SPRING ANB COLLECTION CHECKLIST

Must be completed between Tuesday, February 6th and Tuesday, February 13th, 2024

STEP ONE: IDENTIFY A CERTIFIER

Spring ANB Collection Setup

PATH (OL): Data Integrity Tools>Data Certification>Setup
PATH (NL): Reporting>Data Certification>Type Membership Setup

1. Identify a Certifier for the Spring ANB Collection.
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: ENTER AGGREGATE HOURS AND ATTENDANCE

Enter Spring Aggregate Hours/Spring Attendance

OPTION 1: For districts using Infinite Campus for Attendance (District Edition/MT Edition Value Added)

PATH (OL): MT State Reporting> MT Count Date Attendance
PATH (NL): Reporting>MT State Reporting>MT Count Date Attendance

1. Select the Count Period (Spring).
2. MT OPI Designated Count Date (populates to the Spring Count Date or next regularly scheduled school day).
3. Calculation Type: Leave all three options selected.
4. Click Run Test.
5. Review error report and fix any issues.
6. Repeat Steps 1-3 and click Generate.
7. Resync data (OL: System Administration>Data Utilities>Resync State Data OR NL: System Settings>Data Interchange Administration>Resync State Data – Batch).

*This tool must be run separately for each School and/or Calendar

OPTION 2: For those districts that **do not** use Infinite Campus as their primary Student Information System (SIS).

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

1. Select Import Type (Spring Enrollment Count).
2. Select Work to Perform (Validate and Test File OR Upload File).
3. Choose File.
4. Submit to Batch.

5. Review Test file errors, make corrections, then repeat Steps 1-4 (Validation and Test File first, then Upload File).
6. Resync data (OL: System Administration>Data Utilities>Resync State Data OR NL: System Settings>Data Interchange Administration>Resync State Data – Batch).

OPTION 3: For districts with small numbers of students that don't have another Student Information System (SIS) and do not use Infinite Campus for Attendance.
PATH (OL): Student Information> General>Enrollments
PATH (NL): Student Information>General>Enrollments

1. Open the 23-24 enrollment active on the Spring ANB Count Date.
2. Under Enrollment Counts, Spring Enrollment Count, select Spring Aggregate Hours of Instruction.
3. Enter Spring Absent (portion of the Spring Count Date the student was absent).
4. Click Save.
5. Repeat for all students enrolled on the Spring ANB Count Date.
6. Resync data (OL: System Administration>Data Utilities>Resync State Data OR NL: System Settings>Data Interchange Administration>Resync State Data – Batch).

STEP THREE: ENTER SPECIAL CIRCUMSTANCES
Districts that use Infinite Campus for attendance (District Edition and MT Edition Value Added) and districts that enter Aggregate Hours/Absences manually must enter Special Circumstances manually. Districts that upload Spring Enrollment from a third-party student information system may upload special circumstances.

- Exclude ANB: This field populates using both the MT Count Date Attendance tool and the Spring Enrollment Count Upload. However, the field may need to be manually checked for students participating in private, non-sectarian day treatment programs, in county youth detention, or for students in kindergarten programs, under age 5, without board approval.
- Job Corps/MT Youth Challenge: Check this box for students who are currently enrolled and participating in these programs. Students must be a resident of the school district, earning credits at Job Corps/MT Youth Challenge that will transfer to the districts, and working towards graduation. 20-9-707, MCA
- Age 19/20 Eligible for ANB: A student with disabilities who is 19, but not yet 21 (age as of September 10), may be included in the ANB calculation if the student has not yet graduated, likely to be eligible for adult services for individuals with developmental disabilities, and the student's IEP identifies transition goals focusing on preparation for living and working in the community following HS graduation. 20-9-311(7)(c), MCA
- Early Graduates: Students enrolled on the Fall Count Date in grade 12, graduate prior to the Spring ANB Count Date, and complete the graduation requirements in 7 semesters or less, may be included in the district's Spring ANB Count. Students must have an End Status of 400: Graduated, Diploma Date, Diploma Type, and Diploma Period (01: Less than 7 Semesters or 02: 7 Semesters).
  This information may be uploaded using the Enrollment Upload Template

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 "Spring ANB". Select a 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.
    a. Spring ANB Data Checks 2023-24: A collection of Data Validations with lists of students in various categories.
    b. Spring ANB Counts to Verify 2023-24: A collection of Data Validation s with counts of students in various categories.
    c. Spring ANB Certification 2023-24: A comprehensive list of all students included in the district's Spring ANB Count.
2. Using the 3 Validation Groups/Reports above, verify that the information at the district is accurate. Complete a full resync of data between the district and the state (OL: System Administration>Data Utilities>Resync State Data OR NL: System Settings>Data Interchange Administration>Resync State Data – Batch).
3. Run the Spring ANB Certification 2023-24 at the state to verify that the state and district data fully match.

STEP FIVE: CERTIFY DATA
PATH (OL): Data Integrity Tools>Data Certification>Event Certification
PATH (NL): Reporting> Data Certification>Event Certification
<mark>*It is recommended that you wait 30 minutes after a complete resync before certifying data</mark>

1. From the Event Dashboard, select Spring ANB Certification 2023-24.
2. Select Certify & Submit (may re-certify at any time during the open certification window).

STEP SIX: IMPORT TO MAEFAIRS
<mark>*It is recommended that you wait 30 minutes after certifying data before importing to MAEFAIRS</mark>

1. In the MAEFAIRS application, navigate to Data Entry, Student Count for ANB, Step 1: Import Student Count for ANB from AIM.
2. Run the MAEFAIRS reports to verify ANB counts imported from AIM.
    a. School/District Summary – student counts for total enrollment and special circumstances.
    b. Students Imported From AIM In Student Count For ANB – list of students with special circumstances indicated by student.
3. If the reports are accurate, in MAEFAIRS, return to Data Entry, Step 2: Submit to OPI.
4. If the reports are **not accurate**, repeat Steps 2 through 6. ***Data must be recertified in AIM prior to reimporting data into MAEFAIRS.***