

2025-2026 Early Targeted Interventions (Early Literacy & Early Numeracy) JUMPSTART PROGRAM

Early Targeted Interventions **summer** Jumpstart program setup and reporting must be completed by the conclusion of the district's 25-26 Jumpstart program and certified no later than **August 29, 2025**.

Qualified students, entering grades Kindergarten to 3rd grade (for the 25-26 school year), enrolled in an Early Targeted Interventions **summer** Jumpstart program are eligible for an additional 0.25 ANB. Jumpstart participants must have an Early Targeted Interventions eligibility record, an enrollment record in a Jumpstart calendar with a program duration of at least 4 weeks and 120 instructional hours and be included in the district's Jumpstart certification. Districts will create calendars, courses/sections, enrollments and eligibility records, then certify Jumpstart program information at the end of the session.

Students who are assessed and deemed eligible but do not participate in the summer Jumpstart program (or any other Early Targeted Interventions program) should still have an eligibility record entered.

STEP ONE: CREATE JUMPSTART CALENDAR(S)

PATH: *Scheduling & Courses>Calendar Setup>Calendar Wizard*

1. Select **Create new Calendar(s) by rolling forward selected data** or **Create new blank Calendars** and click Next.
2. Select Year (25-26).
3. Enter Start Date and End Date (program start and end date for summer Jumpstart).
4. Select prior year Jumpstart calendar(s)/school(s) to roll or select school(s) to add new calendar.
5. Click Next.
6. Check boxes to copy data (rolled calendars) and Run Wizard.
7. Refresh browser page and select 25-26 Jumpstart calendar.

STEP TWO: EDIT CALENDAR INFORMATION

PATH: *Scheduling & Courses>Calendar Setup>Calendar Information*

1. Calendar Information
 - a. Change Calendar Name to identify as Jumpstart calendar/program (optional).
 - b. Select **Type J: Jumpstart** (required).
 - c. Click Save.

2. Grade Level Setup

PATH: *Scheduling & Courses>Calendar Setup>Grade Level Setup*

- Review existing Grade Level(s) or click New to add Grade Level(s) to selected Jumpstart calendar.
- Enter Name, Sequence Number, and State Grade Level Code (KG, 01, 02, 03).
- Click Save (repeat for additional grade levels).

Name	Seq
JKG	0
J01	1
J02	2
J03	3

Grade Level Detail

Name (locked): J03

*Sequence Number: 3

*State Grade Level Code: 03: Grade 3

Standard Day:

3. Term Setup

PATH: *Scheduling & Courses>Calendar Setup>Term Setup*

- Review existing Schedule/Terms or click New Term Schedule/Terms to add.
- Schedule/Term Name should be 'Full Year'.
- Select 'Full Year' and enter program start and end dates.
- Click Save Term Schedule/Terms.

Term Setup

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name	Seq
Full Year	1

Term Detail

Name: Full Year Primary: ☒

*Sequence: 1 *Start Date: 6/16/2025 *End Date: 8/14/2025

Add Term

4. Period Setup

PATH: *Scheduling & Courses>Calendar Setup>Period Setup*

- Review existing Period Schedule(s) or click New Period Schedule to add.
- Review/enter the Number of Period Schedules (create 1, unless schedule varies by day).
- Select Period Schedule.
- Review/enter Start Time and End Time. Review/Enter the total non-instructional minutes (lunch, recess, etc.) in the Lunch Time field.
- Click Save Period Schedules. Repeat for any additional Period Schedules (if applicable).

Period Setup

Save Period Schedules New Period Schedule Delete Period Sched/Periods Copy Period Sched/Periods

Period Schedule/Periods Editor

Name	Seq
Attendance	1

Period Schedule Placement

Name	Seq
Attendance	1

Period Info

Name: Attendance *Sequence: 1 Exception/Special: ☐ Instructional Minutes: 290 School Day: 330

*Sequence Start Time: 08:00 AM End Time: 01:30 PM Lunch Time: 40 Non-Instructional: ☐ Responsive: ☐

Add Period

5. Day Setup

PATH: *Scheduling & Courses>Calendar Setup>Day Setup*

- Click Day Reset.
- Enter Student/Instructional Start and End Dates.
- Select days of the week students will attend.
- Click Create Days.
- Remove non-school days by clicking the day and unchecking School Day, Instruction, and Attendance (e.g. July 4th). Then Save Day/Day Events. Repeat as applicable.
- Add school days by clicking the day and checking School Day, Instruction, and Attendance. Then Save Day/Day Events. Repeat as applicable.

6. Copy attendance codes into this calendar [NOTE: Step 6 & 7 only necessary if using Infinite Campus tools for attendance records]

PATH: *Attendance Office>Settings>Excuse Code Copier Wizard*

- Select the Source Calendar to copy from.
- Select the new 25-26 Jumpstart calendar.
- Click Copy Codes.

7. Verify Attendance Codes.

PATH: *Attendance Office>Settings>Attendance Code Setup*

Recommended Attendance/Excuse Codes:

- EA – Excused Absent
- UA – Unexcused Absent
- ET – Excused Tardy
- UT – Unexcused Tardy

STEP THREE: ENROLL STUDENTS USING THE STUDENT LOCATOR WIZARD

PATH: *Student Information>General>Student Locator Wizard*

1. Verify the 25-26 Jumpstart calendar is selected.
2. Open the Student Locator Wizard.
 - a. Enter the Last Name, First Name, and Gender.
 - b. Click Search.

(refer to Appendix for upload instructions/options)

There are 3 scenarios for creating an enrollment:

1. If the student had a previous enrollment in the district, the student's name will be prefaced with a back arrow.
 - a. Select the student.
 - b. Click New to add an Enrollment.
 - c. Verify the Calendar is correct.
 - d. Enter Start Date, Local Start Status, and Grade.
 - e. Save.

2. If the student did not have a previous enrollment in the district but was enrolled in another Montana district, the search will return a match (hover over student name to verify match):
 - a. Select the student.
 - b. Review name and birthdate. Enter Race/Ethnicity.
 - c. Verify the Calendar is correct.
 - d. Enter Start Date, Local Start Status, and Grade.
 - e. Save.

- If the student was never enrolled in a Montana district (new to Montana or public school) the search will return no match:

- Click Create New Student.
- Review the warning (pop-up) and click OK.
- Enter Birthdate and Race/Ethnicity.
- Verify the Calendar is correct.
- Enter Start Date, Local Start Status, and Grade.
- Save

STEP FOUR: CREATE ELIGIBILITY RECORD(S)

PATH: Student Information>State Programs>Early Targeted Interventions

NOTE: Eligibility records (Literacy or Numeracy) are valid for all Early Targeted Interventions program enrollments of the applicable year (Jumpstart, Classroom-Based, and/or Home-Based).

- Search & find the student.
- Navigate to Early Targeted Interventions.
- Click **New** to add a new record.

NOTE: must input items in specific order as detailed

- Enter Record Entry Date – **Student Assessment Date**

Enter End Date – June 30th of Early Targeted Interventions School Year

- Enter School Year – year for which program eligibility is applicable
- Enter State Grade – grade level of the assessment tool used to determine eligibility (grade selection limits available options for Domains and Methodology Tools)
- Select Program Type – Early Literacy or Early Numeracy (Program Type selection limits applicable options for Domains and Methodology Tools).

**** Early Numeracy should not be entered until the Board of Public Education approves Eligibility Domains and Methodology Tools ****

- Select Eligibility Domain(s) – Select all that apply for specific student as eligible.
- Select Methodology Tool – if Other is selected, comments are required in the Methodology Comments field. (If Other is not selected, the Methodology Comments field must be blank)
- **Contact Information is required for Homebased Early Intervention students only. Enter Parent Contact Name, Email and Phone Number (used for outreach to setup program access).**
- Click Save.
- Comments field can be used at district discretion
- Repeat steps to create eligibility record for both

Jumpstart Guide
(406) 444-3800

opiainhelp@mt.gov

****HOME-BASED ONLY:** Once a student has an eligibility record and the district has indicated participation in the home-based program, the student will be allocated a Waterford license.

STEP FIVE: ADD DISTRICT ASSIGNMENTS FOR TEACHERS

PATH: *Census>Staff>District Assignments*

1. Click New.
2. Select the school where the Jumpstart program is located.
3. Enter the Start Date (End Date can be added if the teacher will not continue this assignment).
4. For the State Assignment Code select TC:10 Summer School Teacher. No FTE for this code.
5. Select the Teacher checkbox.
6. Click Save.

STEP SIX: CREATE COURSE, SECTION, AND ADD STUDENTS

1. Add Course.

PATH: *Scheduling & Courses>Courses>Add Course*

- a. Enter course Number and Name.
- b. Select NCES data
 - i. SCED Subject Area = 23
 - ii. SCED Course Identifier
 - 012 (multi-grade level classes)
 - or 003 to 006 (for single grade level classes)
 - iii. SCED Course Level = GE: General Education
 - iv. SCED Lowest Grade = Kindergarten (or as applicable)
 - v. SCED Highest Grade = Grade 3 (or as applicable)
- c. Check box for Attendance (in Course Setup area)
- d. Click Save.

2. Create a Course Section.

PATH: *Scheduling & Courses>Courses>Course Sections*

- Navigate to Course Sections.
- Search for new Jumpstart course.
- Click Add a Section
(or click on existing section, if copied from prior year).
- Assign a Section Number.
- Session Type = **ST: Summer Term**.
- Select a Session Number.
- Check the box(es) under Section Schedule Placement.
- Click Create Section (or Save).

3. Click Section Staff History to add a teacher.

PATH: *Scheduling & Courses>Courses>Section Staff History*

- Click New Primary Teacher.
- Select teacher name from the dropdown.
- Role = 00: Teacher of record.
- Click Save.

4. Add Students to the Roster.

PATH: *Scheduling & Courses>Scheduling>Requests & Rosters*

- Click View by: Courses.
- Select the Section to build the roster.

- Click Roster Builder.
- Add Students by Grade or click the student's name to add to the Roster (Start and End Date are not required unless a student starts after the first day of the course or ends before the last day of the course).
- Click Save.

STEP SEVEN: POPULATE END OF YEAR ATTENDANCE TOTALS

(complete after program ends; requires ALL Jumpstart enrollments are ended)

For districts taking daily attendance in Infinite Campus:

PATH: *Reporting>MT State Reporting>MT EOY Attendance Totals*

1. Check the boxes for ADA - #Days Present and ADA - #Days Enrolled (NOTE: ESSA Absent data is not required for Summer Jumpstart enrollments)
2. Select one or more Calendars.
3. Choose Validate and Test or Update Enrollments (recommend Validate and Test first). Common errors on this file include students with enrollments not ended, students without a schedule, or students with Service Type issues.
4. Submit to Batch.

For districts NOT taking daily attendance in Infinite Campus:

1. Refer to Appendix for upload instructions/options
2. Or manually input each student's End of Year Attendance Totals

PATH: *Student Information>General>Enrollments*

- a. Select the student.
- b. Select the Jumpstart enrollment record
- c. Input the ADA - #Days Present
- d. Input the ADA - #Days Enrolled
- e. Click Save.

STEP EIGHT: RESYNC DATA

PATH: *System Settings>Data Interchange Administration>Resync State Data - Batch*

1. Select the checkbox in front of DIS Objects to select all.
2. Click Send Resync.

Jumpstart Guide

(406) 444-3800

opiainhelp@mt.gov

STEP NINE: VALIDATE DATA

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

1. Review the following Validation Reports to check for errors and review the data before certifying.
Choose applicable Data Validation Report from drop-down:
 - a. **Jumpstart Validation Errors and Warnings**
(review errors/info; make corrections; rerun as applicable until error free; resync)
 - b. **Jumpstart Certification**
(collective data being certified – review for accuracy)

Once all errors and warnings have been checked, choose the Report Data Source option of 'Run at State'. 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 EIGHT** (Resync Data) and re-run the Validation Report at the state until district and state data matches.

STEP TEN: CERTIFY DATA

PATH: *Reporting>Data Certification>Event Certification*

There are three separate files included in this certification: *Enrollment, Teacher Class, and Aggregate Hours*.

***Please wait at least 60 minutes after a complete resync before certifying data.**

1. Add a certifier for Jumpstart Early Intervention.
PATH: *Reporting>Data Certification>Type Membership Setup*
 - a. Select a Type: Jumpstart Early Intervention
 - b. Click New Member.
 - c. Enter last name in search box and click the magnifying glass.
 - d. Select Name.
 - e. Select Type: Primary (only one primary certifier is recommended).
 - f. Click Save.

2. Certifier can review Jumpstart data for accuracy – refer to **STEP NINE** (Validate Data)
3. Certify Jumpstart data using Event Dashboard.
PATH: *Reporting>Data Certification*
 - a. Select Jumpstart Early Targeted Intervention 2025-26.
 - b. Select Certify & Submit.

If the district discovers a reporting error, please contact the EDUCATE Unit to request recertification.
If the OPI/EDUCATE Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

APPENDIX

Districts who maintain student records outside Infinite Campus can update data by performing file uploads or entering data manually. If you choose the file upload method, please reference the current versions of the OPI Infinite Campus file upload templates directly from the [EDUCATE Upload Templates webpage](#) and upload instructions below.

DATA UPLOAD TEMPLATES (applicable to Jumpstart program reporting):

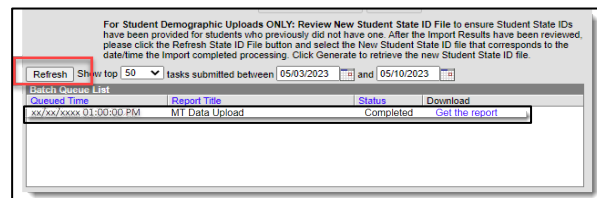
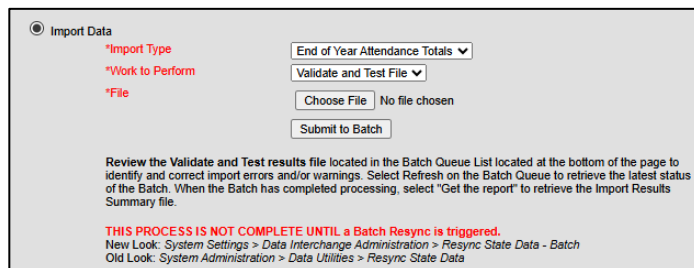
- DEMOGRAPHICS: Student Demographic Template
- ENROLLMENT: Student Enrollment Template
- END OF YEAR ATTENDANCE TOTALS: End of Year (EOY) Attendance Totals Template

DATA UPLOAD PROCESS

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

NOTE: Demographic & Enrollment data must be populated in Infinite Campus (or uploaded) prior to importing other data upload files. The Student Demographics file upload is required only for newly enrolled students.

1. Populate data in applicable Upload Template file manually or create an extract/export from your Student Information System (SIS). Save the file to a location you can easily access. Instructions for using the template are embedded in the template file.
2. Navigate to the **MT Data Upload** tool from the applicable path noted above.
3. Choose applicable **Import Type**, then **Work to Perform**: *Validate and Test*.
NOTE: Validation and Test will only test the file. It will not upload or change any student data. Do not test or upload more than one file at a time.
4. Select **Choose File** and browse to the applicable file you saved for importing. Select the file, click **Open**, and then select **Submit to Batch**.
5. A **Batch Queue Reporting Options** window will appear. Can check **High Priority** box if not selected. Click **OK**, then **OK** again to acknowledge the report was sent to the queue.
6. The **Batch Queue List** box shows the file status. Status will change to 'Completed' when the file has been processed and a 'Get Report' link will appear. This may take a few minutes, click **Refresh** for a status update.
7. Click **Get the report** link once it appears in the Batch Queue List box. Click **Results Report** after it appears at the bottom of your browser. Review the report for *Errors or Warnings*. (Errors will cause the record to be rejected. Warnings will allow you to upload, but they should be checked.)
 - a. If there are errors, correct the data in your Student Information System and export a new file or correct the data in the applicable Upload Template. Then import again beginning at Step 2.
 - b. If there are no errors, continue to Step 8.
8. Once the file is error free, return to the **MT Data Upload** tool. Change **Work to Perform** to *Upload File* (this will now upload the data to the student records.)
For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button, and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.
9. Click **Submit to Batch**. Check the **Import Results Summary** for errors.
10. Repeat Steps 1-9 for all applicable Upload Templates.
11. Refer to **STEP EIGHT – STEP NINE – STEP TEN** to resync and complete the Jumpstart Data Validation & Certification process.



Batch Queue List	Created Time	Report Title	Status	Download
xxx/xx/xxxx 01:00:00 PM	MT Data Upload	Completed	Get the report	