



DISTRICT STAFF AND QEC

Use this guide to create and maintain staff in Infinite Campus

Staff Records

Districts must enter all staff members employed by the district and certain contracted employees in Infinite Campus. This includes teachers and some professional staff that are then associated with courses.

The requirements for entering staff are dependent upon the staff member's role in the districts. Refer to the [EDUCATE webpage](#) for specific requirements for the staff member's State assignment code.

Add Staff Using Staff Locator

PATH: *Census>Staff>Staff Locator Wizard*

The Staff Locator must be used to enter any adult in Infinite Campus – including parents, household contacts, and staff.

- Enter the person's Last Name, First Name and Gender.
- Click Search.
- Review the list of results to see if there's a match. The best indicator is a match on State Staff ID (SEID), but birthdate, name, or previous district of employment or enrollment (for former students) may also be used. To view association with another district, hover over the search result.
 - If there's a clear match, click the staff member's name.
 - If there's not a clear match, Create New District Staff. If a match is expected, but not found or uncertain, contact the AIM Unit for assistance.
 - Last Name, First Name, Gender, Staff State ID, and Employment Information Start Date (District Employment Start Date) are required. *Birth Date is recommended, but not required.*
- Click Save.

The screenshot shows the 'Staff Locator Wizard' window. At the top, it says 'Staff Locator'. Below that is a search instruction: 'Search for a staff already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the staff member's Staff State ID, or full legal Last Name, First Name, and Gender. Hover the cursor over each list or click the Create New Staff button.' The search results table has columns for Last Name, First Name, Staff State ID, Gender, Birth Date, and %. The table is empty, showing 'No matches found'. On the left, there are input fields for Last Name (Teacher), First Name (High School), Gender (Male), Birth Date (1980), Middle Name, SSN #, and Staff State ID. A 'Search -->' button is next to the Staff State ID field. At the bottom right of the table is a 'Create New District Staff -->' button.

EDUCATE Team Contact Information
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Add District Assignment(s)

PATH: *Census>People>Demographics and Census>Staff>District Assignments*

- District Assignments – record of a specific role within the district.
 - Add a District Assignment for each role the staff member has within the school or district.
 - Fields that must be completed with a new District Assignment include:
 - School – Some State Assignment Codes require assignment to a specific school, and some are at the District Level. Districts with more than one school within their LE may see District Level EL, District Level HS, or District Level K-12 in the dropdown list.
 - Start Date
 - FTE – between 0.001 and 1 (Sum of all assignments must not be greater than 1.0 in most instances.) Some state assignment codes do not require FTE be entered.
 - State Assignment Code
 - Teacher – Required for staff to be assigned to courses.
 - Special Ed – Required for staff to be assigned to an IEP and for contractors.
 - Supervisor – Required for staff to be assigned as a supervisor for paraprofessionals and Special Ed staff.
 - MT SPED Level – Required only for Special Ed staff.
 - CTAE Extended Contract Days – For CTE teachers.
 - MT Titles – Used to indicate coordinators, consortium providers, contractors, cooperative staff, and individuals excluded from State reporting (e.g. school board members).
 - Supervisors – Required for paraprofessionals and Special Ed staff (visible after initially saving the record).

Employment Assignment Information

School Highland Park School	Department <input type="button" value="▼"/>		
*Start Date 07/01/2025 <input type="button" value="▼"/>	End Date <input type="button" value="▼"/>	Title <input type="button" value="▼"/>	CTAE Extended Contract Days 0 <input type="button" value="▼"/>
Type <input type="button" value="▼"/>	FTE of Assignment 1 <input type="button" value="▼"/>	State Assignment Code TC03:Teacher - Special Education <input type="button" value="▼"/>	
Teacher <input checked="" type="checkbox"/>	Special Ed <input checked="" type="checkbox"/>	Program <input type="checkbox"/>	Behavior Admin <input type="checkbox"/>
Health <input type="checkbox"/>	Behavior Response Approver <input type="checkbox"/>	Response to Intervention <input type="checkbox"/>	
Advisor <input type="checkbox"/>	Supervisor <input type="checkbox"/>	Counselor <input type="checkbox"/>	Foodservice <input type="checkbox"/>
Exclude Behavior Referral <input type="checkbox"/>	Self Service Approver <input type="checkbox"/>	FRAM Processor <input type="checkbox"/>	
Activity Staff <input type="checkbox"/>	Activity Preapproval <input type="checkbox"/>	MT SPED Level 6 and up (Kindergarten to grade 12) <input type="button" value="▼"/>	MT Titles <input type="button" value="▼"/> Consortium Provider Contractor Foster Care Point of Contact Gifted and Talented Coordinator Homeless Liaison Indian Education for All Coordinator Itinerant Employee Not State Reported
Supervisors <input type="button" value="▼"/>		External LMS Exclude <input type="checkbox"/>	

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File Upload

PATH: *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to enter staff. The Terms of Employment file outlines the requirements for the upload.

Extract the upload file from the district's SIS or create a text, tab delimited file from the Terms of Employment file upload template. Instructions for using the templates are embedded in the template file.

- Select the Import Type, the Work to Perform and choose the file to be uploaded.
- Click Submit to Batch.
- Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings.
- Select Refresh on the Batch Queue to retrieve the latest status of the Batch.
- When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

The screenshot shows the MT Data Upload interface. The top section, "Import Data", is selected with a radio button. It contains fields for "Import Type" (dropdown menu), "Work to Perform" (dropdown menu set to "Validate and Test File"), "File" (button to "Choose File" with "No file chosen" message), and a "Submit to Batch" button. Below this is a note: "Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file." A note at the bottom states: "THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered. New Look: System Settings > Data Interchange Administration > Resync State Data - Batch Old Look: System Administration > Data Utilities > Resync State Data". The bottom section, "Batch Queue List", is also visible with a table header: "Batch Queue List" and columns: "Queued Time", "Report Title", "Status", and "Download".

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Credentials

PATH: *Census>Staff>Credentials*

District staff requiring professional licensure, Special Education staff, and paraprofessionals require additional data entry on the Credentials tab. Follow these steps to enter Credentials:

- Click New Credential.
- Select Credential Type (Highly Qualified for Special Education and paraprofessionals, Licensure/Certification for professional licensure).
 - Highly Qualified – Enter Start Date, Subject Type (only required for SPED), and Certification Status or Paraprofessional Qualification.
 - Only update Highly Qualified if there is a change, then end and create a new record.
 - Licensure/Certification – Enter Start Date (license issue date), End Date (license expiration date), SPED Related Services Credential or Health License, License Number, and License/Certification Type.
 - Click Save.

Note: Professional license data may be found on the [Montana Department of Labor](#) website.

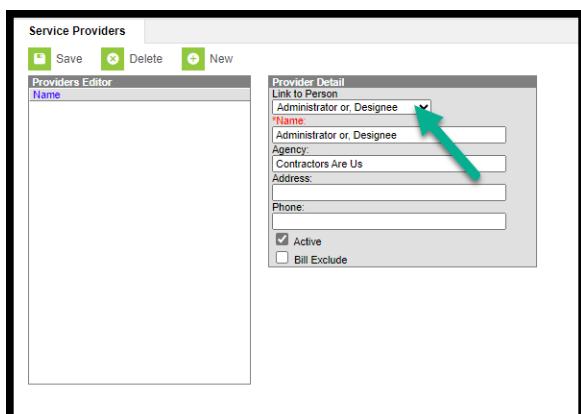
Contractors and Consortium Providers

PATH: *Student Information>Special Ed Administration>Special Ed Service Provider Setup*

Contractors and Consortium Providers identified on the District Assignment tab (must have MT Title designation as Contractor and have Special Ed box checked) require additional information entered about their employer. The additional information is entered on the Special Ed Service Provider tab.

- Click New.
- Use Link to Person to select the Contractor or Consortium Provider.
- Enter Agency (employer).
 - If the person is self-employed, enter the person's first and last name in the Agency field.
- Click Save.

Note: A person will not show up in the dropdown list unless Special Ed is checked on the District Assignments tab.



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Modifying Staff

PATH: *Census>People>Demographics and Census>Staff>District Employment & District Assignments*

Existing staff members should have essential data elements entered. The key identifier for staff is the SEID number – assigned to the individual by the OPI in the Teach Montana (TMT) system. The SEID number is entered into the State Staff ID field on the Demographics page and in the District Employment record under License Number. This is the key identifier for staff coming from other districts. Please review all existing staff members and verify that the SEID number is entered and accurate.

- District Employment – record of continuous employment with the district.
 - Must be entered for each staff member.
 - For existing staff it's not necessary to have a historical start date, but staff members employed on or after 7/1/2023 should have an accurate employment start date.
 - When a staff member's employment ends, enter an End Date in the District Employment record and click OK to end all open District Assignments.
- District Assignments – record of a specific role within the district.
 - When a staff member's assignment or role within the district changes, and the staff member is still employed in a different role, enter an End Date for the current assignment and create a new District Assignment.
 - Changes that must be documented with a new District Assignment include:
 - Start Date
 - FTE – between 0.001 and 1 (Sum of all assignments must not be greater than 1.0, except in rare cases). Some state assignment codes do not require FTE be entered (and FTE should NOT be entered for these positions).
 - State Assignment Code – a code that reflects the duties of the individual employee.
 - Teacher – Required for staff to be assigned to courses.
 - Special Ed – Required for staff to be assigned to an IEP and for contractors.
 - Supervisor – Required for staff to be assigned as a supervisor for paraprofessionals and Special Ed staff.
 - CTAE Extended Contract Days – for CTE teachers who teach outside of their regular teaching contract.
 - MT SPED Level – Required only for Special Ed staff.
 - MT Titles – Used to indicate coordinators, contractors, consortium providers, cooperative staff, and individuals excluded from State reporting (e.g. school board members).
 - Supervisors – Required for paraprofessionals and Special Ed staff (visible after initially saving the record).
- Credentials and Contractors or Consortium Providers – modify using the steps above.

Quality Educator Component (QEC)

The Quality Educator Component (QEC) is a subset of personnel reporting. QEC is a major component of district budgets and must be reviewed carefully to ensure accuracy. First, staff are entered into QEC eligible positions (determined by the Assignment Code Matrix). Second, these assignments are compared against licensure in TeachMT and Department of Labor (DLI). Only staff who meet the licensure requirements are eligible for inclusion in the final calculation.

Use the Fall QEC 2025-26 Validations in Infinite Campus to ensure that required data is accurately entered for staff in QEC eligible positions. Use the FTE to QEC report in MAEFAIRS to ensure that staff in QEC eligible positions are included for QEC.

The image contains two screenshots. The top screenshot is a 'Validation Groups' page from Infinite Campus. It shows a group named 'Fall Personnel QEC 2025-26 Report Validations' with an 'Archived' checkbox. The bottom screenshot is a 'FTE to QEC Payment' report from OPI MAEFAIRS. It shows a navigation menu with 'Views' selected, and a table with four rows of validation rules. The rules are:

Name	Description
QEC 2025-26 Missing FTE (State)	Qualifying Assignment codes for QEC active on the fall count date, but FTE is not entered.
QEC 2025-26 FTE > 1 (State)	A list of QEC Staff with FTE greater than 1
QEC 2025-26 Missing SEID (State)	Qualifying Assignment Codes for QEC active on the fall count date, but the SEID is missing

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