



## END OF YEAR ATTENDANCE COLLECTION

Must be completed after the last day of school and certified no later than Friday, June 20, 2025.

*Corrections may be requested through June 30, 2025*

This collection is for both state and federal reporting of Average Daily Attendance (ADA) and Chronic Absenteeism (more than 10 percent days absent (.5 or more of the day), including excused and unexcused absences). This collection is combined with the End of Year Enrollment and Program Participation Collection to create subgroups for reporting purposes (e.g., Attendance by race/ethnicity, gender, socio-economic status, etc.). [20-7-104, MCA](#) and [FS-195](#)

Students included in this collection are students in grades PK-12 (including Classroom-Based Early Literacy Students), with a Service Type of P: Primary or S: Partial (does not include N: Special Ed Services), enrolled in an instructional calendar (does not include Extracurricular Participation, Educational Savings Account, or Home-Based Early Literacy students).

### STEP ONE: IDENTIFY A CERTIFIER

#### End of Year Attendance Collection Setup

PATH: *Reporting>Data Certification>Type Membership Setup*

1. Identify a Certifier for the End of Year Attendance Collection – Type: *Full Year Attendance*.
2. To remove a Certifier: Select the Certifier. Uncheck Active.
3. To modify a Certifier: Select the Certifier. Toggle between Primary and Secondary.

**\*It is recommended that a district have only one Primary Certifier. If more than one Primary Certifier is indicated, all Primary Certifiers must certify before a collection is considered “certified”.**

### STEP TWO A: CALCULATE ATTENDANCE

#### Follow these instructions if you take daily attendance in Infinite Campus

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

1. Check the boxes for ADA - #Days Present, ADA - #Days Enrolled, ESSA - #Days Absent.
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.

The screenshot shows two overlapping dialog boxes. The left box is titled 'Extract Options' and contains three checked checkboxes: 'ADA - #Days Present', 'ADA - #Days Enrolled', and 'ESSA - #Days Absent'. The right box is titled 'Select Calendars' and contains a list of instructional calendars. Red numbered circles (1, 2, 3, 4) point to specific elements: (1) the first checkbox in the 'Extract Options' list, (2) the list of calendars, (3) the dropdown menu 'Work to Perform' set to 'Validate and Test', and (4) the 'Submit to Batch' button.

<input checked="" type="radio"/> active year
<input type="radio"/> list by school
<input type="radio"/> list by year

Calendars listed in the 'Select Calendars' box:

- 24-25 Alkali Creek 4-5
- 24-25 Alkali Creek K-3
- 24-25 Arrowhead 4-5
- 24-25 Bearpaw K-3
- 24-25 Beartooth K-3
- 24-25 Ben Steele Middle School
- 24-25 Bench 4-5
- 24-25 Bench K-3
- 24-25 Bench KinderREADY AM
- 24-25 Bench KinderREADY PM
- 24-25 Big Sky 4-5
- 24-25 Billings Early College S
- 24-25 Billings Multilingual HS
- 24-25 Billings Multilingual MS

**EDUCATE Helpdesk**

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May 2025

## STEP TWO B: UPLOAD ATTENDANCE

Follow these instructions if you take daily attendance in an SIS other than Infinite Campus

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

Create an upload file from your Student information System Vendor or using the [End of Year \(EOY\) Attendance Totals Template](#). Upload the file in \*.tsv format.

1. Select End of Year Attendance Totals.
2. Select either Validate and Test File or Upload File (recommend using Validate and Test File prior to upload for data validation purposes). Common errors on the test file include enrollments not ended, students with no schedule, and Service Type issues. Correct these issues, then re-test the file before continuing with a full upload.
3. Choose file and Submit to Batch.
4. The upload results will show under Batch Queue List. Review the report and correct errors by repeating the steps above or using Step Two C to hand enter corrections/omissions.

The screenshot shows the MT Data Upload interface. At the top, there is an 'Import Data' section with dropdown menus for 'Import Type' (set to 'End of Year Attendance Totals'), 'Work to Perform' (set to 'Validate and Test File'), and a file selection button ('Choose File') with the path 'Alt EOY Upload.tsv'. A red circle labeled '1' is over the 'Import Type' dropdown. A red circle labeled '2' is over the 'Work to Perform' dropdown. A red circle labeled '3' is over the 'Choose File' button. Below this is a 'Submit to Batch' button with a red circle labeled '4' over it. A message box 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'. A 'Batch Queue List' table is shown at the bottom, with a red circle labeled '4' over the 'Status' column for the last row, which shows 'Completed'.

## STEP TWO C: HAND-ENTER ATTENDANCE

This method is only recommended for small districts who do not take attendance in Infinite Campus or another Student Information System

*PATH: Student Information> General>Enrollments*

1. Open the student's 2024-25 enrollment (if the student has more than 1 enrollment, repeat these steps for each enrollment).
2. Navigate to End of Year>End of Year Attendance Totals.
3. Enter ADA - #Days Present, ADA - #Days Enrolled, ESSA - #Days Absent.
4. Click Save.

The screenshot shows the 'End of Year Attendance Totals' form. It includes fields for 'ADA - #Days Present' (with a red circle labeled '1'), 'ADA - #Days Enrolled' (with a red circle labeled '2'), 'ESSA - #Days Absent' (with a red circle labeled '3'), and a section for 'Completed Extracurricular Activities for Non-Public School Students' with a dropdown for 'Number of 6+ week activities' and another for 'Number of 18+ week activities'. A red circle labeled '4' is over the 'Save' button at the bottom right.

**NOTE:** End Date/End Status should be entered prior to entering attendance data for students.

## STEP THREE: RESYNC DATA

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

Before continuing with Step 4 do a complete resync of data to ensure full sync with the state.

Resync Data For The Current School Year (2024-2025)

Check dependencies

DBS Objects	Last Resync	Results	Status	Legend
District				
CustomDistrict				
School				
CustomSchool				
Calendar				
CourseSection				
ScheduleStructure				
TermSchedule				
PeriodSchedule				

<input type="checkbox"/>	TestAccommodations
<input type="checkbox"/>	TranscriptCourseSE
<input type="checkbox"/>	TwentyFirstCCLC
<input type="checkbox"/>	VaccineShot
<input type="checkbox"/>	PersonIdentifyNoStateIDOnly
<input type="checkbox"/>	SchoolInstructionMode

**Send Resync** Once selected, the Sync becomes Read Only until the Success Message displays. This prevents the initiation of multiple Batch Sync requests.

## STEP FOUR: VALIDATE DATA

PATH: *Reporting>Data Validation>Validation Groups OR Data Validation Reports*

1. Search for "End of Year Attendance". Select the End of Year Attendance Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more user groups). This group contains the following reports:
  - a. End of Year Attendance Count Days Fields Missing: Count of enrollments missing ADA Days Present, ADA Days Enrolled or ESSA Days Absent.
  - b. End of Year Attendance Count Days Less Than Zero: Count of enrollments with ADA Days Enrolled or ADA Days Present or ESSA Days Absent less than zero.
  - c. End of Year Attendance Count Days Present > Days Enrolled: Count of enrollments with ADA Days Present greater than ADA Days Enrolled.
  - d. End of Year Attendance Count Days Enrolled > Instructional Days: A count of students with Days Enrolled greater than the instructional days in their calendar.
  - e. End of Year Attendance Count ESSA Absent > Days Present: Count of students enrollments with ESSA Absent > ADA Days Present.
  - f. End of Year Attendance Count ESSA Days Absent > 0: Count of enrollments with ESSA Days Absent > 0.
  - g. End of Year Attendance Days Fields Missing: Student enrollments missing ADA Days Enrolled, ADA Days Present or ESSA Days Absent.
  - h. End of Year Attendance Days Less Than Zero: Student enrollment with value less than zero in Days Present, Days Enrolled or ESSA Days Absent.
  - i. End of Year Attendance Days Present > Days Enrolled: Student enrollments where Days Present is greater than Days Enrolled.
  - j. End of Year Attendance Days Enrolled or Days Present > Instructional Days: Students with ADA Days Enrolled or ADA Days Present Greater than the Calendar Instructional Days.
  - k. End of Year Attendance ESSA Absent = 0 and Days Enrolled Minus Days Present is More Than 2 Days: Students who have a value in ESSA Days Absent of zero and Days Enrollment minus Days Present is more than 2 days. This is a warning, not an error.
  - l. End of Year Attendance ESSA Absent > Days Present: Students who have a value in ESSA Days Absent greater than the ADA Days Present. This is a warning, not an error.

- Once all errors and warnings have been checked, run End of Year Attendance Certification as a Validation Report with the *Run at State* option selected. 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 2 and re-run the Validation Report at the state.

## STEP FOUR: CERTIFY DATA

PATH: Reporting> Data Certification>Event Certification

**\*It is recommended that you wait at least 60 minutes after a complete resync before certifying data**

- From the Event Dashboard, select End of Year Attendance Totals Certification 2024-25.
- Select Certify & Submit.

The screenshot shows the 'Event Dashboard' interface. At the top, there is a message: 'Ad Hoc Data Links: Certification Group for this collection will be listed here. Go to Reporting>Data Validation>Validation Reports to verify.' Below this is a 'Review Snapshot' section with a note: 'Snapshot has been captured. Click below to review the data.' A button labeled 'Review Snapshot' is shown with a red circle and a slash over it, indicating it is not functional. The next section is 'Status' with the instruction: 'Please review all data for this event before clicking the Certify & Submit button.' A large green arrow points to the 'Certify & Submit' button. Below this is a 'View District Certification Status' section and a 'State Report Output' section. The 'State Report Output' section includes a 'Refresh' button, a dropdown for 'Show top 50' tasks, and date filters for '05/11/2025' and '05/18/2025'. At the bottom is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.

If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

### Notes for this certification:

- ADA - #Days Enrolled – number of instructional days a student was enrolled for in a single enrollment period.
- ADA - #Days Present – sum of instructional days/minutes a student was present in a single enrollment period.
- ESSA - #Days Absent – count of instructional days a student was absent .5 or more of the day in a single enrollment period.

Example: Student was enrolled for 170 days in a single enrollment in the 23-24 school year. Student missed a half a day 3 times. ADA - #Days Enrolled = 170. ADA - #Days Present = 168.5. ESSA - #Days Absent = 3.