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Fall Teacher Class and Courses

- What are we collecting?
 - Elementary, Middle (or 7/8), and High School Courses, sections, rosters, and staff
 - Requirements differ based on school type
- WHY are we collecting?
 - Accreditation DUE 12/18/2026 with final corrections completed by 12/31/2026
 - State and Federal Reporting

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Fall Teacher Class - Elementary

- Report Attendance Periods
- Report courses NOT taught by the classroom teacher
- Do NOT report SPED pull-outs – UNLESS students are not otherwise enrolled in an attendance period
- Self-contained SPED should be reported as a separate course
- May be entered as a mixed class (class size is based grade(s) of student in a single roster)

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Fall Teacher Class – Middle, 7/8, and High School

- ALL courses MUST be reported by period (NO AM/PM ATTENDANCE)
- Courses must be reported by subject (e.g. no generic MTDA or College Course)
- Course codes matter for Accreditation, CTE, & Future Ready

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General Course Information

General Course Information

Number: (Required)

23004

Name: (Required)

GRADE 1

Active:

☒

State Code:

23004

NCES Code:

23004GE010111

SCED Subject Area:

23: Non-Subject Specific

SCED Course Identifier: (Required)

004: MT-Grade 1

Available Carnegie Unit Credit:

0.00

SCED Course Level: (Required)

GE: General Education

SCED Sequence: (part n of m parts)

1 of 1

SCED Lowest Grade: (Required)

01: Grade 1

SCED Highest Grade: (Required)

01: Grade 1

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General Course Information

- Number and Name – District course number and name
- State Code – populated from SCED Subject Area and SCED Course Identifier
- **SCED Subject Area and SCED Course Identifier –significant changes for 2026-27!!!**
- Available Carnegie Unit Credit – Credit a student earns from completion of a section of the course (may or may not align to the Credit under Course grading Tasks)

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General Course Information

2027 Course Codes: [rptCourseCodes](#)

Subsets of Course Codes:

Financial Literacy: [Financial Literacy Course Codes](#)

Special Education: [Special Education Courses FY27.pdf](#)

Work-Based Learning: [Work Based Learning Course Codes FY27.pdf](#)

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General Course Information

Valid course codes are prefaced with an MT

**Not all approved course codes are in IC – should be complete after the next update*

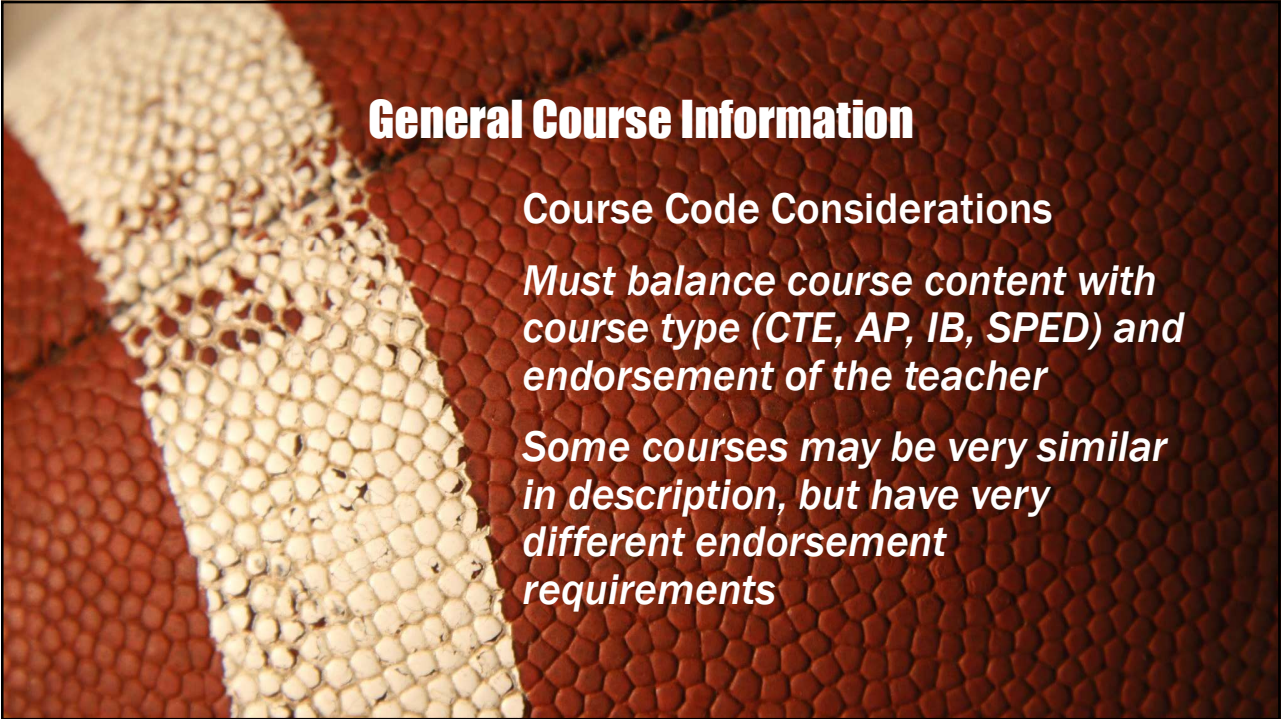
Excel version of codes with all designations coming soon!

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General Course Information

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Accred	CourseCc	CourseName	Endorsement	Special	CTE	Pathwa	CTE-Foundation	CTE-Elective	WBL	Financial Literacy	AP/IB	PrimaryCour	SecondaryCour	S
2			01001 English/Language Arts I (9th grade)										0	1	
3			01002 English/Language Arts II (10th grade)										0	1	
4			01003 English/Language Arts III (11th grade)										0	1	
5			01004 English/Language Arts IV (12th grade)										0	1	
6			01005 AP English Language and Composition									AP	0	1	
7			01006 AP English Literature and Composition									AP	0	1	
8			01007 IB Language A: Literature—English									IB	0	1	
9			01008 English as a Second Language										0	1	
10			01011 IB Language A: Language and Literature - Eng									IB	0	1	
11			01014 CI English Language										0	1	
12	x		01026 Language Arts (early childhood education)	00E EC, 00E ELE									1	0	
13	x		01027 Language Arts (pre-kindergarten)	00E EC									1	0	
14	x		01028 Language Arts (kindergarten)	00E EC, 00E ELE									1	0	

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General Course Information

Course Code Considerations

Must balance course content with course type (CTE, AP, IB, SPED) and endorsement of the teacher

Some courses may be very similar in description, but have very different endorsement requirements

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General Course Information

- **SCED Course Level (new for 26-27 to align with SCED levels)**
 - GE (General or Regular)
 - BE (Basic or Remedial)
 - EE (Enriched or Advanced)
 - SE (Special Education)
 - HO (Honors)
 - CO (College)
 - XX (No Level of Rigor)

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General Course Information

- SCED lowest grade/highest grade – grade level(s) the course is aligned to (not necessarily the grade of the students enrolled in the course)
- Cannot choose grades outside the calendar (e.g., cannot do grade low 08 for a High School Course)

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STATE DEFINED

State Defined

Type:

High School Credit: ☐

Distance Class: Distance Learning Provider:

CTE Pathway:

Alternative Ed Program: ☐ Vocational Code: ☐

Work Based Learning: ☐

WBL Partner:

Dual Enrollment Credit: ☐

Institution: College Credit Equivalent: Credit Type:

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State Defined Type and Distance Class

The screenshot shows a form with two main sections. The first section, 'Distance Class:', has a dropdown menu currently set to 'Y: Yes'. Below this is a checkbox labeled 'Alternative Ed Program:'. The second section, 'Distance Learning Provider:', features a dropdown menu that is open, displaying a list of providers: 01: 21Skills Inc. (YaizY), 02: Apex Learning, 03: Bakken Area Skills Center, 04: BYU Independent Study, 05: Edmentum, and 06: FlexPoint Education.

- Type – used to identify Dual Credit or Concurrent Credit
- Distance Class – course is through an APPROVED Distance Learning Provider (does not mean “online” course, in general)
- Distance Learning Provider (NEW FOR 26-27) – if distance class is selected, choose the approved Distance Learning Provider

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State Defined - CTE

The screenshot shows a form titled 'CTE Pathway:' with the instruction 'Select all that apply'. Below this is a list box containing several options: AM: Engineering & Advanced Manufacturing, AGB: Agribusiness, ATA: Agriculture Technology & Automation, DDA: Design & Digital Arts, BM: Management & Entrepreneurship, and ETI: Fashion, Textiles & Interiors. The 'AM' option is currently selected and highlighted.

- Pathway – Choose one or more Pathway(s) to align to the course (must match Course Code and endorsement of teacher)
- PATHWAYS have changed for 26-27
- Work Based Learning – Indicate if course is a valid WBL Course Code (no general WBL course)
- WBL Partner – the Partner(s) providing the WBL experience
- WBL Partners do have to go through background checks... [ARM 10.40.101](#)

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State Defined – FUTURE READY

State Defined

Type: ★ DC: Dual Credit

High School Credit: ★ ☒

Distance Class: ★ ☐ Distance Learning Provider: ★

CTE Pathway: ★ Select at the apply: HP: Health Professions

Work Based Learning: ★ ☐ WBL Partner: ★ Maximum 500 characters

Dual Enrollment Credit: ★ ☒ Institution: ★ CC: Carroll College College Credit Equivalent: ★ 3.00 Credit Type: ★ S: Semester

- Dual Enrollment Credit – Indicate under Type

Institution – College providing or approving course

College Credit Equivalent – College credit awarded from completion of the course

Credit Type – Semester or Quarter

**Separate courses required if same course is associated with two separate institutions*

- E.G., College Algebra at MSU Billings = 1 Course and College Algebra at MSU Northern – 1 Course

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State Defined – FUTURE READY

SCED Sequence: (part n of m parts)

1 of 2

College Credit Equivalent: 0.00

Credit Type: S: Semester

SCED Sequence: (part n of m parts)

2 of 2

Institution: MSU: Montana State ...

College Credit Equivalent: 3

Credit Type: S: Semester

- If courses are broken into semesters (e.g., College Writing A, College Writing B) – and college credit is **ONLY** awarded after completion of the second course – enter in 0 for College Credit Equivalent into the 1st semester course and the full credit amount into the second semester of the course

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Course Section – Fall Teacher Class

Session Type: **(Required)**
 SY: Full School Year ▼

Session Number: **(Required)**
 01: 01 ▼

District Defined

Your district has not created any District Defined fields for this tool.

Section Placement

	Quarters							
	Q1		Q2		Q3		Q4	
	Main	Early Release	Main	Early Release	Main	Early Release	Main	Early Release
Period 1	☐	☐	☐	☐	☐	☐	☐	☐
Period 2	☐	☐	☐	☐	☐	☐	☐	☐
Period 3	☒	☒	☒	☒	☒	☒	☒	☒

- Section Number Required – district defined
- State Defined:
 - Session Type – when the course occurs
 - Session Number – Corresponds to Session Type

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Course Section – Fall Teacher Class

Session Type: **(Required)**
 SY: Full School Year ▼

Session Number: **(Required)**
 01: 01 ▼

District Defined

Your district has not created any District Defined fields for this tool.

Section Placement

	Quarters							
	Q1		Q2		Q3		Q4	
	Main	Early Release	Main	Early Release	Main	Early Release	Main	Early Release
Period 1	☐	☐	☐	☐	☐	☐	☐	☐
Period 2	☐	☐	☐	☐	☐	☐	☐	☐
Period 3	☒	☒	☒	☒	☒	☒	☒	☒

- Section Placement
 - Indicates the periods and terms a course occurs
 - Used for calculation of course minutes!!!
 - Must match the Carnegie Unit Credit (if full year HS course for 1 period, should be 1.0 Carnegie Unit Credit)

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SECTION STAFF HISTORY – K-12

Elementary Courses:

- Primary Teacher with Role of Teacher of Record – required for attendance course and specials not taught by the classroom teacher
- Grading tasks should not be state reported

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SECTION STAFF HISTORY – K-12

HS Courses taught by a teacher physically present for instruction

- Primary Teacher with Role of:
 - Teacher of Record (state-reported)
 - Not Applicable/Not State Reported (non state reported course)
 - Middle/high school courses not offered for credit

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SECTION STAFF HISTORY – COLLEGE COURSES

HS Courses taught by a dual credit instructor who is an employee of the college or university

- College instructor is added as a Contractor and assigned to the Course as Primary Teacher with Role of Teacher of Record
- Additional staff assigned for purposes of attendance and/or grading are added as Teacher with Role of Not Applicable/Not State Reported

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SECTION STAFF HISTORY - MTDA

Dual Credit and CTE Courses taught by an approved Distance Learning Provider

- Instructor is added as a Contractor and assigned to the Course as Primary Teacher with Role of Teacher of Record
- Additional staff assigned for purposes of attendance and/or grading are added as Teacher with Role of Not Applicable/Not State Reported

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SECTION STAFF HISTORY – DISTANCE LEARNING COURSES

Courses taught by an approved Distance Learning Provider (other than CTE or Dual Credit)

- **Primary Teacher with Role of:**
 - **Facilitator (may be district staff)**
 - **Additional staff assigned for purposes of attendance and/or grading are added as Teacher - with Role of Not Applicable/Not State Reported**

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Section Overloads

The screenshot shows the 'Section Staff History' interface. At the top, there are buttons for 'Save', 'New Primary Teacher', 'New Teacher', and 'New Section Staff'. Below these is a table with columns: 'Name', 'Assignment Start', 'Assignment End', 'Access Start', 'Access End', 'District Assignment', and 'Role'. The table lists 'Donnelly, Ashley B' as the 'Primary Teacher' with the role 'Teacher of Record'. Below the table, there is a 'Staff History Detail' section for 'Section Staff'. It includes a 'Name' dropdown (set to 'Bolt, Hannah'), a 'District Assignment' dropdown (set to '07 Instructional Para General Ed'), and an 'Assignment' section with 'Start Date', 'End Date', 'Percent', and 'Minutes' fields. The 'Minutes' field is set to '90'. A red arrow points from the 'New Section Staff' button to the 'Name' dropdown, and another red arrow points from the '90 minutes per overload' text to the 'Minutes' field.

- **Course sections are limited to a specific number of students, based on the grade(s) of students assigned to a section (ARM 10.55.712 and 10.63.107).**
- **If a section has more students than allowed (and does not exceed the maximum), assign additional staff to the course in the Teacher or Section Staff History (90 minutes per overload)**

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CLASSROOM OVERLOADS

- Notes:
 - Cannot assign additional staff for overloads in separately accredited 7/8 or middle school programs or at the high school level
 - In addition to individual course limits, there are total student contact limits outlined in ARM 10.55.713

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Reports

*Reporting > Data Validation > Validation Groups OR
Data Validation Report*

- Run End of Year (these reports are "all year"!)
- Fall specific reports available soon
- Course reports specific to CTE (more to come!)
- Accreditation reports available in early September

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FUTURE READY

*NEW

- Future Ready collection is now included with Graduate, Dropout, Cohort – as the payment is calculated based on prior year Graduates
- Component of the STARS Act (HB 252 -2025), 20-9-381, MCA
- Adds a Future Ready payment to the district's BASE budget
- Three goal levels determine funding (based on the max per-ANB payment for the budget year):
 - Level 1 = 15 or more "points"
 - Level 2 = 30 or more "points"
 - Level 3 = Associate-level degree

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FUTURE READY

- The district with the **Graduation record** gets 10% of the high school maximum per-ANB payment for every Level 1, 20% of the high school maximum per-ANB payment for every Level 2, and 30% of the high school maximum per-ANB payment for every Level 3.
- The district where the student was counted for **Spring ANB in their 8th grade year** gets 10% of the elementary school maximum per-ANB payment for every Level 1, 20% of the elementary maximum per-ANB payment for every Level 2, and 30% of the elementary maximum per-ANB payment for every Level 3.
- Example – Student's 8th grade Spring ANB was at Monforton and Bozeman reports their Future Ready Information, Monforton gets the same % of ANB as Bozeman Does

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FUTURE READY

Components:

- **Industry Ready Credentials**
- **Dual Credit Courses**
- **AP/IB Courses and Test Scores**
- **Concurrent Credit**
- **Associate Level Degree**

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FUTURE READY – INDUSTRY READY CREDENTIALS (IRC'S)

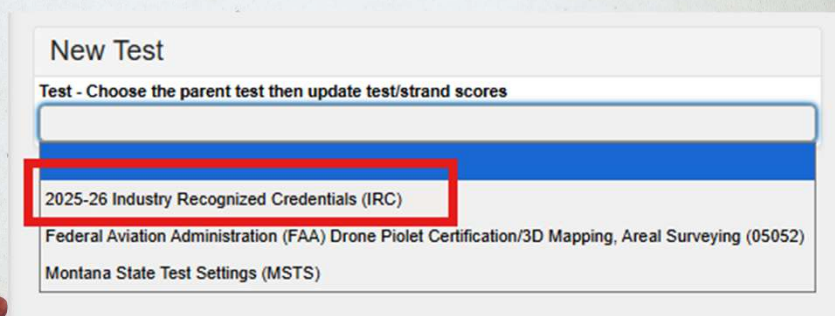
The Department of Labor and Industry adopts (in Administrative Rule) a list of industry-recognized credentials, combinations of credentials and work-based learning experiences – and their associated credit (point) values.

- Credit (point) values are accumulated in 3 credit (point) increments.
- Some experiences may be “stackable” (multiple credentials to get to 3 points).
- List of Approved Credentials: [Montana Credential Registry](#)
- Propose New: [Credential Proposal Form](#)

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FUTURE READY – INDUSTRY READY CREDENTIALS (IRC'S)

**Student Information > General > Assessment
> Select Industry Ready Credentials from the
Drop-Down List – Enter date of certificate**



New Test

Test - Choose the parent test then update test/strand scores

2025-26 Industry Recognized Credentials (IRC)

Federal Aviation Administration (FAA) Drone Pilot Certification/3D Mapping, Aerial Surveying (05052)

Montana State Test Settings (MSTS)

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FUTURE READY – DUAL CREDIT COURSES

Components:

- Courses – Type, Institution, Credit, Credit Type
- Instructors – Teacher of Record
- Section Student Detail – Eligible for Transcribed Credit

Things to consider:

- ✓ Full year courses broken into two semesters as separate courses
- ✓ Full year courses broken into two semester as separate sections
- ✓ Same course/different colleges
- ✓ Dual credit outside the regular school day

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FUTURE READY – DUAL CREDIT COURSES

Under Scheduling & Courses > Courses > Course Information:

- **Verify accurate NCES Data**
- **Scroll to State Defined:**
 - **Mark HS Credit checkbox**
 - **Use the Type Dropdown to denote: DUAL CREDIT**
 - **List the appropriate Institution**
 - **College Credit Equivalent = the amount of credit the INSTITUTION is giving NOT the HS credit**
 - **If the course is College Algebra and being taught at 2 Institutions, 2 courses would need to be created**
 - **Credit Type = how frequently the INSTITUTION is giving credit NOT the HS**
 - **Institution Teacher is listed as TEACHER OF RECORD in Section Staff History (SEID NOT required)**

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FUTURE READY – DUAL CREDIT COURSES

State Defined

Type: ★ DC: Dual Credit

High School Credit: ★ ☒

Distance Class: ★ N: No

CTE Pathway: ★ Select all that apply
HP: Health Professions ☒

Work Based Learning: ★ ☐

WBL Partner: ★ Maximum 200 characters

Alternative Ed Program: ★ ☐

Dual Enrollment Credit: ★ ☒

Institution: ★ CC: Carroll College

College Credit Equivalent: ★ 3.00

Credit Type: ★ S: Semester

New Section Student Detail

Overlapping records are not allowed. Previous open records will be ended.

Student(s) ★

Start Date: month/day/year

End Date: month/day/year

State Reporting Fields

At least 1 State Reporting Field must be populated.

AP/IB Score: Eligible for Transcript Credit: ★

IB Assessment Level:

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FUTURE READY – DUAL CREDIT COURSES

Students who complete the course and meet the requirements for credit (regardless of whether or not they pay for the credit to be transcribed) must be indicated as eligible for credit

Section Student Detail: *Scheduling & Courses > Courses > Section Student Detail*

New Section Student Detail

Overlapping records are not allowed. Previous open records will be ended.

Student(s) *

Start Date: month/day/year

End Date: month/day/year

State Reporting Fields

At least 1 State Reporting Field must be populated.

AP/IB Score:

Eligible for Transcript Credit:

IB Assessment Level:

Select one or more students

Select Yes for eligible students (not required to select No if credit is not received)

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FUTURE READY – AP/IB Courses and Test Scores

Components:

- **Courses – Specific course codes**
 - If course is taught by an approved distance learning provider, enter the instructor as Teacher of Record

*****The EDUCATE team has uploaded 24-25 AP scores and published to districts (25-26 coming soon!) – but districts will need to verify scores and enter in the Section Student Detail for the course(s). *****

The Office of the Commissioner of Higher Education has published Future Ready points for AP and IB test scores

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FUTURE READY – AP/IB Courses and Test Scores

Section Student Detail

New Section Student Detail

Overlapping records are not allowed. Previous open records will be ended.

Student(s) *

Start Date month/day/year  End Date month/day/year 

Select one or more students

State Reporting Fields

At least 1 State Reporting Field must be populated.

AP/IB Score:  Eligible for Transcript Credit: 

IB Assessment Level:  Enter Score and Level (IB Only) - DO NOT Enter Eligible for Transcribed Credit

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Future Ready – Concurrent Credit

Components:

- Type, Institution, Credit, Credit Type required (do not check HS credit)
- Course Section does not need to be assigned to an accurate period of time (e.g., course may be assigned to an "after school" period)
- District Assigned Facilitator as Teacher of Record (usually Counselor)
- Section Student Detail record not required
- Roster student(s) to Course/Section

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Future Ready – Associate's Degree

Students who earn an Associate's Degree prior to HS graduation are automatically assigned to Level 3.

Enter degree information on the graduation tab: *Student Information > General > Graduation*

State Seal Information		Date Earned	Award Type	Credit Type	Credits Earned	Institution	Language
☒ 04: AS Degree	05/25/2026		S: Semester	60	MCC: Miles Commur		
Add State Seal							

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Future Ready – Considerations

Information should be entered for 25-26 graduates

This means you may need to make modifications to courses in prior years (anytime in the student's HS career).

The Educate Team is syncing information from prior year and will be taking multiple snapshots to capture data.

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Future Ready – Considerations

Students who have transferred districts in their HS career:

1. Districts will need to coordinate with other MT districts to enter qualifying information
2. Students who transfer from out of state will require additional data entry on the part of schools (much like entering concurrent credit)

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Future Ready – Reports

Infinite Campus Data Validation Reports: Reporting > Data Validation > Validation Groups OR Data Validation Reports (must be assigned to a user group)

Enter "Future Ready"

Report validates entry of all Future Ready components

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Future Ready – Reports

Coming Soon (VERY Soon!!)

MAEFAIRS report that aggregates Future Ready data for calculation of payment (district with most current enrollment will see the complete Future Ready data by student)

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Future Ready – Reports

D	E	F	G	H	I	J	Formula Bar	L	M	N
1	State ID	Last Name	First Name	Middle Na	GradYear	AssociateDegree	TotalPostsecondaryCredits	TotalCredentialCredits	TotalFutureReadyCredits	Qualifie
2	771				2026	1	0	0	0	
3	771				2026	1	0	0	0	
4	771				2026	1	0	0	0	
5	1230				2026	1	0	0	0	
6	661				2026	0	21	0	21	
7	465				2027	0	18	0	18	
8	661				2026	0	15	0	15	
9	661				2026	0	12	0	12	
10	661				2026	0	12	0	12	
11	465				2026	0	12	0	12	
12	465				2026	0	12	0	12	
13	465				2026	0	12	0	12	
14	661				2026	0	12	0	12	
15	661				2026	0	12	0	12	
16	661				2026	0	12	0	12	
17	661				2026	0	12	0	12	
18	661				2026	0	12	0	12	

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Overtime, Extra Innings, Bonus

Enter District Residency records for all out of district students: Student Information > State Reporting > District Residency

**Do not enter on enrollment only*



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Overtime, Extra Innings, Bonus

Fully remote students are only ANB eligible when enrolled in their resident district

[Out-of-District Report Attendance Guidance](#)



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Homework

Before Next Week...

- Run away
- Locate your local psychiatrist
- Buy a lottery ticket