

FALL STUDENT COUNT FOR ANB INSTRUCTIONS

The procedures in this guide must be completed prior to importing ANB information into MAEFAIRS. The fall ANB count date for 2026 is October 5, 2026. The data must be fully certified in Infinite Campus and imported into MAEFAIRS by October 23, 2026.

Fall ANB is the first of two data collections that determine funding for school district budgets in the ensuing year. The data elements collected include enrollment (both P: Primary and S: Partial), Aggregate Hours, American Indian Race, Indian Language Immersion Program (ILIP), 19/20 Eligible for ANB, MT Youth Challenge, Job Corps, Classroom-Based Early Targeted Interventions, Special Education PK students eligible for ANB, Extracurricular Activities participation from the prior year, and Jumpstart students from the preceding summer. Students who are marked Exclude ANB, Extracurricular Activities Only students (current year), Home-Based Early Targeted Intervention students, as well as students aged 19 or older (as of the count date, except for those indicated as eligible for ANB) are not included in the report. Specific instructions for this report are posted on the School Finance Webpage: [Student Count for ANB Instructions](#).

Districts that maintain attendance data in Infinite Campus may use the MT Count Date Attendance tool to calculate Aggregate Hours and Count Date Attendance. Districts that use a separate SIS or maintain paper attendance records must populate the Aggregate Hours and Count Date Attendance manually or by file upload. Districts should not populate Aggregate Hours or run the MT Count Date Attendance tool until October 6, 2026, to ensure accurate absent count information for the Count Date.

Use the **Fall 2627 ANB Validation – Student Counts/Lists** and **Fall 26-27 ANB Certification** Validation Groups/Data Validation Reports to verify data and ensure the accuracy of data before certifying the Fall ANB Count. Data must be certified in Infinite Campus before importing into the MAEFAIRS application.

Classroom Based Early Targeted Intervention

Program Requirements

- Eligible child who is 4 years of age or older on or before September 10, and not yet entering or has not completed kindergarten
- Programming must be between half and full-time (360 or 720 instructional hours).
- Must be determined eligible utilizing approved evaluation methodology (either Early Literacy or Early Numeracy).
- An eligible child may be included in enrollment counts for the purpose of ANB Calculations.
- Class size is capped at 10 students per 1 appropriately licensed teacher, with an early childhood paraprofessional for any additional students over ten, for up to no more than 18 total students in a classroom with two full-time adults. See [ARM 10.63.107](#)

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(406) 444-3800

opiainhelp@mt.gov

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- Student must be assigned to a course with a properly licensed and endorsed educator. Early childhood (P-3) endorsements are encouraged, but teachers with either an early childhood (P-3) endorsement or an elementary (K-8) endorsement shall be considered to be appropriately licensed, endorsed.
- Instruction must align with the [Early Learning Developmental Domains and Content Standards](#).

Infinite Campus Requirements

1. Child must have a **PK** (state grade) enrollment at the school.
2. The enrollment can be a **P: Primary** or **S: Partial** enrollment.
3. The child must have an eligibility record for the current school year.
4. Students must have Classroom-Based Interventions indicated in the enrollment.

[Special Education Preschool](#)

Program Requirements

- Eligible child who is at least 3 years of age and not yet 7 (age as of the Fall Count Date).
- Students may be enrolled in a district PK program, a Cooperative PK program, or receiving related services.
- Students must be eligible for one of the existing ANB levels (quarter-time, half-time, three-quarter time, full-time).
- Students may have a P: Primary, P: Partial, or N: Special Ed Services Service Type.

Programming

- Students must have an enrollment in a grade aligned to State Grade PK.
- Students must have an active IEP as of the Count Date.
- Students must have Aggregate Hours that reflect participation as of the Count Date.
- Students must have the SPED ANB Eligible box checked on the enrollment.

[Summer 2026 Jumpstart and 2025-2026 Extra-Curricular Activities Participation](#)

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

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Verifying Enrollment

PATH: *Student Information>Reports>State Enrollment Overlap Report*

The State Enrollment Overlap Report will show any instances where a student is enrolled in more than one school at the same time. After running the report, work with the other schools to determine the correct enrollment dates for the students.

1. Select All Students to be included.
2. Select the current school year.
3. Check ALL enrollment service types.
4. Check to Include no show enrollments.
5. Check to Include same day overlaps.
6. Choose sort option and Report Format.
7. Click Generate Report.

The screenshot shows the 'Enrollment Overlap Report' web application. At the top, there's a title bar with the text 'Enrollment Overlap Report' and a star icon. Below this is a blue header bar with the text 'Enrollment Overlap Report'. A message box states: 'This report prints enrollment information for students who have overlapping enrollments. This is a very complex report, please try to limit the number of students run per batch.' The main form is divided into several sections. The first section, 'Which School Year/Enrollment Dates would you like to evaluate?', has a 'School Year' dropdown set to '26-27' and 'Enrollment Dates (optional)' with 'From' and 'To' date pickers. The second section, 'Which districts would you like to include?', features a list box with 'All Districts' selected, showing a list of Montana districts including Absarokee Public Schools, Alberton K-12 Schools, Alder-Upper Ruby Elem, Alzada Elementary, Amsterdam Elementary, Anaconda Public Schools, Anderson Elementary, Arlee Public Schools, and Arrowhead Schools. The third section, 'Which students would you like to include?', has a radio button for 'Grade' selected, with a dropdown menu showing 'All Students', 'KF', 'KG', 'KH', and 'P1'. There is also an 'Ad Hoc Filter' option. The fourth section, 'Which enrollments would you like to include?', has 'Enrollment service type' with checkboxes for 'All' (checked), 'Primary' (checked), 'Partial' (checked), and 'Special Ed Services' (checked). There are also checkboxes for 'Include no show enrollments' and 'Include same day overlaps'. The fifth section, 'How would you like the report sorted?', has radio buttons for 'Student Name' (selected), 'Grade', and 'Student Number'. The 'Report Format' is set to 'PDF'. At the bottom of the form are 'Generate Report' and 'Submit to Batch' buttons. Below the form is a status bar with 'Refresh', 'Show top 50 tasks submitted between 08/01/2026 and 09/30/2026', and a 'Batch Queue List' table. The table has columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.

Calculate Attendance

MT Count Date Attendance Tool:

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

To use the MT Count Date Attendance Tool,

1. Select Count Period.
2. Select MT OPI Designated Count Date.
3. Calculation Type (Aggregate Hours of Instruction, Absent and Exclude ANB) populate automatically.
4. Click Run Test to check for and correct any reporting errors.

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5. Select Generate to update enrollments. It may take up to 30 minutes for the process to complete.

Note: This process is not final until a batch resync is requested.

Entering Special Program Data

PATH: *Student Information>General>Enrollments*

Manually check the enrollment boxes as they pertain to each student.

1. MT Job Corps - Eligible districts enrolling qualifying students participating in MT Job Corps.
2. MT Youth Challenge – Eligible districts enrolling qualifying students participating in MT Youth Challenge.
3. SPED ANB Eligible – Students ages 19-20 who meet the requirements for ANB inclusion and PK students receiving Special Education services.
4. Indian Language Immersion Program (ILIP) – Students in an approved Immersion Program.
5. Classroom Based Scholastic Literacy – Students participating in an Early Targeted Intervention Classroom.
6. Exclude Fall ANB – For excluding student enrollments that do not qualify for ANB. Includes KG students under 5 without board approval, day treatment, youth detention, as well as students absent 11 or more **consecutive** days as of the Count Date.

Identifying American Indian Students

PATH: *Census > People > Identities*

The American Indian Achievement Gap payment is calculated using the number of American Indian students enrolled in the district on the October count date. At least one of the student's races must be indicated as **American Indian or Alaska Native** to be included.

A student's identity record holds important information about a student's name, birthdate, gender, and race/ethnicity. This information should not be changed once created unless an error is discovered with the initial entry. If a parent (or student, in some instances) makes changes to a student's identity information, those changes should be completed by creating a new identity record. If a student has a

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preferred name, that should be reflected by creating one identity record with the student's legal name and a second with the student's preferred name. However, no identity record should have the same effective date (create the new record with a newer effective date than the original record).

File Upload:

PATH: *Reporting>MT State Reporting>MT Data Upload*

This process is only to be used by districts that do not use Infinite Campus as their primary Student Information System (SIS).

Use the **Fall Enrollment Count** template to upload aggregate hours, attendance, and special programs to Infinite Campus (ESA students must be entered manually).

Extract the upload file from the district's SIS or create a text, tab delimited file from the AIM template. Instructions for using the templates are embedded in the template file.

Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

Import Data

*Import Type: Fall Enrollment Count

*Work to Perform: Validate and Test File

*File: Choose File No file chosen

Submit to Batch

Review the **Validate and Test results file** located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

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

Resync Data

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

All districts should complete a full resync of data after populating data for this collection.

Before continuing, do a complete resync of data to ensure full sync with the state.

Resync State Data - Batch ☆

State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a notification when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Current School Year (2026-2027)

☒ Check dependencies

Check dependencies	SIS Objects	Last Resync	Results
☒	District	09/26/2026 17:01:14	Processed: 1 Er 0
☒	School	09/26/2026 17:01:14	Processed: 8 Er 0
☒	Calendar	09/26/2026 17:01:14	Processed: 0 Er 0
☒	CourseSection	09/26/2026 03:01:50	Processed: 115 Errors: 0
☒	ScheduleStructure	09/26/2026 17:01:14	Processed: 0 Errors: 0
☒		06/09/2026	Processed: 15 Errors:

☒	TestScore
☒	TestAccommodations
☒	TranscriptCourseSE
☒	VaccineShot
☒	PersonIdentityNoStateIDOnly
☒	SchoolInstructionMode

Send Resync Once selected, the Sync becomes Read Only until the Success Message displays. This prevents the initiation of multiple Batch Sync requests.

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opaiimhelp@mt.gov

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Validate Data

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

1. The validation groups/reports to run are:
 - a. **Fall 2627 ANB Validations – Student Counts**
 - b. **Fall 2627 ANB Validations – Student Lists**
2. Once errors and warnings have been checked, run the above Validation Group as a Data Validation Report with the Run at State option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat the process above to resync data and re-run the Data Validation Report at the state.

Data Certification

PATH: *Reporting>Data Certification>Certification Category AND Certification Event*

Certification Category

1. Select Average Number Belonging (ANB).
2. Current certifier has the Role of Certifier and Active is checked.
3. To remove a Certifier, un-check Active.
4. To change from Certifier to Reviewer, click Role (blue highlight is selected Role).
5. To add a new Certifier, click Add Member.
 - a. Enter Staff Name or Staff State ID (SEID).
 - b. Click Name, choose Role, and select Active.
 - c. Click Save.

Certification Category ☆

Name * Average Number Belonging (ANB) Active ☒ Category Level District School

Name	Role	Active
Average Number Belonging (ANB)	Certifier Reviewer	☒
Average Number Belonging (ANB)	Certifier Reviewer	☐
Average Number Belonging (ANB)	Certifier Reviewer	☒

Certification Event

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.

Step 1: District Validation

Click Generate Report to run the Certification validation at the District. The state has identified errors that will prevent a district from certifying data – including students missing Aggregate Hours, students indicated as Classroom-Based Interventions who are not eligible (not 4 or older (age as of September 10), in State Grade PK or are missing Eligibility information), students indicated as SPED ANB Eligible who are either not PK SPED Eligible (State Grade PK, at least 3 and not yet 7 (age as of Count Date), and/or not SPED eligible) or 19/20 ANB Eligible (19 or 20 (age as of Sept 10) and/or not SPED eligible), and students indicated both as Classroom-Based Interventions and SPED ANB Eligible in the same enrollment.

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.

Validate Data in District Database

This event has not been opened for certification. Reports are available to begin data verification prior to the official event start.

Process:

- Run validation reports outlined below for all Validation Groups listed
- Verify all data contained within the report to ensure accuracy
- Any errors listed as Fatal need to be fixed before moving on to Step Two
- Repeat steps above until data is correct

District: Ronan Public Schools

Time: Mon Sep 28 23:23:55 MDT 2026

Fall 2627 ANB Certification

Summary

Dataset	Severity	# of Records
ANB 2627 Fall Enrollment Certification	Info	1486
ANB 2627 Fall Appropriate Hours Missing	Fatal	1412
ANB 2627 Fall ETI Classroom Based Age Less Than 4	Fatal	0
ANB 2627 Fall ETI Classroom Based State Grade NOT PK	Fatal	0
ANB 2627 Fall ETI Classroom Based Missing Program Eligibility Information	Fatal	0
ANB 2627 Fall SPED Age 19 Plus Identified as SPED ANB Eligible and NOT Correct Age	Fatal	0
ANB 2627 Fall SPED Age 19 Plus with NO IEP Identified as SPED ANB Eligible	Fatal	0
ANB 2627 Fall SPED Grade PK Identified as SPED ANB - Age NOT 3 through 5 on the Fall Count Date	Fatal	0
ANB 2627 Fall SPED Grade PK NOT Grade PK Identified as SPED ANB Eligible	Fatal	0

Data Validation Groups

Fall 2627 ANB Certification

Run On (Required)

District

Format (Required)

HTML

Generate Report

The report may not include any 'fatal' results before moving forward.

Step 2: State Validation

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 be generated 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.

Validate Data in State Database

Process:

- Run validation reports outlined below
- Verify all data contained within the report to ensure accuracy
- If data in report does not match output from Step One:
 - Determine which data points are missing
 - Wait for recently updated data to sync to the state OR use the batch resync tool to resync the data
- Any errors listed as Fatal need to be fixed before moving on to Step Three
- Repeat steps above until data is correct

Data Validation Groups

Run On (Required)

State (Batch Queue)

Format (Required)

HTML

Generate Report

Report/Snapshot Results

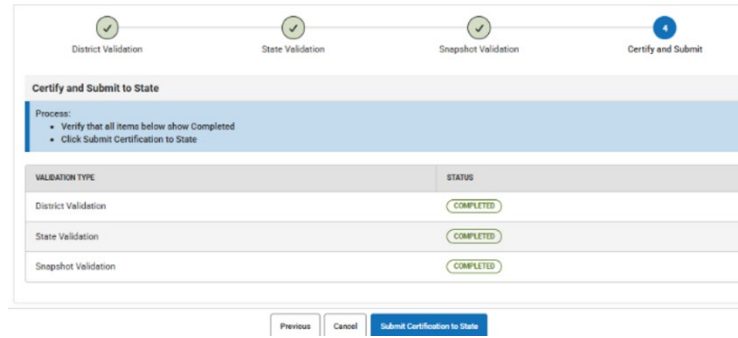
Start Date: MM/DD/YYYY End Date: MM/DD/YYYY

Take Snapshot

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.



Validation Type	Status
District Validation	COMPLETED
State Validation	COMPLETED
Snapshot Validation	COMPLETED

Next Steps:

Once the certification is complete in Infinite Campus, import the Fall ANB data into MAEFAIRS. If errors are discovered after the import, return to Infinite Campus and re-certify the Fall ANB data. There is no need to contact the EDUCATE team – as the district may re-certify at any time during the open collection window.

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