



## END OF YEAR EXTRACURRICULAR ACTIVITIES COLLECTION CHECKLIST

Must be certified no later than Friday, June 21, 2024.  
*Corrections may be requested through June 30, 2024*

Students identified as Extracurricular Activities participants in 2023-24 will be included in the 2024-25 Fall and Spring ANB Reports. Only students with a primary enrollment in a private or home school are eligible to be included in this collection.

### STEP ONE: IDENTIFY A CERTIFIER

#### End of Year Extracurricular Activities Certification Setup

*PATH (OL): Data Integrity Tools>Data Certification>Setup*

*PATH (NL): 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 (OL): System Administration>Calendar>Calendar*

*PATH (NL): 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).

**23-24 Havre High School**

Calendar | Grade Levels | Schedule Structure | Terms | Periods | Days

Save | Mark for Deletion

**Calendar Info**

Calendar ID 209	Parent Calendar ID 197	School 1450 Havre High School (schoolID:5)
Name 23-24 HHS Extracurricular	Number 2	Sequence 1
Start Date 07/01/2023	End Date 06/30/2024	Summer School <input type="checkbox"/>
Student Day (instructional minutes) 345	Teacher Day (minutes) 420	Exclude <input type="checkbox"/>
Whole Day Absence (minutes) 345	Half Day Absence (minutes) 172	School Choice <input type="checkbox"/>
Type O: Other	External LMS Exclude <input type="checkbox"/>	
Require Student Assignment <input type="checkbox"/>		
Ignore Master Push <input type="checkbox"/>		
Testing Count Date <input type="checkbox"/>		

### STEP THREE: ENTER EXTRACURRICULAR PARTICIPATION

PATH (OL): Student Information>General>Enrollments

PATH (NL): 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**

**End of Year**  
 End of Year Attendance Totals  
 ADA - #Days Present  ADA - #Days Enrolled  ESSA - #Days Absent

**Completed Extracurricular Activities for Non-Public School Students**  
 Number of 6+ week activities  Number of 18+ week activities

### STEP THREE: RESYNC DATA

PATH (OL): System Administration>Data Utilities>Resync State 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.

**Resync State Data - Batch**

**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 (2023-2024)**  
 Check dependencies

Category	Last Resync	Results
Accommodations	04/08/2024 17:00:20	Processed: 1 Errors: 0
School	04/08/2024 17:00:20	Processed: 40 Errors: 0
Calendar	04/08/2024 17:00:20	Processed: 3 Errors: 0
Counselor/Staff	04/08/2024 08:59:52	Processed: 2615 Errors: 0

<input checked="" type="checkbox"/> TestAccommodations	04/08/2024 09:20:44	Processed: 0 Errors: 0
<input checked="" type="checkbox"/> TranscriptCourseSE	04/08/2024 09:20:44	Processed: 0 Errors: 0
<input checked="" type="checkbox"/> VaccineShot	04/08/2024 09:20:44	Processed: 0 Errors: 0
<input checked="" type="checkbox"/> PersonIdentityNoStateIDOnly	04/08/2024 09:20:44	Processed: 0 Errors: 0
<input checked="" type="checkbox"/> SchoolInstructionMode	04/08/2024 09:20:44	Processed: 31 Errors: 0

**Send Resync**

### 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 “End of Year Extracurricular”. 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 with NO Weeks Reported: Student is marked as a Extracurricular Activities Only, but no 6-week or 18-week activities are entered.
  - b. End of Year Extracurricular Activities Certification: List of Extracurricular Activities students and the number of 6-week and 18-week activities.
2. Once all errors and warnings have been checked, run the End of Year Extracurricular Activities Certification 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 Step 3 and re-run the Certification report at the state.

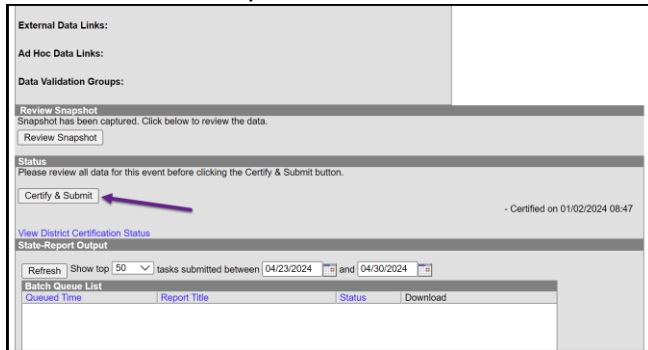
**STEP FOUR: CERTIFY DATA**

*PATH (OL): Data Integrity Tools>Data Certification>Event Certification*

*PATH (NL): 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 End of Year Extracurricular Activities Certification 2023-24.
2. Select Certify & Submit.



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.

**AIM Unit Contact Information**

(406) 444-3800

opiaimhelp@mt.gov