



2026-2027

Early Targeted Interventions (Early Literacy & Early Numeracy) JUMPSTART PROGRAM

Early Targeted Interventions **Summer** Jumpstart program setup and reporting must be completed by the conclusion of the district's 26-27 Jumpstart program and certified no later than **September 4, 2026**.

Qualified students, entering Kindergarten to 3rd grade (for the 26-27 school year), enrolled in an Early Targeted Interventions **Summer** Jumpstart program are eligible for an additional 0.25 ANB. Jumpstart participants must have an Early Targeted Interventions eligibility record, an enrollment record in a Jumpstart calendar with a program duration of at least 4 weeks and 120 instructional hours and be included in the district's Jumpstart certification. Districts will create calendars, courses/sections, enrollments and eligibility records, then certify Jumpstart program information at the end of the session.

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

Step 1: Create jumpstart calendar(s)

PATH: Scheduling & Courses>Calendar Setup>Calendar Wizard

1. Select **Create new Calendar(s) by rolling forward selected data or creating a new blank calendar** and click Next.
2. Select Year (26-27).
3. Enter Start Date and End Date (program start and end date for summer Jumpstart).
4. Select prior year Jumpstart calendar(s)/school(s) to roll or select school(s) to add new calendar.
5. Click Next.

6. Check boxes to copy data from prior year calendar (if not copying from a prior year Jumpstart calendar, it's recommended to Create New Blank Calendar and add calendar attributes individually).
7. Click Run Wizard.
8. Refresh browser page and select 26-27 Jumpstart calendar.

Early Targeted Intervention Jumpstart Guide
(406) 444-3800

opiainhelp@mt.gov

Calendar Wizard ☆

Calendar Wizard

Copy, Rollforward, or Create new Calendar-linked Data

This wizard will walk you through the creation of new school calendars by rolling data forward, or copying an existing calendar, schedule structures and period schedule names in the new calendar.
Note: Creating calendars is a database intensive procedure. It can take a long time to complete, and may slow down the system peak hours.

Pick the Data to Copy ①

- ☒ Calendar Attributes
- ☒ Schedule Structures
 - ☒ Term Schedules (NOTE: Term dates will not roll if they fall outside of the calendar start and end dates.)
 - ☒ Period Schedules
 - ☐ Days
 - ☐ Day Events
- ☒ Section Templates
- ☒ Portal Calendar and Term Settings
- ☒ Grade Levels
- ☒ Courses
 - ☒ Sections w/ Schedule Placement
 - ☒ Teacher Assignments
 - ☒ Section Staff Assignments
 - ☒ Room Assignments
 - ☐ Grading Tasks, Credits, Standards ②
 - ☐ Grade Calc Options

☒ Courses

- ☒ Sections w/ Schedule Placement
 - ☒ Teacher Assignments
 - ☒ Section Staff Assignments
 - ☒ Room Assignments
- ☐ Grading Tasks, Credits, Standards ②
- ☐ Grade Calc Options
- ☐ Categories
- ☐ Course Rules
- ☐ Schedule Building Constraints
- ☐ Course Fees
- ☐ Assessments
- ☐ Cross-Site Course/Section Settings ③
- ☒ Attendance Excuse Codes
 - ☐ Scheduling Teams
 - ☐ Section Team Assignments
- ☐ Calendar Overrides
- ☐ GPA Calculations

Run Wizard ⑦

< Back Next >

Districts using Infinite Campus to take attendance should ensure Attendance Excuse Codes is checked.

Step 2: Edit calendar information

PATH: Scheduling & Courses>Calendar Setup>Calendar Information

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

Calendar Information ☆

③ Save ④ Mark for Deletion

Calendar Info

Calendar ID 830 Parent Calendar ID 801 School 1272 Bench School (schoolID:36)

*Name ① 26-27 Bench School JS

*Start Date 06/22/2026

*End Date 08/07/2026

Student Day (instructional minutes)

Teacher Day (minutes)

Whole Day Absence (minutes)

Half Day Absence (minutes)

Type ② J: Jumpstart

Require Student Assignment

Ignore Master Push

Testing Count Date

Comments rolling 05/04/2026 10:36 PM

Days Per Week

Number 7 Sequence 7

Summer School

Exclude

School Choice

External LMS Exclude

2. Grade Level Setup

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

- Review existing Grade Level(s) or click New to add Grade Level(s) to selected Jumpstart calendar.
- Enter Name, Sequence Number, and State Grade Level Code. To avoid confusion with other grade levels, it is recommended to customize the grade Name (JG0, J01, J02, J03).
- Click Save (repeat for additional grade levels).

Grade Level Setup ☆ ①

② New ③ Save ④ Delete

Grade Level Editor	
Name	Seq
JG0	0
J01	1
J02	2
J03	3

Grade Level Detail

Name (locked) J03

*Sequence Number ② 3

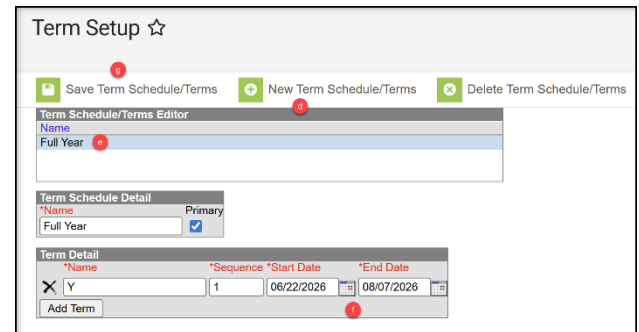
*State Grade Level Code 03: Grade 3

Standard Day

3. Term Setup

PATH: Scheduling & Courses>Calendar Setup>Term Setup

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

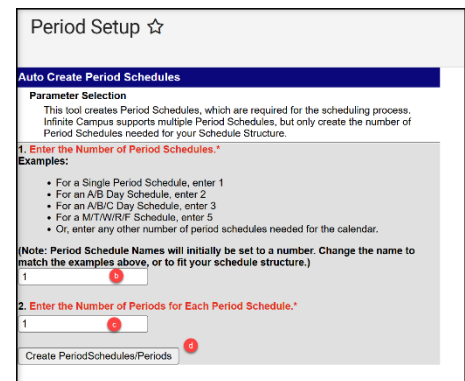


4. Period Setup

PATH: Scheduling & Courses>Calendar Setup>Period Setup

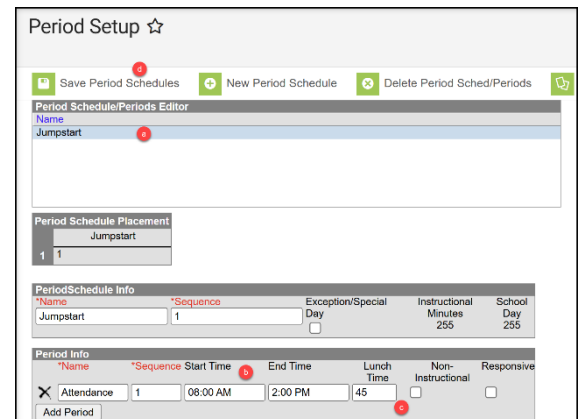
Option 1: Create New Period Schedule

- Click New Period Schedule
- Enter the Number of Period Schedules (enter 1, unless schedule varies by day).
- Enter Number of Periods (the number of times attendance is taken per day)
- Click Create Period Schedules/Periods



Option 2: Existing Period Schedule

- Select Period Schedule.
- Review/enter Start Time and End Time.
- Review/enter total non-instructional minutes (lunch, recess, etc.) in the Lunch Time Field.
- Click Save Period Schedules. Repeat for any additional Period Schedules (if applicable).



5. Day Setup

PATH: Scheduling & Courses>Calendar Setup>Day Setup

- Click Day Reset.
- Enter Student/Instructional Start and End Dates.
- Select days of the week students will attend.
- Click Create Days.
- To remove non-school days, click the date and select Delete Day/Day Events (e.g. July 4th). Repeat as applicable.

Day Setup ☆

Auto Create Calendar Days

Day Reset
This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date: 06/22/2026
*End Date: 06/07/2026
Duration: 0
Fill Missing Days Only: ☒
Mon: ☒ Tue: ☒ Wed: ☒ Thu: ☒ Fri: ☒ Sat: ☐ Sun: ☐
Create Days

Day Setup ☆

Save Day/Day Events Delete Day/Day Events Day Reset Print Multi Day Event MT Calendar Report

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Event on this Day

Day Detail
Date: 07/05/2026
Period: Schedule
Jumpstart: ☒
School Day: ☒
Instruction: ☒
Attendance: ☒
Start Time: End Time: Duration: 0
Comments:

6. Verify Attendance Codes.

PATH: Attendance Office>Settings>Attendance Code Setup

Recommended Attendance/Excuse Codes:

1. EA – Excused Absent
2. UA – Unexcused Absent
3. ET – Excused Tardy
4. UT – Unexcused Tardy

Attendance Code Setup ☆

+ New

Code	Description
AE	Absent Excused
AU	Absent Unexcused
TE	Tardy Excused
TU	Tardy Unexcused

Step 3: Enroll students using the student locator wizard

PATH: Student Information>General>Student Locator Wizard

1. Verify the 26-27 Jumpstart calendar is selected.
2. Open the Student Locator Wizard.
 - a. Enter the Last Name, First Name, and Gender.
 - b. Click Search.

*Refer to Appendix for upload instructions/options

Student Locator Wizard ☆

Student Locator
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference North Date is set, you must also enter the North Date before you can search. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

Last Name: Ford First Name: Harrison Gender: Male State ID: Birth Date: SSN #: State ID: Search: Create New Student

There are 3 scenarios for creating an enrollment:

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

Student Locator Wizard ☆

Student Locator
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference North Date is set, you must also enter the North Date before you can search. Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Student button.

List Name: Bannock First Name: Dene State ID: 960316369 Gender: F Birth Date: 04/01/2019 SSN #: 100 State ID: Search: Create New Student

Save New Enrollment History

General Enrollment Information

Enrollment ID: 26-27 Bench School JS
*Calendar: Main *Schedule: Main *Grade: J02 Class Rank Exclude: ☐ External LMS Exclude: ☐
*Start Date: 06/22/2026 *End Date: *End Action: *Service Type: P: Primary
*Local Start Status: 02: Continued enrollment same school, no interruption Local End Status: Select a Value

Early Targeted Intervention Jumpstart Guide

(406) 444-3800

opiainhelp@mt.gov

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

The screenshot shows two overlapping forms. The background form is the 'Student Locator Wizard' with fields for Person Info (Student Number, State ID), Identity Info (Last Name, First Name, Middle Name, Suffix, Gender, Birth Date, Soc Sec Number), and Race/Ethnicity. The foreground form is the 'Enrollment Detail' form, which includes fields for Enrollment ID, Calendar, Schedule, Grade, Class Rank Exclude, External LMS Exclude, Start Date, Local Start Status, State Start Status, State End Status, Dropout Reason, and End Comments. Red circles and arrows highlight specific fields: 'Save' (e), 'Birth Date' (b), 'Calendar' (c), 'Grade' (d), and 'Local Start Status' (e).

3. If the student was never enrolled in a Montana district (new to Montana or public school) the search would return no match:
 - a. Click Create New Student.
 - b. Review the warning (pop-up) and click OK.
 - c. Enter Birthdate and Race/Ethnicity.
 - d. Verifying the Calendar is correct.
 - e. Enter Start Date, Local Start Status, and Grade.
 - f. Save

The screenshot shows two overlapping forms. The background form is the 'Student Locator Wizard' with fields for Person Info (Student Number, State ID), Identity Info (Last Name, First Name, Middle Name, Suffix, Gender, Birth Date, Soc Sec Number), and Race/Ethnicity. The foreground form is the 'Enrollment Detail' form, which includes fields for Enrollment ID, Calendar, Schedule, Grade, Class Rank Exclude, External LMS Exclude, Start Date, Local Start Status, State Start Status, State End Status, Dropout Reason, and End Comments. Red circles and arrows highlight specific fields: 'Create New Student' (b), 'Warning' (c), 'Birth Date' (d), 'Calendar' (e), 'Grade' (f), and 'Save' (f).

Early Targeted Intervention Jumpstart Guide

(406) 444-3800

opiainhelp@mt.gov

Step 4: Create eligibility record(s)

PATH: Student Information>State Programs>Early Targeted Interventions

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

1. Search & find the student.
2. Navigate to Early Targeted Interventions.
3. Click **New** to add a new record.
NOTE: must input items in specific order as detailed record
4. Enter Record Entry Date. Input the date assessment was given. Note: this field may be renamed "Assessment Date" later.
5. End Date: Defaults to June 30 of the selected School Year.
6. Enter School Year: year for which program eligibility is applicable.
7. Enter State Grade: **grade level of the assessment tool used to determine eligibility** (grade selection limits available options for Domains and Methodology Tools).
8. Select Program Type: **Early Literacy or Early Numeracy** (Program Type selection limits applicable options for Domains and Methodology Tools). **Only one eligibility record is required for program participation in any ETI programs (classroom-based, home-based, and jumpstart).**
9. Select Eligibility Domain(s) – Select all Domains that indicate student eligibility.
10. Select Methodology Tool – **if Other is selected**, comments are required in the Methodology Comments field. (If Other is not selected, the Methodology Comments field must be blank)
11. Click Save.

The screenshot shows the 'Program Information' form. Red numbered callouts are placed over the following fields and instructions:

- 4: Record Entry Date (Required)
- 5: End Date
- 6: School Year (Required)
- 7: State Grade (Required)
- 8: Program Type (Required)
- 9: Eligibility Domain (Required)
- 10: Methodology Tool (Required)
- 11: Save button

Step 5: Add district assignments for teachers

PATH: Census>Staff>District Assignments

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

The screenshot shows the 'Employment Assignment Information' form. Key fields and checkboxes include:

- School: Bench School
- Department: [Dropdown]
- Title: [Dropdown]
- CTAE Extended Contract Days: 0
- *Start Date: 09/22/2028
- End Date: 08/07/2028
- State Assignment Code: TC:10-Summer School Teacher
- Teacher: ☒ (Other checkboxes: Special Ed, Program, Behavior Admin, Health, Behavior Response to Approver, Response to Intervention, Advisor, Supervisor, Counselor, Foodservice, Exclude Behavior Referral, Self Service Approver, FRAM Processor)
- Activity Staff: ☐ Activity Preapproval: ☐ MT SPED Level: [Dropdown] MT Titles: [Dropdown]

Step 6: Create courses, sections, and add students

1. Add Course.

PATH: Scheduling & Courses>Courses>Add Course

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

Create a Course Section.

2. Create a course section.

PATH: Scheduling & Courses>Course Sections

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

3. Click Section Staff History to add a teacher.

PATH: Scheduling & Courses>Courses>Section Staff History

- a. Click New Primary Teacher.
- b. Select teacher name from the dropdown.

- c. Role = 00: Teacher of record.
 - d. Click Save.
4. Add Students to the Roster.

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

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

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

Step 7: Populate end of year attendance totals (complete after program ends; requires ALL Jumpstart enrollments are ended)

For districts taking daily attendance in Infinite Campus:

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

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

For districts NOT taking daily attendance in Infinite Campus:

1. Refer to Appendix for upload instructions/options
2. Alternatively, the End of Year Attendance Totals for each student can be entered manually.

Early Targeted Intervention Jumpstart Guide

(406) 444-3800

opiainhelp@mt.gov

PATH: Student Information>General>Enrollments

- Select the student.
- Select the Jumpstart enrollment record
- Input the ADA - #Days Present
- Input the ADA - #Days Enrolled
- Click Save.

Step 8: Resync data

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

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

Check dependencies	DIS Objects	Last Resync	Results	Status
☒	☒ All Objects			
☒	☒ District	04/30/2024 17:00:20	Processed: 1 Errors: 0	●
☒	☒ School	04/30/2024 17:00:20	Processed: 40 Errors: 0	●
☒	☒ Calendar	04/30/2024 17:00:20	Processed: 3 Errors: 0	●
☒	☒ CourseSection	04/25/2024 08:58:52	Processed: 2615 Errors: 0	●

☒	TestAccommodations	04/08/2024 09:20:44	Processed: 0 Errors: 0	●
☒	TranscriptCourseSE	04/08/2024 09:20:44	Processed: 0 Errors: 0	●
☒	VaccineShot	04/08/2024 09:20:44	Processed: 0 Errors: 0	●
☒	PersonIdentityNoStateIDOnly	04/08/2024 09:20:44	Processed: 0 Errors: 0	●
☒	SchoolInstructionMode	04/08/2024 09:20:44	Processed: 31 Errors: 0	●

Step 9: Validate data

PATH: Reporting>Data Validation> Data Validation Reports

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

Once all errors and warnings have been checked, choose the Report Data Source option of 'Run at State'. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat **step 8** (Resync Data) and re-run the Validation Report at the state until district and state data matches.

Step 10: Certify data

PATH: Reporting> Data Certification>Event Certification

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

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

Follow these steps to complete data certification.

Certification Category

- Select Certification Category.
- Current certifier has the Role of Certifier and Active is checked.

Early Targeted Intervention Jumpstart Guide

(406) 444-3800

opiainhelp@mt.gov

- Certification Category ☆

Name *

Average Number Belonging (ANB)

Active

☒

Category Level

Basics

School

Role

Certifier

Reviewer

Active

☐

Role

Certifier

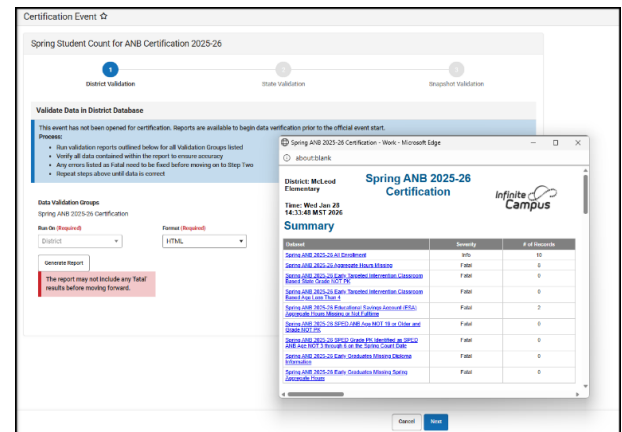
Reviewer

Active

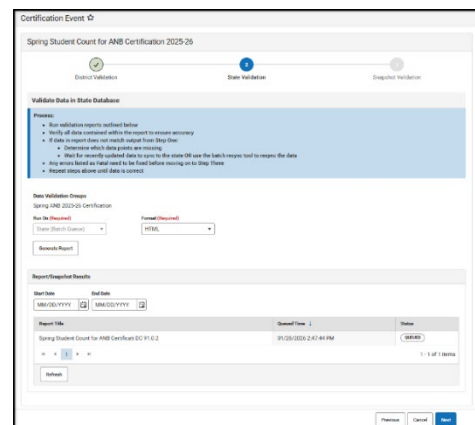
☒

Districts must validate their data at the District, then the State – before taking a snapshot and completing data certification. Click Start Certification to begin the process.

Click **Generate Report** to run the Certification validation at the District. The state identifies errors that will prevent a district from certifying. If there are errors on the District Validation you will not be able to continue with Certification. Clear the errors, then re-run the District report. Once the report is clear, continue to Step 2.



Click Generate Report to run the Certification validation at the State. The results will queue in the Report/Snapshot Results. Click Refresh until the report Status shows Completed. Click the Report Title to review results. If there are errors on this report, data is not fully synced. Return to the Resync Data step above and complete a full data resync. Once that step is completed, start with Step 1 again. Once the State Validation is clear, continue to Step 3.



Step 3: Snapshot Validation

Click Take Snapshot to create a district snapshot. The results will generate in the Report/Snapshot Results table below. Open the snapshot to review data. If the snapshot is accurate, click Next to continue to Step 4.

Spring Student Count for ANB Certification 2025-26

Progress: District Validation (✓) State Validation (✓) Snapshot Validation (4)

Validate Data in Snapshot

Process:

- Click Take Snapshot
- Refresh snapshot once until Complete - then click item to view report
- Verify all data contained within the snapshot to ensure accuracy
- If data in report does not match output from Steps One and Two, repeat steps and then Retake Snapshot and review new snapshot
- Repeat steps above until data is correct

State Snapshot Option:
State Snapshot Manual (Required)

STATUS:

No snapshot data available

Take Snapshot

Report/Snapshot Results

Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Report Title: Generated Time: Status:

No records available.

0 of 0 items

Refresh

Step 4: Certify and Submit

Review Steps 1-3 are completed.

When satisfied with the results of the snapshot created, click Submit Certification to State.

Certification Event ☆

Reporting > Data Certification > Certification Event

Spring Student Count for ANB Certification 2025-26

Progress: District Validation (✓) State Validation (✓) Snapshot Validation (✓) Certify and Submit (4)

Certify and Submit to State

Process:

- Verify that all items below show Completed
- Click Submit Certification to State

VALIDATION TYPE	STATUS
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

Previous Cancel **Submit Certification to State**

APPENDIX

ENROLLMENT - File Upload Process

PATH: Reporting>MT State Reporting>MT Data Upload

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to enroll students and enter attendance.

1. Upload the Student Demographics file (required only for newly enrolled students), followed by Student Enrollments, then End of Year Attendance Totals.
2. Extract the upload file from the district's SIS or create a text, tab delimited file from one of the upload templates. Instructions for using the templates are embedded in the template file.
3. Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.
4. Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings.
 - a. Select Refresh on the Batch Queue to retrieve the latest status of the Batch.
 - b. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.
5. For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button, and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

The screenshot shows the 'Import Data' section of the MT Data Upload interface. It includes a radio button for 'Import Data', a dropdown for 'Import Type' (set to 'Student Enrollments'), a dropdown for 'Work to Perform' (set to 'Validate and Test File'), and a 'File' field with a 'Choose File' button and a file name 'EN_0466_08172023.tsv'. A 'Submit to Batch' button is also present. Below this, there is a section for 'Review the Validate and Test results file' with instructions on how to refresh the batch queue list. A warning message states: 'THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered. New Look: System Settings > Data Interchange Administration > Resync State Data - Batch. Old Look: System Administration > Data Utilities > Resync State Data'. There is a section for 'Retrieve New Student State ID File' with a dropdown and 'Refresh State ID File' and 'Generate' buttons. At the bottom, there is a 'Batch Queue List' table with columns for 'Queue Time', 'Report Title', 'Status', and 'Download'. The table shows one entry: '08/17/2023 06:46:16 AM', 'MT Data Upload', 'Completed', and a 'Get the report' link.

Queue Time	Report Title	Status	Download
08/17/2023 06:46:16 AM	MT Data Upload	Completed	Get the report

NOTE: This process is not complete until a Batch Resync is triggered (see **step 8**)

PATH: System Settings > Data Interchange Administration > Resync State Data – Batch

END OF YEAR ATTENDANCE TOTALS - File Upload Process

PATH: Reporting>MT State Reporting>MT Data Upload

Districts that use a 3rd party Student Information System (SIS) or other attendance method may use the file upload to populate End of Year Attendance Totals for Jumpstart enrollments.

1. Upload the End of Year Attendance Totals file.
2. Refer to **step 8 – step 9 – step 10** to complete the Jumpstart Data Validation & Certification process.