



END OF YEAR EXTRACURRICULAR ACTIVITIES COLLECTION

Must be certified no later than Friday, June 20, 2025.
Corrections may be requested through June 30, 2025

Students identified as Extracurricular Activities participants in 2024-25 school year and certified in this collection will be included in the 2025-26 Fall and Spring ANB Reports. This collection is only for private or home school participating in qualifying extracurricular activities (does not include regularly enrolled students participating in extracurricular activities). All districts must certify (even if no participants).

STEP ONE: IDENTIFY A CERTIFIER

PATH: Reporting>Data Certification>Type Membership Setup

1. Identify a Certifier for the End of Year Extracurricular Activities Certification – Type: *Extracurricular Activities*.
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: CREATE EXTRACURRICULAR ACTIVITIES ENROLLMENTS

PATH: Scheduling & Courses>Calendar Setup>Calendar Information

1. It is recommended to create a separate calendar for Extracurricular Activities participation (student may participate in both part-time educational services and extracurricular activities – and these must be reported separately).
2. The Calendar should have a Type of Other.
3. The Grades should be the same as the regular calendar (e.g., cannot report *all* participation, grades K-12, in the same calendar).
4. No other reporting information is required for this calendar (Period Schedule, Days).

Calendar Information ☆

Scheduling & Courses > Calendar Setup > Calendar Information

Save Mark for Deletion

Calendar Info

Calendar ID: 712 Parent Calendar ID: 643 School: 1853 Ben Steele Middle School (schoolID:46)

Name: 24-25 BSMS EX Number: 2 Sequence: 2

Start Date: 07/01/2024 End Date: 06/30/2025 Summer School:

Student Day (instructional minutes): Teacher Day (minutes): Exclude:

Whole Day Absence (minutes): Half Day Absence (minutes): School Choice:

Type: O: Other Require Student Assignment

External LMS Exclude:

Ignore Master Push:

Testing Count Date:

Comments: rolling 08/25/2024 03:55 PM

School Year Setup

Calendar Wizard

Calendar Information

Schedule Structure Setup

Grade Level Setup

Term Setup

Period Setup

Day Setup

Calendar GPA Calculation Setup

Extracurricular Participation Guide
(406) 444-3800
opiainhelp@mt.gov

May 2025

STEP THREE: ENTER EXTRACURRICULAR PARTICIPATION

PATH: Student Information>General>Enrollments

1. Search for a Student.
2. Open the Extracurricular Participation enrollment.
3. Verify that Extracurricular Activities Only is checked.
4. Enter the number of completed 6-week and 18-week activities.

ENROLLMENT DETAILS
 State Exclude and Extracurricular Activities Only cannot both be marked. Only non-public students should be marked as 'Extracurricular Activities Only'.
 If 'Extracurricular Activities Only' box is checked, no other enrollment tab data is needed EXCEPT End of Year Number of 6+ and Number of 18+ week activities completed.

Enrollment Exceptions
 State Exclude

Extracurricular Activities Only

Serving and Resident Instruction Identification
 Serving District: [Dropdown]
 Resident District: [Dropdown]
 Serving School: [Text]
 Resident School: [Text]

Military Connected Status
 Student is a dependent of a member of: [Dropdown]

END OF YEAR
End of Year Attendance Totals
 ADA - #Days Present: [Text] ADA - #Days Enrolled: [Text] ESSA - #Days Absent: [Text]

Completed Extracurricular Activities for Non-Public School Students
 Number of 6+ week activities: [Text] Number of 18+ week activities: [Text]

STEP THREE: RESYNC 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.

1. Check DIS Objects.
2. Click Request Resync.

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a notification when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

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

Object	Last Resync	Results
<input checked="" type="checkbox"/> DIS Objects		
<input checked="" type="checkbox"/> District		
<input checked="" type="checkbox"/> CustomDistrict		
<input checked="" type="checkbox"/> School		
<input checked="" type="checkbox"/> CustomSchool		
<input checked="" type="checkbox"/> Calendar		
<input checked="" type="checkbox"/> CourseSection		
<input checked="" type="checkbox"/> ScheduleStructure		
<input checked="" type="checkbox"/> TermSchedule		
<input checked="" type="checkbox"/> VaccineShot		
<input checked="" type="checkbox"/> PersonIdentityNoStateIDOnly		
<input checked="" 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 Extracurricular Activities". Select the End of Year Extracurricular Activities 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 Extracurricular Activities Count: Count of student enrollments with Extracurricular Participation indicated.
 - b. End of Year Extracurricular Activities Count with NO Weeks Reported: Count of student enrollments with Extracurricular Participation indicated, but no weeks reported.
 - c. End of Year Extracurricular Activities with NO Weeks Reported: List of students with Extracurricular Participation indicated, but no weeks reported.

Extracurricular Participation Guide

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Validation Groups ★

Name ↑	User Groups	Published
End of Year Extracurricular Activities		
End of Year Extracurricular Activities Certification	Data Certification, Data Validation Reports and Extract	PUBLISHED
End of Year Extracurricular Activities Validation	Data Validation Reports and Extract	PUBLISHED

Name: End of Year Extracurricular Activities Validation Archived

Description: [Rich Text Editor]

Sequence	Name	Description	Severity
1	End of Year Extracurricular Activities Count (State)	A count of enrollments with an Extracurricular Activities Indicator	Information
2	End of Year Extracurricular Activities Count NO Weeks Reported (State)	A count of enrollments identified as Extracurricular Activities Only that do not have any weeks reported.	Error
3	End of Year Extracurricular Activities with NO Weeks Reported (State)	Student with an Extracurricular Activities indicator enrolled in the calendar year that do not have any values in the SixWeek and EighteenWeek number of activities fields. If these fields are not populated, they will not be included in AHB calculations.	Error

Buttons: Save & Stay, Cancel, Delete, Preview, Publish

- Once errors and warnings have been checked, run the End of Year Extracurricular Activities Certification as a Validation Report with the State Dataset 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 Certification report at the state.

Data Validation Report ☆ Reporting > Data Validation

Instructions: The Data Validation Report returns results from the Data Validation Group selected. The Summary section includes the number of occurrences for each Data Validation Rule. If a Baseline Rule is used its total population will be returned along with the Rule of the primary rule compared against the baseline Rule. State Owned Data Validation Groups can be run against the State Dataset via DS.

Report Options

Data Validation Group: End of Year Extracurricular Activities

Data Validation Group Description

Report Data Source: Local Dataset State Dataset

Output Options

Report Processing: Generate Now Submit to Batch Queue

Format Type: HTML CSV

STEP FIVE: CERTIFY DATA

PATH (NL): 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 Extracurricular Activities Certification 2024-25.
- Select Certify & Submit.

External Data Links:

Ad Hoc Data Links:

Data Validation Groups:

Review Snapshot
Snapshot has been captured. Click below to review the data.
Review Snapshot

Status
Please review all data for this event before clicking the Certify & Submit button.

Certify & Submit

- Certified on 01/02/2024 08:47

View District Certification Status

State-Report Output

Refresh Show top 50 tasks submitted between 04/23/2024 and 04/30/2024

Batch Queue List

Queued Time	Report Title	Status	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 notification via email or the Message Center requesting correction and recertification.