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.

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.

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.

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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.

Validate Data

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

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

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.
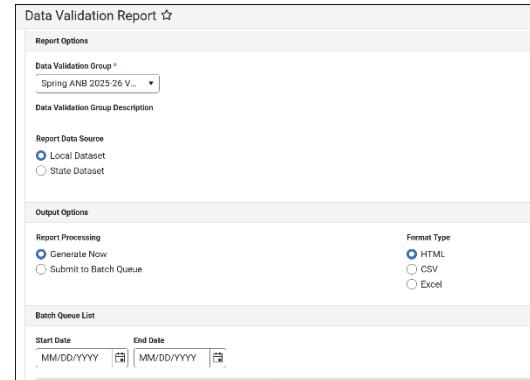
# Data Certification

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

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

<u>Certification Category</u>

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.
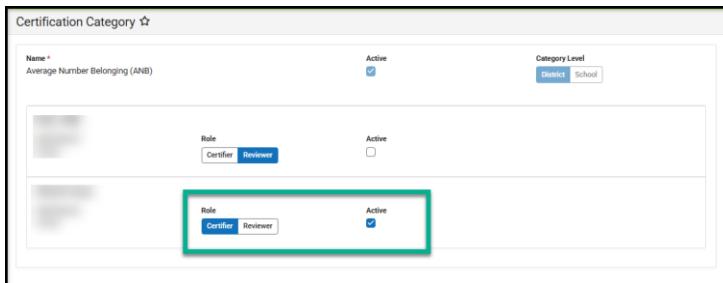
<u>Certification Event</u>

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

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.

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.

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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.
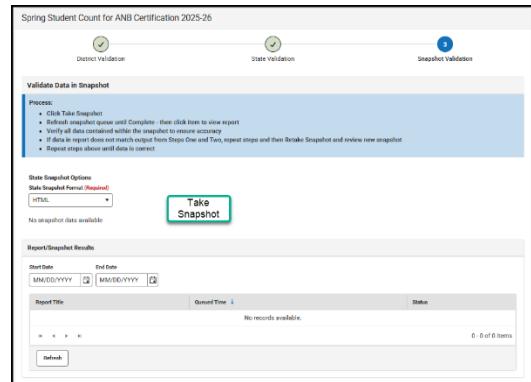
Step 4: Certify and Submit

Review Steps 1-3 are completed.

When satisfied with the results of the snapshot created,

click Submit Certification to State.