END OF YEAR EXTRACURRICULAR ACTIVITIES COLLECTION

Must be certified no later than Friday, June 20, 2025.
Corrections may be requested through June 30, 2025

Students identified as Extracurricular Activities participants in 2024-25 school year and certified in this collection will be included in the 2025-26 Fall and Spring ANB Reports. This collection is only for resident students attending private or home school programs and participating in qualifying extracurricular activities (does not include regularly enrolled students participating in extracurricular activities).

All districts must certify (even if no participants).

STEP ONE: IDENTIFY A CERTIFIER

PATH: Reporting>Data Certification>Type Membership Setup

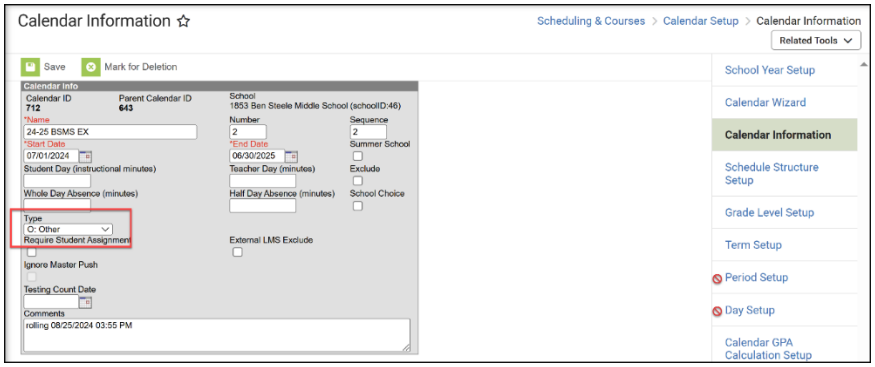
1. Identify a Certifier for the End of Year Extracurricular Activities Certification – Type: *Extracurricular Activities*.
2. To remove a Certifier: Select the Certifier. Uncheck Active.
3. To modify a Certifier: Select the Certifier. Toggle between Primary and Secondary.

*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 CALENDAR(S)

PATH: 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. Terms should be Full Year (first day of school to the last day of school).
5. No other reporting information is required for this calendar (Period Setup, Day Setup).



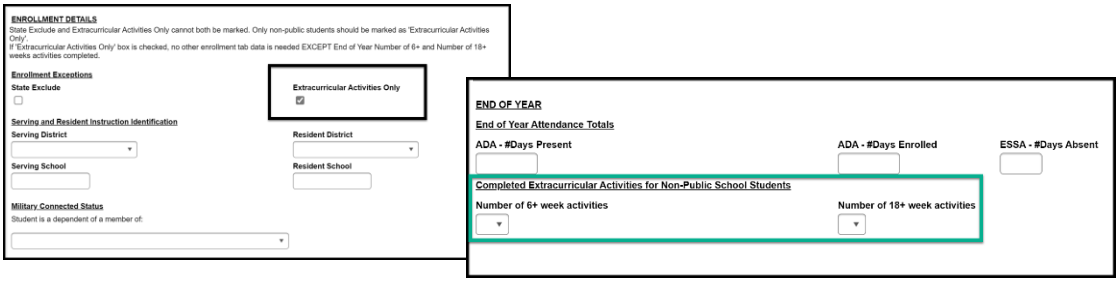
Extracurricular Participation Guide
(406) 444-3800
opiaimhelp@mt.gov

May 2025

STEP THREE: ENTER EXTRACURRICULAR PARTICIPATION

PATH: 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.

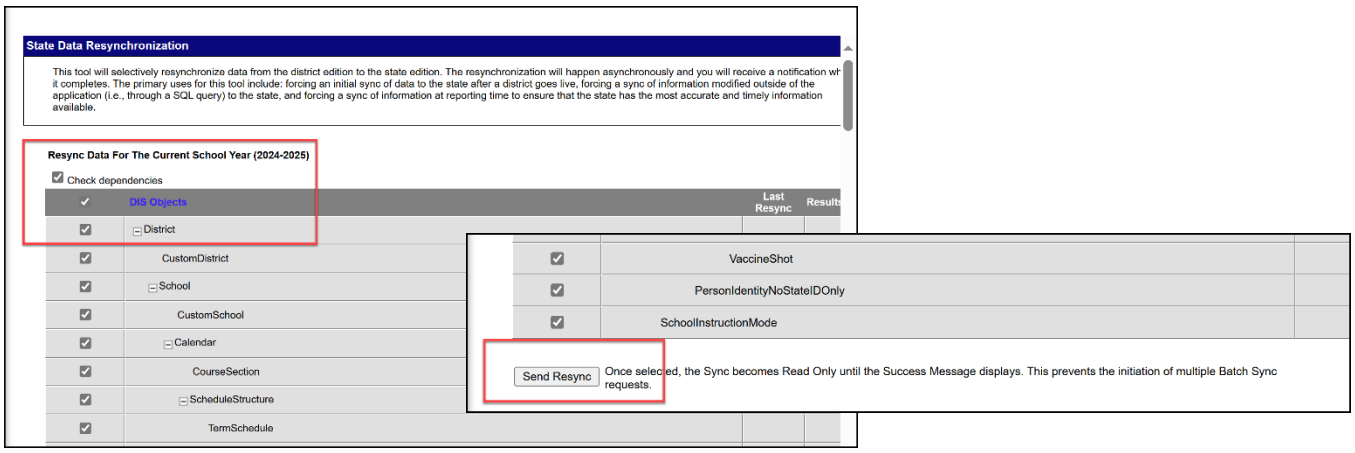


STEP FOUR: RESYNC DATA

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.

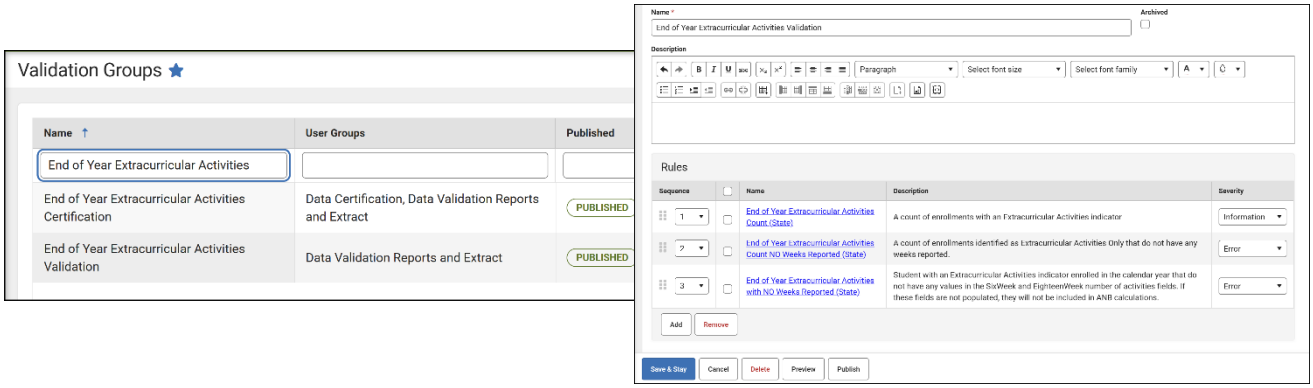
1. Check DIS Objects.
2. Click Request Resync.



STEP FIVE: VALIDATE DATA

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

1. Search for "End of Year Extracurricular Activities". 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 Count: Count of student enrollments with Extracurricular Participation indicated.
    b. End of Year Extracurricular Activities Count with NO Weeks Reported: Count of student enrollments with Extracurricular Participation indicated, but no weeks reported.
    c. End of Year Extracurricular Activities with NO Weeks Reported: List of students with



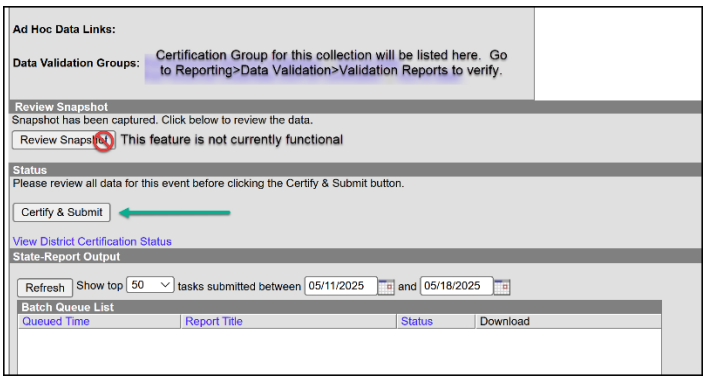
2. Once errors and warnings have been checked, run the End of Year Extracurricular Activities Certification as a Validation Report with the State Dataset option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat Step 3 and re-run the Certification report at the state.

STEP SIX: CERTIFY DATA

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 2024-25.
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 notification via email or the Message Center requesting correction and recertification.