DATA DICTIONARY
AIM (ACHIEVEMENT IN MONTANA)
INFINITE CAMPUS STUDENT INFORMATION SYSTEM

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INTRODUCTION

In 2005, the Montana Legislature defined a basic system of free quality education that included the requirement to assess and track student achievement (20-9-309, MCA). The legislature appropriated $2.8 million to the Office of Public Instruction (OPI) to develop and implement a statewide student achievement system that provides accurate and timely information about the performance of Montana's PK-12 students and schools. This system, called Achievement in Montana (AIM), will support education information processes at the local and state level.

To meet the requirements in 20-9-309, MCA, a unique student identifier is assigned to every student who receives any form of education service through a public school district, non-public accredited school district, special education cooperative, state-funded school, or Department of Corrections. This includes full-time and part-time regularly enrolled students, home school or private school students, pre-school students, students aged 19, 20 or 21, and foreign exchange students. This state student ID tracks the student throughout their K-12 educational career.

The AIM system is designed to collect student demographic, enrollment, program participation, assessment and special education individual education plan data. The system also tracks students from school to school and district to district within Montana and reports timely and accurate information and data through standardized reporting capabilities. This system allows school districts to submit the required student information electronically. The AIM system provides the OPI, the State of Montana, federal entities, and the education community timely and accurate data about the progress of our students, schools, school districts and the state.

DOCUMENT PURPOSE

This AIM Data Dictionary is intended to assist local education agency (LEA) staff and their student information system vendors in understanding the specific data elements and codes that must be populated for state and/or federal reporting through AIM. It is intended to improve the accuracy and integrity of student data by maintaining consistency in data elements. It relies and builds on previous data definitions, used throughout the agency, that meet state and federal guidelines for collecting and reporting purposes.

ORGANIZATION

The following information is provided for each data element:

Data Element	Name of the data element {Name of Tab or Module}
Citations	Hyperlinks to appropriate federal and/or state laws and rules that relate to the collection of this data element.
Location	The path to the location of the data element inside Infinite Campus.
Definition	A detailed explanation of the data element and its permitted values or codes.
Comments	Any remarks necessary to assist the user in understanding how the element is collected, coded, used, or formatted.
Code Format	The format of the data element (date, string, number, etc.).
Code Set	The list of allowable or established values or codes for each data element.
Validation	These are electronically applied rules within the AIM system to assure that data is entered accurately. The user should verify that data is entered according to these guidelines.
Collection & Frequency	The names and frequencies of the AIM collections in which the data element is collected.
MT Edition Upload Template	The upload template provided by OPI to be used for uploading the data element.

AIM DATA ELEMENTS

Data Element	21st Century Participant {Enrollments}
Citations	[21st Century Community Learning Centers USDOE](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> State Reporting Fields -> Other Program Participation -> 21st Century Participant
Definition	The 21st Century Community Learning Centers program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001.
Comments	Must be indicated if a student participates at any time during the school year or summer (the 21st Century program year is June 1 through May 31). It is not an indicator of current participation.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Collected 3 times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	504 Student- {General -State Assessment Test Settings}
Citations	[ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS,](#) ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> 504 Student
Definition	In order to create a State Assessment Test Settings record, the student must have either an active EL Record or active Section 504 Record, or both. The 504 Student box would be marked to indicate that the student has an active 504 Record.
Comments	Student must have an active 504 Record located under the State Reporting Fields under the student's current enrollment in order to create a 504 Student State Assessment Test Settings record.
Code Format	Check Box
Code Set	None
Validation	Required if EL Student Box is not checked in order to create a State Assessment Test Settings record. Student must also have an active 504 Record.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACCESS for ELLs -Listening- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACCESS for ELLs -Listening
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	AL01 Adaptive and Specialized Equipment for Furniture AL02 Additional/Frequent Supervised Breaks AL03 Administration at Optimum Time of Day AL04 Audio Aids AL05 Braille Notetaker AL06 Braille with Tactile Graphics (contracted) AL07 Braille with tactile Graphics (uncontracted) AL08 Braille with translation of the picture descriptions in student's home language provided locally AL09 Braille Writer AL10 Color Contrast AL11 Color Overlay AL12 Extended Testing time within the school day AL13 Extended Time of Domain Over Multiple Days AL14 Extended Time Over Multiple Days AL15 Familiar Test Administrator AL16 Highlighter AL17 Human Reader for items (Stimuli and prompts) AL18 Individual Setting AL19 Interpreter Signs Test Directions in ASL AL20 Large print AL21 Line Guide or Tracking Tool AL22 Local Brailing (Kindergarten and alternate) AL23 Magnification AL24 Manual Control of Items Audio AL25 Monitor Placement of Responses AL26 Read Aloud to Self AL27 Repeat Item Audio AL28 Scratch Paper AL29 Scribe AL30 Short Segments AL31 Small Group Setting AL32 Special Seating AL33 Sticky Notes AL34 Test may be administered by school personnel in non-school setting AL35 Verbal praise or tangible reinforcement for on task or appropriate behavior AL36 Verbally redirect student's attention to the test (English or Native Language) AL37 Word processor or similar keyboarding device used to respond to test items
Validation	If the State Assessment field is set to ACCESS for ELLs- Listening, then this field becomes editable. Only values listed in the dropdown may be selected.

Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACCESS for ELLs -Reading- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACCESS for ELLs -Reading
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	AR01 Adaptive and Specialized Equipment for Furniture AR02 Administration at Optimum Time of Day AR03 Audio Aids AR04 Braille Notetaker AR05 Braille with Tactile Graphics (contracted) AR06 Braille with tactile Graphics (uncontracted) AR07 Braille with translation of the picture descriptions in student's home language provided locally AR08 Braille Writer AR09 Color Contrast AR10 Color Overlay AR11 Extended Testing time within the school day AR12 Extended Time Over Multiple Days AR13 Familiar Test Administrator AR14 Highlighter AR15 Individual Setting AR16 Interpreter Signs Test Directions in ASL AR17 Large print AR18 Line Guide or Tracking Tool AR19 Local Brailing (Kindergarten and alternate) AR20 Magnification AR21 Manual Control of Items Audio AR22 Monitor Placement of Responses AR23 Read Aloud to Self AR24 Scratch Paper AR25 Scribe AR26 Short Segments AR27 Small Group Setting AR28 Special Seating AR29 Sticky Notes AR30 Test may be administered by school personnel in non-school setting AR31 Verbal praise or tangible reinforcement for on task or appropriate behavior AR32 Verbally redirect student's attention to the test (English or Native Language) AR33 Word processor or similar keyboarding device used to respond to test items
Validation	If the State Assessment field is set to ACCESS for ELLs- Reading, then this field becomes editable. Only values listed in the dropdown may be selected.

Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	**ACCESS for ELLs -Speaking- {General -State Assessment Test Settings}**
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACCESS for ELLs -Speaking
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	AS01 Adaptive and Specialized Equipment for Furniture AS02 Administration at Optimum Time of Day AS03 Alternative Microphone AS04 Audio Aids AS05 Color Contrast AS06 Color Overlay AS07 Extended Speaking Test Response Time AS08 Extended Time Over Multiple Days AS09 Familiar Test Administrator AS10 Highlighter AS11 Human Reader for items (Stimuli and prompts) AS12 Individual Setting AS13 Interpreter Signs Test Directions in ASL AS14 Large print AS15 Line Guide or Tracking Tool AS16 Magnification AS17 Manual Control of Items Audio AS18 Monitor Placement of Responses AS19 Read Aloud to Self AS20 Repeat Item Audio AS21 Scratch Paper AS22 Short Segments AS23 Small Group Setting AS24 Special Seating AS25 Sticky Notes AS26 Test may be administered by school personnel in non-school setting AS27 Verbal praise or tangible reinforcement for on task or appropriate behavior AS28 Verbally redirect student's attention to the test (English or Native Language)
Validation	If the State Assessment field is set to ACCESS for ELLs- Speaking, then this field becomes editable. Only values listed in the dropdown may be selected.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACCESS for ELLs -Writing- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACCESS for ELLs -Writing
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	AW01 Adaptive and Specialized Equipment for Furniture AW02 Additional/Frequent Supervised Breaks AW03 Administration at Optimum Time of Day AW04 Audio Aids AW05 Braille Notetaker AW06 Braille with Tactile Graphics (contracted) AW07 Braille with tactile Graphics (uncontracted) AW08 Braille with translation of the picture descriptions in student's home language provided locally AW09 Braille Writer AW10 Color Contrast AW11 Color Overlay AW12 Extended Testing time within the school day AW13 Extended Time Over Multiple Days AW14 Familiar Test Administrator AW15 Highlighter AW16 Human Reader for Response Options (answer choices) AW17 Individual Setting AW18 Interpreter Signs Test Directions in ASL AW19 Large print AW20 Line Guide or Tracking Tool AW21 Local Brailing (Kindergarten and alternate) AW22 Magnification AW23 Manual Control of Items Audio AW24 Monitor Placement of Responses AW25 Read Aloud to Self AW26 Repeat Item Audio AW27 Scratch Paper AW28 Scribe AW29 Short Segments AW30 Small Group Setting AW31 Special Seating AW32 Sticky Notes AW33 Student Responds using a recording device AW34 Test may be administered by school personnel in non-school setting AW35 Verbal praise or tangible reinforcement for on task or appropriate behavior AW36 Verbally redirect student's attention to the test (English or Native Language) AW37 Word processor or similar keyboarding device used to respond to test items
Validation	If the State Assessment field is set to ACCESS for ELLs- Writing, then this field becomes editable. Only values listed in the dropdown may be selected.

Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACT English- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, Federal Regulation CFR §200.6 Inclusion of all students, ESSA 1111(b)(2)(B)(vii)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACT English
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	ACE01 Adaptive Equipment or Furniture ACE02 Administration at Optimum Time of Day ACE03 Administration from Home or Care Facility ACE04 American Sign Language (Directions Only) ACE05 Audio Amplification ACE06 Audio Recording ACE07 Braille with Tactile Graphics (contracted) ACE08 Braille with tactile Graphics (uncontracted) ACE09 Breaks ACE10 Color Contrast ACE11 Computer for Writing Essays and Constructed Responses ACE12 Cued Speech ACE13 Dictate Responses ACE14 Double time over multiple days ACE15 English Braille American Edition EBAE/Nemeth ACE16 Extended Testing Time (50) % ACE17 Familiar Setting (Specify) ACE18 Food or Medication for Individuals with Medical Need ACE19 Individual Administration ACE20 Large Block Answer Sheet ACE21 Large print ACE22 Line Reader ACE23 Location for Movement ACE24 Magnification ACE25 Mark Item for Review Tool ACE26 Overlay ACE27 Personalized Auditory Notification of Remaining Time ACE28 Personalized Visual Notification of Remaining Time ACE29 Reader Script ACE30 Respond in Test Booklet ACE31 Respond on Separate Paper ACE32 Screen Reader ACE33 Scribe ACE34 Signed Exact English (SEE), (Full Test) ACE35 Signed Exact English (SEE), (Directions Only) ACE36 Small Group ACE37 Special Grouping ACE38 Special Lighting ACE39 Special Seating ACE40 Speech-to-Text

	ACE41 Standard time over multiple days or with authorized stop the clock breaks in a single setting ACE42 Testing in Familiar Environment ACE43 Testing in Small Group ACE44 Time and a half (single Session) ACE45 Time and a half over multiple days ACE46 Translated Written Directions (12 languages) (specify) ACE47 Triple Time Over Multiple Days ACE48 Unified English Braille (UEB) ACE49 Wheelchair Accessible Room ACE50 Word-to-word Bilingual Dictionary ACE51 Word-to-word Dictionary
Validation	If the State Assessment field is set to ACT English, then this field becomes editable. Only values listed in the dropdown may be selected.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACT Mathematics- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACT Mathematics
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	ACM01 Adaptive Equipment or Furniture ACM02 Administration at Optimum Time of Day ACM03 Administration from Home or Care Facility ACM04 American Sign Language (Directions Only) ACM05 Audio Amplification ACM06 Audio Recording ACM07 Breaks ACM08 Color Contrast ACM09 Computer for Writing Essays and Constructed Responses ACM10 Cued Speech ACM11 Dictate Responses ACM12 Double time over multiple days ACM13 English Braille American Edition EBAE/Nemeth ACM14 Extended Testing Time (50) % ACM15 Familiar Setting (Specify) ACM16 Food or Medication for Individuals with Medical Need ACM17 Individual Administration ACM18 Large Block Answer Sheet ACM19 Large print ACM20 Line Reader ACM21 Location for Movement ACM22 Magnification ACM23 Mark Item for Review Tool ACM24 Overlay ACM25 Personalized Auditory Notification of Remaining Time ACM26 Personalized Visual Notification of Remaining Time ACM27 Reader Script ACM28 Respond in Test Booklet ACM29 Respond on Separate Paper ACM30 Screen Reader ACM31 Scribe ACM32 Signed Exact English (SEE), (Full Test) ACM33 Signed Exact English (SEE), (Directions Only) ACM34 Small Group ACM35 Special Grouping ACM36 Special Lighting ACM37 Special Seating ACM38 Speech-to-Text ACM39 Standard time over multiple days or with authorized stop the clock breaks in a single setting ACM40 Testing in Familiar Environment

	ACM41 Testing in Small Group
	ACM42 Time and a half (single Session)
	ACM43 Time and a half over multiple days
	ACM44 Translated Audio, Full test
	ACM45 Translated Written Directions (12 languages) (specify)
	ACM46 Triple Time Over Multiple Days
	ACM47 Unified English Braille (UEB)
	ACM48 Wheelchair Accessible Room
	ACM49 Word-to-word Bilingual Dictionary
Validation	If the State Assessment field is set to ACT Mathematics, then this field becomes editable. Only values listed in the dropdown may be selected.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	**ACT Reading- {General -State Assessment Test Settings}**
Citations	ARM 10.56.104, Federal Regulation CFR §200.6 Inclusion of all students, ESSA 1111(b)(2)(B)(vii)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACT Reading
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	ACM01 Adaptive Equipment or Furniture ACM02 Administration at Optimum Time of Day ACM03 Administration from Home or Care Facility ACM04 American Sign Language (Directions Only) ACM05 Audio Amplification ACM06 Audio Recording ACM07 Breaks ACM08 Color Contrast ACM09 Computer for Writing Essays and Constructed Responses ACM10 Cued Speech ACM11 Dictate Responses ACM12 Double time over multiple days ACM13 English Braille American Edition EBAE/Nemeth ACM14 Extended Testing Time (50) % ACM15 Familiar Setting (Specify) ACM16 Food or Medication for Individuals with Medical Need ACM17 Individual Administration ACM18 Large Block Answer Sheet ACM19 Large print ACM20 Line Reader ACM21 Location for Movement ACM22 Magnification ACM23 Mark Item for Review Tool ACM24 Overlay ACM25 Personalized Auditory Notification of Remaining Time ACM26 Personalized Visual Notification of Remaining Time ACM27 Reader Script ACM28 Respond in Test Booklet ACM29 Respond on Separate Paper ACM30 Screen Reader ACM31 Scribe ACM32 Signed Exact English (SEE), (Full Test) ACM33 Signed Exact English (SEE), (Directions Only) ACM34 Small Group ACM35 Special Grouping ACM36 Special Lighting ACM37 Special Seating ACM38 Speech-to-Text ACM39 Standard time over multiple days or with authorized stop the clock breaks in a single setting

	ACM40 Testing in Familiar Environment
	ACM41 Testing in Small Group
	ACM42 Time and a half (single Session)
	ACM43 Time and a half over multiple days
	ACM44 Translated Audio, Full test
	ACM45 Translated Written Directions (12 languages) (specify)
	ACM46 Triple Time Over Multiple Days
	ACM47 Unified English Braille (UEB)
	ACM48 Wheelchair Accessible Room
	ACM49 Word-to-word Bilingual Dictionary
Validation	If the State Assessment field is set to ACT Reading, then this field becomes editable. Only values listed in the dropdown may be selected.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACT Science- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACT Science
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	ACS01 Adaptive Equipment or Furniture ACS02 Administration at Optimum Time of Day ACS03 Administration from Home or Care Facility ACS04 American Sign Language (Directions Only) ACS05 Audio Amplification ACS06 Audio Recording ACS07 Breaks ACS08 Color Contrast ACS09 Computer for Writing Essays and Constructed Responses ACS10 Cued Speech ACS11 Dictate Responses ACS12 Double time over multiple days ACS13 English Braille American Edition EBAE/Nemeth ACS14 Extended Testing Time (50) % ACS15 Familiar Setting (Specify) ACS16 Food or Medication for Individuals with Medical Need ACS17 Individual Administration ACS18 Large Block Answer Sheet ACS19 Large print ACS20 Line Reader ACS21 Location for Movement ACS22 Magnification ACS23 Mark Item for Review Tool ACS24 Overlay ACS25 Personalized Auditory Notification of Remaining Time ACS26 Personalized Visual Notification of Remaining Time ACS27 Reader Script ACS28 Respond in Test Booklet ACS29 Respond on Separate Paper ACS30 Screen Reader ACS31 Scribe ACS32 Signed Exact English (SEE), (Full Test) ACS33 Signed Exact English (SEE), (Directions Only) ACS34 Small Group ACS35 Special Grouping ACS36 Special Lighting ACS37 Special Seating ACS38 Speech-to-Text ACS39 Standard time over multiple days or with authorized stop the clock breaks in a single setting

	ACS40 Testing in Familiar Environment ACS41 Testing in Small Group ACS42 Time and a half (single Session) ACS43 Time and a half over multiple days ACS44 Translated Audio, Full test ACS45 Translated Written Directions (12 languages) (specify) ACS46 Triple Time Over Multiple Days ACS47 Unified English Braille (UEB) ACS48 Wheelchair Accessible Room ACS49 Word-to-word Bilingual Dictionary
Validation	If the State Assessment field is set to ACT Science, then this field becomes editable. Only values listed in the dropdown may be selected.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	ACT Writing- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> ACT Writing
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	ACW01 Adaptive Equipment or Furniture ACW02 Administration at Optimum Time of Day ACW03 Administration from Home or Care Facility ACW04 American Sign Language (Directions Only) ACW05 Audio Amplification ACW06 Audio Recording ACW07 Breaks ACW08 Color Contrast ACW09 Computer for Writing Essays and Constructed Responses ACW10 Cued Speech ACW11 Dictate Responses ACW12 Double time over multiple days ACW13 English Braille American Edition EBAE/Nemeth ACW14 Extended Testing Time (50) % ACW15 Familiar Setting (Specify) ACW16 Food or Medication for Individuals with Medical Need ACW17 Individual Administration ACW18 Large Block Answer Sheet ACW19 Large print ACW20 Line Reader ACW21 Location for Movement ACW22 Magnification ACW23 Mark Item for Review Tool ACW24 Overlay ACW25 Personalized Auditory Notification of Remaining Time ACW26 Personalized Visual Notification of Remaining Time ACW27 Reader Script ACW28 Respond in Test Booklet ACW29 Respond on Separate Paper ACW30 Screen Reader ACW31 Scribe ACW32 Signed Exact English (SEE), (Full Test) ACW33 Signed Exact English (SEE), (Directions Only) ACW34 Small Group ACW35 Special Grouping ACW36 Special Lighting ACW37 Special Seating ACW38 Speech-to-Text ACW39 Standard time over multiple days or with authorized stop the clock breaks in a single setting ACW40 Testing in Familiar Environment

	ACW41	Testing in Small Group
	ACW42	Time and a half (single Session)
	ACW43	Time and a half over multiple days
	ACW44	Translated Audio, Full test
	ACW45	Translated Written Directions (12 languages) (specify)
	ACW46	Triple Time Over Multiple Days
	ACW47	Unified English Braille (UEB)
	ACW48	Wheelchair Accessible Room
	ACW49	Word-to-word Bilingual Dictionary
	ACW50	Word-to-word Dictionary
Validation	If the State Assessment field is set to ACT Writing, then this field becomes editable. Only values listed in the dropdown may be selected.	
Collection & Frequency	All year.	
MT Edition Upload Template	None	

Data Element	**ADA #Days Enrolled {Enrollments}**
Citations	20-7-104(3)(g), MCA. Transparency and Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction;
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> State Reporting Fields -> Attendance and Enrollment Information -> ADA - #Days Enrolled
Definition	*(Average Daily Attendance) ADA # Days Enrolled* is the total number of instructional days a student was enrolled, including shortened days, for each enrollment record in the year.
Comments	Do not include PIR days or weekends in the number of days enrolled.
Code Format	Number
Code Set	None
Validation	See ADA # Days Present validation.
Collection & Frequency	End of Year Attendance Totals; Once per year
MT Edition Upload Template	End of Year Attendance Totals Template

Data Element	**Active {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM Chapter 55 Standards of Accreditation](#)
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information
Definition	Indicates a course is active
Comments	
Code Format	Check Box
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**ADA #Days Present {Enrollments}**
Citations	[20-7-104(3)(g), MCA. Transparency and Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction;](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> State Reporting Fields -> Attendance and Enrollment Information -> ADA - #Days Present
Definition	*(Average Daily Attendance) ADA # Days Present* is the total number of instructional days a student was present, including shortened days, for each enrollment record in the year.
Comments	Number of days present includes field trips, student activities and in-school suspension.
Code Format	Number
Code Set	None
Validation	*ADA #Days Present* must be less than or equal to ADA #Days Enrolled
Collection & Frequency	End of Year Attendance Totals; Once per year
MT Edition Upload Template	End of Year Attendance Totals Template

Data Element	**Address {TOE}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> System Administration -> Special Ed -> Service Providers -> Provider Detail
Definition	Address of contractor for special education services
Comments	None
Code Format	String
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**Age 19 or 20 Eligible for ANB- {Enrollment}**
Citations	[HB 233 (2021)](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> Age 19 or 20 Eligible for ANB
Definition	A student may qualify if the student is 19 or not yet 21 as of September 10th of the current school year and meets the following criteria: 1) The student has not graduated; 2) The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the students' disability; and 3) The student's individualized education program has identified transitional goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.
Comments	Students who are age 19 or older as of September 10th of the current school year are automatically excluded from the ANB calculation. However, some students who are not yet 21 as of September 10th may now be eligible for ANB.
Code Format	Check box
Code Set	None
Validation	Student must be 19 as of September 10th of the current school year, or not yet 21 years old.
Collection & Frequency	Fall Count and Spring Count.
MT Edition Upload Template	Fall Count Upload Template, Spring Count Upload Template.

Data Element	Agency {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> System Administration -> Special Ed -> Service Providers -> Provider Detail
Definition	Agency that employs contractors for schools providing Special Education services
Comments	Provide name of the agency
Code Format	String
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Alternative Education Program {Teacher Class}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling> Course -> Course Tab
Definition	An Alternative Education program provides "at-risk students" a basic education program in a manner other than a traditional classroom setting. ARM 10.55.602(5) defines an "at-risk student" as any student who is affected by environmental conditions that negatively impact the student's educational performance or threaten a student's likelihood of promotion or graduation, as defined in 20-1-101(4),MCA. -The students would spend the majority of the day, if not all day, enrolled in the program. A single class is NOT an alternative education program. -The alternative education program may be physically located in the school or at a separate location.
Comments	An Alternative Education Program is NOT -Special Education Classes – 20-7-401(4), MCA defines a special education students as a child with a disability, not an "at-risk" student, therefore special education classes are not alternative education programs. - Distance Learning Classes - Dual Enrollment Classes - Credit Recovery Classes - Attendance Centers - Off-Site Locations
Code Format	Check Box
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year

MT Edition Upload Template	Teacher-Class template

Data Element	**Area of Concentration {Enrollments-CTE Concentrator}- RETIRED**	
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program	
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> Expand CTE Concentrator -> Area of Concentration	
Definition	*Area of Concentration* is the CTE (Career Technical Education) program area in which the majority of the Career & Technical Education (CTE) credits were earned.	
Comments	Career & Technical Education (CTE) *Area of Concentration* data is initially entered for 12th graders in the spring, with follow-up information reported in the fall of the next school year. The option – 60 Blend should not be used at this time.	
Code Format	String (2)	
Code Set	01 - Agriculture 07 - Business 08 - Marketing 17 - Health Sciences	20 - Family and Consumer Sciences 21 - Technology Educ/Industrial Arts 40 - Trade and Industrial 60 - Blend (Do not use)
Validation	a) Allow only if CTE Concentrator = Y b) Must be null if CTE Concentrator = N c) Zero padding required	
Collection & Frequency	Spring Career & Technical Education (CTE); Once per year	
MT Edition Upload Template	Career & Technical Education (CTE) Template	

Data Element	**Available Carnegie Unit Credit {Teacher Class}**
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information -> NCES Data
Definition	Indicates the possible SCED credits a student can earn for the course
Comments	Amount of credit a student receives upon completion
Code Format	Number
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Assign Date {Behavior}**
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Assign Date
Definition	Resolution Assign Date
Comments	The date the resolution was assigned to Behavior Incident Event.
Code Format	MM/DD/YYYY
Code Set	None
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	**Attendance {Calendar-Days-Day Detail}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public-School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days Tab -> select a Day -> Day Detail -> Attendance
Definition	*Attendance* indicates a day that attendance is taken on the calendar.
Comments	Checked if it is an instructional day and attendance will be taken on this day. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Y / N
Code Set	None
Validation	Attendance will be deleted for the selected day if box check is removed.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Birthdate {Demographics/Identities}
Citations	» [Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Demographics and/or Identities Index -> Student Information -> General -> Summary
Definition	The date of birth of the student from their birth certificate or other legal documentation.
Comments	None
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Career Path {Enrollments-CTE Concentrator} - RETIRED
Citations	[Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> Expand CTE Concentrator -> Career Path
Definition	**This field is no longer collected in AIM as of the 2018-19 school year.** *Career Path* is the field in which the majority of the Career Technical Education (CTE) credits were earned. *Career Path* is in the Montana Career Pathways program.
Comments	Completing the *Career Path* field is not required.
Code Format	String (2)
Code Set	01 - Law, Public Safety and Security 02 - Government and Public Administration 03 - Human Services 04 - Education and Training 05 - Agriculture, Food, and Natural Resources 06 - Marketing, Sales, and Services 07 - Business, Management, and Administration 08 - Hospitality and Tourism 09 - Finance 10 - Information Technology 11 - Manufacturing 12 - Transportation, Distribution and Logistics 13 - Architecture and Construction 14 - Science, Technology, Engineering and Mathematics 15 - Health Sciences 16 - Arts, A/V Technology and Communications
Validation	a) Allow only if CTE Concentrator = Y c) Must be null if CTE Concentrator = N d) Zero padding required
Collection & Frequency	Spring Career & Technical Education (CTE); Once per year
MT Edition Upload Template	Career & Technical Education (CTE) Template

Data Element	Certification Status {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Credentials
Definition	Certification status for when subject type is SPED: Special Education Content for a highly qualified employment credential
Comments	Dropdown list of options
Code Format	String
Code Set	ACA - Academic Assessment HE - Two or more years of Higher Education LT - Licensed Teacher NONE - None of These Apply
Validation	Required field
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Certified Type {FRAM}			
Citations	[EDFacts: FS033 — Free and Reduced-Price Lunch](#)			
Location	Index -> FRAM -> Eligibility -> New -> Certified Type			
Definition	*Certified Type* indicates the method used to determine FRAM eligibility.			
Comments	The Certified Type list depends on which Source is selected, Non-Direct or Direct. Non-Direct Certification types are determined by the school. Direct Certification types are determined by the State Department of Health and Human Services.			
Code Format	None			
Code Set	**Non-Direct Certification:**		**Direct Certification Types:**	
	Types: Income Categorical Override Runaway Homeless Foster Migrant Even Start	Head Start RCCI Early Childhood Medicaid Declined Denied Did Not Apply Socioeconomic Status	SNAP TANF FDPIR Foster Head Start	Homeless Medicaid Migrant Runaway
Validation	None			
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation			
MT Edition Upload Template	FRAM Import Template			

Data Element	Comments {Foster Care}
Citations	
Location	Index -> Student Information -> Program Participation -> Foster Care
Definition	
Comments	The data is entered in the AIM system by the OPI staff only. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	None

Data Element	CTE Participant- {State Programs -CTE Participant}- Formerly Located under Enrollments
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Participant -> CTE Participant
Definition	*A Career & Technical Education (CTE) Concentrator* is a student who has earned two (2) or more credits in one (1) or more Montana Career Pathway(s) throughout their entire high school career. To be considered a Concentrator, they must have earned at least 2 credits in an approved Pathway. Any credits earned less than 2 credits qualify them as a Participant.
Comments	This data is collected as part of a district's Carl Perkins grant requirement. Career & Technical Education (CTE) credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework. To be considered a Concentrator, they must have earned at least 2 credits in an approved Pathway. This would be indicated by selecting (Y). Any credits earned less than 2 credits qualify them as a Participant. This would be indicated by selecting (N).
Code Format	Y / N
Code Set	None
Validation	A required field.
Collection & Frequency	End of Year Career & Technical Education (CTE)
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template.

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Data Element	CTE Pathway- {State Programs-CTE Participant}
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs-> CTE Participant -> CTE Pathway
Definition	The Career and Technical Education Pathway the student is following.
Comments	All students that have participated in a qualifying CTE Pathway course should have their data entered. Students are identified as CTE Concentrators in this collection for grades 9-12 that have completed (or will complete) at least 2 credits, 4 semesters, or more of CTE coursework in an approved Montana Pathway. To be considered a Concentrator, they must have earned at least 2 credits in an approved Pathway. Any credits earned less than 2 credits qualify them as a Participant. This data is collected as part of a district's Carl Perkins grant requirement. Career & Technical Education (CTE) credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.
Code Format	String 2-4 characters
Code Set	AM: Advanced Manufacturing AFN: Agriculture, Food and Natural Resources AMC: Agriculture, Mechanics and Construction AAC: Arts, A/V Technology, Communication BM: Business Management DCFC: Design and Construction (FCS) DCIT: Design and Construction (ITTE) ED: Education FI: Finance HP: Health Profession HT: Hospitality and Tourism HS: Human Services IT: Information Technology MK: Marketing STEM: Science, Technology, Engineering and Mathematics TDL: Transportation, Distribution, and Logistics WF: Welding and Fabrication
Validation	Required Field, only will allow for grades 9-12.
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template.

Data Element	CTE Post-Program Status-Fall CTE {Enrollments-CTE Post-Program Status} (Formerly Post-Graduation Status)
Citations	Carl D. Perkins Career and Technical Education (CTE) Act
Location	Index -> Student Information -> General -> Enrollments tab -> Select Enrollment Record -> CTE Post-Program Status -> CTE Post-Program Status
Definition	This is the status of the previous year CTE Concentrator student (who was identified as a CTE Concentrator in the previous school year) and has graduated or dropped out in the spring of the previous school year. This follow-up data is gathered by the district from the former/graduated student, during November through December of the current school year. This information determines the status according to the six status choices provided by Carl Perkins CTE requirements.
Comments	This Career & Technical Education (CTE) data is a follow-up from the prior year's identification of Career & Technical Education (CTE) Concentrators.
Code Format	String (2)
Code Set	02 – Employed 03 – Unemployed 04 – Military 05 – Not Known 06 – Other	07 – AmeriCorps, Peace Corps, or other National Service Organization 08 – Post-Secondary Education Certification 09 - Post-Secondary Education Associate Degree 10 – Post-Secondary Education Baccalaureate Degree 11 - Advanced Training
Validation	a) Allow only if Career & Technical Education (CTE) Concentrator = Y b) Allow only if enrollment end date is populated and the State Enrollment End Status is in the 300 or 400 range.
Collection & Frequency	Fall Career & Technical Education (CTE); Once per year
MT Edition Upload Template	Fall Career & Technical Education (CTE) Template

Data Element	Current Grade- {General -State Assessment Test Settings
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Current Grade
Definition	This value represents the grade level in which the student is currently enrolled where the State Assessment Test Settings record is being created.
Comments	This value is the current year enrollment grade level. If the student was approved for an accomodation or test setting in the previous year and that approval has not expired, the current year grade level is still the value to be entered, not the previous year's.
Code Format	String 2 characters.
Code Set	KF KH P1 PK 01 02 03 04 05 06 07 08 09 10 11 12
Validation	Required in order to create a State Assessment Test Settings record.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	Date First Entered the 9th Grade {Graduation}
Citations	» EDFacts: FS150 — Adjusted-Cohort Graduation Rate » EDFacts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » EDFacts: FS040 – GRADUATES/COMPLETERS V15.1
Location	Index -> Student Information -> General -> Graduation Tab -> Date First Entered the 9th Grade
Definition	*Date First Entered the 9th Grade* is the date the student first enrolled in the 9th grade.
Comments	When this date is entered the NCLB Cohort End Year is automatically calculated.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Twice per year: 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification
MT Edition Upload Template	Manual Entry Required

Data Element	Date Immigrant Entered US School {Enrollments}
Citations	EDFacts File Number 045 - Immigrant
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Date Immigrant Entered US School
Definition	*Date Immigrant Entered US School* is the date the student first enrolled in a US school.
Comments	If the district's enrollment is not the student's first enrollment in a US school, the *Date Immigrant Entered US School* should be the date the student first attended a US school, not the district's enrollment date. The student should retain their designation as *Immigrant* for three full school years from entry into a US school.
Code Format	MM/DD/YYYY
Code Set	None
Validation	a) Required if *Immigrant* = Y b) Cannot be future date c) *Primary Home Language* is required if *Immigrant* = Y
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	**Date of Birth {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Census -> Staff -> Staff Locator Wizard
Definition	the employee's date of birth
Comments	Select birth date from a Calendar
Code Format	MM/DD/YYYY
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Day Events{Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Calendar -> Days -> Day Detail
Definition	
Comments	For Days with both PIR (In-Service) or Parent Teacher Conference (PT) and Instruction (School Day/Attendance) leave School Day, Instruction, Attendance checked and enter the PIR (In-Service) with the Duration of the PIR
Code Format	dropdown
Code Set	AD Abbreviated Day CH Holiday - Christmas IO In Service Optional IS In Service OH Holiday - Other PT Parent-Teacher Conference SH Holiday - Spring Break SI Inclement Weather TV Teacher Vacation
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Process	Day Reset {Calendar-Days}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Day Reset
Definition	The *Day Reset* button is used to create the first through the last instructional days of the calendar.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the calendar. District Edition Districts further define specific non-instructional days and events. This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Days {Calendar}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days
Definition	The *Days* tab can be used to view and manage the details of individual days.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the Days. District Edition Districts further define specific non-instructional days and events. Completing this tab, along with the Terms tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Diploma Date {Graduation}
Citations	» EDFacts: FS150 — Adjusted-Cohort Graduation Rate » EDFacts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » EDFacts: FS040
Location	Index -> Student Information -> General -> Graduation Tab -> Diploma Date
Definition	*Diploma Date* is the date the student was awarded a diploma.
Comments	The *Diploma Date* may either be the last day of school or the day that the diploma was awarded to the student. Early graduates may have a *Diploma Date* that reflects the date of completion of graduation requirements or the date the diploma was awarded. Early graduates must have a *Diploma Date*, *Diploma Type* and *Diploma Period.* They must also have Aggregate Hours equal to the last period of enrollment (Fall or Spring) to be included in the Fall and Spring ANB counts.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification 3. End of Year: Current year wrap-up and New Year Preparation
MT Edition Upload Template	Student Enrollment Template

Data Element	Diploma Period {Graduation}
Citations	» EDFacts: FS150 — Adjusted-Cohort Graduation Rate » EDFacts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » EDFacts: FS040
Location	Index -> Student Information -> General -> Graduation Tab-> Diploma Period
Definition	*Diploma Period* defines the length of time that a student took to graduate from the first date they were identified as a 9th grade student to the date of graduation.
Comments	Students that do not meet the graduation requirements by the end of the school year but complete the requirements prior to the first day of school of the next year are considered to have graduated on time. Early graduates must have a *Diploma Date*, *Diploma Type* and *Diploma Period.* They must also have Aggregate Hours equal to the last period of enrollment (Fall or Spring) to be included in the Fall and Spring ANB counts.
Code Format	String (2)	
Code Set	01 - Early Graduate Less Than 7 Semesters 02 - Early Graduate - 7 Semesters	03 - Four Years or with IEP Allowing for Longer 04 - Graduated in More Than Four Years
Validation	None	
Collection & Frequency	Three times per year: 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification 3. End of Year: Current year wrap-up and New Year Preparation	
MT Edition Upload Template	Student Enrollment Template	

Data Element	Diploma Type {Graduation}
Citations	» EDFacts: FS150 — Adjusted-Cohort Graduation Rate » EDFacts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » EDFacts: FS040
Location	Index -> Student Information -> General -> Graduation Tab -> Diploma Type
Definition	*Diploma Type* is the type of diploma a student is awarded by a district.
Comments	Early graduates must have a Diploma Date, Diploma Type and Diploma Period. They must also have Aggregate Hours equal to the last period of enrollment (Fall or Spring) to be included in the Fall and Spring ANB counts.
Code Format	String (2)
Code Set	01: Regular Diploma 04: Completed IEP Goals
Validation	None
Collection & Frequency	Three times per year: 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification 3. End of Year: Current year wrap-up and New Year Preparation
MT Edition Upload Template	Student Enrollment Template

Data Element	Distance Class {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information
Definition	Indicates the course offers educational resources in multiple media and the capability to support both real-time (web casting, chat rooms, desktop audio/video technology) and asynchronous communication (email, threaded discussion boards, newsgroups) between instructor and learners.
Comments	Mark Distance Class and Dual Credit, where appropriate
Code Format	Y/N
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Dropout Reason {Enrollments}**
Citations	» [EDFacts: FS032 — Dropouts](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Student Information -> General -> Enrollments tab -> click on Enrollment -> General Enrollment Information -> Dropout Reason
Definition	**A Dropout is a student who** • was enrolled in school on the date of the previous year October enrollment count or at some time during the previous school year and was not enrolled on the date of the current school year October count, or • was not enrolled at the beginning of the previous school year but was expected to enroll (see Summer Dropout below), did not re-enroll at any time during the year and was not enrolled on or before the date of the current school year October count, and • has not graduated from high school; or • has not transferred to another school, been temporarily absent due to a school-recognized illness or suspension or died. ([MT High School Completer and Dropout Data Collection Handbook](#)) **Summer Dropout** A summer dropout is a student who completed their educational program at the close of the previous school year, but who failed to enroll by the October Count Date of the subsequent fall term. Report summer dropouts in the grade and school year for which they fail to enroll. For example, a student who completed 10th grade in the prior school year but fails to re-enroll on or before the October Count Date of the current school year is reported as an 11th grade dropout in the current school year (Common Core of Data glossary). **Dropout rates** Dropout rates can be calculated and reported in three different ways: • Event rates (snapshot of those who drop out in a single year). • Status rates (proportion of population who have not completed school and are not enrolled), • and Cohort rates (a more comprehensive picture which follows a sample group of students over time and generalizes their rate to a larger group).
Comments	Dropout Reason codes are only required for students in grades 7-12. Students below grade 7 are not considered dropouts for reporting purposes; use code 260: Unknown (grades PK-6). Use code 295: Dropped out, subsequent re-enrollment if a dropout returns to your district or to another district within the allowed window of time.
Code Format	String (2)

Code Set			
	01 - Academic Difficulty 02 - Attendance Difficulty 03 - Economic Reasons 04 - Employment 05 - Expelled 06 - Illness 07 - Job Corps or Similar Program	08 - Language Difficulty 09 - Marriage 10 - Military 11 - Needed at Home 12 - Over Compulsory Age 13 - Pregnancy 14 - Poor Personal Relationships 15 - Reached Max. Age Set by District Policy	16 - Other Known Reason 17 - Unknown Reason 18 – HiSET Pursuing 19 - Suspended, Did Not Return 20 - Harassment/Feeling Unsafe at School 21 - Entered Adult Correctional Facility 22 - Lack of Childcare 23 – Completed HiSET 24 - Transient 25 - Homeless

Validation	a) Required if End Status=300, 310, 320, 330, or 340 *and* Grade=07, 08, 09, 10, 11 or 12 b) Must be null if End Date is null
Collection & Frequency	Monitored all year, collected at End of Year; Once per year.
MT Edition Upload Template	Student Enrollment Template

Data Element	Dual Enrollment Credits- {State Programs -CTE Concentrator}
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Concentrator -> Dual Enrollment Credits
Definition	The portion of the District or Non-District credits earned in a pathway that are considered Dual enrollment credits. (These credits are earned in CTE courses that are usually taught at the high school in agreement with a college to also earn college credit.)
Comments	Not a required field.
Code Format	Numeric
Code Set	None
Validation	None
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template

Data Element	Dual Enrollment Credits {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information
Definition	Each dual enrollment and dual credit class offered at the high school for dual credit (i.e., student earns both college and high school credit).
Comments	
Code Format	Check Box
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	EL Student- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> EL Student
Definition	In order to create a State Assessment Test Settings record, the student must have either an active EL Record or active Section 504 Record, or both. The EL Student box would be marked to indicate that the student has an active EL Record.
Comments	Student must have an active EL Record located under the EL Tool module in order to create an EL Student State Assessment Test Settings record.
Code Format	Check Box
Code Set	None
Validation	Required if 504 Student Box is not checked in order to create a State Assessment Test Settings record. Student must also have an active EL Record.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	Eligibility {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch
Location	Index -> FRAM -> Eligibility -> New -> Eligibility
Definition	*Eligibility* is the student's eligibility for free or reduced-price meals/snacks or free milk under the National School Lunch, School Breakfast and Special Milk Programs in accordance with 7 CFR Part 210.
Comments	Students who do not participate in the National School Lunch Program (e.g., students who may or may not be eligible, but do not participate or students who do not attend during lunch hours) are marked as N: Not Eligible/Not Participating.
Code Format	String (1)
Code Set	F – Free Meals R – Reduced Price Meals N – Not Eligible or Not Participating
Validation	a) Must choose F, R or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	Eligibility Type {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch
Location	Index -> FRAM -> Eligibility -> New -> Eligibility Type
Definition	*The Eligibility Type* selected determines what department will use the Eligibility within the district. An Eligibility Type of Meal will be utilized by the Food Service Department. An Eligibility Type of SES will be utilized by other departments within the district.
Comments	This field defaults to "Meal."
Code Format	None
Code Set	Meal SES (Socio Economic Status)
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	End Comments {Enrollment}
Citations	For support of system functionality » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> End Comments
Definition	Comments pertaining to enrollment end status.
Comments	None
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Throughout the year as enrollments are updated.
MT Edition Upload Template	Enrollment Upload

Data Element	End Date {Calendar}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar Tab -> End Date
Definition	The end date of the calendar. This is not necessarily the last instruction day of the school year.
Comments	Calendar dates must be entered before any other data is entered. All student data, Special Education (SPED) documents, terms, enrollments and staff assignments for a year must fall within the calendar start and end dates. **The OPI recommends using June 30th to represent the end of the fiscal year.**
Code Format	MM/DD/YYYY
Code Set	None
Validation	Calendar length must be no greater than 365 days.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {Calendar-Days}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Day Reset -> End Date
Definition	*End Date* is the last instructional day of the calendar.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the calendar. District Edition Districts further define specific non-instructional days and events. Completing this tab, along with the Terms tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	MM/DD/YYYY
Code Set	None
Validation	End date must fall within calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {Calendar - Terms}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms
Definition	The *Term End Date* is the last day of a student instruction in a year or the specified term(s).
Comments	Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.)
Code Format	MM/DD/YYYY
Code Set	None
Validation	The *Term End Date* must be within the Calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {English Learners (EL) Services}
Citations	Section 3121 of the ESEA as amended
Location	Index -> Student Information -> Program Participation -> English Learners (EL) -> select EL Services tab -> End Date
Definition	*End Date* is the date a student was determined to no longer be receiving Title III EL Services.
Comments	The OPI does not require EL Services data to be entered. Districts may choose to enter this data to provide documentation of Title III EL Services being provided. Please see Program Exit Date data element for further details about English Learners.
Code Format	mm/dd/yyyy
Code Set	None
Validation	None
Collection & Frequency	Not collected.
MT Edition Upload Template	None

Data Element	End Date {Enrollments}
Citations	» 20-9-311, MCA. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> End Date
Definition	The *Enrollment End Date* is the last day the student was present for instruction in the school district for the chosen enrollment. The *End Date* must be maintained in a timely manner throughout year to correctly reflect movement of students and prevent enrollment overlaps between districts.
Comments	Students may have multiple enrollments at the same school throughout the year. This will require a separate enrollment record for each instance of starting and ending. Districts may carry an enrollment until they receive notice of a student's enrollment in another school, but once notice is received the end date should reflect the student's last day of attendance in the district or school.
Code Format	MM/DD/YYYY
Code Set	None
Validation	*End Date* must be less than or equal to *Calendar End Date*
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template End of Year Attendance Totals Template

Data Element	End Date {Foster Care}
Citations	» Foster Care shows up in almost all EDFacts files as a subgroup. » ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> End Date
Definition	*End Date* is the last date the student received Foster Care services. Students in the *Foster Care* system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the *Foster Care* data. The *Foster Care* data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. **(OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)**
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch
Location	Index -> FRAM -> Eligibility -> New -> End Date
Definition	*End Date* is the last date the student is eligible for Free or Reduced meals.
Comments	Most students are eligible 30 days into the following school year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	End Date {General -State Assessment Test Settings}
Citations	ARM 10.56.104, Federal Regulation CFR §200.6 Inclusion of all students, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> End Date
Definition	The End Date is the expiration date for the approved test settings. This date cannot be more than a year from the approval/Start Date to ensure districts are evaluating accomodations/supports on an anuual basis.
Comments	The End Date will automatically populate with a date that is one full year from the entered Start Date. Once populated, the End Date can be modified to accommodate a date shorter than a year, but cannot be modified beyond a year from the Start Date.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required in order to create a State Assessment Test Settings record. End Date automatically populates a year beyond the Start Date. Value cannot be more than a year from the Start Date, however, can be modified to be a value less than a year from the Start Date.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	End Date-Section 504- {Program Participation}
Citations	OCR FAQ about Section 504 and the Education of Children with Disabilities
Location	Index -> Student Information -> Program Participation -> Section 504
Definition	OPI collects this information to ensure appropriate accommodations are provided for qualifying students on statewide assessments. This information is also required from the districts to be included on their Office of Civil Rights Data Collection report. *Section 504* is a plan developed to provide services and/or accommodations for a regular education student so that he/she may have an equal opportunity to participate in the educational program, including extra-curricular activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based solely on disability against individuals with disabilities, including students, parents and staff members. *Section 504* covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including but not limited to, learning (School Discipline Data Collection Glossary).
Comments	End Date is a not required field and cannot be a future date.
Code Format	MM/DD/YYYY
Code Set	None
Validation	*Section 504* is separate from Special Education. End Date is required, cannot be a future date.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Section 504 Template.

Data Element	**End Date {State Programs-MT Instruction Mode}**
Citations	» [MT ARP ESSER STATE PLAN](#) » [MT HB 632](#)
Location	Index -> Student Information -> Program Participation -> State Programs -> MT Instruction Mode -> End Date
Definition	The American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) programs provide funds to support schools in safely reopening and sustaining safe operations while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. To support the goals of access and equity, it is essential to have data on how students are learning, especially for student groups that have been disproportionately impacted by the COVID-19 pandemic. School districts must provide data on both School Level Modes of Instruction utilized by schools and Modes of Instruction for each student within the school. The **End Date** is used to track the last day of enrollment within a certain mode of instruction.
Comments	The **End Date** represents the last day of instruction the student receives under that particular mode of instruction. If the student never changes their mode of instruction, the **End Date** will be the last day of instruction for that school year. **End Date** must fall within the student's current enrollment date.
Code Format	MM/DD/YYYY
Code Set	None
Validation	End Date must fall within the student's current enrollment date.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Student Mode of Instruction Template

Data Element	**End Date {Teacher Class – Roster}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Section Roster
Definition	
Comments	
Code Format	MM/DD/YYYY
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year

MT Edition Upload Template	Teacher-Class template

Data Element	**End Date {TOE – District Assignment}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> District Assignments
Definition	Last day of an employee's assignment in a school district
Comments	
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**End Date {Terms of Employment template – District Employment}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff ->District Employment
Definition	Last day of employment for an employee of the district
Comments	
Code Format	MM/DD/YYYY
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**End Date {TOE – Highly Qualified}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Credentials
Definition	Date when the employment credential expires
Comments	
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**End Status {Enrollments}**
Citations	» [20-9-311, MCA. Calculation of average number belonging (ANB)](link) » [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](link)
Location	Index -> Student Information -> General -> Enrollments tab -> click on Enrollment -> General Enrollment Information -> End Status
Definition	*End Status* reflects where the student went when this enrollment ended.
Comments	The *End Status* must be maintained in a timely manner throughout year to correctly reflect movement of students and prevent enrollment overlaps between districts. The 300 series codes are used as dropout codes for grades 7-12. A Dropout Reason is required when any 300-series code is chosen.
Code Format	String (3)
Code Set	100 – End of year, returning to same school next year 105 – Change in grade level during regular school year 110 – Promoted to another school in the same district 120 – Transfer to a public school in the same district 130 – Transfer to public school under NCLB schl choice 140 – Transfer to public school in another district in MT 145 – Military Connected: Transfer to public school in another district in MT 150 – Transfer to a MT state-funded school 155 – Military Connected: Transfer to a school out of the country 160 – Transfer to a private school in the state 170 – Transfer to a home school in the state 175 – Transfer to Montana Youth Challenge	180 – Transfer to a school out of state 185 – Military Connected: Transfer to a school out of state 190 – Transfer out of the country 210 – Medical care or treatment, eligible to return 220 – Enrolled in a foreign exchange program 230 – Enrolled in an early admissions college program 240 – Withdrawn, under age for compulsory school attendance 250 – Expelled, eligible to return 260 – Unknown (grades PK-6) 295 – Dropped out, subsequent re-enrollment 300 – Withdrew for personal or academic reasons 310 – Exceeded age requirement set by district policy 320 – Removed or Expelled, without option to return 330 – Withdrew to enroll in non-diploma program 340 – Unknown 400 – Graduated 500 – Student died 510 – Student is permanently incapacitated
Validation	a) Required if End Date is not null b) Must be null if End Date is null c) A Dropout Reason is required when any 300-series End Status is chosen.
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template

Data Element	**End Time {Calendar-Periods-Period Info}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Start Time
Definition	*End Time* is the time of day when the school period ends.
Comments	This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	00:00 AM/PM
Code Set	None
Validation	The End Time must come after the Start Time for all periods.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**End Year {School Years}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Information -> Calendar -> School Years -> click on New -> End Year
Definition	A four-digit year that identifies the second half of the school year.
Comments	Required entry for all districts for system functionality.
Code Format	YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	**ESSA #Days Absent {Enrollments}**
Citations	Federal EdFacts FS195 File Specifications
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment Record -> State Reporting Fields -> Attendance and Enrollment Information -> ESSA- #Days Absent
Definition	*ESSA #Days Absent* is the total number of full school days a student was absent, not including absences for school/instructional related activities, for each enrollment record in the year. This number is used to determine if a student is Chronically Absent.
Comments	A full day absence is defined as being gone for at least half (.5) of a day. A single day of absence is either 0 or 1. This replaces the Chronically Absence data reporting that districts do for the Office of Civil Rights in the annual CRDC report. When calculating if a student is Chronically Absent this number is used to determine if the student is absent 10% or more school days during the school year. The number of ESSA days absent in each enrollment is divided by the number of scheduled days in each enrollment to determine if the percentage is at or above 10%.
Code Format	Whole Number
Code Set	None
Validation	Must be less than or equal to ADA - #Days Enrolled. Must be an Integer (whole number).
Collection & Frequency	Once per year; End of Year Attendance Totals
MT Edition Upload Template	End of Year Attendance Totals Template

Data Element	**Event Type {Behavior}**
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Event Type
Definition	Type of Event – describes the discipline event or reason for removal
Comments	Details the reason for discipline removal. Behavior Incident Events required to be reported must be mapped to a State Event Code
Code Format	Drop-down list.

Code Set

Felonies	2000	Homicide
	2300	Kidnapping
	2800	Sexual Battery
	2600	Robbery (Involves Physical Harm)
Weapons	11	Handgun
	12	Shotgun/Rifle
	13	Other Firearms
	20	Knife, Blade 2.5" or Greater
	96	Dangerous Weapon
	97	Other Weapons
Fighting	1300	Aggravated Assault (Battery)
	1700	Fighting (Mutual Altercation)
	2500	Physical Altercation, Minor
Offenses Against Persons	3200	Threat/Intimidation
	2900	Other Sexual Offenses
	1800	Harassment (Nonsexual), Bullying, Intimidation
Drugs	1600	Drugs (Excluding alcohol and tobacco)
	1000	Alcohol
	3300	Tobacco
Offenses Against Property	2700	School Threat (of Destruction or Harm, Bomb Threat)
	1400	Breaking and Entering/Burglary
	3100	Theft
	3500	Vandalism
	3400	Trespassing
	1100	Arson
Other Offenses	9000	Other Offenses (Forgery, Fraud, Bribery)
Disruptive Behavior	2200	Insubordination (Disobedience)
	1500	Disorderly Conduct
	2400	Obscene Behavior
	1200	Attendance Policy Violations

Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Exclude Fall and Exclude Spring ANB – {Enrollments}
Citations	» [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#) » [20-9-311 (11)(a), MCA Calculation of average number belonging (ANB)](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Exclude Fall ANB and/or Exclude Spring ANB
Definition	Exclude from ANB (Average Number Belonging) only in the Fall and Spring Attendance Count Collections.
Comments	Public school students who are absent 11 or more consecutive days as of the count date must be marked as *Exclude Fall/Spring ANB*. Students enrolled in a private non-sectarian day treatment program must also be marked as *Exclude Fall/Spring ANB*. These students may not be included in the district's ANB count. Districts may request an exception for extenuating circumstances, but the exception must be received and approved prior to the count date.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Two times per year; 1. Fall Attendance and Aggregate Hours 2. Spring Enrollment and Aggregate Hours Needed for reporting students that do not qualify for ANB.
MT Edition Upload Template	Fall Attendance Count Template Spring Attendance Count Template

Data Element	Exclude from state reporting {Calendar-Grade Levels}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab -> select New or select a grade -> Exclude from state reporting
Definition	The *Exclude from state reporting* box is used to exclude the Grade Level from syncing to the state.
Comments	As an example, a Summer School calendar would be marked as Exclude from state reporting.
Code Format	Y/N Checkbox
Code Set	None
Validation	Not Required.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Exit Date {Special Ed. Module: State Reported Data}**
Citations	» [EDFacts File Number 009 – Children with Disabilities (IDEA) Exiting Special Education](#) » [20-7-4, MCA. Special Education for Exceptional Children](#)
Location	Index -> Student Information -> Special Ed. -> General -> State Reported Data ->Exit Date
Definition	The *Exit Date* is the date a student exits the special education program or transfers to another district. Please also see Exit Reason Data Element.
Comments	The district should have an evaluation report showing the student as no longer eligible for special education services when a student exits special education services.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Twice per year: 1. Special Education (SPED) Child Count 2. Special Education (SPED) Exiting
MT Edition Upload Template	Manual entry required.

Data Element	**Exit Reason {Special Ed. Module: State Reported Data}**
Citations	» [EDFacts File Number 009 – Children with Disabilities (IDEA) Exiting Special Education](#) » [20-7-4, MCA. Special Education for Exceptional Children](#)
Location	Index -> Student Information -> Special Ed. -> General -> State Reported Data ->Exit Date
Definition	*Exit Reason* is the reason a student is exiting the special education program or no longer continuing with special education services in the district.
Comments	The district should have an evaluation report showing the student as no longer eligible for special education services when a student exits special education services with code *01: Returned to regular education*.
Code Format	String (2)
Code Set	01: Returned to regular education 02: Moved, known to be continuing 04: Dropped out 15: Reached maximum age	22: Died 23: Graduated with a diploma - regular requirements 32: Graduated with a diploma – modified requirements
Validation	None
Collection & Frequency	Once per year, Special Education (SPED) Exiting
MT Edition Upload Template	Manual entry required.

Data Element	**Extracurricular Activities Only {Enrollments}**
Citations	» SENATE BILL 72 (2021) » SENATE BILL 157 (2021) » 20-9-311, MCA
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> Enrollment Details -> Enrollment Exceptions -> Extracurricular Activities Only
Definition	Senate Bill 72 allows non-public/home school students who participate in extracurricular activities to be included as partial enrollment for ANB calculations. Senate Bill 157 allows for students who are **not** enrolled in a public school to participate in extracurricular activities offered by the students' resident district when meeting certain requirements. The decision to add to the ANB calculation for eligible students is completely a local school district's decision and is not required.
Comments	*Extracurricular Activity is defined as:* A sport of activity sanctioned by an organization having jurisdiction over inter-scholastic activities, contest, and tournaments. For example, high school basketball, speech and debate, or Science Olympiad; An approved career and technical student organization. For example, Future Farmers of America; or A school theatre production. *Participation Requirements:* Students eligible to participate in extracurricular activities must meet the following requirements: Has a primary enrollment in a Nonpublic School or Home School (may be enrolled in a public school, but part-time only); The student must reside in the school district where the extracurricular activity is being offered; and maintain the same eligibility as required for participation in the activity as a public-school student would.
Code Format	Y / N
Code Set	None
Validation	Students marked as 'Extracurricular Activities Only' must have a Service Type of 'S: Partial' and a start status indicating they transferred from a home or private school.
Collection & Frequency	All Year
MT Edition Upload Template	None

Data Element	Fall Absent {Enrollments}
Citations	» [ARM 10.15.101 School Funding Definitions](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Fall Absent
Definition	*Fall Absent* is the whole or fractional absence of a student **only** on the Fall enrollment count date.

Comments	If a student's class is not conducted on the Fall enrollment count date, report that student's absence as of the next pupil instruction day. For example, if the official count date is on a Monday and a student is only enrolled in classes that meet on Tues/Thurs, consider that student's attendance on Tuesday for the absence count.
	Sample calculations for partial day absence:
	  Absent for ¼ of classes on the count day = .25 absent
	  Absent for ½ of classes on the count day = .50 absent
	  Absent for ¾ of classes on the count day = .75 absent

Code Format	Number
Code Set	None
Validation	Between .000 and 1.000
Collection & Frequency	Fall Attendance and Aggregate Hours
MT Edition Upload Template	Fall Attendance Count Template

Data Element	Fall Aggregate Hours of Inst. {Enrollments}
Citations	» [20-9-311, MCA. Calculation of average number belonging (ANB)](#) » [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Fall Aggregate Hours of Inst.
Definition	Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on the first Monday in October, or the next school day if those dates do not fall on a school day.
Comments	To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district (this calculation is not based on number of days the student is enrolled). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course. Students can be enrolled: • Full-time (F: 720+ hours) • ¾ time (T: 540-719 hours) • ½ time (H: 360-539 hours) • ¼ time (Q: 180-359 hours) or • 0 (N: 0-179 hours)
Code Format	None
Code Set	F: 720+ hours T: 540-719 hours H: 360-539 hours Q: 180-359 hours N: 0-179 hours
Validation	None
Collection & Frequency	Fall Enrollment Count
MT Edition Upload Template	Fall Enrollment Count Template

Data Element	Federal Re-assigned Cohort End Year {Graduation}
Citations	» [EdFacts File Number 151- Cohorts for Adjusted-Cohort Graduation Rate](#)
Location	Index -> Student Information -> General -> Graduation tab -> Federal Re-assigned Cohort End Year
Definition	This element is used is to comply with federal mandate (Ed Facts file specification 151) for calculating the cohort graduation rate. This field will contain a re-assigned cohort end year value for students who have an identified disability under IDEA (special education students) with cognitive disabilities that: ¬ take an alternate state assessment ¬ and have a diploma type of 'Met IEP Goals' (instead of getting a high school diploma) ¬ and take longer than 4 years to graduate.
Comments	This field was previously titled 'NGA Cohort End Year'
Code Format	YYYY
Code Set	None
Validation	None
Collection & Frequency	Can be completed at any time throughout the year.
MT Edition Upload Template	Manual Entry Only

Data Element	**First Day of Event {Calendar-Days-Multi Day Event}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Multi Day Event
Definition	*First Day of Event* indicates the first day of a multi-day event on the calendar.
Comments	This function is used to create a multi-day event, such as Spring Break or Christmas Holiday. Enter the First Day of Event and the Last Day of the Event, and the Type from the drop-down list that has been defined by the district. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**First Name {Demographics/Identities}**
Citations	» [Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> First Name
Definition	The legal first name of the student from their birth certificate or other legal documentation.
Comments	The full legal first name must be entered to help ensure that two State IDs are not assigned for the same student. If a student uses a name other than the legal name, the district can put that name in the nickname field. Students who have a legal name change must have a new identity created.
Code Format	String (35)
Code Set	None
Validation	a) Required
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Gender {Demographics/Identities}
Citations	» Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Gender
Definition	The sex of the student as it appears on their birth certificate or other legal documentation. A new identity should be created for those students where this value has been legally changed.
Comments	None
Code Format	M / F
Code Set	None
Validation	Required
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Foreign Exchange {Enrollments}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Foreign Exchange
Definition	A *Foreign Exchange* student is a student who maintains residency and citizenship in a foreign country, which the student has no intention of abandoning and is qualified to pursue a full course of study. The student should seek to enter the United States only temporarily for the sole purpose of pursuing a course of study at an established academic high school. • Usually, the placement of the student in the high school is arranged through a third-party application and approval process. • The student should be proficient in English. • The student should be enrolled in the school and in a grade.
Comments	This data is collected to exclude Foreign Exchange students from Graduation rates. If the student is enrolled in a grade that requires statewide testing, the student should participate in the statewide tests. Foreign exchange students are not included in AYP or the district's graduation rate.
Code Format	Y / N
Code Set	None
Validation	Student cannot be marked as both *Immigrant* and *Foreign Exchange* (if *Immigrant = Y Foreign Exchange = N*)
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	FTE of Assignment {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> District Assignments
Definition	Lists the full-time employment percentage of the staff member's assignment. In most situations, this is a 100% which equates to a 1.0 FTE
Comments	
Code Format	Number
Code Set	0-100
Validation	Cannot be more than 100. If staff members more than 100, potential issue with end dating previous district employment
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**Gifted/Talented {Enrollments} (Split into two separate elements in 2132 release)**
Citations	» [ARM 10.55.804 GIFTED AND TALENTED](#) » [20-7-901, MCA. Gifted and Talented Children - Definitions](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> Other Program Participation -> Gifted and Talented
Definition	**Gifted and Talented Students** Children of outstanding abilities who are capable of high performance and require differentiated educational services beyond those normally offered in public schools to fully achieve their potential contribution to self and society. The children so identified include those with demonstrated achievement or potential ability in a variety of worthwhile human endeavors.
Comments	By state law and administrative rule, all schools are required to identify and serve gifted and talented students in their district.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	**Gifted and Talented Evaluated {Enrollments}**
Citations	» [ARM 10.55.804 GIFTED AND TALENTED](#) » [20-7-901, MCA. Gifted and Talented Children - Definitions](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> Other Program Participation -> Gifted and Talented Evaluated
Definition	**Gifted and Talented Students** Children of outstanding abilities who are capable of high performance and require differentiated educational services beyond those normally offered in public schools to fully achieve their potential contribution to self and society. The children so identified include those with demonstrated achievement or potential ability in a variety of worthwhile human endeavors.
Comments	By state law and administrative rule, all schools are required to identify and serve gifted and talented students in their district. When checked, this field indicates that the student has been evaluated.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Gifted and Talented Identified {Enrollments}
Citations	» [ARM 10.55.804 GIFTED AND TALENTED](#) » [20-7-901, MCA. Gifted and Talented Children - Definitions](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> Other Program Participation -> Gifted and Talented Identified
Definition	**Gifted and Talented Students** Children of outstanding abilities who are capable of high performance and require differentiated educational services beyond those normally offered in public schools to fully achieve their potential contribution to self and society. The children so identified include those with demonstrated achievement or potential ability in a variety of worthwhile human endeavors.
Comments	By state law and administrative rule, all schools are required to identify and serve gifted and talented students in their district. When checked, this field indicates that the student has been identified.
Code Format	Y / N
Code Set	None
Validation	Students must be marked as 'Gifted and Talented Evaluated' in order to be marked as 'Gifted and Talented Identified'.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Grade {Enrollments}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> Grade
Definition	The *Grade* is the primary instructional level at which students enter and receive services in a school during a given academic session.
Comments	If a student changes *grade level* at any time during the school year, the enrollment record for the first-g r a d e level must be ended and a new enrollment record is created for the student at the new grade level. Students who are not yet 5 as of September 10 of the year of enrollment must have special permission of the board of trustees to be enrolled for the school year, including students who transfer into the district from another educational setting. Special Education students who are 5 as of September 10 and enrolled in Kindergarten but receiving services in a PK setting should be enrolled in grade KF for ANB purposes. A P1 program is a full day pre-1st/transition program designed to ease the transition into or out of first grade and often results in a two-year program between kindergarten and second grade.
Code Format	String (2)
Code Set	PK – Pre-Kindergarten KF – Kindergarten Full Time KH – Kindergarten Half Time P1 – Transition 1st 01 – Grade 1 02 – Grade 2 03 – Grade 3 04 – Grade 4 O5 – Grade 5 O6 – Grade 6 07 – Grade 7 08 – Grade 8 09 – Grade 9 10 – Grade 10 11 – Grade 11 12 – Grade 12
Validation	Required. Choices are from grade levels in the school/calendar the student is enrolled in.
Collection & Frequency	All Enrollment Data Reporting
MT Edition Upload Template	Student Enrollment Template End of Year Attendance Totals Template

Data Element	Grade Levels {Calendar}
Citations	[ARM 10.20.102 Calculation of Average Number Belonging (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab
Definition	Grade level that the student is enrolled in and taking classes in.
Comments	Applies to all student enrollments in all schools.
Code Format	Two Character Field
Code Set	State code set includes 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KF, KH, PK, P1
Validation	Required
Collection & Frequency	Needed for all state reporting.
MT Edition Upload Template	Included in Enrollment and End of Year Attendance Totals.

Data Element	Health License {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Credential
Definition	A field to indicate the license or title of a Health Staff person. The code will append to the staff name when the staff person has Health checked on their District Assignment.
Comments	
Code Format	String (3)
Code Set	BSN - Bachelor of Science in Nursing CNA - Certified Nursing Assistant LPN - Licensed Practical Nurse MD - Doctor of Medicine MSN - Master of Science in Nursing NP - Nurse Practitioner PA - Physician Assistant PCA - Personal Care Attendant RN - Registered Nurse
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**Home Primary Language {Demographics}**
Citations	» [EDFacts File Number 204 – Title III English Learners](#) » [EDFacts File Number 045 - Immigrant – Link to Spec Document](#) » [ISO 639 Code Tables](#)
Location	Index -> Census -> People -> Demographics
Definition	*Home Primary Language* is the name of the specific language normally used by the student or normally used by the parents of the student.
Comments	This list of codes and languages are from the Federal code set ISO-639.2 and was updated and approved by the OPI Data Governance committee in June 2018.
Code Format	String (3)
Code Set	AFA-Afro-Asiatic ALG-Algonquian; Algic ARA-Arabic ARP-Arapaho MAP-Austronesian BNT-Bantu BUR-Burmese CEB-Cebuano KHM-Central Khmer CHY-Cheyenne CHI-Chinese CRE-Cree CPE-Creole, English CPF-Creole, French HRV-Croatian CZE-Czech DAK-Dakota DRA-Dravidian DUT-Dutch; Flemish ENG-English FIN-Finnish FRE-French GER-German GRE-Greek HAT-Haitian HIN-Hindi HMN-Hmong INE-Indo-European ITA-Italian JPN-Japanese KOR-Korean KUT-Kutenai NAV-Navajo; Navaho NEP-Nepali NIC-Niger-Kordofanian SSA-Nilo-Saharan NAI-North American Indian NNO-Norwegian OJI-Ojibwa OTO-Otomian PAU-Palauan PAA-Papuan PUS- Pashto FAS-Persian PON-Pohnpeian POL-Polish POR-Portuguese PAN-Punjabi RUM-Romanian RUS-Russian SAL-Salishan SEM-Semitic BLA-Siksika (Blackfoot) SIT-Sino-Tibetan SIO-Siouan SPA-Spanish; Castillian SWA-Swahili SWE-Swedish TGL-Tagalog TAI-Tai (Other) THA-Thai TIR-Tigrinya TUP-Tupi TUR-Turkish MIS-Uncoded UND-Undetermined URD-Urdu VIE-Vietnamese
Validation	Required if *Identified Date (EL)* or *Immigrant* is indicated
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	English Learners (EL) Template

Data Element	Homeless {Enrollments}
Citations	» [42 USC CHAPTER 119, SUBCHAPTER VI, Part B](#) » [Title IX, Part A of the Elementary and Secondary Education Act](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Homeless

Definition	[Sec. 725 Definitions](#)
	(2) The term homeless children and youths' —
	  (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
	  (B) includes —
	   (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
	   (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
	   (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;

Comments	If a student is reported as homeless in a district at any time during the school year, the student should retain the designation of homeless for the entire year in that district. If the student transfers to another district, the status of the student is re-evaluated by the enrolling district. Homeless students are entitled to expedited services for special education services, Title I services, school of origin consideration, free lunch and transportation.
Code Format	Y / N
Code Set	None
Validation	a. If *Homeless* = Y, *Homeless Nighttime Residence* is required b. *Homeless Nighttime Residence* and *Unaccompanied Youth* must be Null or N if *Homeless* = N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	**Homeless McKinney Vento {Enrollments} - RETIRED**
Citations	[Retired File Specifications for SY 2016-17](#) [EDFacts File Numbers: 043; 118; 194](#)
Location	Index -> Student Information -> Enrollments tab -> Enrollment -> State Reporting Fields -> Other Program Participation -> Homeless
Definition	**This field is no longer collected in AIM as of the 2016-17 school year.** The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth. Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.
Comments	Formerly: Districts that are recipients of a McKinney Vento grant should mark all their homeless students as *McKinney Vento*. If a student is reported as homeless in a district at any time during the school year, the student should retain the designation of homeless for the entire year in that district. If the student transfers to another district, the status of the student is re-evaluated by the enrolling district.
Code Format	Y / N
Code Set	None
Validation	Formerly: a) If Homeless is null, then *McKinney Vento* must be null or N
Collection & Frequency	Formerly: Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Formerly: Program Participation Template

Data Element	**Homeless Night-Time Residence {Enrollments}**
Citations	» [42 USC CHAPTER 119, SUBCHAPTER VI, Part B](#) » [Title IX, Part A of the Elementary and Secondary Education Act](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Homeless Nighttime Residence
Definition	*Homeless Nighttime Residence* is the type of nighttime residence for homeless students.
Comments	If a student is reported as homeless, the *Homeless Nighttime Residence* is then required.
Code Format	String (2)
Code Set	01 – Shelters 02 – Doubled-up (Living with another family)	03 – Unsheltered (Cars, park, campgrounds) 04 – Hotels/Motels
Validation	a) Required if *Homeless* = Y b) If *Homeless* is null, then *Nighttime Residence* must be Null or N.

Collection & Frequency	Three times per year:
	1. Fall Program Participation
	2. TW Program Participation
	3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	**Identified Date {English Learners (EL)}**
Citations	» [Section 3121 of the ESEA as amended](#)
	» [Consolidated State Performance Reports (CSPR) USDOE](#)
Location	Index -> Student Information -> Program Participation -> English Learner (EL) -> Identified Date
Definition	*Identified* Date is the date a student was initially identified as being an English Learner (EL). EL students are those students who are not achieving academically due to the level of their English language proficiency.
Comments	The *Identified Date* may be the date the child entered school. If a student transfers from another school where they have been identified as EL, the receiving school should consider whether re-identification would be appropriate. If a student's status is accepted from a prior school, the Date 1st Identified should be the date the first school identified the student as EL, not the date of enrollment in the new school. The data may be found in records transferred from a prior district of enrollment or obtained from the guidance counselor, principal, or bilingual staff. ELP test booklet labels will be sent to districts with students identified as EL in the October enrollment collection. Districts no longer identify EL students on an annual basis. Once students are identified, they continue to be identified as EL until they are exited from the program.
Code Format	MM/DD/YYYY
Code Set	None
Validation	a) Must be less than today's date, but greater than student's birth date
	b) If *Identified Date* is not null, *Language of Impact* and *Primary Home Language* are required
Collection & Frequency	Three times per year:
	1. Fall Program Participation
	2. TW Program Participation
	3. End of Year Program Participation
	Fall EL Assessment Verification, Winter Assessment Registration and Spring Assessment Registration.
MT Edition Upload Template	Program Participation Template

Data Element	Immigrant {Enrollments}
Citations	EDFacts File Number 045 - Immigrant
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Immigrant
Definition	Immigrant children and youth means individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.* For the definition above, "state" means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. *Definition based on Section 3301()6 of ESEA.
Comments	A student should not be marked both as an *Immigrant* and *Foreign Exchange*
Code Format	Y / N
Code Set	None
Validation	a) Student cannot be marked as both *Immigrant* and *Foreign Exchange* (if *Immigrant* = Y *Foreign Exchange = N*) b) If *Immigrant* is marked, *Primary Home Language* and *Date Immigrant Entered US School* is required.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Incident Date/Time {Behavior}
Citations	» U.S. Department of Education EDFacts Submission Files - File Specifications
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Incident Date/Time
Definition	Date of Incident; Time of Incident
Comments	Date/Time the Behavior Incident occurred.
Code Format	MM/DD/YYYY; h:mm AM/PM
Code Set	None
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Income Eligible MT PreK Dev Grant {Enrollments}
Citations	US Department of Education Preschool Development Grants
Location	Index -> Student Information -> Enrollments -> select Enrollment -> General Enrollment Information -> Other Program Participation -> Income Eligible MT PreK Dev Grant
Definition	The date the student was determined *Income Eligible* for the Montana Preschool Development Grant (MPDG).
Comments	The income eligibility collection is a grant requirement. USED requires that kids be income eligible (200% of FPL) to be counted for the grant. To be counted as participating in the grant, students must be marked in AIM. The MPDG Grant started in the 15-16 school year and ended in the 18-19 school year with a small amount of funds carried over to the 19-20 school year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Once per year on December 1st during the grant years for the MPDG Annual Performance Report
MT Edition Upload Template	Manual entry required.

Data Element	Indian Language Immersion Program {Enrollments}
Citations	Senate Bill 272
Location	Index -> Student Information -> General -> Enrollments -> select Enrollment -> check ILIP: Indian Language Immersion Program box
Definition	*ILIP: Indian Language Immersion Program*
Comments	This was established in the 2015 legislature. The Indian Ed division approves applications. Students were tracked for two years in AIM. In the 2017 legislature the program continued but was not funded. There is a bill in the 2019 session to restore (and make permanent) funding for this program.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Once a year during Fall Enrollment Count.
MT Edition Upload Template	Fall Enrollment Count Template.

Data Element	In District Credits Earned- {State Programs -CTE Concentrator}
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Concentrator -> In District Credits Earned
Definition	This is the total numeric value of CTE credits earned for the Pathway record that have been earned within the current school district.
Comments	This value does *not* include CTE credits earned outside of the current school district.
Code Format	Numeric
Code Set	None
Validation	Must not be null.
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template

Data Element	Instruction {Calendar-Days-Day Detail}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days Tab -> select a Day -> Day Detail -> Instruction
Definition	*Instruction* indicates that the day is an instructional day for students.
Comments	If a check mark is in the box, then the school is holding classes on this date. The check box will be empty for days when no classes are held, and teachers are holding an in-service day. Unchecked days will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Instruction Mode {State Programs-MT Instruction Mode}
Citations	» [MT ARP ESSER STATE PLAN](#) » [MT HB 632](#)
Location	Index -> Student Information -> Program Participation -> State Programs -> MT Instruction Mode -> Instruction Mode
Definition	The American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) programs provide funds to support schools in safely reopening and sustaining safe operations while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. To support the goals of access and equity, it is essential to have data on how students are learning, especially for student groups that have been disproportionately impacted by the COVID-19 pandemic. School districts must provide data on both School Level Modes of Instruction utilized by schools and Modes of Instruction for each student within the school. The **Instruction Mode** field tracks which mode of instruction the student is receiving.
Comments	There are three **Instruction Mode** options. A student can only be assigned to one option at any given time. Students may change **Instruction Mode** throughout the course of the school year. If a student changes **Instruction Mode**, the current record must be end dated and a new MT Instruction Mode record must be created.
Code Format	String
Code Set	01: Full-time In-Person (in-person only, no times of remote instruction) 02: Hybrid – Both remote and In-Person (some remote and some in-person instruction) 03: Remote of Online Only (remote learning only, no times of in-person instruction)
Validation	None
Collection & Frequency	Three times per year: 1. Fall Mode of Instruction Collection 2. Test Window Mode of Instruction Collection 3. End of Year Mode of Instruction Collection
MT Edition Upload Template	Student Mode of Instruction Template

Data Element	Instruction Mode {Resources-System Administration}
Citations	» MT ARP ESSER STATE PLAN » MT HB 632
Location	Index -> System Administration -> Resources -> School -> School History Record
Definition	The American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) programs provide funds to support schools in safely reopening and sustaining safe operations while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. To support the goals of access and equity, it is essential to have data on how students are learning, especially for student groups that have been disproportionately impacted by the COVID-19 pandemic. School districts must provide data on both School Level Modes of Instruction utilized by schools and Modes of Instruction for each student within the school.
Comments	This module allows districts to enter the Modes of Instruction for the school history record. The School Level Mode of Instruction does not communicate to the Student Level Mode of Instruction, which much be set separately. Three fields are present and each one must be populated. They include Remote or Online Only (no in-person or hybrid instruction), Hybrid-Both Remote and In-Person (some remote and some in-person instruction), and Full-Time In-Person (no online or hybrid instruction).
Code Format	Set
Code Set	AS: Offered to All Students SS: Offered to Some Students NO: Not Offered
Validation	Each of the three fields must be populated with one of the three code set options.
Collection & Frequency	Three times per year: 1. Fall Mode of Instruction Collection 2. Test Window Mode of Instruction Collection 3. End of Year Mode of Instruction Collection
MT Edition Upload Template	None

Data Element	**Instructional Minutes {Calendar-Periods-Period Schedule Info}**
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Schedule Info -> Instructional Minutes
Definition	*Instructional Minutes* are the minutes of each day that are considered instructional.
Comments	These minutes are the sum of instructional minutes for all periods in a schedule. The calculation is based on the Start Time to End Time of each Period listed in the selected schedule. Any period with the 'non-instructional' check box is excluded from the sum of instructional minutes. This number should be manually entered into the Student Day field on the Calendar tab. This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for upcoming school year.
MT Edition Upload Template	Manual entry required.

Data Element	Instruction School {State Programs-MT Instruction Mode}
Citations	» [MT ARP ESSER State Plan](#) » [MT HB 632](#)
Location	Index -> Student Information -> Program Participation -> State Programs -> MT Instruction Mode -> Instruction School
Definition	The American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) programs provide funds to support schools in safely reopening and sustaining safe operations while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. To support the goals of access and equity, it is essential to have data on how students are learning, especially for student groups that have been disproportionately impacted by the COVID-19 pandemic. School districts must provide data on both School Level Modes of Instruction utilized by schools and Modes of Instruction for each student within the school. The **Instruction School** field tracks which school the student is enrolled in for the selected mode of instruction.
Comments	Instruction School field can be edited but must reflect the school in which the student's enrollment lies.
Code Format	Numeric
Code Set	String 4
Validation	School of enrollment must be selected from the tool bar. School number will automatically populate into the Instruction School field. Must be four digits.
Collection & Frequency	Three times per year: 1. Fall Mode of Instruction Collection 2. Test Window Mode of Instruction Collection 3. End of Year Mode of Instruction Collection
MT Edition Upload Template	Student Mode of Instruction Template

Data Element	Job Corps {Enrollments}
Citations	[20-9-311(11) (h), MCA Calculation of Average Number Belonging (ANB)](#) [20-9-707, MCA Agreement with Montana Youth Challenge Program or Accredited Montana Job Corps Program](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> check Job Corps box
Definition	Record the enrollments of Job Corps students in AIM to be counted for ANB funding.
Comments	A student in Job Corps must be identified in their enrollment tab showing the start and end dates of participation. If district chooses to keep the student enrolled, Aggregate Hours are set to full-time for each attendance collection and the student generates a full ANB. To be counted for ANB the district must have an interlocal agreement with the program and the student must be enrolled in their district of residence, taking credits at the Job Corps that are approved by the resident school district, taking credits that meet the district's requirements for graduation, taking courses taught by an instructor with a current high school certification, and have credits reported from the Job Corps to the resident school district. A student must be withdrawn from the district prior to taking a high school equivalency exam.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Twice per year: 1. Fall Enrollment Count 2. Spring Enrollment Count
MT Edition Upload Template	Fall and Spring Count Templates.

Data Element	KG Under 5 Board Approval Date {Enrollments} (REMOVED as of 2116 Release, no longer collected)
Citations	» [20-7-117, MCA. Kindergarten and Preschool Programs](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Fall Aggregate Hours of Instruction & Spring Aggregate Hours of Instruction
Definition	This element is used to record the date that the district board has approved a (PK aged) student that is under the age of 5 by September 10th, to be enrolled into a kindergarten grade level class. (Formerly, districts entered this date as a comment in the enrollment start comments field.)
Comments	As of Oct. 20-21, school year, two date fields were added to Infinite Campus under the enrollment tab titled *'KG Under 5 Board Approved'*, in the State reporting fields area. One is located under the Fall Attendance Count section and the other is located under the Spring Attendance Count section.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Can be completed at any time throughout the year, however, must be completed prior to the due date for the Fall and Spring Attendance Count collections.
MT Edition Upload Template	Fall Count Template, Spring Count Template

Data Element	Label {School Years}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Information -> Calendar -> School Years -> click on New -> Label
Definition	Last two digits of each beginning and ending school year. i.e., "18-19"
Comments	This field is required to provide a distinction between school years.
Code Format	YY-YY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	Language of Impact {Demographics}
Citations	[20-9-330, MCA](#) and [ELP Guidance for School Districts](#) Federal Mandates are Section 8101 of the ESEA » [EDFacts File Number 204 – Title III English Learners](#) » [EDFacts File Number 045 - Immigrant](#) » [ISO 639 Code Tables](#)
Location	Index -> Census -> People -> Demographics
Definition	The *Language of Impact* is the language other than English that influences the student's English language development.
Comments	For OPI American Indian student Achievement unit to identify students whose first language is English, the *Language of Impact* is the tribal (or cultural) language. For immigrant or colony students the *Language of Impact* is the language spoken at home. Please note: once students are identified as EL, they continue to be identified as EL for each school year until they are exited from the program.
Code Format	String (2)
Code Set	01 – Arabic 02 – Arapaho 03 – Assiniboine 04 – Blackfeet 05 – Cheyenne 06 – Chinese 07 – Chippewa 08 – Cree 09 – Croatian 10 – Crow 11 – Czech 12 – Farsi 13 – Finnish 14 – French 15 – German 16 – Gros Ventre 17 – Hindi, Hindustani 18 – Hmong 19 – Japanese 20 – Kootenai 21 – Korean 22 – Navaho 23 – Nepali 24 – Norwegian 25 – Oneida 26 – Polish 27 – Portuguese 28 – Romanian 29 – Russian 30 – Salish 31 – Shoshone 32 – Sioux/Dakota 33 – Spanish 34 – Tagalog 35 – Thai 36 – Turkish 37 – Urdu 38 – Vietnamese 39 – Other – Non-American Indian 40 – Other – American Indian
Validation	a) Required if *Date 1st Identified EL* or *Immigrant* is indicated. b) Must be blank if *Date 1st Identified EL* or *Immigrant* is blank.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	English Learners (EL) Template

Data Element	Last Day of Event {Calendar-Days-Multi Day Event}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Multi Day Event
Definition	*Last Day of Event* indicates the last day of a multi-day event on the calendar.
Comments	This function is used to create a multi-day event, such as Spring Break or Christmas Holiday. Enter the First Day of Event and the Last Day of the Event, and the Type from the drop-down list that has been defined by the district. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Last Name {Demographics/Identities}
Citations	» [Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Last Name
Definition	The legal last name of the student from their birth certificate or other legal documentation.
Comments	If a student uses a name other than the legal name, the district can put that name in the nickname field. If a student's name is legally changed, a new identity must be created.
Code Format	String (40)
Code Set	None
Validation	Required
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	License Number {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> District Employment
Definition	The employee's license number
Comments	Professional licensure found from a records search on the Montana Department of Labor website
Code Format	Number
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	License/Certification Type {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Credentials
Definition	The employee's license/certification type
Comments	
Code Format	Dropdown
Code Set	EMG - Emergency PRO - Provisional REG - Regular / Full TMP - Temporary
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Location {Behavior}
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Location
Definition	Location the Behavior Incident occurred
Comments	Details the location the Behavior Incident occurred
Code Format	Drop-down list
Code Set	On Campus, Off Campus
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Lunch Time {Calendar-Periods-Period Info}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Lunch Time
Definition	*Lunch Time* is the number of minutes allowed for Lunch.
Comments	None
Code Format	String (2)
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Middle Name {Demographics/Identities}**
Citations	» Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Middle Name
Definition	The middle name of the student from their birth certificate or other legal documentation.
Comments	None
Code Format	String (40)
Code Set	None
Validation	None
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	**Migrant {Enrollments} – Field Moved – See Migrant {Flags}**
Citations	FS121 — Migratory Students Eligible FS165 — Migratory Data
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Migrant
Definition	Any child who meets the statutory definition of a migratory child found in section 1309(2) of the statute and section 200.81 of the regulations and for whom the SEA approved a Certificate of Eligibility. In brief, the term migrant child means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
Comments	Migrant students are entitled to expedited services for Special Education (SPED) services, Title 1 services, free lunch, and transportation. Student must be identified as a migrant and a recruiter/interviewer must fill out a Certificate of Eligibility (COE). The COE must be signed by the parent and the recruiter/interviewer. **The data is entered in AIM by the OPI staff only.**
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	None
MT Edition Upload Template	The data is entered in AIM by the OPI staff only.

Data Element	Migrant {Flags} – District Viewing
Citations	FS121 — Migratory Students Eligible FS165 — Migratory Data
Location	Index -> Student Information -> General -> Flags tab -> New -> Migrant
Definition	Any child who meets the statutory definition of a migratory child found in section 1309(2) of the statute and section 200.81 of the regulations and for whom the SEA approved a Certificate of Eligibility. In brief, the term migrant child means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
Comments	Migrant students are entitled to expedited services for Special Education (SPED) services, Title 1 services, free lunch, and transportation. Student must be identified as a migrant and a recruiter/interviewer must fill out a Certificate of Eligibility (COE). The COE must be signed by the parent and the recruiter/interviewer. **The data is entered in the AIM system by the OPI staff only. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)**
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	The information is collected three times during the school year, first in the Fall Count, followed by the Test Window and finally in the End of Year.
MT Edition Upload Template	The data is entered in the AIM system by the OPI staff only.

Data Element	Modified Date- {State Programs -CTE Participant}
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs -> Select New
Definition	Defaults to current date for newly created records. Field will automatically update to the current date if the record is edited or amended.
Comments	This data is not collected as part of a district's Carl Perkins grant requirement. It is auto generated when a Pathway record is created.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	End of Year and Fall Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	None

Data Element	Military Connected Status {Enrollments}
Citations	20-1-230, MCA. Enactment – Interstate Compact on Educational Opportunity for Military Children – provisions.
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Military Connected Status
Definition	*Military Connected* student means a student enrolled in a school district who is a dependent of an active duty member of: • The United States Military (Army, Navy, Air Force, Marines, or Coast Guard) • Active Duty National Guard • Active Duty Reserve Force of the US Military • Transitioning out of Active Duty to National Guard or Reserve
Comments	As per MCA 20-1-230, the OPI will be requiring school districts to identify students of military families starting in the 2014-15 school year. It is the purpose of this compact to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents. Please also see the Military Connected Enrollment Start and End Status Codes.
Code Format	String (1)
Code Set	1. The United States Military (Army, Navy, Air Force, Marines, or Coast Guard) 2. Active Duty National Guard 3. Active Duty Reserve Force of the US Military 4. Transitioning out of Active Duty to National Guard or Reserve
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Montana Digital Academy {Flags}
Citations	ARM 10.55.907 Distance, Online and Technology-Delivered Learning The data is requested from MTDA to verify aggregate hours on part time enrollment.
Location	Find Student -> Student Information -> General -> Flags -> click on New -> Montana Digital Academy
Definition	Identifies a student as being enrolled in MT Digital Academy Classes.
Comments	The finance specialist within School Finance at the OPI, enters and reviews this data. The flag is not available at the district level.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	The data is requested from MTDA to verify aggregate hours on part time enrollment and to verify ANB for Fall and Spring.
MT Edition Upload Template	Manual entry required.

Data Element	Montana Youth Challenge Academy {Enrollments}
Citations	[20-9-311(11) (h), MCA. Calculation of Average Number Belonging (ANB)](#) [20-9-707, MCA. Agreement with Montana Youth Challenge Program or Accredited Montana Job Corps Program](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> check YthChllng:MT Youth Challenge box
Definition	Record the enrollments of *Montana Youth ChalleNGe* students in AIM to be counted for ANB funding.
Comments	A student in *MT Youth ChalleNGe* must be identified in their enrollment tab showing the start and end dates of participation. As of the 2015-16 School Year, when a student enters *MT Youth ChalleNGe,* districts may choose to either: 1) Withdraw the student using the non-dropout End Status of *175: Transfer to Montana Youth ChalleNGe or* 2) Enroll the student and collect ANB funding. Should the district choose option 2 the student must be identified on the enrollment tab showing the start and end dates of participation; aggregate hours are set to full-time for each attendance collection and the student generates one-half ANB; and to be counted for ANB the district must have an interlocal agreement with the program and the student must be enrolled in their district of residence, taking credits at the *MT Youth ChalleNGe* that are approved by the resident district, taking credits that meet the district's requirements for graduation, taking courses taught by an instructor with a current MT high school certification and have credits reported from the *MT Youth ChalleNGe* to the resident school district. An MYCA student's enrollment must be ended prior to taking a high school equivalency exam, with the non-dropout End Status of *175: Transfer to Montana Youth ChalleNGe*.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Twice per year: 1. Fall Enrollment Count 2. Spring Enrollment Count
MT Edition Upload Template	Spring and Fall Count Templates.

Data Element	MT Science Assessment- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> MT Science Assessment
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	MTS01 Alternate Response Options MTS02 Amplification MTS03 Bilingual Dictionary (word for word) MTS04 Braille (paper version) MTS05 Braille UEB contracted MTS06 Braille UEB uncontracted MTS07 Braille with Tactile Graphics (contracted) MTS08 Braille with tactile Graphics (uncontracted) MTS09 Breaks MTS10 Calculator (non-embedded) MTS11 Color Contrast MTS12 Color Contrast (non-embedded) MTS13 Color Overlay MTS14 Color Overlay (non-embedded) MTS15 English Braille American Edition EBAE/Nemeth MTS16 English Dictionary MTS17 English Glossary MTS18 Expandable Passages MTS19 Extended Time MTS20 Glossaries (English) MTS21 Highlighter MTS22 Line Reader MTS23 Magnification MTS24 Mark for Review MTS25 Masking MTS26 Medical Supports (specify) MTS27 Mouse Pointer MTS28 Native Language Translation of Directions MTS29 Noise Buffers MTS30 Print on Demand MTS31 Read Aloud (items and stimuli) MTS32 Read Aloud in Spanish MTS33 Read Aloud to Self MTS34 Scratch Paper MTS35 Scribe MTS36 Separate Setting (specify) MTS37 Separate Setting Individual MTS38 Separate Setting Small Group MTS39 Speech-to-Text (AT) MTS40 Speech-to-Text (Software)

	MTS41	Streamlined Interface
	MTS42	Strikethrough
	MTS43	Text-to-Speech (items and stimuli)
	MTS44	Translated Test Directions (PDF)
	MTS45	Translations (Toggle)
	MTS46	Turn Off Any Universal Tools (specify)
	MTS47	Unified English Braille (UEB)
	MTS48	Word for Word Bilingual Dictionary
	MTS49	Word Prediction
	MTS50	Zoom
Validation	If the State Assessment field is set to MT Science Assessment, then this field becomes editable. Only values listed in the dropdown may be selected.	
Collection & Frequency	All year.	
MT Edition Upload Template	None	

Data Element	MT Sped Level {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> District Assignment
Definition	The MT state-defined field that indicates the SPED age group in the employee assignment
Comments	
Code Format	Dropdown
Code Set	01 - 3 to 5 (NOT KH/KF) 02 - 6 and up (KH/KF to grade 12)
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	MT Titles {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> District Assignment
Definition	Title assigned to staff that coordinates specific program responsibilities
Comments	Required of each school system to enter a designated point of contact for System Test Coordinator, Foster Care Point of Contact, Homeless Liaison and Title IX Coordinator. Optional contacts include Indian Education for All and Gifted and Talented Coordinators. Itinerant Employee only used for Special Education Cooperatives
Code Format	Dropdown
Code Set	System Test Coordinator Contractor Foster Care Point of Contact Homeless Liaison Indian Education for All Coordinator Gifted and Talented Coordinator Title IX Coordinator Sped Cooperative Staff Itinerant Employee
Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Name {Calendar}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Name
Definition	*Name* is the name of the calendar.
Comments	Typical format is YY-YY School Name (Year is defined as school year from Fall to Spring).
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of upcoming school year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar – Grade Levels}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels -> Name
Definition	*Name* is the name of the Grade Level.
Comments	The grade name is two characters. In grades 1 through 6, the grade name has a zero placed before the grade number; making the name two characters.
Code Format	Two Characters
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Periods-Period Info}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Name
Definition	*Name* is the name given to the Period.
Comments	Montana Edition Districts need to enter, at a minimum, one full-day period (the start and ending times of the day). District Edition Districts further define specific periods within their calendars. Completing this tab, along with the Days tab and Terms tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Periods-Period Schedule Info}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Schedule Info -> Name
Definition	*Name* is the name given to the Period Schedule. Describes the type of schedule.
Comments	Montana Edition Districts need to enter, at a minimum, one full-day period (the start and ending times of the day). District Edition Districts further define specific periods within their calendars. Completing this tab, along with the Days tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Terms-Term Detail}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms -> select existing Term name or New Term Schedule/Terms -> Term -> Name
Definition	*Name (Term Detail)* is the name given to each Term.
Comments	This name for the Term indicates the name given to each term. For example, a Quarters term will have four quarters, and each might be named Q1, Q2, Q3, Q4. Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.) Completing this tab, along with the Days tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Terms-Term Schedule Detail}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms -> select existing Term name or New Term Schedule/Terms -> Term Schedule Detail -> Name
Definition	*Name (Term Schedule Detail)* is the name of the Term Schedule. Describes the type or number of terms in the school year.
Comments	This is the name of the Term Schedule and can be changed after it is created. When creating a new Term, the choices are: Full Year (1 term); Semesters (2 terms); Trimesters (3 term); Quarters (4 term); and Other Number of Terms. Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.) Completing this tab, along with the Days tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required; must select one of the 5 choices: • Full Year- 1 term • Semester-2 term • Trimester – 3 terms • Quarters – 4 terms • Other Number of Terms
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Teacher Class – Roster}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Section Roster Setup
Definition	Name of the student in the course roster
Comments	
Code Format	String
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Name {Teacher Class – Schedule Structure}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Calendar Setup ->Terms
Definition	Name that represents the time span for which grades are reported
Comments	
Code Format	String
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Name {TOE– Service Providers}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> System Administration -> Special Ed -> Service Providers -> Provider Detail
Definition	First and last name of the special education service provider employed by the school district
Comments	
Code Format	String
Code Set	None
Validation	Required field
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Number {Calendar}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar Tab -> Number
Definition	A calendar number is needed for new year calendar set up. For MT Editions it must be entered on the school's calendar before the file can be uploaded. This is used to support state reporting.
Comments	For MT Edition uploads, all calendars must have a *Calendar Number of* "1" assigned. File upload formats will not be accepted without a valid *Calendar Number.*
Code Format	String (1)
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Number {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information
Definition	Number uniquely associated with a course in a school
Comments	
Code Format	String
Code Set	None
Validation	Required field
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Number of 6+ Week Activities {Enrollments}**
Citations	» SENATE BILL 72 (2021) » SENATE BILL 157 (2021) » 20-9-311, MCA
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> End of Year -> Completed Extracurricular Activities for Non-Public School Students -> Number of 6+ Week Activities
Definition	Senate Bill 72 allows certain students who participate in extracurricular activities to be included as partial enrollment for ANB calculations. This allows for students who are **not** enrolled in a public school to participate in extracurricular activities offered by the students' resident district when meeting certain requirements. The decision to add to the ANB calculation for eligible students is completely a local school district's decision and is not required. This field allows districts to enter the total number of 6+ week activities up to 18 weeks long that the student has completed.
Comments	***Extracurricular Activity is defined as:*** A sport of activity sanctioned by an organization having jurisdiction over inter-scholastic activities, contest, and tournaments. For example, high school basketball, speech and debate, or Science Olympiad; An approved career and technical student organization. For example, Future Farmers of America; or A school theatre production. ***Participation Requirements:*** Students eligible to participate in extracurricular activities must meet the following requirements: Has a primary enrollment in a Nonpublic School or Home School (may be enrolled in a public school, but part-time only); The student must reside in the school district where the extracurricular activity is being offered; and maintain the same eligibility as required for participation in the activity as a public-school student would.
Code Format	String 2
Code Set	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Validation	Student must be marked as 'Extracurricular Activities Only' in order to select the number of extracurricular activities completed.
Collection & Frequency	End of Year Collection
MT Edition Upload Template	None

Data Element	**Number of 18+ Week Activities {Enrollments}**
Citations	» SENATE BILL 72 (2021) » SENATE BILL 157 (2021) » 20-9-311, MCA
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> End of Year -> Completed Extracurricular Activities for Non-Public School Students -> Number of 18+ Week Activities
Definition	Senate Bill 72 allows certain students who participate in extracurricular activities to be included as partial enrollment for ANB calculations. This allows for students who are **not** enrolled in a public school to participate in extracurricular activities offered by the students' resident district when meeting certain requirements. The decision to add to the ANB calculation for eligible students is completely a local school district's decision and is not required. This field allows districts to enter the total number of 18+ week activities that the student has completed.
Comments	*Extracurricular Activity is defined as:* A sport of activity sanctioned by an organization having jurisdiction over inter-scholastic activities, contest, and tournaments. For example, high school basketball, speech and debate, or Science Olympiad; An approved career and technical student organization. For example, Future Farmers of America; or A school theatre production. *Participation Requirements:* Students eligible to participate in extracurricular activities must meet the following requirements: Has a primary enrollment in a Nonpublic School or Home School (may be enrolled in a public school, but part-time only); The student must reside in the school district where the extracurricular activity is being offered; and maintain the same eligibility as required for participation in the activity as a public-school student would.
Code Format	String 1
Code Set	1 2 3 4 5 6 7 8
Validation	Student must be marked as 'Extracurricular Activities Only' in order to select the number of extracurricular activities completed.
Collection & Frequency	End of Year Collection
MT Edition Upload Template	None

Data Element	**Out of District Credits Earned- {State Programs -CTE Concentrator}**
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Concentrator -> Out of District Credits Earned
Definition	This is the total numeric value of CTE credits earned for the Pathway record that have been earned outside of the current school district.
Comments	This value does *not* include CTE credits earned within the current school district.
Code Format	Numeric
Code Set	None
Validation	Must not be null.
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template

Data Element	**Paraprofessional Qualification {TOE}**
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Credentials
Definition	Paraprofessional qualification level for the paraprofessional staff member
Comments	
Code Format	String (2)
Code Set	A – Associates Degree AA – Academic Assessment HE – Two or more years of higher education LT – Licensed Teacher NA – None of these apply
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Periods {Calendar}
Citations	Support of system functionality.
	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
	» ARM 10.15.101(3) DEFINITIONS
	» ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods
Definition	*Periods* Provides information on defining period schedules for a calendar year.
Comments	Montana Edition Districts need to enter, at a minimum, one full-day period (the start and ending times of the day). District Edition Districts further define specific periods within their calendars. Completing this tab, along with the Days tab and Terms tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Phone {TOE – Service Provider}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> System Administration -> Special Ed ->Service Providers -> Provider Detail
Definition	The employee's phone number
Comments	
Code Format	Number
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Placement Type {Foster Care}
Citations	» Foster Care shows up in almost all EDFacts files as a subgroup. » ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> Placement Type
Definition	Placement Type indicates the type of foster care situation in which the student is placed. Students in the *Foster Care* system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the *Foster Care* data. The *Foster Care* data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. **(OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)**
Code Format	None
Code Set	Foster Care Family Home Group Home Kinship Care
Validation	None
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required.

Data Element	Primary Disability {Special Ed. Module: Caseload}		
Citations	EDFacts File Numbers 002; 089 - Children with Disabilities (IDEA) 20-7-4, MCA. Special Education for Exceptional Children		
Location	Index -> Student Information -> Special Ed. -> Caseload -> Primary Disability		
Definition	The *Primary Disability* is the primary condition of eligibility for a special education student.		
Comments	The *Primary Disability* is populated from the student's IEP. Districts do not have to manually enter this information into the student's enrollment record.		
Code Format	String (2)		
Code Set	AU: Autism CD: Cognitive Delay DB: Deaf-Blindness DD: Developmental Delay DE: Deaf ED: Emotional Disturbance	HI: Hearing Impairment LD: Learning Disability MD: Multiple-Disabilities OH: Other Health Impairment OI: Orthopedic Impairment	SL: Speech-Language Impairment TB: Traumatic Brain Injury VI: Visual Impairment NULL: None
Validation	None		
Collection & Frequency	Once per year, Special Education (SPED) Child Count		
MT Edition Upload Template	Manual entry required.		

Data Element	**Pronoun {TOE}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> Staff -> Demographics
Definition	Used for Pronoun codes that are set up by the district in the Pronoun Setup tool. In some states these local codes may be mapped to a State Code for reporting purposes.
Comments	
Code Format	Dropdown
Code Set	District pronoun codes
Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**Print {Calendar-Days}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Print
Definition	*Print* creates a PDF of the calendar that shows instructional days and non-instructional days and events as indicated.
Comments	The PDF of the calendar indicates what days are instructional or non-instructional, and what types of events have been defined. At the bottom of the PDF it will report Total Instructional Days and Minutes; Total Non-Instructional Days and Minutes; Total Non-School Days and Minutes. These days and minutes are calculated based on the minutes entered in the Student Day (instructional minutes) field in the Calendar tab, as well as the information entered for each day.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Program Exit Date {English Learners (EL)}
Citations	Section 3121 of the ESEA as amended
Location	Index -> Student Information -> Program Participation -> English Learners (EL) -> Program Exit Date
Definition	*Program Exit Date* is the date a student was determined to no longer be an EL (English Learner). The student is no longer EL once he/she has earned a score on the English Language Proficiency Assessment that meets the Montana proficiency standard for English and the district determines that the student is no longer in need of services.
Comments	EL students are students not achieving academically due to their level of English language proficiency. If a student transfers from another school where they have been identified as EL, the receiving school should consider whether re-identification would be appropriate. If the district determines that a transfer student previously identified as EL is no longer in need of services, the district should enter the student's *Identified Date* and *Program Exit Date* (may be the date of enrollment in the district). The data may be found in records transferred from a prior district of enrollment or obtained from the guidance counselor, principal, or bilingual staff. Districts are encouraged to evaluate proficiency upon receipt of results of the ELP test. **Students identified as EL remain identified until a *Program Exit Date* is entered.**
Code Format	None
Code Set	None
Validation	a) Only when *Program Status* is EL, can the *Program Exit Date* be entered b) Must be greater than the *Identified Date* c) If *Program Exit Date* is entered, *Identified Date*, *Primary Home Language* and *Language of Impact* is required
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	EL Template

Data Element	Program Status {English Learners (EL)}
Citations	» EDFacts File Number 204 – Title III English Learners » EDFacts File Number 045 - Immigrant » ISO 639 Code Tables
Location	Index -> Student Information -> Program Participation -> English Learners (EL)
Definition	Status of an EL student.
Comments	None
Code Format	None
Code Set	EL, Exited EL, not EL
Validation	Student needs home primary language and language of impact.
Collection & Frequency	Program Participation in the Fall, Test Window, End of Year Collection, Fall EL Assessment Verification, Winter Assessment Registration and Spring Assessment Registration.
MT Edition Upload Template	Program Participation

Data Element	**Race/Ethnicity {Demographics/Identities}**
Citations	» [Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Demographics and/or Identities -> Race/Ethnicity

Definition	The general racial or ethnic category which most clearly reflects the individual's recognition in his or her community, or with which the individual most identifies (Annual Data Collection Glossary, AYP Data Glossary).
	
	 The racial/ethnic categories describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. Count each student in only one category. Select the category that reflects the individual's recognition in the community for reporting students who refuse to report, or who report mixed racial and/or ethnic origins (Guidance for reporting under the NCES Common Core of Data, School Universe Survey 2006-2007).
	
	 Race and ethnicity determinations are presented as two questions. Both questions must be answered. Students may be identified as having two or more races.
	 1. Is this student Hispanic or Latino? (Choose only one)
	    • No, not Hispanic or Latino
	    • Yes, Hispanic or Latino (a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race).
	 2. What is the student's race? (regardless of how the first question was answered, choose one or more)
	    • American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
	    • Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
	    • Black or African American: a person having origins in any of the black racial groups of Africa.
	    • Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
	    • White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Comments	If the parent does not declare the student's race/ethnicity, the district must choose the racial or ethnic category which most clearly reflects the student's recognition in his or her community or with which the student most identifies. If the student's race/ethnicity is re-identified at any time, the district must create a new identity record that reflects the change in identification.
Code Format	Question 1 – Y/N Question 2 – String (1)

Code Set	1 - Hispanic/Latino 2 - American Indian or Alaskan Native	3 - Asian 4 - Black or African American	5 - Native Hawaiian or Other Islander 6 - White 7 - Two or more races

Validation	Required
Collection & Frequency	All
MT Edition Upload Template	Student Demographics Template

Data Element	**Resolution End Date/Time {Behavior}**
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> End Date/Time
Definition	Date/Time the resolution ended for a Behavior Incident Event.
Comments	The date/time the resolution ends. Required if District has selected auto-calculation option for resolution duration. Duration is a required Behavior Resolution data element.
Code Format	MM/DD/YYYY
Code Set	None
Validation	An optional field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	**Resolution Duration {Behavior}**
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Resolution Duration
Definition	Length in days (whole or fraction) for a Behavior Incident Resolution
Comments	Details the length of a Behavior Incident Resolution. A duration of the In-School Suspension, Out-of-School Suspension, or Expulsion discipline removal.
Code Format	Number (whole or fraction)
Code Set	None
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	**Resolution Start Date/Time {Behavior}**
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Start Date/Time
Definition	Date/Time the resolution started for a Behavior Incident Event.
Comments	The date/time the resolution starts. Required if District has selected auto-calculation option for resolution duration. Duration is a required Behavior Resolution data element.
Code Format	MM/DD/YYYY
Code Set	None
Validation	An optional field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Resolution Type {Behavior}
Citations	» U.S. Department of Education EDFacts Submission Files - File Specifications
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Resolution Type
Definition	Type of Resolution – describes the discipline removal action
Comments	Details the type of discipline removal. Behavior Incident Resolutions required to be reported must be mapped to a State Resolution Code.
Code Format	Drop-down list
Code Set	250-MT - Expulsion, IAES 260-MT - Expulsion, w/o services 400-MT - Suspension, OSS, IAES 410-MT - Suspension, OSS, w/o services 500-MT - Suspension, in-school
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Role {Behavior}
Citations	» U.S. Department of Education EDFacts Submission Files - File Specifications
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Role
Definition	Role of participant in Behavior Incident
Comments	Only participants defined as 'Offender' are included in reported data
Code Format	Drop-down list
Code Set	Offender, Participant, Victim, Witness
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	SCED Course Identifier {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information -> NCES Data
Definition	SCED course id number.
Comments	SCED Course Identifier must be prefaced with an "MT"
Code Format	Dropdown
Code Set	OPI School Accreditation Course Code Page
Validation	None

Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**SCED Course Level {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information -> NCES Data
Definition	Defines the academic rigor of the class
Comments	
Code Format	Dropdown
Code Set	B Basic or remedial BE Basic Education E Enriched or advanced EE Enriched Education But Not Bearing Another Higher Level designation G General or regular GE General Education H Honors HO Honors RE Remedial Education SE Special Education X No specified level of rigor
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**SCED Highest Grade {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information ->NCES Data
Definition	The highest grade level of a student enrolled in the course.
Comments	
Code Format	Dropdown
Code Set	01 Grade 1 02 Grade 2 03 Grade 3 04 Grade 4 05 Grade 5 06 Grade 6

	07 Grade 7
	08 Grade 8
	09 Grade 9
	10 Grade 10
	11 Grade 11
	12 Grade 12
	KF Kindergarten Full Time
	KH Kindergarten Half Time
	P1 Transition 1st
	PK Pre-Kindergarten
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**SCED Lowest Grade {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information -> NCES Data
Definition	The lowest grade level of a student enrolled in the course.
Comments	
Code Format	Dropdown
Code Set	01 Grade 1 02 Grade 2 03 Grade 3 04 Grade 4 05 Grade 5 06 Grade 6 07 Grade 7 08 Grade 8 09 Grade 9 10 Grade 10 11 Grade 11 12 Grade 12 KF Kindergarten Full Time KH Kindergarten Half Time P1 Transition to 1st Grade PK Pre-Kindergarten
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**SCED Sequence {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information
Definition	Where a specific course lies when it is part of a consecutive sequence of courses
Comments	1 of 1 unless progress. For progressive courses, if a school offers 4 years of Theater, Theater 3 within this school would be indicated in the sequence elements as 3.
Code Format	Dropdown
Code Set	1 2 3 4 5

	6 7 8 9 10
Validation	None
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	SCED Subject Area {Teacher Class}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Add Course/Course Information
Definition	The intended major subject area of the education course.
Comments	
Code Format	Number
Code Set	01 English Language and Literature (Secondary) 02 Mathematics 03 Life and Physical Sciences 04 Social Sciences 05 Fine and Performing Arts 06 Foreign Language and Literature 07 Religious Education and Theology 08 Physical, Health and Safety Education 09 Military Science 10 Computer and Information Sciences 11 Communications and Audio/Visual Technology 12 Business and Marketing 13 Manufacturing 14 Health Care Sciences 15 Public, Protective and Government Services 16 Hospitality and Tourism 17 Architecture and Construction 18 Agriculture and Natural Resources 19 Human Services 20 Transportation, Distribution and Logistics 21 Engineering and Technology 22 Miscellaneous 23 Non-Subject Specific 24 World Languages 51 English Language and Literature (prior-to-secondary) 52 Mathematics (prior-to-secondary) 53 Life and Physical Sciences (prior-to-secondary) 54 Social Sciences and History (prior-to-secondary) 55 Fine and Performing Arts (prior-to-secondary) 56 Foreign Language and Literature (prior-to-secondary) 57 Religious Education and Theology (prior-to-secondary) 58 Physical, Health, and Safety Education (prior-to-secondary) 60 Computer and Information Sciences (prior-to-secondary) 61 Communication and Audio/Video Technology (prior-to-secondary) 62 Business and Marketing (prior-to-secondary) 63 Manufacturing (prior-to-secondary) 64 Health Care Sciences (prior-to-secondary) 65 Public, Protective, and Government Services (prior-to-secondary) 66 Hospitality and Tourism (prior-to-secondary) 67 Architecture and Construction (prior-to-secondary) 68 Agriculture, Food, and Natural Resources (prior-to-secondary)

	69 Human Services (prior-to-secondary)
	70 Transportation, Distribution, and Logistics (prior-to-secondary)
	71 Engineering and Technology (prior-to-secondary)
	72 Miscellaneous (prior-to-secondary)
	73 Nonsubject Specific (prior-to-secondary)
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Schedule Structure {Calendar}**
Citations	Support of system functionality.
	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
	» ARM 10.15.101(3) DEFINITIONS
	» ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Schedule Structure
Definition	The *Schedule Structure* provides a means of allowing different groups of students (by grade level, by different terms, by different day layout) to have a unique layout for their learning day. This allows the school calendars to have multiple schedules in one calendar, instead of having one calendar with each type of schedule.
Comments	For Montana Edition users this should be prepopulated to be 'Main'.
Code Format	None
Code Set	None
Validation	Required. If deleted, student schedule and enrollment data will also be deleted.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	School {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> District Assignment
Definition	School that a staff member is assigned for work
Comments	select the school (select District Level – EL/HS/K12 for District-wide assignments)
Code Format	String
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	School Day {Calendar – Days}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days Tab -> select a Day -> Day Detail -> School Day
Definition	A *School Day* is a day that the school is open for students and/or educators.
Comments	Flagged Y if the school is open on this date. A teacher in-service day will have Instruction = N and School Day = Y.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**School Day {Calendar-Days-Day Detail}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> select a day on the calendar -> Day Detail
Definition	*Day Detail* indicates the type of day and day events for each day on the calendar.
Comments	Indicates when the school is open and staff, students, administrators, etc. are on school grounds. This would be marked for a teacher in-service day, or for prep days before or after a term ends. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Y/N
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**School of Origin {Foster Care}**
Citations	» Foster Care shows up in almost all [EDFacts files](#) as a subgroup. » [ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.](#)
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> School of Origin
Definition	School of Origin is the school the student was attending when placed into Foster care. Law states that children should, if possible, be able to stay in their school of origin. Students in the *Foster Care* system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the *Foster Care* data. The *Foster Care* data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. **(OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)**
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	**Not collected from the district, continuously maintained by the OPI.**
MT Edition Upload Template	Manual entry required.

Data Element	School Year {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch
Location	Index -> FRAM -> Eligibility -> New -> End Date
Definition	*School Year* in FRAM is the school year the FRAM eligibility record was created.
Comments	None
Code Format	YY-YY
Code Set	None
Validation	Required
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	School Years {Calendar}
Citations	> 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction > ARM 10.15.101(3) DEFINITIONS > ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> School Years
Definition	*School Years* is where the Active school year is defined.
Comments	The *School Years* lists all years for which data is stored in Campus. One school year is marked as the active year at any given time. A school year must be created before the calendar for that school year can be created and before students can be enrolled into a grade level for that school year.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	~~Section 504 {Enrollments}~~ (DEPRECIATED in release 2148)
Citations	OCR FAQ about Section 504 and the Education of Children with Disabilities
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment Record -> Enrollment Editor -> Other Program Participation -> Section 504
Definition	OPI collects this information to ensure appropriate accommodations are provided for qualifying students on statewide assessments. This information is also required from the districts to be included on their Office of Civil Rights Data Collection report. *Section 504* is a plan developed to provide services and/or accommodations for a regular education student so that he/she may have an equal opportunity to participate in the educational program, including extra-curricular activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based solely on disability against individuals with disabilities, including students, parents and staff members. *Section 504* covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including but not limited to, learning (School Discipline Data Collection Glossary).
Comments	Students should not usually have an active IEP and a *Section 504* plan.
Code Format	Y / N
Code Set	None
Validation	*Section 504* is separate from Special Education
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Section Number {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Section Information
Definition	Number assigned to the course.
Comments	The information from Sections is used to calculate course minutes required by Administrative Rule
Code Format	Number
Code Set	None
Validation	Up to 4 digits in length
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Section Schedule Placement {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Sections
Definition	Indicates where in the schedule the course falls
Comments	Options in schedule placement determined by the calendar entries for schedule, terms and periods
Code Format	Checkboxes
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Seniority {TOE}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> District Employment
Definition	Years employed in a school district before tenured
Comments	Select from dropdown list
Code Format	String (1)
Code Set	1 – 1st year 2 – 2nd year 3 – 3rd year T - Tenured
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Sequence {Calendar - Grade Levels}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab -> select New or select a grade -> Sequence Number
Definition	The *Sequence Number* is the next grade up from the Grade Name, which indicates the next grade for the purposes of rolling students forward.
Comments	None
Code Format	String (1)
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Sequence {Calendar-Periods-Period Info}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Sequence
Definition	*Sequence* indicates the order in which the Periods will appear.
Comments	None
Code Format	Typically, 1 digit, string allows a maximum of 3
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Sequence {Calendar-Periods-Period Schedule Info}**
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Schedule Info -> Sequence
Definition	*Sequence* indicates the order in which the Period Schedule will appear.
Comments	None
Code Format	Typically, 1 digit, string allows for maximum of 2 digits.
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Sequence {Calendar-Terms-Term Detail}**
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms -> select existing Term name or New Term Schedule/Terms -> Term Detail -> Sequence
Definition	*Sequence* indicates the order in which the terms will appear.
Comments	None
Code Format	Typically, 1 digit, string allows for maximum of 2 digits.
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Service Type {English Learners (EL)}
Citations	- FS141 — EL Enrolled - FS126 — Title III Former EL Students - FS137 — English Language Proficiency Test - FS139 — English Language Proficiency Results - FS204 — Title III English Learners - FS205 — Progress Achieving English Language Proficiency Indicator Status
Location	Index -> Student Information -> General -> Program Participation -> English Learners (EL) -> EL Services tab -> New -> EL Services Detail -> Service Type
Definition	The EL Services tab is used to keep track of services a student receives while participating in an EL program. Students may participate in several programs with varying start and end dates.
Comments	None
Code Format	Title III
Code Set	None
Validation	Required
Collection & Frequency	None
MT Edition Upload Template	None

Data Element	Service Type {Enrollments}
Citations	20-9-311, MCA. Calculation of average number belonging (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> Service Type
Definition	The *Enrollment Service Type* field indicates the type of service a student receives from the district. P: Primary - A student who receives primary educational services from a school. S: Partial - A student who receives some educational services from a school, but holds a primary enrollment in another school, regardless of type. Example: A homeschool student taking a course at the high school. N: Special Ed Services - A student who is receiving **only** Special Education services from a school (does not include students in a self-contained classroom) and whose primary enrollment is in another school, regardless of type (e.g., home school or private school students), or students who are not yet eligible for public school services (e.g., PK students).
Comments	There should be only one P: Primary enrollment on a given date. When students have concurrent enrollments (in other schools), use S or N on the secondary enrollment. N: Special Ed Services should only be used for home school, private school, or PK students who come to the public school to receive only Special Education services.
Code Format	String (1)
Code Set	P - Primary S - Secondary N - Special Ed Services only
Validation	Required
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template

Data Element	Session Number {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Courses -> Section Information
Definition	The period of time in which the course is offered
Comments	01 used for the first period for course, 02 used for the 2nd period of time, etc.
Code Format	Number
Code Set	None
Validation	Select from dropdown list. Required field
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Session Type {Teacher Class}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Courses -> Section Information
Definition	Defines Grading Period for Class
Comments	Select from dropdown list from available schedule structures (Semester, Trimester, Quarters, etc.)
Code Format	String
Code Set	None
Validation	Required field.
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Student Single Parent – {State Programs-CTE Concentrator} Formerly Located on Enrollments-CTE Concentrator-Formerly Titled Student is a Single Parent**
Citations	[Carl D. Perkins Career and Technical Education (CTE) Act](#)
Location	Index -> Student Information -> Program Participation -> State Programs ->CTE Concentrator -> Student Single Parent
Definition	Student Single Parent identifier is for any student identified as either a CTE Concentrator (2 or more CTE credits in a pathway) or a CTE Participant (less than 2 CTE credits in a pathway). The student is either pregnant or unmarried (or legally separated from a spouse) and had a minor child) or children) for which he/she has either custody or joint custody.
Comments	Career and Technical Education (CTE) data is initially entered at the end of the year, with follow-up information reported in the fall of the next school year. This is not used to indicate that a student comes from a single parent household.
Code Format	Y / N
Code Set	None
Validation	A required Field.
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template

Data Element	Smarter Balanced ELA-CAT (Reading)- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> Smarter Balanced ELA-CAT (Reading)
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	SBR01 Abacus SBR02 Alternate Response Options SBR03 American Sign Language SBR04 Amplification SBR05 Braille EBAE contracted SBR06 Braille EBAE uncontracted SBR07 Braille Transcript (Listening Items) SBR08 Braille UEB contracted SBR09 Braille UEB uncontracted SBR10 Braille with Tactile Graphics (contracted) SBR11 Braille with tactile Graphics (uncontracted) SBR12 Breaks SBR13 Closed Captioning (Listening Items) SBR14 Color Contrast SBR15 Color Contrast (non-embedded) SBR16 Color Overlay SBR17 Digital Notepad SBR18 English Dictionary (ELA Full Write) SBR19 Expandable Passages SBR20 Extra Time SBR21 Glossaries (English) SBR22 Highlighter SBR23 Illustration Glossaries SBR24 Line Reader SBR25 Magnification SBR26 Mark for Review SBR27 Masking SBR28 Mouse Pointer SBR29 Noise Buffers SBR30 Print on Demand SBR31 Read Aloud (items and stimuli) SBR32 Read Aloud (items only) SBR33 Read Aloud to Self SBR34 Scribe SBR35 Separate Setting Individual SBR36 Separate Setting Small Group SBR37 Separate Setting-Specific Location in Room SBR38 Simplified Test Directions SBR39 Specific Test Administrator SBR40 Speech-to-Text (AT)

	SBR41 Speech-to-Text (embedded)
	SBR42 Speech-to-Text (Software)
	SBR43 Spell Check
	SBR44 Strikethrough
	SBR45 Text-to-Speech (items and stimuli)
	SBR46 Text-to-Speech (items only)
	SBR47 Thesaurus (ELA full Write)
	SBR48 Translated Test Directions (PDF)
	SBR49 Turn Off Any Universal Tools (specify)
	SBR50 Word Prediction
	SBR51 Zoom
Validation	If the State Assessment field is set to Smarter Balanced ELA-CAT (Reading), then this field becomes editable. Only values listed in the dropdown may be selected.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	Smarter Balanced Math-CAT- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> Smarter Balanced Math-CAT
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	SMC01 Abacus SMC02 American Sign Language SMC03 Amplification SMC04 Braille with Tactile Graphics (contracted) SMC05 Braille with tactile Graphics (uncontracted) SMC06 Breaks SMC07 Calculator (non-embedded) SMC08 Color Contrast SMC09 Color Contrast (non-embedded) SMC10 Color Overlay SMC11 Digital Notepad SMC12 Expandable Passages SMC13 Extra Time SMC14 Glossaries (English) SMC15 Highlighter SMC16 Human Reader for items (Stimuli and prompts) SMC17 Line Reader SMC18 Magnification SMC19 Mark for Review SMC20 Masking SMC21 Mouse Pointer SMC22 Noise Buffers SMC23 Print on Demand SMC24 Read Aloud in Spanish SMC25 Read Aloud to Self SMC26 Scribe SMC27 Separate Setting Individual SMC28 Separate Setting Small Group SMC29 Simplified Test Directions SMC30 Specific Test Administrator SMC31 Speech-to-Text (embedded) SMC32 Stacked Translation (Spanish) SMC33 Strikethrough SMC34 Translated Test Directions (Embedded) SMC35 Translated Test Directions (PDF) SMC36 Translations (Glossaries) SMC37 Turn Off Any Universal Tools (specify) SMC38 Word Prediction
Validation	If the State Assessment field is set to Smarter Balanced Math-CAT, then this field becomes editable. Only values listed in the dropdown may be selected.

Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	Smarter Balanced Math-PT- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Test Settings -> Smarter Balanced Math-PT
Definition	This field allows for selection of the students' approved test setting accomodations/supports which correspond to the specific State Assessment selected. Accomodations/supports expire after one year from the approval date.
Comments	A student may have approval for more than one accommodation/support; thus, more than one Test Setting may be selected per State Assessment.
Code Format	String (2)
Code Set	SMP01 Abacus SMP02 American Sign Language SMP03 Amplification SMP04 Braille with Tactile Graphics (contracted) SMP05 Braille with tactile Graphics (uncontracted) SMP06 Breaks SMP07 Calculator (non-embedded) SMP08 Color Contrast SMP09 Color Contrast (non-embedded) SMP10 Color Overlay SMP11 Digital Notepad SMP12 Expandable Passages SMP13 Extra Time SMP14 Glossaries (English) SMP15 Highlighter SMP16 Human Reader for items (Stimuli and prompts) SMP17 Line Reader SMP18 Magnification SMP19 Mark for Review SMP20 Masking SMP21 Mouse Pointer SMP22 Noise Buffers SMP23 Print on Demand SMP24 Read Aloud in Spanish SMP25 Read Aloud to Self SMP26 Scribe SMP27 Separate Setting Individual SMP28 Separate Setting Small Group SMP29 Simplified Test Directions SMP30 Specific Test Administrator SMP31 Speech-to-Text (embedded) SMP32 Stacked Translation (Spanish) SMP33 Strikethrough SMP34 Translated Test Directions (Embedded) SMP35 Translated Test Directions (PDF) SMP36 Translations (Glossaries) SMP37 Turn Off Any Universal Tools (specify) SMP38 Word Prediction
Validation	If the State Assessment field is set to Smarter Balanced Math-PT, then this field becomes editable. Only values listed in the dropdown may be selected.

Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	**Sort By {Enrollments}**
Citations	Needed to support Assessment data collections.
Location	Index -> Student Information -> General -> Enrollments tab -> Select Enrollment Record -> State Reporting Fields -> Optional -> Sort By
Definition	The *Sort By Field* is used at district discretion to determine how CRT assessments will be sorted by testing contractor, beyond the default sort of school and grade. The sort will also apply to the results when they are loaded into the MARS system.
Comments	This field is optional for districts who wish to have their labels come from the testing contractor in a prescribed order. Districts may upload this data multiple times for a different sort for each test or application (e.g., one sort for ELP and another for SBAC)
Code Format	String (15)
Code Set	None
Validation	Allow any length up to 15 characters.
Collection & Frequency	Once per year, Assessment Registration
MT Edition Upload Template	Student Enrollment Template

Data Element	**Source {FRAM}**
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch
Location	Index -> FRAM -> Eligibility -> New -> Source
Definition	*Source* indicates the source of the certification for eligibility in FRAM.
Comments	The *Source* can either be Non-Direct or Direct. The list of Certified Type depends on which Source is chosen.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	Special Ed Setting {Special Ed. Module: State Reported Data}	
Citations	EDFacts File Numbers 002; 089 - Children with Disabilities (IDEA) 20-7-4, MCA. Special Education for Exceptional Children	
Location	Index -> Student Information -> Special Ed. -> General -> Special Ed Setting	
Definition	The *Special Ed Setting* is the educational setting of the special education student and specifies where the student receives the special education services.	
Comments	This field is driven by the data entered into a student's IEP but does not carry over from one enrollment to the next when a district uses the file upload method to manage student enrollments. Districts using the file upload method may have to manually enter the special education setting for students.	
Code Format	String (2)	
Code Set	01: Regular Class 02: Part Time Special Ed inside regular class 40% to 79% 03: Full-time Special Ed inside regular class <40% 08: Homebound/Hospitals 09: Correctional Facilities 10: Private Schools (parentally placed) 13: Home	15: Residential Facility (Special Education Program 16: Separate Day School (Special Education Program) 21: Separate Day School (public/private) 22: Residential Facility (public/private) 23: RegECprog -> or=10hrs/wk rcving svcs in ECSETTING 24: RegECprog -> or=10hrs/wk rcving svcs services AT OTHER LOC 25: RegECprog <10hrs/wk rcving svcs in ECSETTING 26: Separate Class (Special Education Program) 27: Service Provider Location 28: RegECprog <10hrs/wk rcving svcs AT OTHER LOC
Validation	None	
Collection & Frequency	Once per year, Special Education (SPED) Child Count	
MT Edition Upload Template	Manual entry required.	

Data Element	Special Ed {TOE}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Staff -> District Assignments
Definition	Indicates a staff member works with special education students
Comments	Used to indicate a staff member works with special education students and their name will populate in the Link to Person field in System Administration>Special Ed>Service Providers>Provider Detail tab when entering service providers
Code Format	Checkbox
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Special Ed Status {~~Enrollments~~} Removed with 2028 Campus Release.
Citations	» [EDFacts File Numbers 002; 089 - Children with Disabilities (IDEA)](#) » [20-7-4, MCA. Special Education for Exceptional Children](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment Record -> Special Ed Fields -> Special Ed Status
Definition	**Special Education Eligible** A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B) and who is receiving services (Annual Data Collection Glossary). **Special Education** Specially designed instruction, given at no cost to the parents or guardians to meet the unique needs of a child with a disability, including but not limited to instruction conducted in a classroom, home, hospital, institution, or other setting and instruction in physical education.
Comments	Any student with an IEP is considered a special education student, including students who receive only speech services and any other additional service outside or inside the classroom. The field in the student enrollment is driven by the data entered into a student's IEP but does not carry over from one enrollment to the next when a district uses the file upload method to manage student enrollments. However, no OPI reporting is done using this field as the sole indicator for a student's special education status. The presence of a locked IEP on a specified date is the driving factor in determining a student's status.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Annual Special Education Child count.
MT Edition Upload Template	None

Data Element	SPED Related Services Credential {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> Credentials
Definition	Titles of personnel employed and contracted to provide special education and related services for children with disabilities.
Comments	Field when credential type is LC: Licensure/Certification
Code Format	Dropdown
Code Set	AUDIO - Audiologists COUNSELOR - Counselors and Rehabilitation Counselors INTERPRET - Interpreters MEDNURSE - Medical/Nursing Service Staff OCCTHERAP - Occupational Therapists ORIENTMOBIL - Orientation and Mobility Specialists PEANDREC - Phys Ed, Recreation, Therapeutic Rec Specialists PHYSTHERAP - Physical Therapists PSYCH - Psychologists SOCIALWORK - Social Workers SPEECHPATH - Speech-language Pathologists

Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Spring Aggregate Hours of Inst. {Enrollments}
Citations	» [20-9-311, MCA. Calculation of average number belonging (ANB)](#) » [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Spring Aggregate Hours of Inst.
Definition	Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on the first Monday in February, or the next school day if those dates do not fall on a school day.
Comments	To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district (this calculation is not based on number of days the student is enrolled). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course. Students can be enrolled: • Full-time (F: 720+ hours) • ¾ time (T: 540-719 hours) • ½ time (H: 360-539 hours) • ¼ time (Q: 180-359 hours) or • 0 (N: 0-179 hours)
Code Format	None
Code Set	F: 720+ hours T: 540-719 hours H: 360-539 hours	Q: 180-359 hours N: 0-179 hours
Validation	None
Collection & Frequency	Spring Enrollment Count
MT Edition Upload Template	Spring Enrollment Count Template

Data Element	Spring Count Absent {Enrollments}
Citations	ARM 10.15.101 School Funding Definitions
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Spring Absent
Definition	*Spring Absent* is the whole or fractional absence of a student on the Spring enrollment count date.
Comments	If a student's class is not conducted on the Spring enrollment count date, report that student's absence as of the next pupil instruction day. For example, if the official count date is on a Monday and a student is only enrolled in classes that meet on Tues/Thurs, consider that student's attendance on Tuesday for the absence count. <u>Sample calculations for partial day absence:</u> Absent for ¼ of classes on the count day = .25 absent Absent for ½ of classes on the count day = .50 absent Absent for ¾ of classes on the count day = .75 absent Absent for all classes on the count day = 1.00 absent
Code Format	Number
Code Set	None
Validation	Between .000 and 1.000
Collection & Frequency	Spring Attendance and Aggregate Hours
MT Edition Upload Template	Spring Enrollment Count Template

Data Element	Staff State ID {TOE}
Citations	» 20-4-106, MCA. Classifications Of Teacher And Specialist Certificates » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Census -> Staff -> Demographics
Definition	Staff ID used by the State of Montana to determine licensure.
Comments	SEID Number from Teach Montana System. If no teaching license but Department of Labor professional licensing entered, then enter 9999
Code Format	Number
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Start Comments {Enrollment}
Citations	For Support
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> Start Comments
Definition	Comments pertaining to enrollment start status.
Comments	None
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Throughout the year as enrollments are updated.
MT Edition Upload Template	Enrollment Upload

Data Element	Start Date {Calendar}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar tab -> Start Date
Definition	The start date of the calendar. This is not necessarily the first instruction day of the school year.
Comments	Calendar dates must be entered before any other data is entered. All student data, Special Education (SPED) documents, terms, enrollments and staff assignments for a year must fall within the calendar start and end dates. ***The OPI recommends using July 1st to represent the start of the fiscal year.***
Code Format	MM/DD/YYYY
Code Set	None
Validation	Calendar length must be no greater than 365 days.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Start Date {Calendar-Days}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Day Reset -> End Date
Definition	*Start Date* is the first instructional day of the calendar.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the calendar. District Edition Districts further define specific non-instructional days and events. Completing this tab, along with the Terms tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Start date must fall within the calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Start Date {English Learners (EL) Services}**
Citations	[Section 3121 of the ESEA as amended](#)
Location	Index -> Student Information -> Program Participation -> English Learners (EL) -> select EL Services tab -> Start Date
Definition	*Start Date* is the date a student was determined eligible for Title III EL Services.
Comments	The OPI does not require EL Services data to be entered. Districts may choose to enter this data to provide documentation of Title III EL Services being provided. Please see [Identified Date data element](#) for further details about English Learners.
Code Format	mm/dd/yyyy
Code Set	None
Validation	None
Collection & Frequency	Not collected
MT Edition Upload Template	None

Data Element	Start Date {Enrollments}
Citations	» [20-9-311, MCA. Calculation of average number belonging (ANB)](#) » [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> Start Date
Definition	The *Enrollment Start Date* is the first day the student was present for instruction in the school district for the current school year.
Comments	Students may start and stop their enrollments in the same calendar several times, which means there will be a new enrollment record for each instance of starting and ending.
Code Format	MM/DD/YYYY
Code Set	None
Validation	*Enrollment Start Date* must be greater than or equal to the *Calendar Start Date.*
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template End of Year Attendance Totals Template

Data Element	Start Date {Foster Care}
Citations	» Foster Care shows up in almost all [EDFacts files](#) as a subgroup. » [ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.](#)
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> Start Date
Definition	Students in the *Foster Care* system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the *Foster Care* data. The *Foster Care* data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. **(OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)**
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required by the OPI.

Data Element	**Start Date {FRAM}**
Citations	20-10-205, MCA EDFacts: FS033 — Free and Reduced-Price Lunch
Location	Index -> FRAM -> Eligibility -> New -> Start Date
Definition	*Start Date* is the first date the student is eligible for Free or Reduced meals.
Comments	Students may receive free or reduced-price meals if household income is within the limits on the Federal Income Eligibility Guidelines or the household receiving benefits from Supplemental Nutrition Assistance Program (SNAP) enrolled in school's Head Start program or determined to be homeless, foster, runaway or migrant. For a complete list of eligibility requirements, please visit the OPI School Nutrition Program page here.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Free Reduced Application Management (FRAM) Import Template

Data Element	**Start Date- {General -State Assessment Test Settings}**
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> Start Date
Definition	The Start Date must fall within an active EL and/or 504 record. This date also corresponds to the date the student was approved to receive their test settings.
Comments	The Start Date is the same date the student received approval for their accommodations/supports.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required in order to create a State Assessment Test Settings record. End Date automatically populates a year beyond the Start Date.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	**Start Date- {State Programs -CTE Concentrator}**
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Concentrator-> Start Date
Definition	Defaults to current date for newly created records. Users are able manually modify the date, but modification is not required.
Comments	This data is not collected as part of a district's Carl Perkins grant requirement; however, it is required in order to create a Pathway record.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required in order to create a Pathway record.
Collection & Frequency	End of Year and Fall Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	None

Data Element	**Start Date-Section 504- {Program Participation}**
Citations	OCR FAQ about Section 504 and the Education of Children with Disabilities
Location	Index -> Student Information -> Program Participation -> Section 504
Definition	OPI collects this information to ensure appropriate accommodations are provided for qualifying students on statewide assessments. This information is also required from the districts to be included on their Office of Civil Rights Data Collection report. *Section 504* is a plan developed to provide services and/or accommodations for a regular education student so that he/she may have an equal opportunity to participate in the educational program, including extra-curricular activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based solely on disability against individuals with disabilities, including students, parents and staff members. *Section 504* covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including but not limited to, learning (School Discipline Data Collection Glossary).
Comments	Start Date is a required field and cannot be a future date.
Code Format	MM/DD/YYYY
Code Set	None
Validation	*Section 504* is separate from Special Education. Start Date is required, cannot be a future date.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Section 504 Template.

Data Element	**Start Date {State Programs-MT Instruction Mode}**
Citations	» [MT ARP ESSER STATE PLAN](#) » [MT HB 632](#)
Location	Index -> Student Information -> Program Participation -> State Programs -> MT Instruction Mode -> Start Date
Definition	The American Rescue Plan (ARP) and Elementary and Secondary School Emergency Relief (ESSER) programs provide funds to support schools in safely reopening and sustaining safe operations while meeting the academic, social, emotional, and mental health needs of students resulting from the COVID-19 pandemic. To support the goals of access and equity, it is essential to have data on how students are learning, especially for student groups that have been disproportionately impacted by the COVID-19 pandemic. School districts must provide data on both School Level Modes of Instruction utilized by schools and Modes of Instruction for each student within the school. The **Start Date** is used to track the first day of enrollment within a certain mode of instruction.
Comments	The **Start Date** will be the first day of instruction for the type of mode of instruction the student is participating in. If a student changes their mode of instruction at any time during the school year, an **End Date** for the current mode of instruction record must be entered and a <u>new</u> mode of instruction record with a new **Start Date** of the first day of instruction for the new mode of instruction is required. **Start Date** must fall within the student's current enrollment date.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Start Date must fall within the student's current enrollment date.
Collection & Frequency	Three times per year: 1. Fall Mode of Instruction Collection 2. Test Window Mode of Instruction Collection 3. End of Year Mode of Instruction Collection
MT Edition Upload Template	Student Mode of Instruction Template

Data Element	Start Date {Terms}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms
Definition	The *Term Start Date* is the first day of a student instruction in a year or specified term.
Comments	Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.)
Code Format	MM/DD/YYYY
Code Set	None
Validation	The *Term Start Date* must be within the Calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Start Date {TOE – District Assignment}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> District Assignments
Definition	Start date of a staff assignment in a district
Comments	
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required field
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	**Start Date {TOE – District Employment}**
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> District Employment
Definition	Start date of a staff member in a district
Comments	staff members should have a date of 7/1/2023 or later, as state reporting for staff begins on this date
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required field
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Start Date {TOE – Licensure}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> Credentials
Definition	Start date of employee credential
Comments	
Code Format	MM/DD/YYYY
Code Set	
Validation	Required field
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Start Status {Enrollments}
Citations	» [20-9-311, MCA. Calculation of average number belonging (ANB)](#) » [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> Start Status
Definition	*Enrollment Start Status* reflects the student's prior enrollment status when this enrollment started.
Comments	A student's *Start Status* should accurately reflect the student's last enrollment prior to entering the new school. 01: First time receiving educational services should only be used for students who have not been previously enrolled in another public school (including PK). 03: Re-entry to the same school after withdrawal should only be used if the student did not attend school after exiting the district in a prior enrollment.
Code Format	String (2)

Code Set	01 - First time receiving educational services 02 - Continued enrollment same school, no interruption 03 - Re-entry to the same school after withdrawal 04 - Transfer from public school in district or state 05 - Transfer from public school under NCLB school choice – Inactive 2/2022 06 - Transfer from an out of state school	07 - Transfer from a school from out of the country 08 - Transfer from a private school within the state 09 - Transfer from home school within the state 10 - Transfer from a MT state-funded school 20 - Transfer from Montana Youth Challenge 40 - Military Connected: Transfer from public school in district or state 60 - Military Connected: Transfer from an out of state school 80 - Military Connected: Transfer from a school out of the country

Validation	Required
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template

Data Element	**Start Time {Periods-Period Info}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Start Time
Definition	*Start Time* is the time of day when the school day begins.
Comments	This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	00:00 AM/PM
Code Set	None
Validation	The Start Time must come before the End Time of the period.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Start Year {School Years}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Information -> Calendar -> School Years -> click on New -> Start Year
Definition	A four-digit year that identifies the first half of the school year.
Comments	Required entry for all districts for system functionality.
Code Format	YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	State Assessment- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> State Assessment
Definition	This value is the state assessment test for which the student has received accomodations/supports approval.
Comments	Only one State Assessment may be selected per record. If student has approval for more than one State Assessment, then separate records will need to be created for each additional State Assessment.
Code Format	String (2)
Code Set	ACCESS for ELLS – Listening ACCESS for ELLS – Speaking ACCESS for ELLS – Writing ACCESS for ELLS – Reading ACT English ACT Mathematics ACT Reading ACT Science ACT Writing MT Science Assessment Smarter Balanced ELA-CTA Smarter Balanced Math-CAT Smarter Balanced Math-PT
Validation	Required to create a State Assessment Test Settings record.
Collection & Frequency	All year.
MT Edition Upload Template	None

Data Element	State Assessment Test Setting Notes- {General -State Assessment Test Settings}
Citations	ARM 10.56.104, FEDERAL REGULATION CFR §200.6 INCLUSION OF ALL STUDENTS, ESSA 1111(B)(2)(B)(VII)
Location	Index -> Student Information -> General -> State Assessment Test Settings -> State Assessment Test Setting Notes
Definition	This field is available for any notes districts may wish to include with the students' State Assessment Test Setting record.
Comments	Not a required field.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	All year
MT Edition Upload Template	None

Data Element	State Assignment Code {TOE}		
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction		
Location	Index -> Census -> People -> District Assignment		
Definition	Montana state-defined code that best describes the particular function, course, or support activity performed by a staff member.		
Comments			
Code Format	String (4)		
Code Set	AD10	PC20	SE69
	AD20	PC36	SE73
	AD31	PC50	SE85
	AD32	PP01	SP21
	AD33	PP02	SP22
	AD34	PP03	SP23
	AD35	PP04	SP24
	AD36	RT01	SP27
	AD39	SE10	SP29
	AD40	SE13	SP30
	AD42	SE16	SP32
	DS01	SE19	SP35
	DS02	SE22	SP40
	DS03	SE24	SP69
	DS04	SE25	SP75
	DS05	SE28	SP80
	DS06	SE31	TC01
	DS07	SE34	TC02
	DS08	SE37	TC03
	DS09	SE40	TC04

	DS10	SE46	TC05
	DS11	SE49	TC06
	DS12	SE53	TC07
	DS13	SE57	TC08
	DS20	SE61	TC09
	PC10	SE65	TC10
			TC11
Validation			
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year		
MT Edition Upload Template	Terms of Employment template		

Data Element	**State District Number {District Information}**
Citations	» [Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#)
Location	Index -> System Administration -> Resources -> District Information
Definition	The *State District Number* (aka District Number in the upload templates) is the School System Number (SS) assigned by the OPI, linking the elementary and high school legal entities together.
Comments	Schools can also find their *State District Number (S S)* on the OPI web page at [OPI Montana Schools Directory](#)
Code Format	String (4)
Code Set	None
Validation	Zero padding required for uploads.
Collection & Frequency	Required for system functionality.
MT Edition Upload Template	Required field on all uploads for Montana Edition.

Data Element	State Event Code {Behavior}
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Behavior -> Admin -> Event Types
Definition	State defined Event code/description
Comments	Behavior Incident Events required to be reported must be mapped to a State Event Code
Code Format	Drop-down list
Code Set	11 | MT - Handgun--Weapon involved is a handgun or pistol. 12 | MT - Shotgun/Rifle--Weapon involved is a shotgun or rifle. 13 | MT - Other Firearms--Any firearm that does not fit another definition. 20 | MT - Knife, Blade 2.5" or Greater--Knife with blade at least 2.5 inches 96 | MT - Dangerous Weapon--Does not include knife with a blade less than 2.5 inches 97 | MT - Other Weapons--The incident involves a weapon not defined in codes 11, 12, 13, 20 or 96. 1000 | MT - Alcohol 1100 | MT - Arson--Intentional damage any school or personal property by fire or incendiary device. 1200 | MT - Attendance Policy Violation--Violation of district, or school policy relating to attendance. 1300 | MT - Aggravated Assault (Battery)--Intentional serious bodily harm; warrant police and security. 1400 | MT - Breaking and Entering/Burglary--Entry into a building with the intent to commit a crime. 1500 | MT - Disorderly Conduct--Any act that disrupts the orderly conduct of a school function. 1600 | MT - Drugs (Excluding Alcohol/Tobacco)--Unlawful use of any controlled drug or narcotic substance. 1700 | MT - Fighting (Mutual Altercation)--Incident involving physical violence without major injury. 1800 | MT - Harassment (Nonsexual), Bullying, Intimidation 2000 | MT - Homicide--Felony- Killing a human being 2200 | MT - Insubordination (Disobedience) 2300 | MT - Kidnapping--Felony 2400 | MT - Obscene Behavior--Language or actions, written, oral, physical, or electronic. 2500 | MT - Physical Altercation, Minor--Physical aggression that does not result in injury. 2600 | MT - Robbery (Involving Physical Harm)--Felony 2700 | MT - School Threat (of Destruction or Harm, Bomb Threat) 2800 | MT - Sexual Battery--Felony 2900 | MT - Other Sexual Offenses--Sexual without force. Code statutory rape here. 3100 | MT - Theft 3200 | MT - Threat/Intimidation--Physical, verbal, written, or electronic. 3300 | MT - Tobacco--Possession, use, distribution, or sale of tobacco products. 3400 | MT - Trespassing 3500 | MT - Vandalism--Willful destruction or defacement of school or personal property. 9000 | MT - Other Offenses (Forgery, Fraud, Bribery)
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	State Exclude {Enrollment}
Citations	Support of system functionality. » [20-9-311 (11)(a), MCA CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student -> Enrollment -> State Reporting Fields
Definition	The reasons a student may be excluded are: • Should ONLY be used if the enrollment is not reported to the state
Comments	The check box on the should ONLY be used if the enrollment is not reported to the state. Examples: • A high school that allows 8th graders to take classes at the high school. They can (one option) mark the state exclude for that student's enrollment. • A SPED student in one grade for reporting purposes but receiving instruction at another that does not allow that grade level to be reported. If you think a student may need to be excluded, please contact the AIM Help Desk at 1-877-424-6681.
Code Format	NA
Code Set	Check box.
Validation	NA
Collection & Frequency	Fall Collection and Test Window collection, needed for reporting ANB for students that do not qualify.
MT Edition Upload Template	NA

Data Element	**State Exclude {Enrollment}**
Citations	Support of system functionality. » [20-9-311 (11)(a), MCA CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student -> Enrollment -> State Reporting Fields
Definition	The reasons a student may be excluded are: • Should ONLY be used if the enrollment is not reported to the state
Comments	The check box on the should ONLY be used if the enrollment is not reported to the state. Examples: • A high school that allows 8th graders to take classes at the high school. They can (one option) mark the state exclude for that student's enrollment. • A SPED student in one grade for reporting purposes but receiving instruction at another that does not allow that grade level to be reported. If you think a student may need to be excluded, please contact the AIM Help Desk at 1-877-424-6681.
Code Format	NA
Code Set	Check box.
Validation	NA
Collection & Frequency	Fall Collection and Test Window collection, needed for reporting ANB for students that do not qualify.
MT Edition Upload Template	NA

Data Element	**State Grade Level Code {Grade Levels}**
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab -> select New or select a grade -> State Grade Level Code
Definition	The *State Grade Level Code* is the State code that will sync to the state for each Grade Level Name, this number should match the number or name of the grade.
Comments	None
Code Format	String (2)

Code Set			
01: Grade 1	05: Grade 5	09: Grade 9	KF: Kindergarten Full Time
02: Grade 2	06: Grade 6	10: Grade 10	KH: Kindergarten Half Time
03: Grade 3	07: Grade 7	11: Grade 11	P1: Transition 1st
04: Grade 4	08: Grade 8	12: Grade 12	PK: Pre-kindergarten

Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	State ID {Demographics}
Citations	Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Identifiers -> Student State ID
Definition	The *State ID* is a unique number that is generated by Infinite Campus when a student first enrolls. A *State ID* will be assigned to every student who receives educational services from a public or non-public accredited school. This number follows the student from school to school throughout the student's PK-12 career.
Comments	When a student transfers from one district to another, the receiving district should be given the assigned *State ID*. The *State ID* should be kept in the student's permanent record.
Code Format	String (9)
Code Set	None
Validation	a) Must be nine digits b) No leading zero
Collection & Frequency	Required for system functionality.
MT Edition Upload Template	Required field for all templates.

Data Element	State Resolution Code {Behavior}
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Behavior -> Admin -> Resolution Types
Definition	State defined Resolution code/description
Comments	Behavior Incident Resolutions required to be reported must be mapped to a State Resolution Code
Code Format	Drop-down list
Code Set	250 | MT - Expulsion, IAES 260 | MT - Expulsion, w/o services 400 | MT - Suspension, OSS, IAES 410 | MT - Suspension, OSS, w/o services 500 | MT - Suspension, in-school
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Status {Behavior}
Citations	» [U.S. Department of Education EDFacts Submission Files - File Specifications](#)
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Status
Definition	Status of a Behavior Incident
Comments	Behavior Data Checks Validation Report will include Incidents not in completed status
Code Format	Drop-down list
Code Set	IP – In Progress CM – Complete
Validation	A required field for Behavior Incident Event/Resolution reporting.
Collection & Frequency	End of Year Behavior Final Validation & Certification; Once per year. Behavior incident/resolution data entry open throughout school year.
MT Edition Upload Template	Manual entry required.

Data Element	Student Day (instructional minutes) {Calendar}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar Tab -> Student Day (instructional minutes)
Definition	*Student Day (instructional minutes)* the number of instructional minutes which define a complete instructional day of school for a student.
Comments	This number is used as follows: 1. Calculating the ADA (Average Daily Attendance) for OPI school finance in Fall and Test Window enrollment collections. If left blank, it will default to 360 and calculated ADA will be different between enrollment and ADA report. 2. Calculating total instructional minutes in the school calendar on the Days Tab when viewing/printing the Calendar.

Code Format	Number
Code Set	None
Validation	The student day cannot be greater than 720 minutes. Student day should not exceed length of teacher day.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Subject Type {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Credentials
Definition	Indicates the type of competency the staff person has
Comments	
Code Format	String (4)
Code Set	CORE - Core Academic Subject Area ELEM - Basic Elementary Curriculum NA - Not Applicable SPED - Special Education Content
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Suffix {Demographics/Identities}			
Citations	20-7-104, MCA. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction			
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Suffix			
Definition	The legal suffix of the student from their birth certificate or other legal documentation.			
Comments	The student's suffix does not contain punctuation			
Code Format	String (2)			
Code Set	Jr – Junior Sr – Senior I – The First	II – The Second III – The Third IV – The Fourth	V – The Fifth VI – The Six VII – The Seventh	VIII – The Eighth IX – The Ninth X – The Tenth
Validation	None			
Collection & Frequency	All collections, when suffix is used in a student's name.			
MT Edition Upload Template	Student Demographics Template			

Data Element	Supervisor (Checkbox) {TOE}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Staff -> District Assignments
Definition	Denotes the staff person as being a supervisor within the department.
Comments	
Code Format	Check Box
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Supervisor (Drop List) {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Census -> People -> Staff -> District Assignments
Definition	Individual(s) who supervise the staff member
Comments	List of supervisors in the school district come from checking the supervisor checkbox
Code Format	Dropdown
Code Set	none
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Supplemental Educ Srvcs {Enrollments} - RETIRED
Citations	[Retired File Specifications for SY 2016-17](#) [Description of Supplemental Education Services](#)
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> Other Program Participation -> Receives Supplemental Educ Srvcs (SES)
Definition	*Supplemental Educational Services* are provided for low-income students enrolled in a Title I school that is in AYP (Adequate Yearly Progress) Improvement Year 2 status or greater (Improvement Year 1 in a school with no public-school choice option) as of the 2016-17 school year.
Comments	**No longer collected in AIM as of 2016-17 school year.**
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Previously collected during Fall, Test Window and End of Year Program Participation Collections.
MT Edition Upload Template	None

Data Element	Teacher {TOE}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Census -> People -> Staff -> District Employment & District Assignments
Definition	Indicates a staff member of the district is assigned to a classroom
Comments	
Code Format	Checkbox
Code Set	None
Validation	None
Collection & Frequency	Fall, Spring and End of Year Personnel Data Collection – Terms of Employment (TOE); 3 times per year
MT Edition Upload Template	Terms of Employment template

Data Element	Term Detail {Teacher Class}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling & Courses -> Calendar Setup ->Terms
Definition	Reference to the TermSchedule table
Comments	Terms screen for districts to enter details of the term schedule (quarters, trimesters, semesters)
Code Format	String
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class Collections; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	Term Schedule Detail {Teacher Class}
Citations	» 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM CHAPTER 55 STANDARDS OF ACCREDITATION
Location	Index -> Scheduling & Courses -> Calendar Setup -> Terms
Definition	Primary Key of the Term table
Comments	Enter the grading period terms for the selected calendar
Code Format	String
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	Terms {Calendar}
Citations	Support of system functionality. » 20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms
Definition	*Terms* determine how long courses run during the school year.
Comments	Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.) This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	**Testing Absent {Enrollments} (Migrated to Spring Count)**
Citations	[ARM 10.15.101 School Funding Definitions](#)
Location	Index -> Student Information -> General -> Enrollment's tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Testing Absent
Definition	**This field was migrated to the Spring Count and is no longer collected during the Test Window Count.** *Testing Absent* is the whole or fractional absence of a student on the Test Window enrollment count date.
Comments	If a student's class is not conducted on the Test Window enrollment count date, report that student's absence as of the next pupil instruction day. For example, if the official count date is on a Monday and a student is only enrolled in classes that meet on Tues/Thurs, consider that student's attendance on Tuesday for the absence count. Sample calculations for partial day absence: Absent for ¼ of classes on the count day = .25 absent Absent for ½ of classes on the count day = .50 absent Absent for ¾ of classes on the count day = .75 absent Absent for all classes on the count day = 1.00 absent
Code Format	Number
Code Set	None
Validation	Between .000 and 1.000
Collection & Frequency	Test Window Attendance and Aggregate Hours
MT Edition Upload Template	Test Window Attendance Count Template

Data Element	**Testing Aggregate Hours of Inst. {Enrollments} (Removed in 2132 release)**
Citations	» [20-9-311, MCA. Calculation of average number belonging (ANB)](#) » [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> Student Information -> General -> Enrollment's tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Testing Aggregate Hours of Inst.
Definition	Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on the Test Window Count Date (to be set by the OPI), or the next school day if those dates do not fall on a school day.
Comments	To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district (this calculation is not based on number of days the student is enrolled). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course. Students can be enrolled: • Full-time (F: 720+ hours) • ½ time (H: 360-539 hours) • ¾ time (T: 540-719 hours) • ¼ time (Q: 180-359 hours) or • 0 (N: 0-179 hours)
Code Format	None

Code Set	F: 720+ hours T: 540-719 hours	H: 360-539 hours Q: 180-359 hours	N: 0-179 hours

Validation	None
Collection & Frequency	Test Window Enrollment Count
MT Edition Upload Template	Test Window (TW) Enrollment Count Template

Data Element	Title I {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I
Definition	Title I Part A provides federal dollars for supplemental educational opportunities for disadvantaged children who are most at risk of failing to meet the State's challenging content and performance standards. Title I provide districts the opportunity to create two types of school-based programs: Targeted Assistance and Schoolwide. • A Targeted Assistance program is one in which individual students in a school are targeted to receive Title I services. Students are identified based upon multiple, educationally related objective criteria. Services may be delivered in many ways. Title I teachers in Targeted Assistance schools are responsible for providing these services, coordinating with other school personnel as needed, and involving parents in the planning, implementation and evaluation of the Title I program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	If Title I = Y, at least one Instructional or Support Service must = Y.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Math {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Math
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Math program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Other {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Other
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I program not otherwise listed.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Reading Language Arts {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Reading Language Arts
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Reading Language Arts program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Science {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollment's tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Science
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Science program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	**Title I Instructional Services: Social Sciences {Enrollments}**
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Social Sciences
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Social Sciences program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	**Title I Instructional Services: Vocational/Career {Enrollments}**
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Vocational/Career
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Vocational/Career program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Other: Title I Part A Neglected {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Other -> Title I Part A Neglected
Definition	Student must be enrolled in a school receiving Title I Part A funds and a local Neglected Program. The students identified should be receiving services provided by a public or private residential facility (other than a foster home).
Comments	This Title I data should only be entered for students in schools receiving Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Other: Title I Part D Delinquent and served by: {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Other -> Title I Part D Delinquent and served by
Definition	Student must be enrolled in a school receiving Title I Part A funds. The students identified should be receiving services provided by a public or private residential facility that is operated primarily for the care of children who have been adjudicated as delinquent or in need of supervision. This also includes students in an adult correctional institution.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	String (2)
Code Set	01 - Local Delinquent Program 02 - Local At Risk Program 03 - State Agency Delinquent Facility
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Support Services: Guidance/Advocacy {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Support Services -> Guidance/Advocacy
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Guidance/Advocacy program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Support Services: Health, Dental and Eye Care {Enrollments}
Citations	Title I, Part A Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Support Services -> Health, Dental and Eye Care
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Health Care program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Support Services: Other {Enrollments}
Citations	[Title I, Part A](#) [Consolidated State Performance Reports (CSPR) USDOE](#)
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Support Services -> Other
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in a Title I support program not otherwise listed.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program at any time during the year and should remain marked the entire year.
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Total Pathway Credits Earned- {State Programs -CTE Concentrator}
Citations	[Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program](#)
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Concentrator -> Total Pathway Credits Earned
Definition	This is the total numeric value of CTE credits earned for the Pathway record that have been earned from both outside and within the current school district.
Comments	This value is a summation of CTE credits entered into the *In District Credits Earned* Field and the *Out of District Credits Earned* field. This field is not editable.
Code Format	Numeric
Code Set	None
Validation	Auto calculated when In District Credits Earned and Out of District Credits Earned are entered.
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template

Data Element	Type {Calendar-Days-Day Detail}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> select a day on the calendar -> Day Events -> Type
Definition	*Type* indicates the type of day event that occurs on a day of the calendar.
Comments	This function is used to create a Day Event Type on the calendar. If School Day, Instruction and Attendance are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Drop-down list.
Code Set	Code Set is defined by district. Examples of Day Events:
	ACT: School Activity	SB: Spring Break WB: Winter Break	TB: Thanksgiving Break IS: PIR Training
Validation	Instructional Minutes are required.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Type {Calendar-Days-Multi Day Event}
Citations	Support of system functionality. » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM 10.15.101(3) DEFINITIONS](#) » [ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)](#)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Multi Day Event
Definition	*Type* indicates the type of multi day event on the calendar.
Comments	This function is used to create a multi-day event, such as Spring Break or Christmas Holiday. Enter the First Day of Event and the Last Day of the Event, and the Type from the drop-down list that has been defined by the district. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Drop-down list.
Code Set	Code Set is defined by district. Here is an example:
	ACT: School Activity SB: Spring Break	WB: Winter Break TB: Thanksgiving Break	IS: PIR Training OH: Other Holiday
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Unaccompanied Youth {Enrollments}
Citations	» [42 USC CHAPTER 119, SUBCHAPTER VI, Part B](#) » [Title IX, Part A of the Elementary and Secondary Education Act](#) » [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#)
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Unaccompanied Youth
Definition	The term *Unaccompanied Youth* includes a youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other substandard housing and children and youth denied housing by their families (sometimes referred to as "throwaway" children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available. [Guidance for Substandard Housing](#).
Comments	None
Code Format	Y / N
Code Set	None
Validation	a) Required if *Homeless* = Y b) If *Homeless* is null, then *Unaccompanied Youth* must be Null or N.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Vocational Code {Teacher Class}
Citations	» [20-7-104, MCA. Transparency And Public Availability of Public School Performance Data -- Reporting -- Availability For Timely Use To Improve Instruction](#) » [ARM CHAPTER 55 STANDARDS OF ACCREDITATION](#)
Location	Index -> Scheduling -> Course
Definition	Check box used if the course is considered a vocational course.
Comments	
Code Format	Check Box
Code Set	None
Validation	
Collection & Frequency	Fall, Spring and End of Year Teacher Class; 3 times per year
MT Edition Upload Template	Teacher-Class template

Data Element	**Work Based Learning Credits- {State Programs -CTE Concentrator}**
Citations	[Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program](#)
Location	Index -> Student Information -> Program Participation -> State Programs -> CTE Concentrator -> Work Based Learning Credits
Definition	The portion of the District or Non-District credits earned in a pathway that are considered work-based learning CTE credits. (These credits are earned in CTE courses that are specifically qualified as 'work based' by the state.)
Comments	Not a required field.
Code Format	Numeric
Code Set	None
Validation	None
Collection & Frequency	End of Year Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	End of Year Career & Technical Education (CTE) Template