



# 2026-2027

## Early Targeted Interventions Jumpstart Program (Early Literacy & Early Numeracy)

Early Targeted Interventions **Summer** Jumpstart program setup and reporting must be completed by the conclusion of the district's 26-27 Jumpstart program and certified no later than **September 4, 2026**.

Qualified students, entering Kindergarten (KG) to 3<sup>rd</sup> grade (for the 26-27 school year), enrolled in an Early Targeted Interventions **Summer** Jumpstart program are eligible for an additional 0.25 ANB. Jumpstart participants must have an Early Targeted Interventions eligibility record, an enrollment record in a Jumpstart calendar with a program duration of at least 4 weeks and 120 instructional hours and be included in the district's Jumpstart certification. Districts will create calendars, courses/sections, enrollments and eligibility records, then certify Jumpstart program information at the end of the session.

Students who are assessed and deemed eligible but do not participate in the summer Jumpstart program (or any other Early Targeted Interventions program) should still have an eligibility record entered.

### Step 1: Create Jumpstart Calendar(s)

PATH: Scheduling & Courses>Calendar Setup>Calendar Wizard

1. Select **Create new Calendar(s) by rolling forward selected data or creating a new blank calendar** and click Next.
2. Select Year (26-27).
3. Enter Start Date and End Date (program start and end date for summer Jumpstart).
4. Select prior year Jumpstart calendar(s)/school(s) to roll or select school(s) to add new calendar.
5. Click Next.

Calendar Wizard ☆

**Calendar Wizard**

**Copy, Rollforward, or Create new Calendar-linked Data**

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar. structures and period schedule names in the new calendar.  
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system hours.

**Edit Calendar Attributes for new Calendars**

Year: 26-27  
Name Template: [year][schoolname]  
Number:   
\*Start Date: 06/22/2026  
\*End Date: 08/07/2026

**Select Calendars to Roll**

- 25-26 Alkali Creek School 4-5
- 25-26 Alkali Creek School K-3
- 25-26 Arrowhead School 4-5
- 25-26 Arrowhead School K-3
- 25-26 Beartooth School 4-5
- 25-26 Beartooth School K-3
- 25-26 Ben Steele Middle School
- 25-26 Bench KindeREADY AM
- 25-26 Bench KindeREADY PM
- 25-26 Bench School 4-5
- 25-26 Bench School JS
- 25-26 Bench School K-3
- 25-26 Big Sky Elementary 4-5
- 25-26 Big Sky Elementary K-3
- 25-26 Billings Early College S
- 25-26 Billings Multilingual HS

CTRL-click and SHIFT-click for multiple

< Back Next >

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6. Check boxes to copy data from prior year calendar (if not copying from a prior year Jumpstart calendar, it's recommended to Create New Blank Calendar and add calendar attributes individually).
7. Click Run Wizard.
8. Refresh browser page and select 26-27 Jumpstart calendar.

## Step 2: Review Calendar Details

PATH: Scheduling & Courses>Calendar Setup>Calendar Information

1. Calendar Information
  - a. Change Calendar Name to identify as Jumpstart calendar/program (recommended).
  - b. Select **Type J: Jumpstart** (required).
  - c. Click Save.

## 2. Grade Level Setup

PATH: Scheduling & Courses>Calendar Setup>Grade Level Setup

- Review existing Grade Level(s) or click New to add Grade Level(s) to selected Jumpstart calendar.
- Enter Name, Sequence Number, and State Grade Level Code. To avoid confusion with other grade levels, it is recommended to customize the grade Name (JKG, J01, J02, J03).
- Click Save (repeat for additional grade levels).

## 3. Term Setup

PATH: Scheduling & Courses>Calendar Setup>Term Setup

- Review existing Schedule/Terms or click New Term Schedule/Terms to add.
- Schedule/Term Name should be 'Full Year'.
- Select 'Full Year' and enter program start and end dates.
- Click Save Term Schedule/Terms.

## 4. Period Setup

PATH: Scheduling & Courses>Calendar Setup>Period Setup

Option 1: Create New Period Schedule

- Click New Period Schedule
  - Enter the Number of Period Schedules (enter 1, unless schedule varies by day).
  - Enter Number of Periods (the number of times attendance is taken per day)
  - Click Create Period Schedules/Periods
- \*Continue to Option 2*

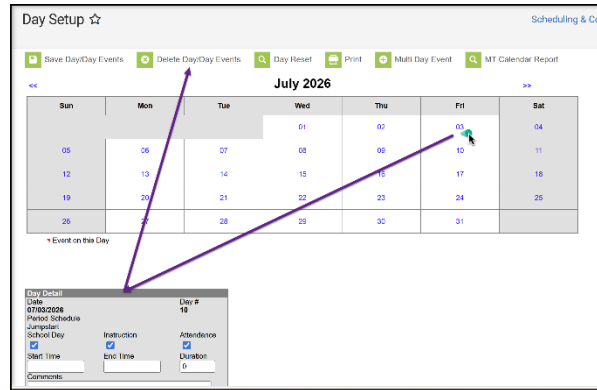
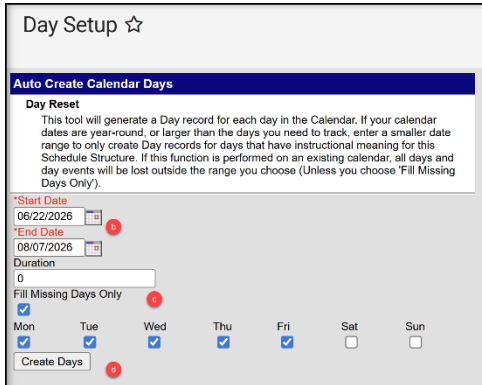
Option 2: Existing Period Schedule

- Select Period Schedule.
- Review/enter Start Time and End Time.
- Review/enter total non-instructional minutes (lunch, recess, etc.) in the Lunch Time Field.
- Click Save Period Schedules. Repeat for any additional Period Schedules (if applicable).

5. Day Setup

PATH: Scheduling & Courses>Calendar Setup>Day Setup

- a. Click Day Reset.
- b. Enter Student/Instructional Start and End Dates.
- c. Select days of the week students will attend.
- d. Click Create Days.
- e. To remove non-school days, click the date and select Delete Day/Day Events (e.g. July 4<sup>th</sup>). Repeat as applicable.

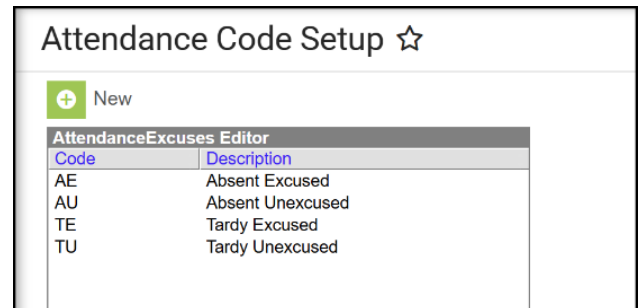


6. Verify Attendance Codes (if using Infinite Campus to take attendance)

PATH: Attendance Office>Settings>Attendance Code Setup

Recommended Attendance/Excuse Codes:

1. EA – Excused Absent
2. UA – Unexcused Absent
3. ET – Excused Tardy
4. UT – Unexcused Tardy

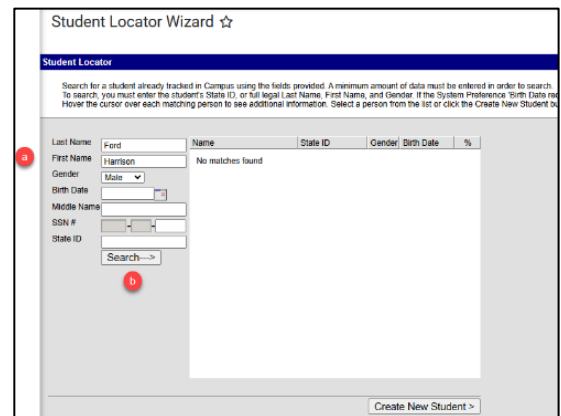


**Step 3: Enroll Students Using Student Locator Wizard**

PATH: Student Information>General>Student Locator Wizard

1. Verify the 26-27 Jumpstart calendar is selected.
2. Open the Student Locator Wizard.
  - a. Enter the Last Name, First Name, and Gender.
  - b. Click Search.

\*Refer to Appendix for upload instructions/options



There are 3 scenarios for creating an enrollment. Select the Year, School and Calendar before navigating to the Student Locator Wizard:

1. If the student has a prior enrollment in the district, the student's name will be prefaced with a back arrow.
  - a. Select the student.
  - b. Click New to add an Enrollment.
  - c. Enter Start Date, Local Start Status, and Grade.
  - d. Save.

2. If the student does not have a prior enrollment in the district - but was enrolled in another Montana district, the search will return a match (hover over student name to verify match):
  - a. Select the student.
  - b. Review name and birthdate. Enter Race/Ethnicity.
  - c. Verifying the Calendar is correct.
  - d. Enter Start Date, Local Start Status, and Grade.
  - e. Click Save.

3. If the student was never enrolled in a Montana district (new to Montana or public school) the search would return no match:
  - a. Click Create New Student.
  - b. Review the warning (pop-up) and click OK.
  - c. Enter Birthdate and Race/Ethnicity.
  - d. Verifying the Calendar is correct.
  - e. Enter Start Date, Local Start Status, and Grade.
  - f. Save

### Step 4: Create Eligibility Record(s)

PATH: Student Information>State Programs>Early Targeted Interventions

NOTE: Eligibility records (Literacy or Numeracy) are valid for all Early Targeted Interventions program enrollments of the applicable year (Jumpstart, Classroom-Based, and/or Home-Based).

1. Search for a student.
2. Navigate to Early Targeted Interventions.
3. Click **New** to add a new record. Input items in this specific order:
  - a. School Year: Enter year eligibility applies to.
  - b. Enter Record Entry Date: Input date assessment was given.
  - c. End Date: Defaults to June 30 of the selected School Year.
  - d. Program Type: Select Early Literacy or Early Numeracy (program selection limits options for Domains and Methodology Tools).
  - e. State Grade: Enter the grade level of the assessment tool used to determine eligibility (grade selection limits options for Domains and Methodology Tools).
  - f. Eligibility Domain(s): Select all domains that indicate student eligibility.
  - g. Methodology Tool: Select the assessment given to determine eligibility. If Other, enter assessment name in Methodology Comments.
4. Click Save.

## Step 5: Add District Assignments for Educators

PATH: Census>Staff>District Assignments

1. Click New.
2. Select the school where the Jumpstart program is located.
3. Enter the Start Date (End Date can be added if the teacher will not continue this assignment).
4. For the State Assignment Code select TC:10 Summer School Teacher. No FTE for this code.
5. Select the Teacher checkbox.
6. Click Save.

## Step 6: Create Courses, Sections, and Rosters

1. Add Course.

PATH: Scheduling & Courses>Courses>Add Course

- a. Enter course Number and Name.
- b. Select NCES data
  - i. SCED Subject Area = 23
  - ii. SCED Course Identifier
    - 012 (multi-grade level classes)
    - or 003 to 006 (for single grade level classes)
  - iii. SCED Course Level = GE: General Education
  - iv. SCED Lowest Grade = Kindergarten (or as applicable)
  - v. SCED Highest Grade = Grade 3 (or as applicable)
- c. Check box for Attendance (only required for districts taking attendance in Infinite Campus)
- d. Click Save.

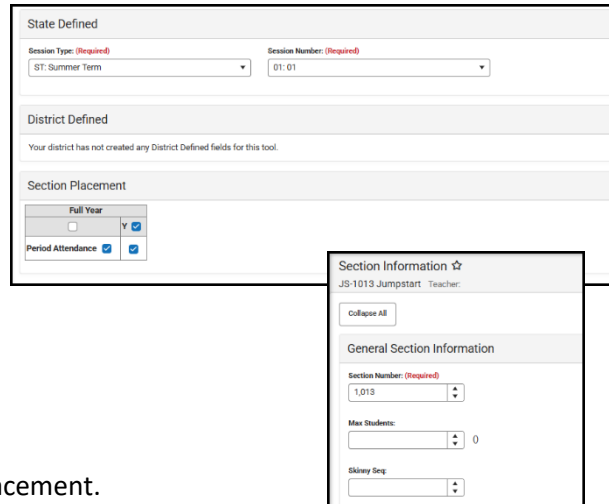
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2. Create a Course Section.

PATH: Scheduling & Courses>Course Sections

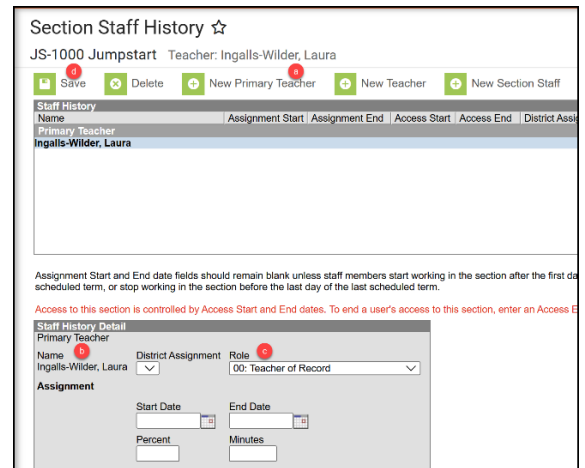
- a. Course Setup - Graphical user interface of Infinite Campus following step c. Navigate to Course Sections.
- b. Search for new Jumpstart course.
- c. Click Add Section  
(or click existing section, if copied from prior year).
- d. Assign a Section Number.
- e. Session Type = **ST: Summer Term**.
- f. Select a Session Number.
- g. Check the box(es) under Schedule Placement.
- h. Click Save.



3. Click Section Staff History to add an educator.

PATH: Scheduling & Courses>Courses>Section Staff History

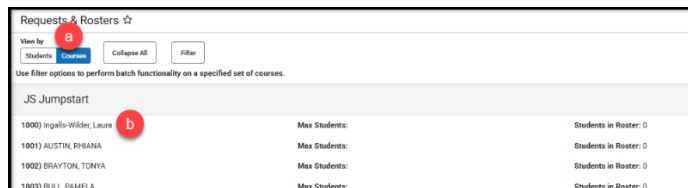
- a. Click New Primary Teacher.
- b. Select teacher name from the dropdown.
- c. Role = 00: Teacher of record.
- d. Click Save.



4. Add Students to the Roster.

PATH: Scheduling & Courses>Scheduling>Requests & Rosters

- a. Click View by: Courses.
- b. Select the Section to build the roster.



- c. Click Roster Builder.
- d. Add Students by Grade or click the student's name to add to the Roster (Start and End Date are not required unless a student starts after the first day of the course or ends before the last day of the course).
- e. Click Save.

Requests & Rosters

1 - 1 Jumpstart

Roster Builder

Add students to this section roster by selecting a student's name from the result set. Students actively rostered will already display as selected. Unselect the student's name to remove them from the roster.

Warning: All existing attendance and grading records will be deleted if you remove a student.

Student Name: [Select Items...]

Grade: [02]

Unsatisfied Requests: [Select Items...]

Request Type: [ ]

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	REPEAT	NO CREDIT
[+]	02	1006069	M	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>
[+]	02	10056637	F	MM/DD/YYYY	MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>

Batch 1 | Save & Close | Cancel

## Step 7: Populate Attendance Data (Complete after program ends and ALL Jumpstart enrollments are ended)

For districts taking daily attendance in Infinite Campus:

PATH: Reporting>MT State Reporting>MT EOY Attendance Totals

1. Check the boxes for ADA - #Days Present and ADA - #Days Enrolled  
(NOTE: ESSA Absent data is not required for Summer Jumpstart enrollments)
2. Select one or more Calendars.
3. Choose Validate and Test or Update Enrollments (recommend Validate and Test first). Common errors on this file include students with enrollments not ended, students without a schedule, or students with Service Type issues.
4. Submit to Batch.

For districts NOT taking daily attendance in Infinite Campus:

1. Refer to Appendix for upload instructions/options
2. Alternatively, the End of Year Attendance Totals for each student can be entered manually.  
PATH: Student Information>General>Enrollments
  - a. Select the student.
  - b. Select the Jumpstart enrollment record
  - c. Input the ADA - #Days Present
  - d. Input the ADA - #Days Enrolled
  - e. Click Save.

## Step 8: Resync Data

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

1. Select the checkbox in front of DIS Objects to select all.
2. Click Send Resync.

DIS Object	Last Resync	Results	Status
[-] School	04/30/2024 17:00:20	Processed: 40 Errors: 0	🟢
[-] Calendar	04/30/2024 17:00:20	Processed: 3 Errors: 0	🟢
[-] CourseSection	04/25/2024 08:59:52	Processed: 2915 Errors: 0	🟢

DIS Object	Last Resync	Results	Status
<input checked="" type="checkbox"/> TestAccommodations	04/08/2024 09:20:44	Processed: 0 Errors: 0	🟢
<input checked="" type="checkbox"/> TranscriptCourseSE	04/08/2024 06:20:44	Processed: 0 Errors: 0	🟢
<input checked="" type="checkbox"/> VaccineShot	04/08/2024 09:20:44	Processed: 0 Errors: 0	🟢
<input checked="" type="checkbox"/> PersonIdentityNoStateIDOnly	04/08/2024 09:20:44	Processed: 0 Errors: 0	🟢
<input checked="" type="checkbox"/> SchoolInstructionMode	04/08/2024 09:20:44	Processed: 31 Errors: 0	🟢

## Step 9: Validate Data

PATH: Reporting>Data Validation> Data Validation Reports

1. Review the following Validation Reports to check for errors and review the data before certifying. Choose applicable report from drop-down.
  - a. Jumpstart Validation Errors and Warnings  
(review errors/info; make corrections; rerun as applicable until error free; resync)
  - b. Jumpstart Certification (collective data being certified – review for accuracy)

Once all errors and warnings have been checked, choose the Report Data Source option of 'Run at State'. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat **step eight** (Resync Data) and re-run the Validation Report at the state until district and state data matches.

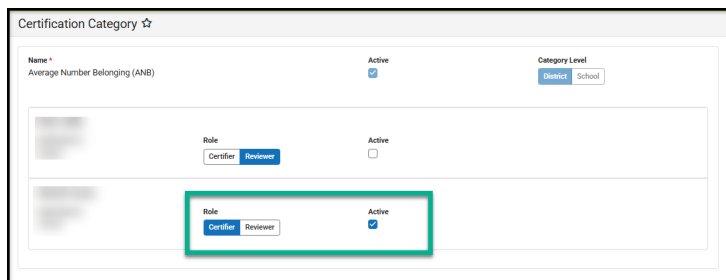
## Step 10: Certify Data

PATH: Reporting>Data Certification>Certification Category AND Certification Event

Follow these steps to complete data certification.

### Certification Category

1. Select Certification Category.
2. Current certifier has the Role of Certifier and Active is checked.
3. To remove a Certifier, un-check Active and change Role to Reviewer.
4. To change from Active Certifier to Active Reviewer (or vice-versa), click Role (blue highlight is selected Role).
5. To add a new Certifier, click Add Member.
  - a. Enter Staff Name or Staff State ID (SEID).
  - b. Click Name, choose Role, and select Active.
  - c. Click Save.



The screenshot shows a web form titled "Certification Category ☆". At the top, there are fields for "Name" (containing "Average Number Belonging (ANS)") and "Active" (with a checked checkbox). To the right, there is a "Category Level" dropdown menu with "District" and "School" options. Below these are two rows of controls. The first row has a "Role" dropdown with "Certifier" selected and "Reviewer" as an option, and an "Active" checkbox that is unchecked. The second row has a "Role" dropdown with "Certifier" selected and "Reviewer" as an option, and an "Active" checkbox that is checked. A green rectangular box highlights the "Role" dropdown and "Active" checkbox in the second row.



### Step 4: Certify and Submit

Review Steps 1-3 are completed.

When satisfied with the results of the snapshot created, click Submit Certification to State.

Certification Event Reporting > Data Certification > Certification Event

Spring Student Count for ANB Certification 2025-26

District Validation State Validation Snapshot Validation Certify and Submit

**Certify and Submit to State**

Process:

- Verify that all items below show Completed
- Click Submit Certification to State

VALIDATION TYPE	STATUS
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

Previous Cancel **Submit Certification to State**

# APPENDIX

## ENROLLMENT - File Upload Process

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 enroll students and enter attendance.

1. Upload the Student Demographics file (required only for newly enrolled students), followed by Student Enrollments, then End of Year Attendance Totals.
2. Extract the upload file from the district's SIS or create a text, tab delimited file from one of the upload templates. Instructions for using the templates are embedded in the template file.
3. Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.
4. 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.
  - a. Select Refresh on the Batch Queue to retrieve the latest status of the Batch.
  - b. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.
5. For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button, and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Import Data

Import Type: Student Enrollments

Work to Perform: Validate and Test File

File: EN\_0466\_08172023.tsv

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.

**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

Retrieve New Student State ID File

Refresh State ID File Generate

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Refresh Show top 50 tasks submitted between 08/10/2023 and 08/17/2023

Batch Queue List			
Queued Time	Report Title	Status	Download
08/17/2023 06:46:16 AM	MT Data Upload	Completed	Get the report

NOTE: This process is not complete until a Batch Resync is triggered (see **step 8**)

PATH: System Settings > Data Interchange Administration > Resync State Data – Batch