



END OF YEAR ATTENDANCE COLLECTION CHECKLIST

Must be completed after the last day of school and certified no later than Friday, June 21, 2024.
Corrections may be requested through June 30, 2024

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](#)

STEP ONE: IDENTIFY A CERTIFIER

End of Year Attendance Collection Setup

PATH (OL): Data Integrity Tools>Data Certification>Setup

PATH (NL): 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”.**

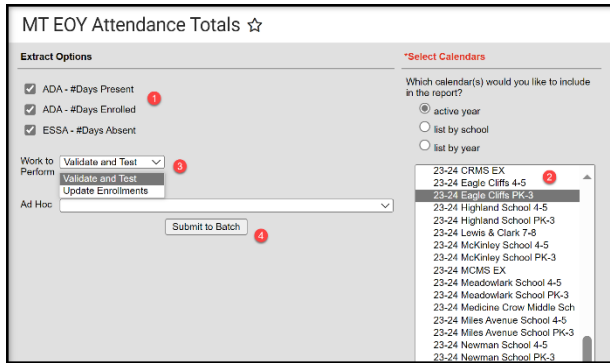
STEP TWO A: CALCULATE ATTENDANCE

Follow these instructions if you take daily attendance in Infinite Campus

PATH (OL): MT State Reporting> MT EOY Attendance Tools

PATH (NL): 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.



STEP TWO B: UPLOAD ATTENDANCE

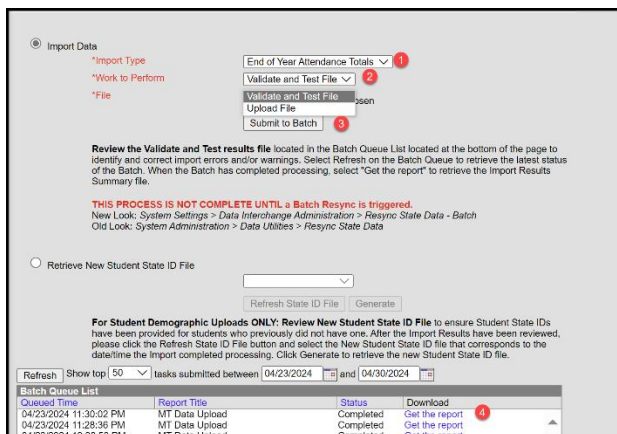
Follow these instructions if you take daily attendance in an SIS other than Infinite Campus

PATH (OL): MT State Reporting> MT Data Upload

PATH (NL): 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 (OL): Student Information> General>Enrollments

PATH (NL): Student Information> General>Enrollments

1. Open the student's 2023-24 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.

STEP THREE: RESYNC DATA

PATH (OL): System Administration>Data Utilities>Resync State Data

PATH (NL): 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.

Check dependencies	Last Resync	Results
<input checked="" type="checkbox"/> Data Sources	04/30/2024 17:00:05	Processed: 1 Errors: 0
<input checked="" type="checkbox"/> --School	04/30/2024 17:00:20	Processed: 40 Errors: 0
<input checked="" type="checkbox"/> --Calendar	04/30/2024 17:00:20	Processed: 3 Errors: 0
<input checked="" type="checkbox"/> CourseSection	04/30/2024 08:59:52	Processed: 2815 Errors: 0

<input checked="" type="checkbox"/>	TestAccommodations	04/08/2024 09:20:44	Processed: 0 Errors: 0	●
<input checked="" type="checkbox"/>	TranscriptCourseSE	04/08/2024 09:20:44	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 FOUR: VALIDATE DATA

PATH (OL): Data Integrity Tools>Data Validation>Validation Groups OR Data Validation Reports

PATH (NL): 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 Missing Enrollment End Date or End Status: Students missing End Date and/or End Status. Students must have End Date and End Status entered before entering End of Year Attendance Totals.
 - b. End of Year Attendance Days Fields Missing: Student enrollments missing ADA - #Days Present, ADA - #Days Enrolled, or ESSA - #Days Absent.
 - c. End of Year Attendance Days Less Than Zero: ADA - #Days Present, ADA - #Days Enrolled, or ESSA - #Days Absent are less than zero.
 - d. End of Year Attendance Days Present > Days Enrolled: ADA - #Days Present is greater than ADA - #Days Enrolled.
 - e. End of Year Attendance Days Enrolled or Days Present > 180 Days: Students who have ADA - #Days Present or ADA - #Days Enrolled greater than 180. Districts that have more than 180 instructional days may ignore this validation – as long as no student has ADA - #Days Present or ADA - #Days Enrolled greater than the number of instructional days.

- f. End of Year Attendance ESSA Days Absent = 0 and Days Enrolled minus Days Present is More Than 2 Days: Students with a value in the ESSA - #Days Absent field of zero and ADA - #Days Enrolled minus ADA - #Days Present is more than 2. Please check the number of days a student missed more than 50% of the school day.
 - g. End of Year Attendance ESSA Absent > Days Present: ESSA - #Days Absent is greater than ADA - #Days Present. This may not be an error but should be checked for each student in the report.
 - h. End of Year Attendance ESSA Absent > Zero: ESSA - #Days Absent greater than zero. This is a report, not a validation.
 - i. End of Year Attendance Certification: Report of student records to be reported for ADA - #Days Present, ADA - #Days Enrolled, and ESSA - #Days Absent. This is a report, not a validation.
2. Once all errors and warnings have been checked, run the above Validation Group 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 3 and re-run the Validation Report at the state.

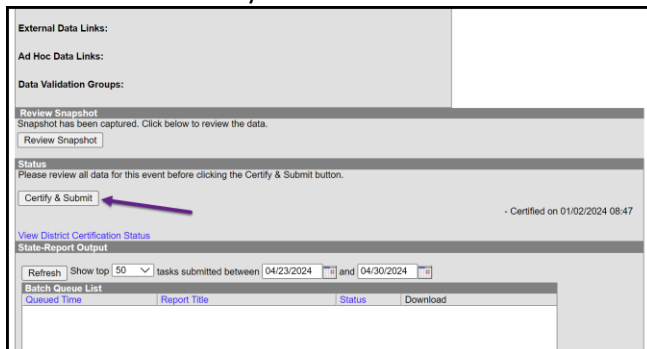
STEP FOUR: CERTIFY DATA

PATH (OL): Data Integrity Tools>Data Certification>Event Certification

PATH (NL): Reporting> Data Certification>Event Certification

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

1. From the Event Dashboard, select End of Year Attendance Totals Certification 2023-24.
2. Select Certify & Submit.



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.

AIM Unit Contact Information

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