



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.

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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.

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.

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.

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.

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- 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 a web application interface for data certification. It includes sections for 'Ad Hoc Data Links', 'Data Validation Groups', 'Review Snapshot', 'Status', and 'State-Report Output'. A 'Certify & Submit' button is highlighted with a green arrow. Below the button 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.