06/13/2025 13:56:35	Processed: 0 Errors: 0	🟢
AltProgram	06/13/2025 13:56:35	Processed: 0 Errors: 0	🟢
AtRisk	09/25/2025 19:00:06	Processed: 54 Errors: 4	🔴
Behavior	09/24/2025 21:00:49	Processed: 33 Errors: 0	🟢
BehaviorResolutionType	09/22/2025 08:44:26	Processed: 108 Errors: 0	🟢
BehaviorResponseType	09/22/2025 08:44:26	Processed: 0 Errors: 0	⚪
BehaviorType	09/22/2025 08:44:26	Processed: 136 Errors: 0	🟢
CalculatedAbsenteeValues	09/22/2025 08:44:26	Processed: 642 Errors: 0	🟢
CareerReadiness	06/13/2025 13:56:35	Processed: 0 Errors: 0	🟢
CensusContactSummary	06/13/2025 13:56:35	Processed: 699 Errors: 0	🟢
ContactLog	06/13/2025 13:56:35	Processed: 214 Errors: 0	🟢
CTEConcentrator	09/25/2025 18:01:34	Processed: 0 Errors: 0	⚪
DigitalEquity	06/13/2025 13:56:35	Processed: 0 Errors: 0	🟢
DistrictResidency	09/25/2025 18:01:34	Processed: 187 Errors: 0	🟢
DualLanguageImmersion	06/13/2025 13:56:35	Processed: 0 Errors: 0	🟢

Exclude Fall ANB

What do you mean I can't count these students???

- Students absent 11 or more consecutive days as of the count date (calculates automatically when using the MT Count Date Attendance tool)
  - o Make sure that students are marked absent every period of every day they are absent!

- Use your attendance reports to start tracking absent students NOW!

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Exclude Fall ANB

What do you mean I can't count these students???

- Students in private, non-sectarian day treatment programs

- Students in county youth detention

ARM 10.20.106

- Kindergarten students under 5 as of September 10, 2025 without board approval

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MT Youth Challenge/Job Corps

Requirements for ANB-eligibility of Job Corps or MT Youth Challenge Academy students

- The student must be enrolled in a public school in the student's district of residence, **and**
- The credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, **and**
- The credits meet the resident district's requirements for graduation at a school in the district, **and**
- The credits must be taught by an instructor who has a current Montana high school certification, **and**
- The credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district

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MT Youth Challenge

MT Job Corps

- Verify participation as of the count date
- Students must be entered as full-time ANB
- Job Corps students are paid as full ANB, MT Youth Challenge are paid at half ANB

20-9-311(11)(h) and 20-9-311(12), MCA

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SPED ANB Eligible

Two purposes:

- 19/20 Eligible for ANB
  - o Not yet graduated (completed regular graduation requirements)
  - o IEP eligible
  - o Likely eligible for adult developmental disabilities circumstances

- Preschool students receiving Special Education services under 20-7-411(3), MCA

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NEW 25-26 Special Education PK Students

- Students who are at 3 as of the Count Date, but not yet 7, and enrolled in PK under the provisions of 20-7-411(3), MCA, may be included for ANB.

- Students must meet the same ANB requirements as other enrolled students (Q, H, T, F).

- Students may be P: Primary, S: Partial, or N: Special Ed Services Service Type.

- May include students only receiving Related Services if the student meets the Aggregate Hours requirements.

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Classroom Based Scholastic Literacy

CLASSROOM BASED Early Intervention

- Program Requirements
  - Eligible child who is 4 years of age or older on or before September 10, and not yet entering or has not completed kindergarten
  - Programming must be between half and full-time (360 or 720 instructional hours).
  - Must have an Early Targeted Intervention record and determined eligible utilizing approved evaluation methodology.
  - An eligible child may be included in enrollment counts for the purpose of ANB calculations.
  - Class size is capped at 10 students per 1 appropriately licensed teacher, 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. See ARM 10.63.107.

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Classroom Based Scholastic Literacy

CLASSROOM BASED Early Intervention

- Program Requirements Continued -
  - Student must be assigned to a course with a properly licensed and endorsed educator. Early childhood (P-3) endorsements are encouraged, but teachers with either an early childhood (P-3) endorsement or an elementary (K-8) endorsement shall be considered to be appropriately licensed, endorsed.
  - Instruction must align with the Early Learning Developmental Domains and Content Standards.

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Classroom Based Scholastic Literacy

CLASSROOM BASED Early Intervention

Record Entry Date: 06/16/2025

End Date: 06/16/2026

Eligibility Domain:

Alphabet Knowledge (PK, KG)

Oral Language (PK, KG)

Phonological Awareness (PK, KG)

Program Type: Early Literacy

School Year: 25-26

State Grade: Pre-Kindergarten

Created By:

View

Infinite Campus Requirements

1. Child must have a PK enrollment at the school.

2. The enrollment can be a P: Primary or S: Partial enrollment.

3. The child must have an eligibility record for the current school year.

4. The same requirements apply as all other students for Title, FRAM, SPED, 504, and any other programs required for K-12.

Classroom Based Early Targeted Intervention and Special Education PK

- Students with an IEP AND enrolled in an Early Targeted Intervention classroom should ONLY be indicated as an Early Targeted Intervention Participant.

- Students enrolled in a half-day Early Targeted Intervention program and half-day in a separate Special Education classroom should have two enrollments and indicated as Early Targeted Intervention in the first and SPED ANB Eligible in the second.

Do not indicate both participation types in the same enrollment

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Classroom Based Early Targeted Intervention and Special Education PK

ENROLLMENT COUNTS
Fall Enrollment Count

Fall Aggregate Hours of Inst.	Fall Absent	Exclude Fall ANB
▼	0.000	☐
Job Corps ☐	MT Youth ChalleNGe ☐	SPED ANB Eligible ☐
Indian Lang. Immersion Prg. ☐	Classroom-Based Scholastic Literacy ☐	OR

Grizzly Bear

Brown Bear

Indian Language Immersion Program

- Must have a program approved by Indian Education (OPI)

- Students have a roster record in a course a properly licensed and endorsed teacher AND language specialist

- Student is indicated as a program participant

20-7-1404, MCA

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What else?

American Indian Student Count

- Includes any student identified as American Indian or Alaska Native – regardless of other race(s) indicated

DO NOT change an identity record – if the identification changes, create a new Identity record

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Next Steps – Data Validation & Certification

Fall ANB Validations

- Fall ANB 2025-26 Validations – Student Counts

- Fall ANB 2025-26 Validations – Student Lists

- Fall ANB 2025-26 Charter School Enrollments

- Fall ANB 2025-26 Certification

Data must be validated and certified BEFORE importing to MAEFAIRS

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Next Steps – Import to MAEFAIRS

Import CERTIFIED data into MAEFAIRS

In order to move forward, you have to look back.

Matt Maher

Graduate, Dropout, Cohort

The Graduate, Dropout, and Cohort Collection begins 10/1/2025 and ends 10/10/2025.

This is combined certification with three components:

- Graduate

- Dropout

- Cohort

All districts must certify – even if counts are zero (*elementary districts are only certifying Dropouts – grades 7 and 8*)

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Graduate Count

Graduates: Students who complete requirements for graduation in the 24-25 year or in the summer between the 24-25 year and prior to the start of the 25-26 year. Consult the Alternative Graduation Options guide for information on special circumstances.

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Alternate Graduation Options

ENROLLMENT END STATUS 410: GRADUATION ALT AUTHORIZED BY MCA

1. 10-10-1402, MCA
   a. A district diploma is granted to a student enrolled in the MT Youth Challenge program based on proficiency.
   b. This End Status is not included for Federal cohort reporting, as the student does not meet the state minimum credit requirements for graduation.
   c. A corresponding Diploma Date, Diploma Type and Diploma Period **are required**.
2. 20-3-110, MCA
   a. The superintendent of public instruction may grant a proficiency-based diploma to a student who has exhausted the possibility of earning a high school diploma. The student must demonstrate proficiency, perseverance, and dedication under rules adopted by the superintendent.
   b. This End Status is not included for Federal cohort reporting, as the student does not meet the state minimum credit requirements for graduation.
   c. A corresponding Diploma Date, Diploma Type and Diploma Period **are required**.

Alternate Graduation Options

GRAUDATION DIPLOMA TYPE 05: STATE MINIMUM

1. 20-7-1330, MCA
   a. A student who experiences an educational disruption in grades 9-12, defined as a disruption caused by homelessness, involvement in the child welfare system or juvenile justice system, a medical or mental health crisis or another event considered a qualifying educational disruption by the trustees of the district, may be awarded a diploma if they meet the minimum state graduation requirements, but not the higher credit requirements of the district.
   b. This diploma type does count for Federal cohort reporting, as the student meets the minimum state requirement for graduation.
   c. End Status of 400: Graduated **is required**.
   d. Diploma Date and Diploma Period **are required**.

What is a Dropout?

Dropouts: Students who were enrolled through the completion of the 23-24 school year but did not return for 24-25, or students who dropped out before the end of the 24-25 school year and did not return to school by September 30, 2025. Districts **must** have written verification of a student's transfer to a K-12 educational program before removing them as dropouts.

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What is a cohort?

Cohorts: Groups of students based on the student's first enrollment in 9th grade. Students are removed from the Cohort when a district has received written verification of transfer to another K-12 educational program in another district or school type (e.g., private or homeschool) or the student dies (no verification required). Districts **must** enter Date Entered 9th Grade for all students (calculates within Infinite Campus for a student's first enrollment in 9th grade or must be manually entered for students who do not have a 9th grade enrollment).

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"Don't let anyone treat you like regular glitter. You are glitter glue."

Some Random Craft Store Sign

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VALIDATIONS (Run in 2024-25)

GRADUATE COUNT

- Graduates not grade 12
- Graduates marked Foreign Exchange
- Graduate Count
- Graduate List

*Verify graduation status of special education students

DROPOUT COUNT

- Re-enrolled students
- Dropout Count
- Dropout List

COHORT REPORTING

Both lists and counts

- Graduates
- Transfers in
- Transfers out
- Still enrolled

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HOMEWORK

Before next Friday's call –

- Run the State Enrollment Overlap Report and resolve ALL overlaps

- Run attendance reports and follow students who may be at 11 or more consecutive absences at the Fall Count Date

- Check MT Youth Challenge, Job Corps, Classroom Based Scholastic Literacy, and Indian Language Immersion under Fall Enrollment for participating students

- Ensure that Early Targeted Intervention records are created for all Classroom Based Early Targeted Intervention participants.
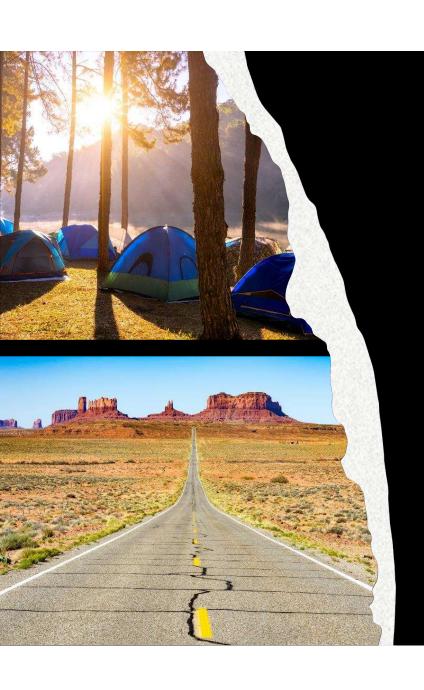
HOMEWORK

Before next Friday's call –

- Run the Graduate, Dropout, Cohort Validations and/or Certifications (Certification begins 10/1 - so many of you may be certified by the next call!!)

- Verify the graduation status of all special education students currently indicated as a graduate

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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