



## SPRING STUDENT COUNT FOR ANB

Spring Student Count for ANB is the second 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, Count Date Attendance, 19/20 Eligible for ANB, MT Youth Challenge, Job Corps, Classroom-Based Interventions, Special Education PK students, Educational Savings Account, Early Graduates, 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 (current year), and Home-Based Early Targeted Intervention, as well as students aged 19 or older (as of the count date, except for those indicated as eligible for ANB), and PK students (not included as SPED ANB Eligible for Classroom-Based Interventions) 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 February 3, 2025 to ensure accurate absent count information for the count date.

### 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 'Enrollment Overlap Report' web application. It has a header with the title and a star icon. Below the header, there's a section for 'Enrollment Overlap Report' with a description. The main content area is divided into four sections: 'Which School Year/Enrollment Dates would you like to evaluate?' (with a dropdown for 'School Year' set to '25-26' and a date range selector), 'Which districts would you like to include?' (with a list of districts and a search bar), 'Which students would you like to include?' (with a radio button for 'Grade' and a list of grades), and 'Which enrollment service types would you like to include?' (with checkboxes for 'All', 'Primary', 'Partial', and 'Special Ed Services'). At the bottom, there are buttons for 'Generate Report' and 'Submit to Batch', and a section for 'Report Format' with a dropdown menu.

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## 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.
6. Repeat for each school and/or calendar.

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

The screenshot shows the 'MT Count Date Attendance' tool interface. It includes a header with the title and a star icon. Below the header is a section titled 'Count Date Attendance' with instructions on how to use the tool. The main area contains a form with the following fields and options:

- \*Count Period: A dropdown menu set to 'Spring'.
- \*MT OPI Designated Count Date: A date field set to '10/22/2025'.
- \*Calculation Type (checking all boxes allows the tool to calculate the necessary attendance numbers): Three checkboxes are checked: 'Aggregate Hours of Instruction', 'Absent', and 'Exclude ANB'.
- Ad Hoc: A dropdown menu.
- Buttons: 'Run Test', 'Generate', and 'Submit to Batch'.
- Footer: A table with columns 'Batch Queue List', 'Report Title', 'Status', and 'Download'.

## 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. SPED ANB Eligible – Students ages 19-20 (age as of September 10, 2025) who meet the requirements for ANB inclusion AND PK students ages 3-6 (age as of the Spring Count Date) receiving Special Education services.\*
4. Classroom-Based Interventions – Students participating in an Early Targeted Intervention Classroom program (must be 4 as of September 10, 2025, in State Grade PK and have an Early Targeted Intervention Eligibility record).\*
5. Exclude Fall ANB – For excluding student enrollments that do not qualify for ANB. Includes KG students under 5 without board approval, day treatment, youth detention, as well as students absent 11 or more consecutive days as of the Count Date.

The screenshot shows the 'Spring Enrollment Count' form. It includes the following fields and options:

- Spring Aggregate Hours of Inst.: A dropdown menu.
- Spring Absent: A text field with the value '0.000'.
- Exclude Spring ANB: A checkbox.
- Job Corps: A checkbox.
- MT Youth Challenge: A checkbox.
- SPED ANB Eligible: A checkbox.
- Classroom-Based Interventions: A checkbox.

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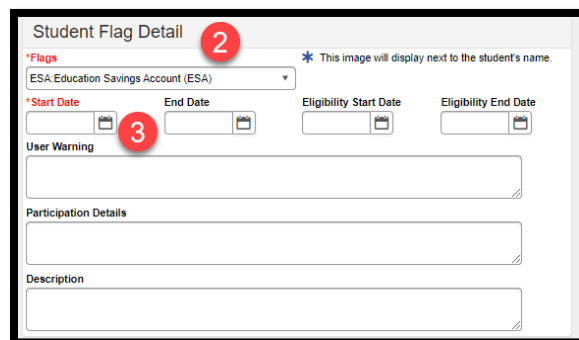
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## Educational Savings Account

PATH: *Student Information>General>Flags*

The Educational Savings Account program was new for the 2024-2025 school year. Students who continue to be eligible and students new to the program must be recorded properly 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.



## File Upload:

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

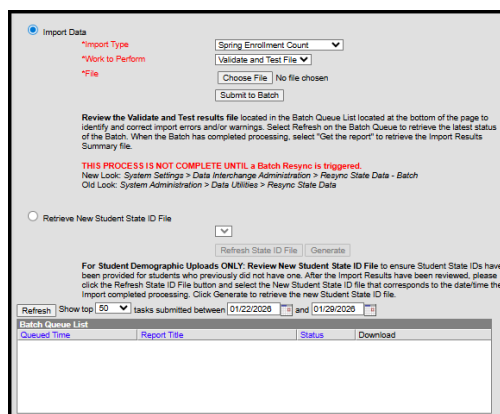
**This process is only to be used by districts that do not use Infinite Campus as their primary Student Information System (SIS).**

Use the **Spring 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 Spring Enrollment Count 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.



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## 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 ☆

System Settings

**State Data Resynchronization**

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

☒ Check Synchronization

☐ Send Resync

	Last Resync	Results	Status
<input type="checkbox"/> Person	09/09/2025 17:01:43	Processed: 5	0
<input type="checkbox"/> PersonIdentity	09/09/2025 17:01:43	Processed: 5	0
<input type="checkbox"/> Calendar	09/09/2025 17:01:43	Processed: 5	0
<input type="checkbox"/> CourseSection	09/09/2025 17:01:43	Processed: 5	0
<input type="checkbox"/> ScheduledSchedule	09/09/2025 17:01:43	Processed: 5	0
<input type="checkbox"/> TestSchedule	09/09/2025 17:01:43	Processed: 5	0
<input type="checkbox"/> PeriodSchedule	09/09/2025 17:01:43	Processed: 5	0

☐ Test

☐ TestScore

☐ TestAccommodations

☐ Transcript/CourseSE

☐ VaccineShot

☐ PersonIdentity/NoState/Only

☐ SchoolInstructionCode

☐ Send Resync: Once selected, the Sync becomes Read Only until the Success Message displays. This prevents the initiation of multiple Batch Sync requests.

## Validate Data

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

- The validation groups/reports to run are:
  - Spring ANB 2025-26 Validations – Student Counts**
  - Spring ANB 2025-26 Validations – Student Lists**
  - Spring ANB 2025-26 Charter School Enrollments**

- 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.

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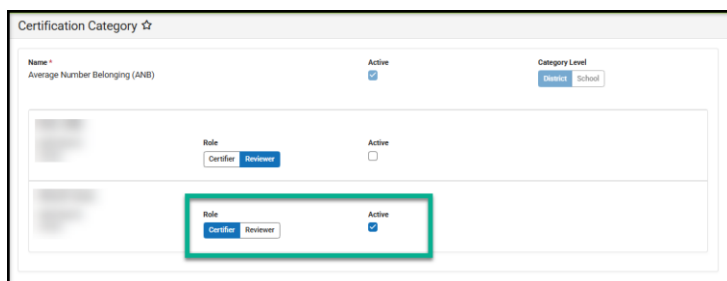
## Data Certification

PATH: *Reporting>Data Certification>Certification Category AND Certification Event*

New for Spring ANB 2025-26! Follow these steps to complete data certification.

### Certification Category

1. Select Average Number Belonging (ANB).
2. Current certifier has the Role of Certifier and Active is checked.
3. To remove a Certifier, un-check Active.
4. To change from Certifier to Reviewer, click Role (blue highlight is selected Role).
5. To add a new Certifier, click Add Member.
  - a. Enter Staff Name or Staff State ID (SEID).
  - b. Click Name, choose Role, and select Active.
  - c. Click Save.



The screenshot shows the 'Certification Category' form. At the top, there's a 'Name' field with 'Average Number Belonging (ANB)' and an 'Active' checkbox. Below this is a table with columns for 'Role' and 'Active'. The first row has 'Certifier' and 'Reviewer' buttons, and the 'Active' checkbox is checked. The second row has 'Certifier' and 'Reviewer' buttons, and the 'Active' checkbox is checked. A green box highlights the Role and Active columns of the second row.

### Certification Event

The Certification process is significantly different than prior years. Districts must validate their data at the District, then the State – before taking a snapshot and completing data certification. Click Start Certification to begin the process.

#### **Step 1: District Validation**

Click Generate Report to run the Certification validation at the District. The state has identified 8 errors that will prevent a district from certifying:

1. Spring ANB 2025-26 Aggregate Hours Missing – Primary or Secondary enrollments missing Aggregate Hours
2. Spring ANB 2025-26 Early Targeted Intervention Classroom Based State Grade Not PK –students marked Classroom-Based Interventions who are not enrolled in a grade aligned to state grade PK
3. Spring ANB 2025-26 Early Targeted Intervention Classroom Based Age Less Than 4 –students marked Classroom-Based Interventions who were not age 4 on September10, 2025
4. Spring ANB 2025-26 Education Savings Account (ESA) Aggregate Hours Missing or Not Full Time – students with an Educational Savings Account (ESA) flag and no Aggregate Hours or Aggregate Hours not full-time
5. Spring ANB 2025-26 SPED ANB Age NOT 19 or Older and Grade NOT PK – the student is marked SPED ANB Eligible, but EITHER the student was not 19 (age as of September 10,2025) OR the student is not in State Grade PK
6. Spring ANB 2025-26 SPED Grade PK Identified as SPED ANB Age Not 3 through 6 on the Spring Count Date – students in grade PK, indicated as SPED ANB Eligible, who are less than 3 or older than 6 on the Spring Count Date

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7. Spring ANB 2025-26 Early Graduates Missing Diploma Information – students with End Status 400 or 410 who do not have Diploma Date, Diploma Type or Diploma Period entered
8. Spring ANB 2025-26 Early Graduates Missing Spring Aggregate Hours

If there are errors on the District Validation you will not be able to continue with Certification. Clear the errors, then re-run the District report. Once the report is clear, continue to Step 2.

**Certification Event** ☆

Spring Student Count for ANB Certification 2025-26

1 District Validation    2 State Validation    3 Snapshot Validation

**Validate Data in District Database**

This event has not been opened for certification. Reports are available to begin data verification prior to the official event start.

**Process:**

- Run validation reports outlined below for all Validation Groups listed
- Verify all data contained within the report to ensure accuracy
- Any errors listed as Fatal need to be fixed before moving on to Step Two
- Repeat steps above until data is correct

**Data Validation Groups**

Spring ANB 2025-26 Certification

Run On: (Required)  Format: (Required)

**Summary**

Dataset	Severity	# of Records
Spring ANB 2025-26 All Enrollment	Info	10
Spring ANB 2025-26 Approved Student Migration	Fatal	0
Spring ANB 2025-26 Early Graduates Information Comparison	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Diploma Information	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Spring Aggregate Hours	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Diploma Information	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Spring Aggregate Hours	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Diploma Information	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Spring Aggregate Hours	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Diploma Information	Fatal	0
Spring ANB 2025-26 Early Graduates Missing Spring Aggregate Hours	Fatal	0

## Step 2: State Validation

Click Generate Report to run the Certification validation at the State. The results will queue in the Report/Snapshot Results. Click Refresh until the report Status shows Completed. Click the Report Title to review results. If there are errors on this report, data is not fully synced. Return to the Resync Data step above and complete a full data resync. Once that step is completed, start with Step 1 again. Once the State Validation is clear, continue to Step 3.

**Certification Event** ☆

Spring Student Count for ANB Certification 2025-26

1 District Validation    2 State Validation    3 Snapshot Validation

**Validate Data in State Database**

**Process:**

- Run validation reports outlined below
- Verify all data contained within the report to ensure accuracy
- If data in report does not match output from Step One:
  - Determine which data points are missing
  - Wait for recently updated data to sync to the state OR use the batch resync tool to resync the data
- Any errors listed as Fatal need to be fixed before moving on to Step Three
- Repeat steps above until data is correct

**Data Validation Groups**

Spring ANB 2025-26 Certification

Run On: (Required)  Format: (Required)

**Report/Snapshot Results**

Start Date: MM/DD/YYYY  End Date: MM/DD/YYYY

Report Title	Queue Time	Status
Spring Student Count for ANB Certified EO 91.0.2	01/28/2025 2:47:44 PM	QUEUED

### Step 3: Snapshot Validation

Click Take Snapshot to create a district snapshot. The results will generate in the Report/Snapshot Results table below. Open the snapshot to review data. If the snapshot is accurate, click Next to continue to Step 4.

The screenshot shows the 'Spring Student Count for ANB Certification 2025-26' interface. At the top, a progress bar indicates four steps: District Validation (completed), State Validation (completed), Snapshot Validation (current step, highlighted with a blue circle and number 4), and Certify and Submit. Below the progress bar, the 'Validate Data in Snapshot' section contains a 'Process' list with instructions: 'Click Take Snapshot', 'Refresh snapshot once and Complete - then click item to view report', 'Verify all data contained within the snapshot to ensure accuracy', 'If data in report does not match output from Steps One and Two, repeat steps and then ReTake Snapshot and review new snapshot', and 'Repeat steps above until data is correct'. Below this, the 'State Snapshot Options' section shows 'State Snapshot Format' set to 'HTML' and a 'Take Snapshot' button. Below that, the 'Report Snapshot Results' section shows 'Start Date' and 'End Date' fields, both set to 'MM/DD/YYYY', and a 'Report Title' field. A table below shows 'No records available' and '0 of 0 items'. A 'Refresh' button is at the bottom.

### Step 4: Certify and Submit

Review Steps 1-3 are completed.

When satisfied with the results of the snapshot created, click Submit Certification to State.

The screenshot shows the 'Certification Event' interface. At the top, a progress bar indicates four steps: District Validation (completed), State Validation (completed), Snapshot Validation (completed), and Certify and Submit (current step, highlighted with a blue circle and number 4). Below the progress bar, the 'Certify and Submit to State' section contains a 'Process' list with instructions: 'Verify that all items below show Completed' and 'Click Submit Certification to State'. Below this, a table shows the status of the validation steps:

Validation Type	Status
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Submit Certification to State'.

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