



## SPRING ANB COLLECTION CHECKLIST

This checklist and procedures must be completed prior to importing ANB information into MAEFAIRS. The 2024-25 Spring ANB Count Date is February 3, 2025. Both the Certification in Infinite Campus for Spring ANB reporting and import/submission in MAEFAIRS must be completed between Tuesday, February 4<sup>th</sup> and Friday, February 14<sup>th</sup>, 2025.

Spring 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, Early Graduates, 19/20 Eligible for ANB, MT Youth Challenge, Job Corps, Classroom-Based Early Literacy, 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 (in current year), and Home-Based Early Literacy are not included in the district's MAEFAIRS ANB report. MAEFAIRS instructions 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 and Spring Absent. Districts that use a separate SIS or maintain paper attendance records may use the MT Count Date Attendance Tool to populate Aggregate Hours (based on courses/sections/rosters records in Infinite Campus) then manually update student Spring Absent record or by using the file upload process. Districts should not populate Aggregate Hours or run the MT Count Date Attendance tool until February 4, 2025, to ensure accurate absent count information for the count date.

Use the **Spring ANB** Validation Groups/Reports (report list in Validate Data section below) to verify data and ensure the accuracy of data before certifying the Spring ANB Count. Data must be certified in Infinite Campus before uploading to the MAEFAIRS application.

### AIM Unit Contact Information

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September 2024

# New for Spring ANB Collection

## Classroom Based Early Literacy Program

### Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and not yet entering or has not completed kindergarten
- Programming must be between half and full-time (360 or 720 instructional hours).
- Must be determined eligible utilizing approved evaluation methodology.
- An eligible child may be included in enrollment counts for the purpose of ANB Calculations.
- Class size is capped at 10 students per 1 appropriately licensed teacher, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two adults. See [10.63.107](#)
- Student must be assigned to a course with a properly licensed and endorsed educator. Early childhood (P-3) endorsements are encouraged, but teachers with either an early childhood (P-3) endorsement or an elementary (K-8) endorsement shall be considered to be appropriately licensed, endorsed.
- Instruction must align with the [Early Learning Developmental Domains and Content Standards](#).

### Early Literacy Infinite Campus Requirements

1. Child must have a **PK** enrollment at the school.
2. The enrollment can be a **P: Primary** or **S: Partial** enrollment.
3. The child must have an **Early Literacy eligibility record** for the current school year.
4. **NEW: Spring Early Literacy checkbox** selected on student enrollment record

## 2024 Jumpstart and 2023-2024 Extra-Curricular Activities

These elements have been previously certified and will be included in the district's MAEFAIRS ANB reports.

## 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 'State Enrollment Overlap Report' form. It includes a title bar, a description of the report, and several configuration options. Red circles with numbers 1 through 7 are overlaid on the form to indicate the steps described in the adjacent list. Step 1 points to the 'All Students' selection in the 'Which students would you like to include in the report?' section. Step 2 points to the 'School Year' dropdown menu. Step 3 points to the 'Enrollment service type' checkboxes for 'All', 'Primary', 'Partial', and 'Special Ed Services'. Step 4 points to the 'Include no show enrollments' checkbox. Step 5 points to the 'Include same day overlaps' checkbox. Step 6 points to the 'How would you like the report sorted?' radio buttons and the 'Report Format' dropdown menu. Step 7 points to the 'Generate Report' button.

### Education Data Collection Team Contact Information

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January 2025

## Identify a Certifier

### Spring ANB Collection Setup

PATH: *Reporting>Data Certification>Type Membership Setup*

1. Identify a Certifier for the Spring ANB Collection – Type: *Average Number Belonging (ANB)*.
2. To remove a Certifier: Select the Certifier. Uncheck Active.
3. To modify a Certifier: Select the Certifier. Toggle between Primary or 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”.**

## Calculate Attendance

### MT Count Date Attendance Tool:

PATH: *Reporting>MT State Reporting>MT Count Date Attendance*

MT Count Date Attendance Tool is for districts using Infinite Campus for Attendance (District Edition/MT Edition Value Added). This tool may also be used to populate student Aggregate Hours (based on courses/sections/rosters) then manually update student Spring Absent record.

To use the MT Count Date Attendance Tool:

1. Choose a School and Calendar (calendar selection only necessary if school setup has multiple calendars).
2. From Count Period, choose *Spring*.
3. MT OPI Designated Count Date (populates to the Spring Count Date or next scheduled school day).
4. Calculation Type: Leave all three options selected.
5. Calculation process:
  - a. Click Run Test | Review the warnings/errors. As applicable, make corrections and repeat Steps 1-4.
  - b. Click Generate | This applies Spring Aggregate Hours and Spring Absent calculations to student enrollments based on their schedule and attendance records. This process may take up to 30 minutes to complete.

**NOTE:** Individual/Manual updates of Spring Aggregate Hours and Spring Absent are overwritten when using the MT Count Date Attendance tool.

6. **\*Repeat this process (Steps 1-5) for each School and/or Calendar.**

**Count Date Attendance**

2 \*Count Period

3 \*MT OPI Designated Count Date

\*Calculation Type (checking all boxes allows the tool to calculate the necessary attendance numbers)

4  Aggregate Hours of Instruction  
 Absent  
 Exclude ANB

Ad Hoc

5

Refresh Show top 50 tasks submitted between  and

Queued Time	Report Title	Status	Download
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January 2025

## 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. 19/20 Eligible for ANB – Students ages 19-20 who meet the requirements for ANB inclusion.
4. Spring Early Literacy – Students age 4+ eligible for participation in an Early Literacy Program.
5. Exclude Spring ANB – Students absent 11+ consecutive days as of count date, under 5 without board approval, day treatment, youth detention.

The screenshot shows the 'ENROLLMENT COUNTS' form. It is divided into 'Fall Enrollment Count' and 'Spring Enrollment Count' sections. Each section has a dropdown for 'Aggregate Hours of Inst.' and a text input for 'Absent' (currently 0.000). There are checkboxes for 'Job Corps', 'Indian Lang. Immersion Prg.', 'MT Youth Challenge', 'Fall Early Literacy', 'Exclude Fall ANB', and 'Age 19 or 20 Eligible for ANB'. Red callouts are placed over the form: '1' is over the 'Job Corps' checkbox in the Spring section; '2' is over the 'MT Youth Challenge' checkbox in the Spring section; '3' is over the 'Age 19 or 20 Eligible for ANB' checkbox in the Spring section; '4' is over the 'Spring Early Literacy' checkbox; and '5' is over the 'Exclude Spring ANB' checkbox.

## Educational Savings Account

PATH: *Student Information>General>Flags*

The Educational Savings Account program is new for the 2024-2025 school year. Students who have an approved application will need to be recorded 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.

The screenshot shows the 'Student Flag Detail' form. At the top, there is a dropdown menu for 'Flags' with a red callout '2' over it. Below this is a dropdown for 'ESA: Education Savings Account (ESA)'. There are four date pickers: 'Start Date', 'End Date', 'Eligibility Start Date', and 'Eligibility End Date', with a red callout '3' over the 'Start Date' picker. Below the date pickers are three text input fields: 'User Warning', 'Participation Details', and 'Description'.

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January 2025

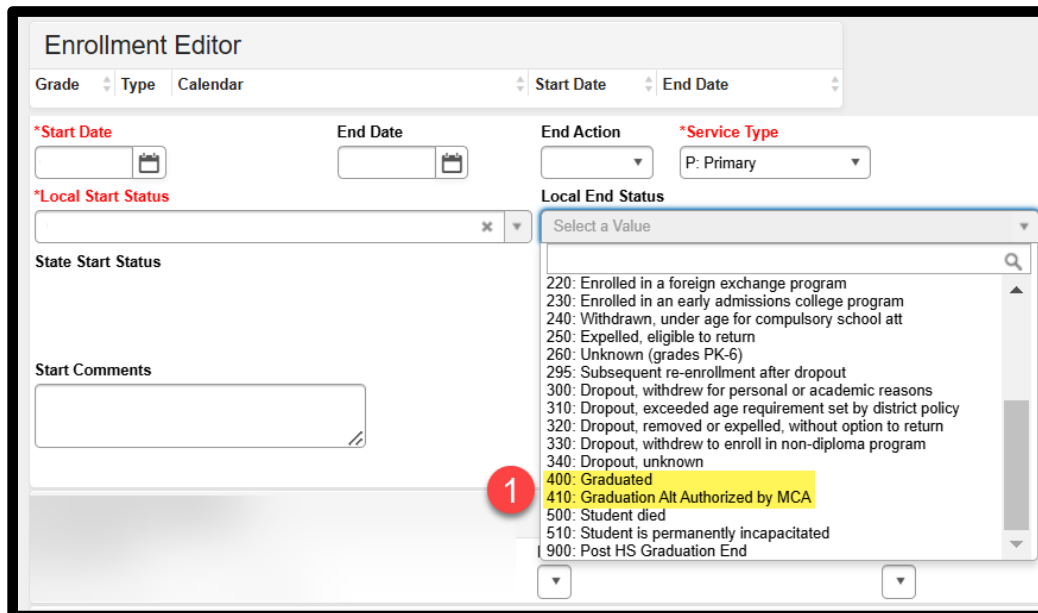
## Early Graduates

PATH: *Student Information>General>Enrollments/Graduation*

Students enrolled on the Fall Count Date in grade 12, who graduate prior to the Spring ANB Count Date and complete the graduation requirements in 7 semesters or less, may be included in the district's Spring ANB Count:

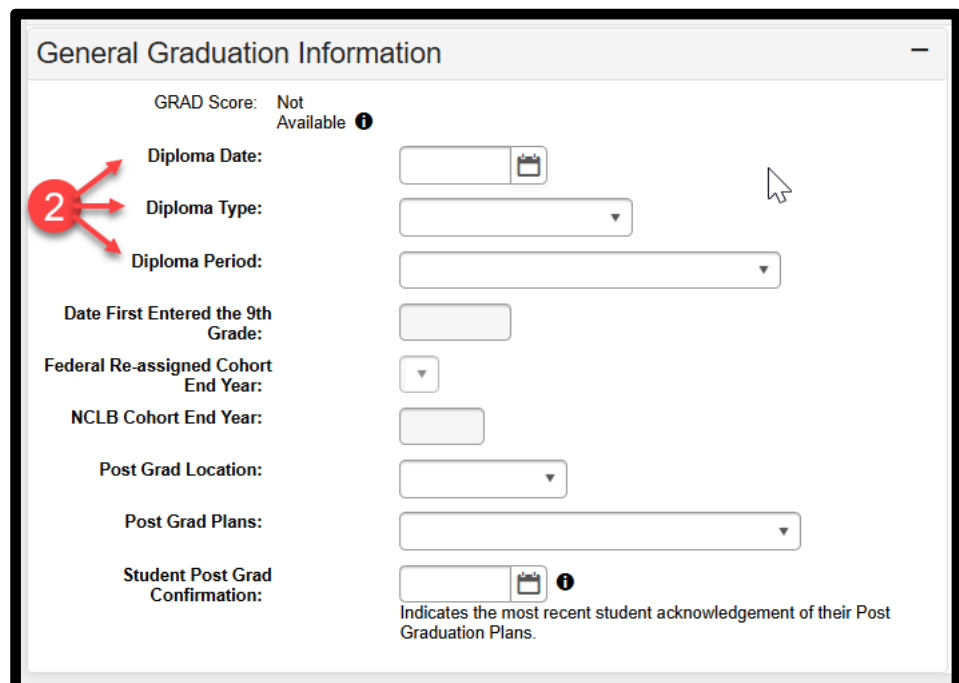
1. Enrollment End Status (400: Graduated or 410: Graduation Alt Authorized by MCA).
2. Diploma Date, Diploma Type, and Diploma Period (01: Less than 7 Semesters or 02: 7 Semesters).

**IMPORTANT:** Spring Aggregate Hours must be modified/populated manually.



The screenshot shows the 'Enrollment Editor' form. The 'Local End Status' dropdown menu is open, displaying a list of status codes and descriptions. A red circle with the number '1' is placed over the '410: Graduation Alt Authorized by MCA' option, which is highlighted in yellow.

Local End Status
Select a Value
220: Enrolled in a foreign exchange program
230: Enrolled in an early admissions college program
240: Withdrawn, under age for compulsory school att
250: Expelled, eligible to return
260: Unknown (grades PK-6)
295: Subsequent re-enrollment after dropout
300: Dropout, withdrew for personal or academic reasons
310: Dropout, exceeded age requirement set by district policy
320: Dropout, removed or expelled, without option to return
330: Dropout, withdrew to enroll in non-diploma program
340: Dropout, unknown
400: Graduated
410: Graduation Alt Authorized by MCA
500: Student died
510: Student is permanently incapacitated
900: Post HS Graduation End



The screenshot shows the 'General Graduation Information' form. A red circle with the number '2' is placed to the left of the 'Diploma Date', 'Diploma Type', and 'Diploma Period' fields, with three red arrows pointing to each of these fields.

Field	Value
GRAD Score:	Not Available ⓘ
Diploma Date:	<input type="text"/>
Diploma Type:	<input type="text"/>
Diploma Period:	<input type="text"/>
Date First Entered the 9th Grade:	<input type="text"/>
Federal Re-assigned Cohort End Year:	<input type="text"/>
NCLB Cohort End Year:	<input type="text"/>
Post Grad Location:	<input type="text"/>
Post Grad Plans:	<input type="text"/>
Student Post Grad Confirmation:	<input type="text"/> ⓘ

Indicates the most recent student acknowledgement of their Post Graduation Plans.

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## 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 and Early Graduates must be entered separately).

Extract the upload file from the district's SIS or create a text, tab delimited file from the AIM 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.

**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.

**THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.**  
New Look: *System Settings > Data Interchange Administration > Resync State Data - Batch*  
Old Look: *System Administration > Data Utilities > Resync State Data*

## 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 to Validate Data and Certify Data steps, complete resync to ensure full sync of data to the state:

Check dependencies	Name	Last Resync	Status
<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"/>	VerdictShot	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

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January 2025

## Validate Data

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

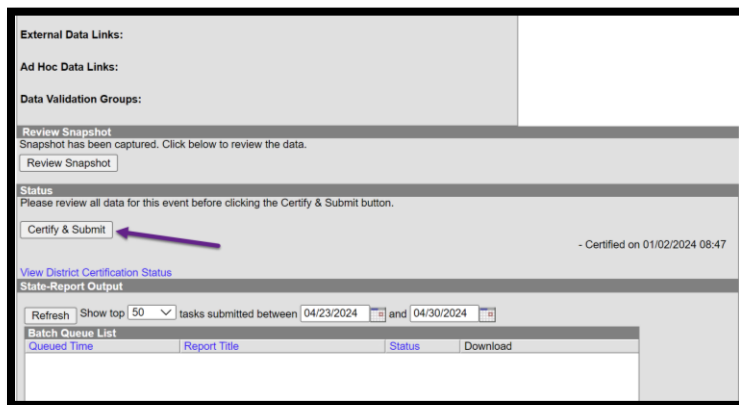
1. The validation groups/reports to run are:
  - a. **Spring ANB 2024-25 Validations – Student Counts**
  - b. **Spring ANB 2024-25 Validations – Student Lists**
2. Once all errors and warnings have been checked, run the above Validation Group as a Validation Report with the Run at State option selected. 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.

## Certify Data

PATH: *Reporting> Data Certification>Event Certification*

**\*It is recommended to wait at least 60 minutes after a complete resync before certifying data.**

1. From the Event Dashboard, select **Spring ANB Certification 2024-25**.
2. Select Certify & Submit.
3. Certification in Infinite Campus is required to be complete before a district imports data into MAEFAIRS (it is recommended to wait additional 60 minutes after certification before proceeding with import to MAEFAIRS).



**Note: If the district discovers a reporting error, please contact the Education Data Collection Team (AIM Unit) to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.**

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