



## FALL ANB CHECKLIST

This checklist and procedures must be completed prior to uploading ANB information into MAEFAIRS. The fall ANB count date for 2024 is October 7, 2024. The data must be fully certified and imported into MAEFAIRS by October 16, 2024.

Fall ANB is the first of two data collections that determine funding for school district budgets in the ensuing year. The data elements collected include enrollment (both P: Primary and S: Partial), Aggregate Hours, American Indian Race, Indian Language Immersion Program (ILIP), 19/20 Eligible for ANB, MT Youth Challenge, Job Corps, Classroom-Based Early Literacy, Extracurricular Activities participation from the prior year, Jumpstart students from the preceding summer, and students participating in the Educational Savings Account Program. Students who are marked Exclude ANB, Extracurricular Activities Only, and Home-Based Early Literacy are not included in the report. Specific instructions for this report are posted on the School Finance Webpage: [Student Count for ANB Instructions](#).

Districts that maintain attendance data in Infinite Campus may use the MT Count Date Attendance tool to calculate Aggregate Hours. Districts that use a separate SIS or maintain paper attendance records must populate the Aggregate Hours manually or by file upload. Districts should not populate Aggregate Hours or run the MT Count Date Attendance tool until October 8, 2024 to ensure accurate absent count information for the count date.

Use the **Fall ANB Data Checks** and **Fall ANB Counts** Validation Groups/Reports to verify data and ensure the accuracy of data before certifying the Fall ANB Count. Data must be certified in Infinite Campus before uploading to the MAEFAIRS application.

### New This Year for Fall ANB

#### Classroom Based Early Literacy Program

##### Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and not yet entering or has not completed kindergarten
- Programming must be between half and full-time (360 or 720 instructional hours).
- Must be determined eligible utilizing approved evaluation methodology.
- An eligible child may be included in enrollment counts for the purpose of ANB Calculations.
- Class size is capped at 10 students per 1 appropriately licensed teacher, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two adults. See [10.63.107](#)
- Student must be assigned to a course with a properly licensed and endorsed educator. Early childhood (P-3) endorsements are encouraged, but teachers with either an early childhood (P-3)

#### AIM Unit Contact Information

(406) 444-3800

[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov)

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endorsement or an elementary (K-8) endorsement shall be considered to be appropriately licensed, endorsed.

- Instruction must align with the [Early Learning Developmental Domains and Content Standards](#).

### Infinite Campus Requirements

1. Child must have a **PK** enrollment at the school.
2. The enrollment can be a **P: Primary** or **S: Partial** enrollment.
3. The child must have an eligibility record for the current school year.
4. The same requirements apply as all other students for Title, FRAM, SPED, 504, and any other programs required for K-12.

### 2024 Jumpstart and 2023-2024 Extra-Curricular Activities

These elements have been previously certified and will be included in the district's MAEFAIRS ANB reports.

## Verifying Enrollment

PATH: *Student Information>Reports>State Enrollment Overlap Report*

The State Enrollment Overlap Report will show any instances where a student is enrolled in more than one school at the same time. After running the report, work with the other schools to determine the correct enrollment dates for the students.

1. Select All Students to be included.
2. Select the current school year.
3. Check ALL enrollment service types.
4. Check to Include no show enrollments.
5. Check to Include same day overlaps.
6. Choose sort option and Report Format.
7. Click Generate Report.

The screenshot shows the 'State Enrollment Overlap Report' configuration page. It includes a title bar, a description of the report, and several sections for user input. Red circles with numbers 1 through 7 are overlaid on the interface to indicate the steps described in the adjacent list. Step 1 points to the 'Which students would you like to include in the report?' section, where 'All Students' is selected in a dropdown menu. Step 2 points to the 'Which type of enrollments would you like to evaluate?' section, where '24-25' is selected for 'School Year'. Step 3 points to the 'Enrollment service type:' section, where 'All', 'Primary', 'Partial', and 'Special Ed Services' are checked. Step 4 points to the 'Include no show enrollments' checkbox, which is checked. Step 5 points to the 'Include same day overlaps' checkbox, which is checked. Step 6 points to the 'How would you like the report sorted?' section, where 'Alpha' is selected, and the 'Report Format:' dropdown is set to 'PDF'. Step 7 points to the 'Generate Report' button.

## Calculate Attendance

### MT Count Date Attendance Tool:

PATH: *Reporting>MT State Reporting>MT Count Date Attendance*

To use the MT Count Date Attendance Tool,

1. Select Count Period.
2. Select MT OPI Designated Count Date.
3. Calculation Type (Aggregate Hours of Instruction, Absent and Exclude ANB) populate automatically.
4. Click Run Test to check for and correct any reporting errors.
5. Select Generate to update enrollments. It may take up to 30 minutes for the process to complete.

**Note:** *This process is not final until a batch resync is requested.*

The screenshot shows the 'Count Date Attendance' web application interface. It features several input fields and checkboxes. Red callout boxes with numbers 1 through 5 are overlaid on the interface to highlight key steps: 1 points to the 'Count Period' dropdown (set to 'Fall'); 2 points to the 'MT OPI Designated Count Date' date picker (set to '10/07/2024'); 3 points to the 'Calculation Type' section where 'Aggregate Hours of Instruction', 'Absent', and 'Exclude ANB' are all checked; 4 points to the 'Run Test' button; and 5 points to the 'Generate' button. Below the main form is an 'Ad Hoc' dropdown menu and a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

## Entering Special Program Data

PATH: *Student Information>General>Enrollments*

Manually check the enrollment boxes as they pertain to each student.

1. MT Job Corps - Eligible districts enrolling qualifying students participating in MT Job Corps.
2. MT Youth Challenge – Eligible districts enrolling qualifying students participating in MT Youth Challenge.
3. 19/20 Eligible for ANB – Students ages 19-20 who meet the requirements for ANB inclusion.
4. Indian Language Immersion Program (ILIP) – Students in an approved Immersion Program.
5. Exclude Fall ANB for reasons other than attendance (e.g., under 5 without board approval, day treatment, youth detention) in the student’s enrollment record.

The screenshot shows the 'ENROLLMENT COUNTS' form. It is divided into two sections: 'Fall Enrollment Count' and 'Spring Enrollment Count'. Each section has a dropdown for 'Fall/Spring Aggregate Hours of Inst.' and a text input for 'Fall/Spring Absent' (pre-filled with 0.000). There are checkboxes for 'Job Corps', 'Indian Lang. Immersion Prg.', 'MT Youth ChallengeNGe', 'Exclude Fall/Spring ANB', and 'Age 19 or 20 Eligible for ANB'. Red circles with numbers 1-5 highlight: 1. Job Corps checkbox, 2. MT Youth ChallengeNGe checkbox, 3. Age 19 or 20 Eligible for ANB checkbox, 4. Indian Lang. Immersion Prg. checkbox, and 5. Exclude Fall ANB checkbox.

## Educational Savings Account

PATH: *Student Information>General>Flags*

The Educational Savings Account program is new for the 2024-2025 school year. Students who have an approved application will need to be recorded for ANB purposes. Create a Flag to track student participation.

1. Click New.
2. Select **ESA: Education Savings Account (ESA)** from the dropdown.
3. Enter Start Date and End Date.
  - a. End Date is only required if the district has received notice that the student is no longer participating.

The screenshot shows the 'Student Flag Detail' form. It has a dropdown for 'Flags' (set to 'ESA Education Savings Account (ESA)') with a note '\* This image will display next to the student's name.' Below are date pickers for 'Start Date', 'End Date', 'Eligibility Start Date', and 'Eligibility End Date'. There are text areas for 'User Warning', 'Participation Details', and 'Description'. Red circles with numbers 2 and 3 highlight: 2. The 'Flags' dropdown and 3. The 'Start Date' date picker.

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# Identifying American Indian Students

PATH: *Census > People > Identities*

The American Indian Achievement Gap payment is calculated using the number of American Indian students enrolled in the district on the October count date. At least one of the student's races must be indicated as **American Indian or Alaska Native** to be included.

A student's identity record holds important information about a student's name, birthdate, gender, and race/ethnicity. This information should not be changed once created unless an error is discovered with the initial entry. If a parent (or student, in some instances) makes changes to a student's identity information, those changes should be completed by creating a new identity record. If a student has a preferred name, that should be reflected by creating one identity record with the student's legal name and a second with the student's preferred name. However, no identity record should have the same effective date (create the new record with a newer effective date than the original record).

**Speech-Language , Pathologist**  
Gender: F

Demographics | **Identities** | Households | Relationships | Enrollments | District Employment | District Assignments

Save Delete New

**Identities Editor**

Identity	Current	Effective Date	Birth Date	District
Speech-Language, Pathologist	X	08/17/2023		Kaispell Public Schools
Speech, Pathologist		01/09/2009		Kaispell Public Schools

The second effective date should be later than the first

**Identity Information**

PersonID: S137

\*Last Name: Speech-Language \*First Name: Pathologist Middle Name: Suffix:   
No Image Available

\*Gender: F: Female

Birth Date: Soc. Sec Number:   
Change the preferred name using a second identity record

**Protected Identity Information**

**Race/Ethnicity**

Is the individual Hispanic/Latino? N: No

Is the individual from one or more of these races? (check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Race/Ethnicity Determination: 01: Parent Identified

## File Upload:

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

**This process is only to be used by districts that do not use Infinite Campus as their primary Student Information System (SIS).**

Use the **Fall Enrollment Count** template to upload aggregate hours, attendance, and special programs to Infinite Campus (ESA students must be entered manually).

Extract the upload file from the district's SIS or create a text, tab delimited file from the AIM template. Instructions for using the templates are embedded in the template file.

Select the Import Type, the Work to Perform and choose the file to be uploaded. Click 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.

Import Data

\*Import Type: Fall Enrollment Count

\*Work to Perform: Validate and Test File

\*File: Choose File No file chosen

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

## Resync Data

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

**All districts should complete a full resync of data after populating data for this collection.**

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

Resync State Data - Batch

State Data Resynchronization

This tool will sequentially resynchronize data from the district's utility 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 or reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Current School Year (2023-2024)

Check dependencies	Last Resync	Status
<input checked="" type="checkbox"/>	04/30/2024 17:00:20	Processed: 1
<input checked="" type="checkbox"/>	04/30/2024 17:00:20	Processed: 49
<input checked="" type="checkbox"/>	04/30/2024 17:00:20	Processed: 3
<input checked="" type="checkbox"/>	04/25/2024 08:59:52	Processed: 29

Item	Last Resync	Processed	Errors
TestAccommodations	04/08/2024 09:20:44	Processed: 0	Errors: 0
TranscriptCourseSE	04/08/2024 09:20:44	Processed: 0	Errors: 0
VaccineShot	04/08/2024 09:20:44	Processed: 0	Errors: 0
PersonIdentityNoStateIDOnly	04/08/2024 09:20:44	Processed: 0	Errors: 0
SchoolInstructionMode	04/08/2024 09:20:44	Processed: 31	Errors: 0

Send Resync

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## Validate Data

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

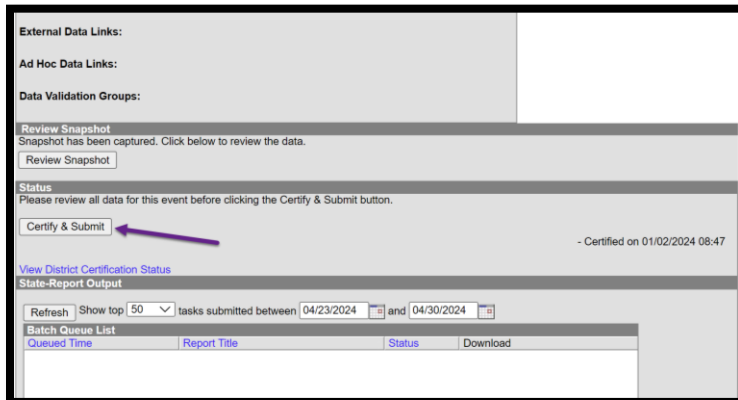
1. The validation groups/reports to run are:
  - a. **Fall ANB Validations – Student Counts**
  - b. **Fall ANB Validations – Student Lists**
2. Once all errors and warnings have been checked, run the above Validation Group as a Validation Report with the Run at State option selected. Running the report 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 the process above to resync data and re-run the Validation Report at the state.

## 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.***

1. From the Event Dashboard, select **Fall ANB Certification 2024-25**.
2. Select Certify & Submit.
3. Certification in Infinite Campus is required to be complete before a district imports data into MAEFAIRS.



***Note: 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.***

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