



1



2

Fall ANB (Average Number Belonging)

- Fall ANB is the 1st of 2 financial counts. Fall Count Date is October 5, 2026.
- This collection is certified in Infinite Campus and imported to MAEFAIRS for verification.
- Three elements:
 - ✓ Fall Student Count
 - ✓ Summer Jumpstart
 - ✓ Extracurricular Participation

3

Fall ANB

Student Enrollment

- Includes both Primary and Secondary enrollments in grades KG through 12
- Students who are not yet 5 (age as of Sept 10) but enrolled in KG must have individual board approval prior to the count date
- Includes some PK (Early Targeted Intervention and SPED)
- Out of district students require student attendance agreement prior to count date

4

Fall ANB

The image shows two overlapping screenshots of a web application. The top screenshot is the 'General Enrollment Information' form. It contains fields for Enrollment ID (12665), Calendar (26-27 Elder Grove School K-3), Schedule (Main), End Date, Start Date (09/01/2026), Grade (03), Service Type (P: Primary), and State Start Status (02: Continued enrollment same school, no interruption). The bottom screenshot is the 'ENROLLMENT COUNTS' form. It shows 'Fall Enrollment Count' with 'Fall Aggregate Hours of Inst.' set to 720. It also has 'Fall Absent' (0.000), 'Spring Absent' (0.000), and checkboxes for 'MT Youth Challenge' and 'Classroom-Based Interventions'.

General Enrollment Information

Enrollment ID 12665

Calendar
26-27 Elder Grove School K-3

Schedule (read only)
Main

End Date

*Start Date
09/01/2026

*Grade
03

Class Rank Exclude

External LMS Exclude

*Service Type
P: Primary

Local End Status

State End Status

Dropout Reason

End Comments

State Start Status
02: Continued enrollment same school, no interruption

Start Comments

Rolls From Enrollment ID

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst.
720

Fall Absent
0.000

MT Youth Challenge

Classroom-Based Interventions

Spring Absent
0.000

MT Youth Challenge

3



Fall ANB

Job Corps/MT Youth Challenge:

Students who meet the qualifications to be included in the district's ANB count

Qualifications

- Student is a resident of the school district
- District has an MOU with the facility
- Student is working towards graduation from the school district by completing graduation requirements at the facility

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Fall ANB

Indian Language Immersion Program

Indicates participation in an program approved by the OPI

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Fall ANB

Agreement With Montana Youth Challenge Program Or Accredited Montana Job Corps Program

20-8-707. Agreement with Montana youth challenge program or accredited Montana job corps program. (1) The trustees of a school district may enter into an interlocal cooperative agreement for the ensuing school fiscal year under the provisions of Title 7, chapter 11, part 1, with the Montana youth challenge program or with a Montana job corps program accredited by the northwest commission on colleges and universities to provide educational or vocational services that are supplemental to the educational programs offered by the resident school district.

(2) A student who receives educational or vocational services at the Montana youth challenge program or a Montana job corps program pursuant to an agreement authorized under subsection (1) must be enrolled, for purposes of calculating average number belonging, in a public school in the student's district of residence. Credits taken at the Montana youth challenge program or an accredited Montana job corps program must be approved by the school district and meet the requirements for graduation at a school in the student's district of residence, must be taught by an instructor who has a current and appropriate Montana high school certification, and must be reported by the institution to the student's district of residence. Upon accumulating the necessary credits at a school in the district of residence or at the Montana youth challenge program or an accredited Montana job corps program pursuant to an interlocal cooperative agreement, a student must be allowed to graduate from the school in the student's district of residence.

(3) A school district that, pursuant to an interlocal cooperative agreement, allows an enrolled student to attend the Montana youth challenge program or a Montana job corps program accredited as prescribed in subsection (1) is not responsible for payment of the student's transportation costs to the job corps program.

(4) A student attending the Montana youth challenge program or a job corps program may not claim the Montana youth challenge program's or job corps program's facility as the student's residence for the purposes of this section.

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst. 0.000

Fall Absent 0.000

Exclude Fall ANB ☐

SPED ANB Eligible ☐

☐ Job Corps
 ☐ MT Youth ChalleNGe
 ☐ Classroom-Based Interventions

☐ Indian Lang. Immersion Prg.

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Fall ANB

SPED ANB Eligible

PK students between 3 and 7 (as of Count Date) enrolled in grade PK with active IEP

- Must be in a classroom or receiving related services for 180 hours or more (annualized)

Students who are 19 or 20 (as of Count Date) with an active IEP and meet the following:

- Not graduated
- Likely eligible for adult services
- Transition goals in IEP that focus on living and working in the community following graduation

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Fall ANB

What about PK students participating in a cooperative program?

Students who are participating in a cooperative PK program may be ANB eligible if their annualized aggregate hours are 180 or more. Request enrollment and absent information from your cooperative!

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Fall ANB

What about my 21 to 22 year-old SPED students? And the 19 or older SPED students that don't meet these requirements?

Special education students who are 19 (as of September 10) but not yet 22 (age as of count date) are not currently ANB eligible – unless they meet the requirements on the previous slide. The district is required to enroll students with an IEP who are between 19 and 22 and **have not completed a credit-based diploma.**

***There is no funding tied to 21-22 year old SPED students; however, Districts are required to enroll**

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Fall ANB

General Enrollment Information

Enrollment ID 13207

Calendar: 26-27 Elder Grove School K-3

Schedule (read only): Main

*Grade: PK

Class Rank Exclude: ☐

External LMS Exclude: ☐

*Start Date: 09/01/2026

End Date:

*Local Start Status: 02: Continued enrollment same school, no interruption

State Start Status: 02: Continued enrollment same school, no interruption

Dropout Reason:

Open Lock/Unlock Copy Amend Delete Print

Documents List

- 2026-2027 (1)
 - Plans (1)
 - MT IEP (05/18/2026-10/22/2026) (Amended 1)
- 2025-2026 (7)
 - Plans (2)
 - Forms (1)
 - Progress Reports (4)
- 2024-2025 (7)

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst.: 180 to 359 hours

Job Corps: ☐

Indian Lang. Immersion Prg.: ☐

Fall Absent: 0.000

MT Youth ChalleNGe: ☐

Classroom-Based Interventions: ☐

Exclude Fall ANB: ☐

SPED ANB Eligible: ☒

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Fall ANB

Person Information

PersonID: 9239

*Last Name: Cash

*First Name: Johnny

Middle Name:

*Gender: M: Male

*Birth Date (Age: 19): 07/05/2007

Race/Ethnicity (Edit): 0: White

Federal Designation: White

Hispanic/Latino: N: No

General Enrollment Information

Enrollment ID 37492

Calendar: 26-27 Custer Co District HS

Schedule (read only): Main

*Grade: 12

Class Rank Exclude: ☐

External LMS Exclude: ☐

*Start Date: 08/24/2026

End Date:

*Local Start Status: 02: Continued enrollment same school, no interruption

State Start Status:

Dropout Reason:

Open Lock/Unlock Copy Amend

Documents List

- 2025-2026 (5)
 - Plans (2)
 - MT IEP (11/19/2025-11/18/2026)
 - MT IEP (11/21/2024-11/20/2025)
 - Forms (1)
 - Progress Reports (2)
- 2024-2025 (4)
- 2023-2024 (4)
- 2022-2023 (6)
- Calendar Not Found (1)

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst.: F: 720 + hours

Job Corps: ☐

Indian Lang. Immersion Prg.: ☐

Fall Absent: 0.000

MT Youth ChalleNGe: ☐

Classroom-Based Interventions: ☐

Exclude Fall ANB: ☐

SPED ANB Eligible: ☒

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Fall ANB

Classroom-Based Interventions:

- Students who are 4 (as of September 10) and not yet completed KG.
- Enrolled in state grade PK.
- Must have an eligibility record in Early Literacy or Numeracy (or both!) for 26-27 (Student Information > State Programs > Early Targeted Interventions Eligibility).
- Program must be at least 360 hours.
- Indicate as participant in the student's enrollment with aggregate hours and attendance.

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Fall ANB

General Enrollment Information

Enrollment ID 12297

Calendar: 26-27 Elder Grove School K-3

Schedule (read only): Main

*Start Date: 09/01/2026

*Local Start Status: 02: Continued enrollment same school, no interruption

*Grade: PK

*Service Type: P: Primary

Class Rank Exclude: ☐

External LMS Exclude: ☐

Local End Status: Select a Value

ENROLLMENT COUNTS

Fall Enrollment Count

Fall Aggregate Hours of Inst.: H: 360 to 539 hours

Fall Absent: 0.000

Job Corps: ☐

Indian Lang. Immersion Prg.: ☐

MT Youth Challenge: ☐

Classroom-Based Interventions: ☒

Exclude Fall ANB: ☐

SPED ANB Eligible: ☐

Do not check both!

Program Information

To ensure accuracy and consistency, enter data working from top to bottom and left to right. The form includes dynamic logic to guide your selections and ensure that only valid options are available based on previous entries.

NOTE: Program Type and State Grade fields must be populated with data prior to adding Eligibility Domain and Methodology Tool information.

School Year: (Required) 26-27

Record Entry Date: (Required) 05/21/2026

Program Type: (Required) 01: Early Literacy

End Date: 06/30/2027

State Grade: (Required) 01: Pre-Kindergarten

Eligibility Domain: (Required) Select all that apply

01001AK: Alphabet Knowledge (PK, KG) ☒ 01001OL: Oral Language (PK, KG) ☒

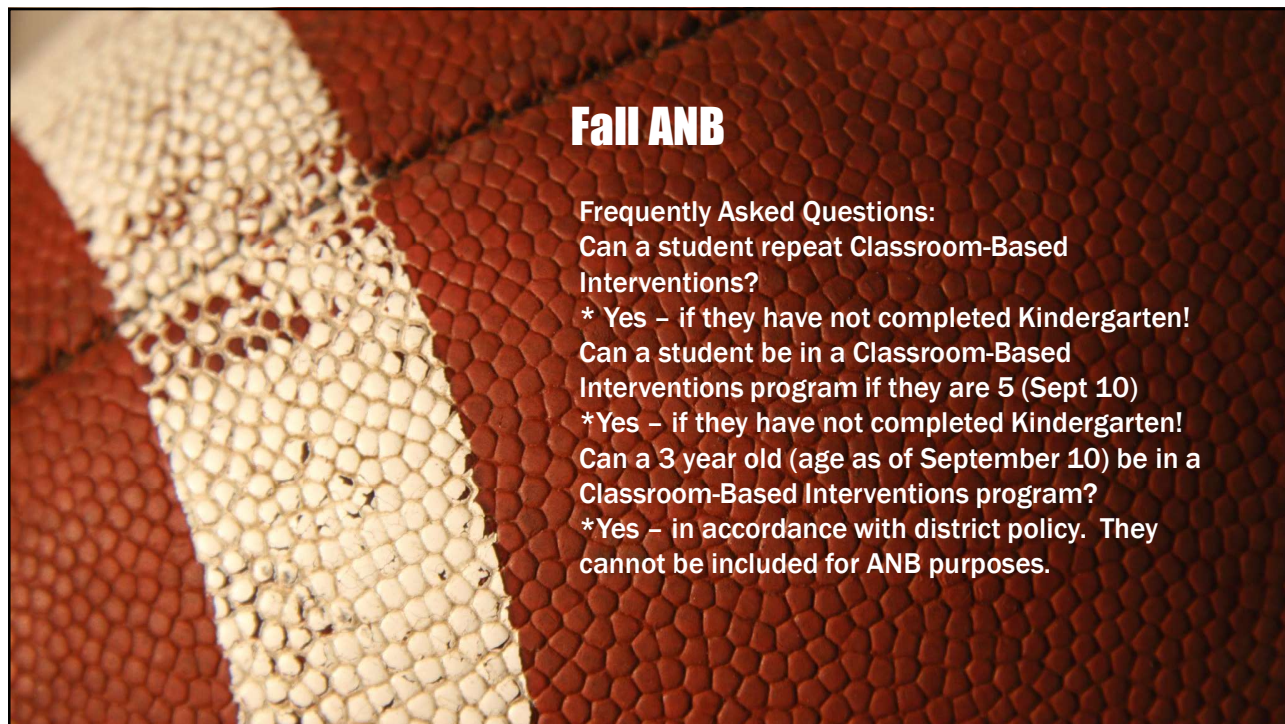
01001FLA: Phonological Awareness (PK, KG) ☒

Methodology Tool: (Required) All methodology tools need to be developmentally appropriate, research-based, cost-effective, and, if possible, aligned with formative assessments that inform instruction in the classroom-based program and the jumpstart program. 26-71803, MCA. Select Methodology Tool:

01001ARP: Acadience Reading PK (PK, KG) ☒

If a student is in an Early Targeted Intervention class AND receiving SPED Services (e.g. ½ day ETI and ½ day SPED), the student needs 2 enrollments. 1 for Classroom-based Interventions and 1 for SPED ANB Eligible – if applicable

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Fall ANB

Frequently Asked Questions:

Can a student repeat Classroom-Based Interventions?

* Yes – if they have not completed Kindergarten!

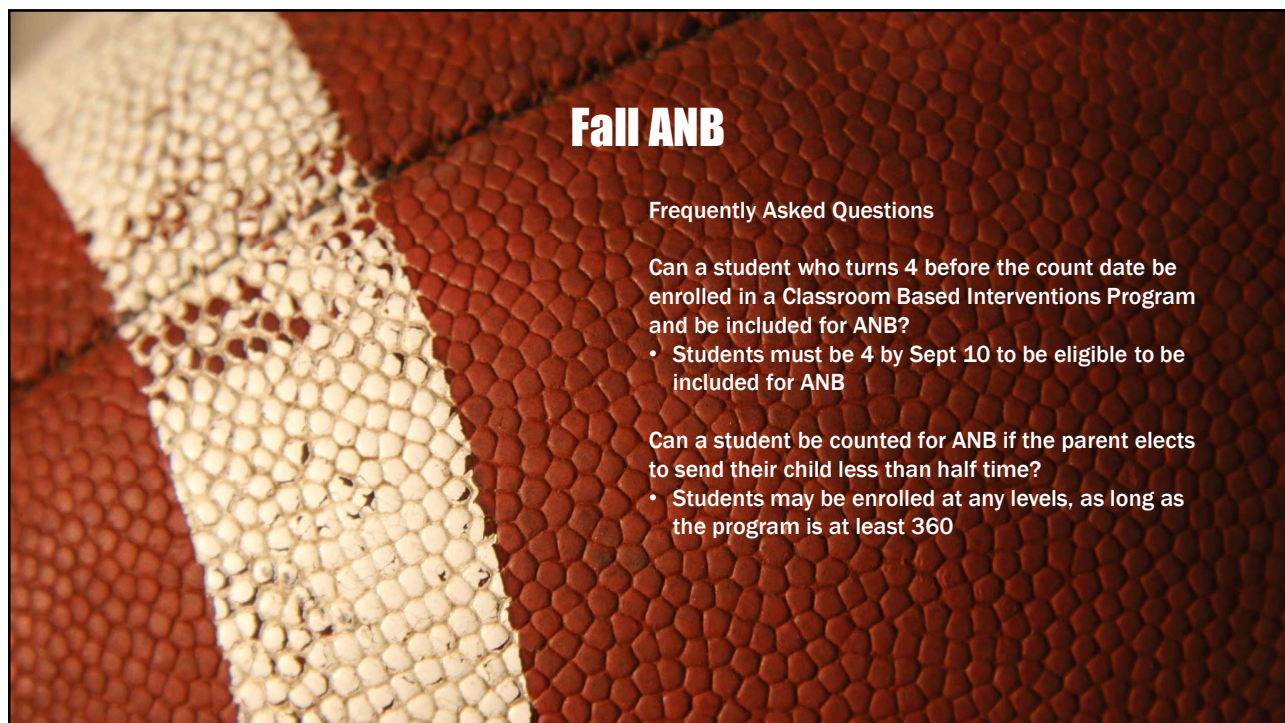
Can a student be in a Classroom-Based Interventions program if they are 5 (Sept 10)

*Yes – if they have not completed Kindergarten!

Can a 3 year old (age as of September 10) be in a Classroom-Based Interventions program?

*Yes – in accordance with district policy. They cannot be included for ANB purposes.

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Fall ANB

Frequently Asked Questions

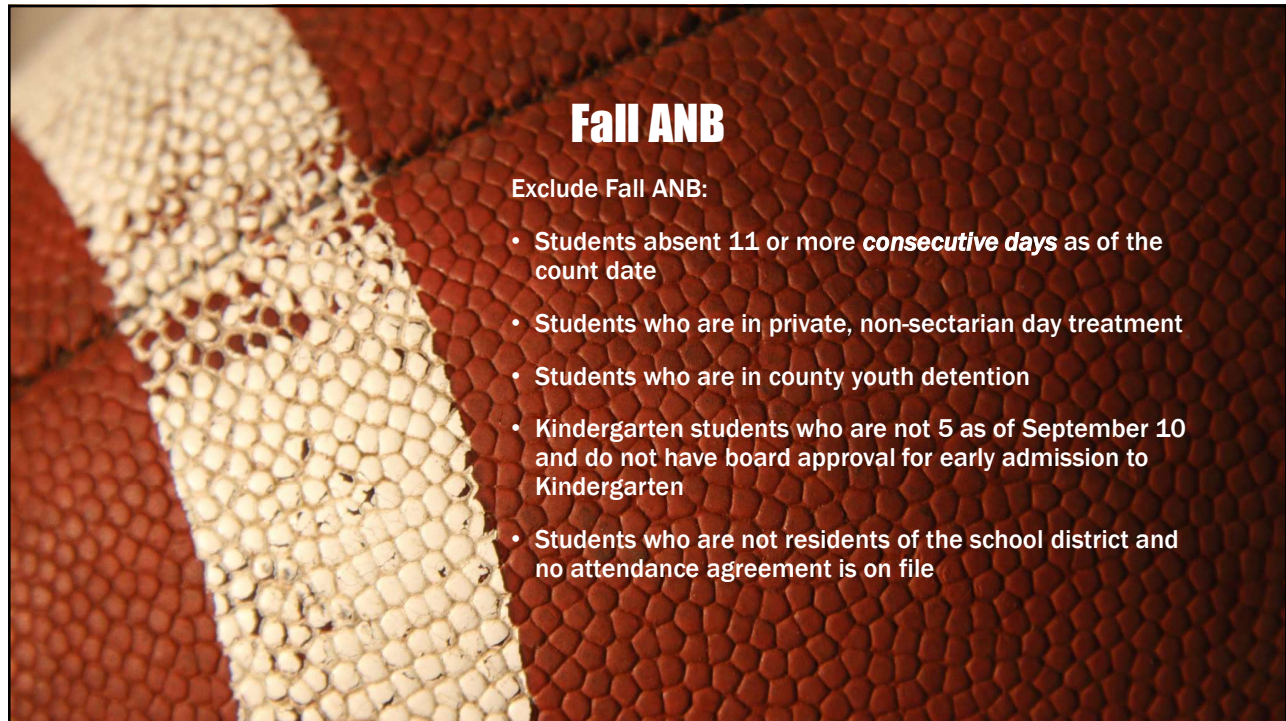
Can a student who turns 4 before the count date be enrolled in a Classroom Based Interventions Program and be included for ANB?

- Students must be 4 by Sept 10 to be eligible to be included for ANB

Can a student be counted for ANB if the parent elects to send their child less than half time?

- Students may be enrolled at any levels, as long as the program is at least 360

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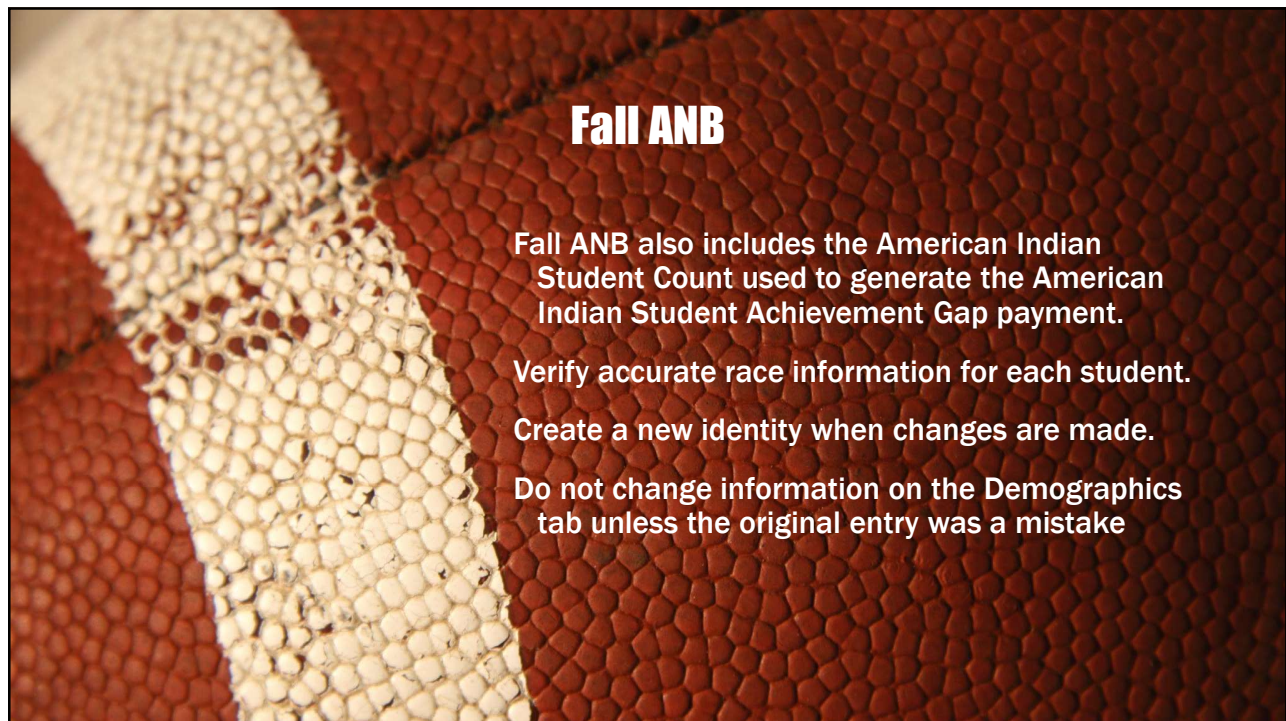


Fall ANB

Exclude Fall ANB:

- Students absent **11** or more ***consecutive days*** as of the count date
- Students who are in private, non-sectarian day treatment
- Students who are in county youth detention
- Kindergarten students who are not 5 as of September 10 and do not have board approval for early admission to Kindergarten
- Students who are not residents of the school district and no attendance agreement is on file

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Fall ANB

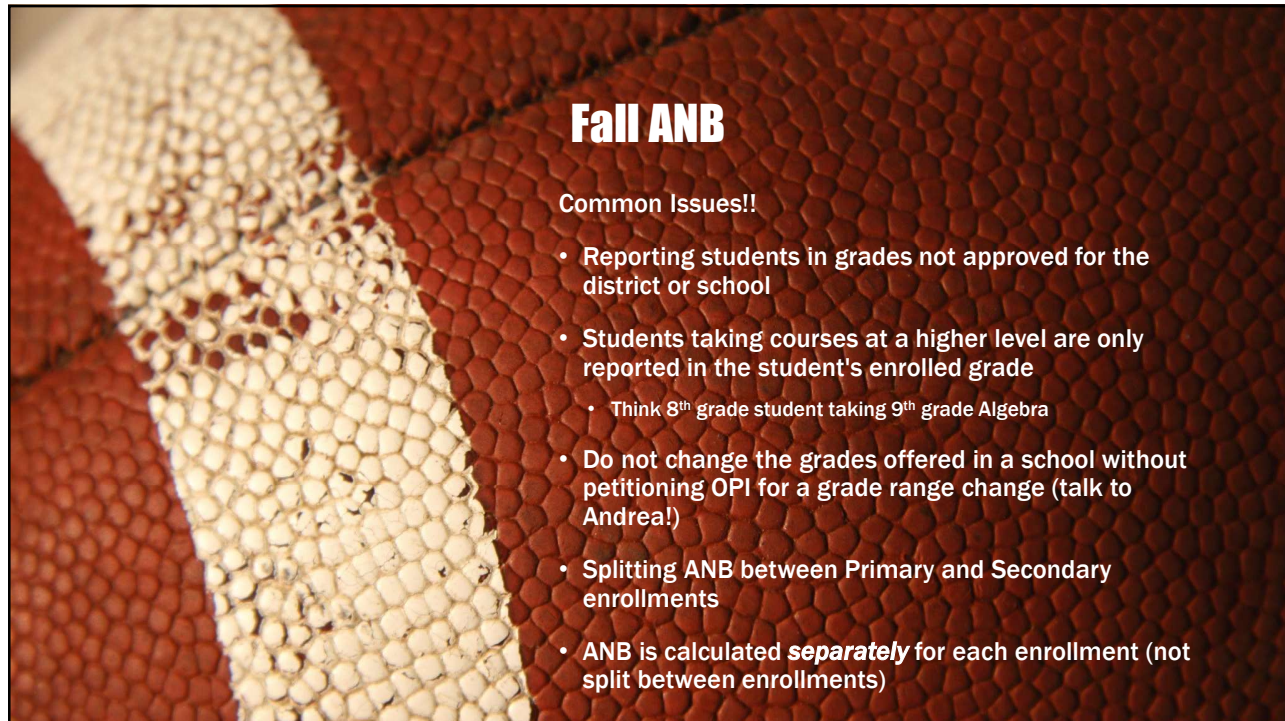
Fall ANB also includes the American Indian Student Count used to generate the American Indian Student Achievement Gap payment.

Verify accurate race information for each student.

Create a new identity when changes are made.

Do not change information on the Demographics tab unless the original entry was a mistake

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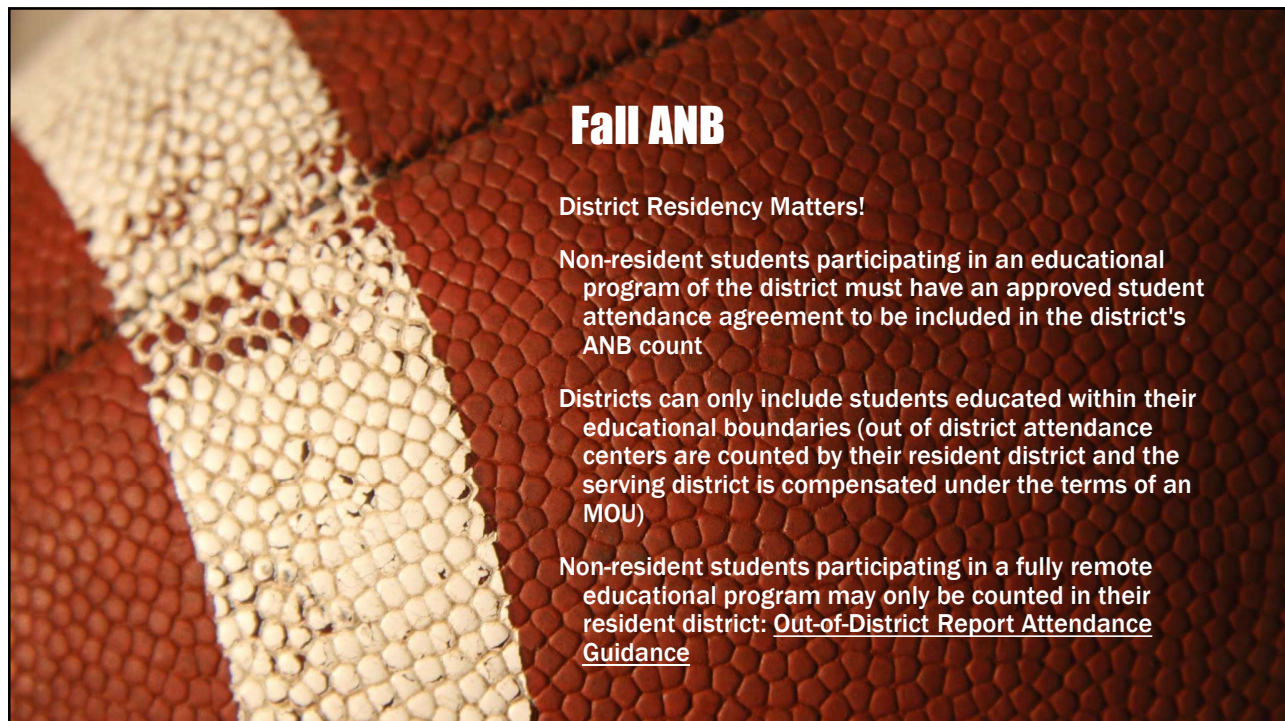


Fall ANB

Common Issues!!

- Reporting students in grades not approved for the district or school
- Students taking courses at a higher level are only reported in the student's enrolled grade
 - Think 8th grade student taking 9th grade Algebra
- Do not change the grades offered in a school without petitioning OPI for a grade range change (talk to Andrea!)
- Splitting ANB between Primary and Secondary enrollments
- ANB is calculated ***separately*** for each enrollment (not split between enrollments)

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Fall ANB

District Residency Matters!

Non-resident students participating in an educational program of the district must have an approved student attendance agreement to be included in the district's ANB count

Districts can only include students educated within their educational boundaries (out of district attendance centers are counted by their resident district and the serving district is compensated under the terms of an MOU)

Non-resident students participating in a fully remote educational program may only be counted in their resident district: Out-of-District Report Attendance Guidance

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Fall ANB

Program Information

Start Date: (Required)

08/26/2026

End Date:

MM/DD/YYYY

Resident District: (Required)

1221: Lincoln K-12 Schools

Serving District:

CTE Concentrator

District Residency

Early Targeted Interventions Eligibility

Home-Based ETI

MT Instruction Mode

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Fall ANB

Additions to Fall ANB

Eligible students who participated in an Early Targeted Interventions Jumpstart Program

Students who participated in Extracurricular activities as homeschool or private school students in the prior school year and were included in the district's End of Year certification

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Fall ANB

JUMPSTART COUNTS FOR ANB - DISTRICT

The Jumpstart program takes place during summer break between the end of one year at school year preceding a child's entry into kindergarten, 1st grade, 2nd grade, or 3rd grade. The program must be at least 4 weeks in duration and provides at least 120 instructional hours. A pupil who participates in the program may be counted for ANB purposes.

A district shall add one-quarter enrollment for a student who participates in Jumpstart to the enrollment count in both the Fall and Spring enrollment counts following the pupil's participation in the Jumpstart program.

Grade	Count
1st Grade	5
2nd Grade	8
3rd Grade	6

STUDENTS COUNTED FOR ANB EXTRACURRICULAR PARTICIPATION

	6 week (1/16)	18+ week (1/8)
EKALAKA K-6 E1	2	0
EKALAKA 7-8 M1	3	1
	<u>5</u>	<u>1</u>

Note: This is a count of the extracurricular activities completed in the prior school year, not a count of students.

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Fall ANB

MAEFAIRS

Data Entry > Student Count for ANB > Step 1 (Import) and Step 2 (Submit)

**Don't forget Step 2!*

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District 05	Student Enrollment Summary			
	Effective Date: 01/05/2026 Enrollment Period: 12/01/2025 - 01/05/2026 Total Race/Ethnicities: 7 of 7 Total Enrollment: 100 Race/Ethnicity Source: Federal Male/Female			
City and Grade Level (Male/Female/Total)				
		5:Native Hawaiian or Other Pacific Islander	6:White	7:mo
3:Asian	4:Black or African American			
2/4/6	0/4/4	-	75/82/157	
-	-	-	43/35/78	
-	3/0/3	-	49/36/85	
2/4/6	3/4/7	-	167/153/320	
5:Native				

- **Student Information > Reports > STATE Enrollment Overlap Report**
 - Verify no overlapping enrollments prior to count date
- **Student Information > Reports > Enrollment Summary Report**
 - Just the numbers and splits by grade level, gender, enrollment type (includes ALL calendars in a school)
- **Student Information > Reports > Enrollment Summary Detail Report**
 - Allows you to select a specific calendar(s) - includes list of students

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Classroom Monitor ★

Classroom Monitor

This tool monitors classroom attendance.

Date: 10/05/2026 Refresh ☐ Incomplete Teacher Attendance ☐ Print

Teacher	Dept	Contact	0	1	2	
Aarons, Mitchell	Science	☒				4
Abra, Dean	Mathematics	☒				1
Albinak, Gina	Business/Career	☒		8200-1 (7/7)		8
Allen, Theon W	Foreign Language	☒			5130-1 (-18)	
Battrum, Deon	Foreign Language	☒				
Baum, Henry	Science	☒				
Beavere, Bernard	English	☒			3900-2 (-21)	
Bird, Dmitri	Fine Arts	☒		6000-1 (-29)		
Boult, Dom	Science	☒				4
Buckberge, Bai	Science	☒		4200-1 (-27)		

- Did every teacher take attendance?
- Classroom Monitor (if Campus is used as the primary Attendance tracking system)
- Were students accurately marked?
- Daily Attendance Processing (if Campus is used as the primary Attendance tracking system)

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VERIFY SCHEDULES

3300A-1 Concert Choir 9:40 AM - 10:35 AM Room: 100 Miller, Adam	3300A-1 Concert Choir 9:40 AM - 10:35 AM Room: 100 Miller, Adam
3300B-1 Physical Science 10:40 AM - 11:35 AM Room: 110 Pankratz, Ryan	3300B-1 Physical Science 10:40 AM - 11:35 AM Room: 110 Pankratz, Ryan
3300C-1 Government 11:40 AM - 1:00 PM Room: 120 Paquay, Mike	3300C-1 Government 11:40 AM - 1:00 PM Room: 120 Paquay, Mike
3300E-1 US History 1:35 PM - 2:55 PM	3300E-1 US History 1:35 PM - 2:55 PM

- Do full time students have a **FULL** schedule?
- Student Gap Scheduler (Scheduling & Courses > Load Schedules)
- Start and end dates?
- Part-time students have enrollment types matching schedules
- Unstructured recess and lunch **DO NOT COUNT**

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Calculate Attendance

- IF you take attendance in Infinite Campus, use the MT Count Date Attendance Tool
- IF you DON'T take attendance in Infinite Campus, upload a file through MT Data Upload

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MT Count Date Attendance ☆ 1

Count Date Attendance

Count Date Attendance will be calculated based on the Count Period selected on the editor and the calendar/s selected in the Campus tool bar. A calendar must be selected in order to complete calculations.

The MT OPI Designated Count Date field will default to the following dates:

- Fall: First Monday in October. If not instructional, the first instructional day after the first Monday in October.
- Spring: First Monday in February. If not instructional, the first instructional day after the first Monday in February.

Users may not run count Date Attendance calculations prior to or on the MT OPI Designated Count Date of the selected on the editor. Users must wait until the MT OPI Designated Count Date for the Count Period has passed to collect the day's attendance detail on the specified MT OPI Designated Count Date.

It is recommended that a test be run prior to running the calculation(s). The Run Test option will provide a result includes the date as entered in the MT OPI Designated Count Date field, number of enrollments updated, and warnings. The Generate option will also provide these results.

If Submit to Batch is selected, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to receive the results reports.

This tool can be run for previous or current calendars.

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

HOW TO USE THE MT COUNT DATE ATTENDANCE TOOL

***Count Period** FALL 2

***MT OPI Designated Count Date** 10/05/2026 3

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

☒ Aggregate Hours of Instruction

☒ Absent 4

☒ Exclude ANB

Ad Hoc

5 Run Test 6 Generate Submit to Batch

Refresh Show top 50 tasks submitted between 12/29/2025 and 01/05/2026

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How to use the MT Count Date Attendance Tool

1. Navigate to MT Count Date Attendance tool under Reporting > MT State Reporting
2. Select the Count Period of FALL
3. Select the MT OPI Designated Count Date
4. Mark all 3 boxes for Calculation Type
5. Click Run Test to check for and correct any reporting errors.
6. **VERY IMPORTANT!!!** After running a test and clearing errors, **select GENERATE** to update enrollments. It may take up to 30+ minutes to complete this process.
7. Rinse and repeat for each calendar.

See previous slide for image with steps.

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Error 3: The following students have an enrollment in the selected calendar/schedule structure but are not schedule into any classes/instructional periods. NO attendance calculations will be completed for these students...

State ID	Last Name	First Name	Service Type	Calendar Name
000000109301	Alborough	Dallas	Primary	25-26 Harrison High
000000105976	Billingford	Vern	Primary	25-26 Harrison High



Essentially, these students don't have schedules



To fix, partner with counselor or admin to find out why they didn't have a schedule on Count Date. Appropriately enter in a schedule or end date the student's enrollment.

Schedule ☆

Alborough, Dallas

HS Graduation

Filter ^

Reset

Term

3

×

4

×

×

	3 (12/22/2025 - 3/20/2026)
0	No Scheduled Course 7:40 AM - 8:35 AM
1	No Scheduled Course 8:40 AM - 9:35 AM
2	No Scheduled Course 9:40 AM - 10:35 AM
3	No Scheduled Course 10:40 AM - 11:35 AM

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Warning 5: Student is scheduled for less than 720 instructional hours per year as of the MT OPI Designated Count Date. Aggregate hours and absences for the student will be a reflection of the student's part-time schedule. Please ensure the student's schedule is correct.



These students aren't scheduled for a full day or for full-time hours.



To fix, review all students on the list. Part time students should have an enrollment service type of S:Partial and less than 720 hours scheduled/part time schedule

Schedule ☆

Ahmed, Giana

Stud

Filter ^

Reset

Term

3

×

4

×

×

	3 (12/22/2025 - 3/20/2026)
0	No Scheduled Course 7:40 AM - 8:35 AM
1	9997-14 Teaching with Campus SBG 8:40 AM - 9:35 AM Teacher, Fourteen
2	9998-14 Teaching with Campus TG 9:40 AM - 10:35 AM Teacher, Fourteen
3	No Scheduled Course 10:40 AM - 11:35 AM
4	No Scheduled Course 11:40 AM - 1:00 PM

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Reading the last page of the playbook...

- Test mode will indicate nothing has been written into Campus
- Compare Number of Enrollments Updated to Actual Enrollments
- Review Students marked absent vs. Attendance Reports
- Double check Exclude ANB numbers

These results were generated in **TEST** mode and no data has been inserted into the database.

Result Report

Count Date(s)		MT OPI Designated Count Date
Calendar Name	Schedule Structure	
26-27 Harrison High	All	10/05/2026

Aggregate Hours of Instruction

Field	Number of Enrollments Updated
Fall	875
Spring	0

Absent

Field	Number of Enrollments Updated
Fall	0
Spring	0

Exclude ANB

Field	Number of Enrollments Updated
Fall	0
Spring	0

Not a bad idea to print this page – you know for those people who ask for numbers...

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GENERATE

VERY IMPORTANT!!! After running a test and clearing errors, **select GENERATE** to update enrollments. It may take up to 30+ minutes to complete this process.

Count Date Attendance

*Count Period: **Fall**

*MT OPI Designated Count Date: 10/05/2026

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

- ☒ Aggregate Hours of Instruction
- ☒ Absent
- ☒ Exclude ANB
- ☒ Exclude Cross-Site Data

Ad Hoc: **Generate** **Submit Batch**

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MORE RESOURCES

<https://opi.mt.gov/Leadership/Finance-Grants/School-Finance/Student-Count-ANB>

SO MANY GREAT LINKS →

<https://rules.mt.gov/browse/collections/aec52c46-128e-4279-9068-8af5d5432d74/policies/7aa69b7a-3f52-4f2f-8c40-9243ae8d8d05>

▼ Guidance & Resources

Student ANB Guidance

- [Student Count for ANB Instructions 2026](#)
- [ANB Calculation Guidance](#)
- [District Extracurricular Guidance](#)
- [Out of District Remote Attendance Guidance-Final](#)
- [Enrollment to ANB Calculation Sheet](#)

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DATA VALIDATION for 26-27 FALL ANB

The image features a central graphic with a light box displaying 'COMING SOON' and a bowl of popcorn. The background is a composite image showing a wind turbine and a referee in a striped shirt.

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Data Validation

- Errors – Must be fixed
- Warnings – Review (may or may not be accurate)
- Information – Review (no fix required)

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Graduate, Dropout, Cohort

The Graduate, Dropout, Cohort Data Collection begins 10/1/2026 and ends 10/30/2026

This is a combined certification with 3 components:

1. Graduates
2. Dropouts
3. Cohorts

ALL districts must certify – even if counts are zero (*elementary are only certifying Dropouts for grades 7 and 8*)

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Graduate, Dropout, Cohort

Definitions

Graduate: A student who completes credit-based Graduation requirements under ARM 10.55.905 (includes credits granted through proficiency in accordance with district policy)

Students may receive a proficiency-based high school diploma from their resident school district through completion of the the MT Youth Challenge program or from the Superintendent of Public Instruction

These Graduates are included in state Graduation rates, but not Federal Graduation rates or Cohort calculations

Enrollment End Status

- 400: Graduated
- 410: Graduation Alt Authorized by MCA (Youth Challenge or Supt of Public Instruction)

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Graduate, Dropout, Cohort

Diploma Type

01: Regular Diploma (students meets regular district Graduation requirements)

05: State Minimum (at the discretion of the board of trustees – student doesn't meet district Graduation requirements, but meets the minimum Graduation requirements in ARM)

Special Graduation Requirements for Special Education students:

Special Education Director Updates

- Students are eligible for enrollment through their 22nd birthday or the completion of a credit-based diploma
- Students cannot "Graduate" (regular HS diploma) based on the completion of IEP goals

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Definition of a Dropout

Dropout:

A student enrolled in grade 7 to 12 who:

- Was enrolled in school at some time during the previous school year and was not enrolled by September 30th of the current school year
- Was not enrolled at the beginning of the previous school year but was expected to enroll and did not re-enroll during the year (no show) and was not enrolled on September 30th of the current school year
- Has not Graduated from high school or completed a state or district approved high school educational program
- Has not transferred to another school, been temporarily absent due to a school-recognized illness or suspension or died (if prior to unenrollment).

NOTE: The next school is responsible for a student coming from a

Feeder school (e.g., 8th e student going to HS)

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What is a Dropout?

Dropouts: Students who were enrolled through the completion of the 24-25 school year but did not return for 25-26, or students who dropped out before the end of the 25-26 school year and did not return to school by September 30, 2026. Districts must have written verification of a student's transfer to a K-12 educational program before removing them as dropouts.

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Graduate, Dropout, Cohort

The district should have a process in place to verify that a student has actually enrolled in the school they have transferred to. Examples include:

- In state transfers - Obtain official written documentation that the student has enrolled and attended (the student should have an active Infinite Campus enrollment in the new school);
- Out of state transfers - Obtain official written documentation that the student has enrolled and attended (the school must offer an educational program that will result in a regular high school diploma);
- Out of county transfers - Document that the student left the country, not necessarily that the student enrolled in another educational program (out of country programs may not be equivalent to US programs);

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Graduate, Dropout, Cohort

- Homeschool transfers - Obtain official written documentation from the county superintendent that the student completed the registration process for homeschool on or after the student's last day of attendance in the district (a prior year homeschool record is not sufficient);
- Private school transfers - Obtain official written documentation that the student has enrolled and attended (the student should have an active Infinite Campus enrollment in the new school for transfers to a state accredited private school);
- Student died - Obtain local confirmation from the family or an obituary. A death certificate is not required.

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Definition of a Cohort

Cohort

Groups of students based on their first date of enrollment in 9th grade

Cohort collection tracks students who start together, includes students who transfer in, removes students who transfer out, and calculates a rate for on-time completion

*Requires Date Entered 9th grade for Graduates

- Obtain data from transcripts for students who come from another district, private/homeschool or out of state

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Graduate Count

Graduates: Students who complete requirements for graduation in the 25-26 year or in the summer between the 25-26 year and prior to the start of the 26-27 year. Consult the [Alternative Graduation Options](#) guide for information on special circumstances.

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Alternate Graduation Options

ENROLLMENT END STATUS 410: GRADUATION ALT AUTHORIZED BY MCA

1. [10-10-1402, MCA](#)
 - a. A district diploma is granted to a student enrolled in the MT Youth Challenge program based on proficiency.
 - b. This End Status is not included for Federal cohort reporting, as the student does not meet the state minimum credit requirements for graduation.
 - c. A corresponding Diploma Date, Diploma Type and Diploma Period **are required**.
2. [20-3-110, MCA](#)
 - a. The superintendent of public instruction may grant a proficiency-based diploma to a student who has exhausted the possibility of earning a high school diploma. The student must demonstrate proficiency, perseverance, and dedication under rules adopted by the superintendent.
 - b. This End Status is not included for Federal cohort reporting, as the student does not meet the state minimum credit requirements for graduation.
 - c. A corresponding Diploma Date, Diploma Type and Diploma Period **are required**.

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Alternate Graduation Options

GRADUATION DIPLOMA TYPE 05: STATE MINIMUM

1. [20-7-1330, MCA](#)
 - a. A student who experiences an educational disruption in grades 9-12, defined as a disruption caused by homelessness, involvement in the child welfare system or juvenile justice system, a medical or mental health crisis or another event considered a qualifying educational disruption by the trustees of the district, may be awarded a diploma if they meet the minimum state graduation requirements, but not the higher credit requirements of the district.
 - b. This diploma type does count for Federal cohort reporting, as the student meets the minimum state requirement for graduation.
 - c. End Status of 400: Graduated **is required**.
 - d. Diploma Date and Diploma Period **are required**.

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Validations (Run in Calendar Year 25-26)		
<u>GRADUATE COUNT</u>	<u>DROPOUT COUNT</u>	<u>COHORT REPORTING</u>
• Graduates not grade 12 • Graduates marked Foreign Exchange • Graduate Count • Graduate List *Verify graduation status of special education students	• Re-enrolled students • Dropout Count • Dropout List	Both lists and counts • Graduates • Transfers in • Transfers out • Still enrolled

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Homework

Before Next Week...

- Review Graduate, Dropout and Cohort Validations
- Review and resolve enrollment overlaps
- Review Race/Ethnicity Information
- Ensure that ETI students have eligibility records
- Verify that all out of district students have an approved attendance agreement

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