



## TEAMS Conversion to Infinite Campus

Effective July 1<sup>st</sup>, 2023 – the TEAMS system will be retired. Districts will need to enter the data formerly recorded in the TEAMS System into Infinite Campus (Calendar, TOE, Personnel Records, Teacher-Class, CTE, etc.). Policy and program information will be entered in a new application.

Due dates will possibly change (e.g. TOE in December, Teacher-Class 2x/year – 1<sup>st</sup> and 2<sup>nd</sup> Semester)

This document will provide as much information and direction as possible at this point in time for fields required by the reporting changes. **Please note this is applicable to all Infinite Campus sites regardless of Edition (State vs. District).**

ALL instructions are written to accommodate the New Look of Infinite Campus. Save changes and modifications frequently to prevent losing changes.

*Updates to the Previous TEAMS Guide have been denoted with a*



*Please review all areas with this icon to ensure accuracy as there have been updates and changes to how the data is being pulled from Infinite Campus.*

### **Calendar (Information, Grades, Terms, Days) – The information below should be reviewed for each school calendar and school.**



A. Navigate to **Scheduling & Courses > Calendar Setup > School Year.**

Review the setup for Instructional Minute Preferences. The setup should mirror the image to the right.

1. Start Date and End Date fields should have fiscal dates entered NOT school dates.
2. *Make a note to come back to this after July 1<sup>st</sup> to make the next school year active by selecting the Active checkbox.*

Label	Start Year	End Year	Active
24-25	2024	2025	
23-24	2023	2024	X
22-23	2022	2023	
21-22	2021	2022	
20-21	2020	2021	
19-20	2019	2020	
18-19	2018	2019	

**School Year Detail**

\*Label: 24-25      Active:

\*Start Year: 2024      \*End Year: 2025

Start Date:      End Date:

School Year:      Load Preference From Previous Year      Reset Default Preference

**Instructional Minutes Preference**

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods      Max non-instructional minutes for period gaps

**School Day Minutes Preference**

Exclude non-instructional periods

Exclude non-instructional minutes      Max non-instructional minutes per period



B. Select the appropriate calendar for modification. Navigate to **Scheduling & Courses > Calendar Setup > Calendar Information.**

1. Adjust the calendar start and end date fields to reflect the fiscal year (July 1, 20XX to June 30, 20XX).
2. Calendar Type defaults to Instructional – if this is not accurate, another calendar must be created for Alternative and Offsite programs.
3. Extracurricular Calendars should be denoted as Other.

C. Navigate to **Scheduling & Courses > Calendar Setup > Grade Level Setup.**

1. The grade levels should match grades authorized by the state of Montana; AND served the calendar (e.g. school services grades K-6, but calendar serves grades 5-6).

2. Map grades to the state code (e.g., ELP – Early Literacy Program maps to PK, 8<sup>th</sup> grade maps to 08: Grade 8).



i Effective July 1<sup>st</sup>, 2024, EK is no longer a valid grade level.

3. If grades are served that do not match authorized grade, mark exclude from state reporting (e.g., 8<sup>th</sup> grade taking HS Algebra).

Grade Level Setup ☆

+ New Save Delete

Grade Level Editor	
Name	Seq
08	9
09	10
10	11
11	12
12	13

Grade Level Detail

Name (locked)  
08

\*Sequence Number  
9

\*State Grade Level Code  
08: Grade 8

Standard Day

Maximum Membership Days

Whole Day Absence (minutes)

Half Day Absence (minutes)

Maximum Approved School Choice Applications  
0

Grade Code

Exclude from cumulative GPA/Rank calculations

Exclude from state reporting

Exclude from Enrollment

Exempt from Assignment

Standard Code (SIF code)

Exclude from SIF reporting

Exclude from Grade/Age Validation

External LMS Exclude

Exclude from Online Registration Calculations

C. Navigate to **Scheduling & Courses > Calendar Setup > Term Setup.** Review to ensure term dates reflect the actual student start and end dates of school, divided by the appropriate grading periods.

a Summer terms need to be in a separate calendar.

**Term Schedule/Terms Editor**

Name

Terms

---

**Term Schedule Detail**

\*Name: Terms  Primary

---

**Term Detail**

*Name	*Sequence	*Start Date	*End Date
X 1	1	8/23/2023	09/29/2023
X 2	2	10/02/2023	12/22/2023
X 3	3	12/25/2023	03/22/2024
X 4	4	03/25/2024	06/09/2024

D. Navigate to **Scheduling & Courses > Calendar Setup > Period Schedule**. Review the following examples and replicate appropriately. **\*\*\*Please note if a new Period Schedule is created, the Copy Section Placement Tool (Scheduling & Courses > Calendar Setup) will need to be used to copy all section placements to the new Period Schedule.\*\*\***



Effective the 2024-2025 SY, the Non-instructional Minute checkbox should NOT be used during the school day. Non-instructional can ONLY be used OUTSIDE OF THE PHYSICAL SCHOOL DAY – Period Schedules **CANNOT** look like the example below:

**PeriodSchedule Info**

\*Name: Daily      \*Sequence: 1      Exception/Special Day:       Instructional Minutes: 445      School Day: 445

---

**Period Info**

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X 0	1	07:40 AM	08:45 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 2	3	09:40 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 3	4	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>
X LUNCH	5	11:35 AM	12:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X 4	6	12:00 PM	01:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 5	7	01:05 PM	01:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 6	8	02:00 PM	02:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X 7	9	03:00 PM	03:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X WIN	10	04:00 PM	04:30 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
X ACT	11	04:30 PM	05:30 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Instructional Minutes Preference for 23-24 School Year

- If using an AM/PM period schedule (attendance 2x/day), enter all non-instructional time (unstructured recess, lunch) into either the lunch time field or a separate line item like Courses below:

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
AM	1	08:30 AM	12:30 PM	59	<input type="checkbox"/>	<input type="checkbox"/>	
PM	2	12:31 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
Courses	3	03:31 PM	03:32 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- If using taking attendance by period, enter all non-instructional time (unstructured recess, lunch) into either the lunch time field or a separate line item like TEAM/ACT below:

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
0	1	07:40 AM	08:35 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	2	08:40 AM	09:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
2	3	09:40 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
3	4	10:40 AM	11:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
LUNCH	5	11:35 AM	12:00 PM	25	<input type="checkbox"/>	<input type="checkbox"/>	
4	6	12:00 PM	01:00 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
5	7	01:05 PM	01:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
6	8	02:00 PM	02:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
7	9	03:00 PM	03:55 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
WIN	10	04:00 PM	04:30 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ACT	11	04:30 PM	05:30 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Instructional Minutes Preference for 23-24 School Year

- If using taking attendance in an A/B structure, enter all non-instructional time (unstructured recess, lunch) into either the lunch time field or a separate line item like ACT below:

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
0	1	07:31 AM	08:20 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ruler/IG	2	08:25 AM	10:00 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
2	3	10:05 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
4	4	10:40 AM	12:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
Lunch	5	12:15 PM	12:59 PM	44	<input type="checkbox"/>	<input type="checkbox"/>	
6	6	01:04 PM	02:39 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
7	7	02:44 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
ACT	8	03:30 PM	04:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Period Info							
*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive	
X 0	1	07:31 AM	08:20 AM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X Ruler/IG	2	08:25 AM	10:00 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 1	3	10:05 AM	10:35 AM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 3	4	10:40 AM	12:15 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X Lunch	5	12:15 PM	12:59 PM	44	<input type="checkbox"/>	<input type="checkbox"/>	
X 5	6	01:04 PM	02:39 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X 7	7	02:44 PM	03:30 PM	0	<input type="checkbox"/>	<input type="checkbox"/>	
X ACT	8	03:30 PM	04:00 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Period

E. Navigate to **Scheduling & Courses > Calendar Setup > Days**. All days including rotations, early release, etc. need to be included in Calendar Setup > Days. PIR and Parent Teacher Conference Days need to be included in each calendar with the appropriate duration. *Helpful tips:*

- Enter minutes in values of 120 or 360.
- Only use IS (In Service) and PT (Parent Teacher Conference) codes to gain credit with the TEAMS report

See the following examples to adjust days:

**In Service Only with No Students in Attendance**

- Select the date when the PIR/In-Service Date is happening by clicking on the Blue number associated with the date:

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	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

▼ Event on this Day



- b. Uncheck the boxes for Instruction and Attendance. Leave the School Day checkbox marked.
- c. Use the drop down in Day Events to denote the type of day and enter the duration into the duration box ONLY. Do NOT enter anything into the Inst. Minutes box.

**Day Detail**

Date: 10/19/2023 Day #: 84

\*Period Schedule: Daily (2)

School Day  Instruction  Attendance

Start Time: End Time: Duration: 0

Comments:

**Day Events**

Type: IS: In Service (3) Duration: 360 Inst. Minutes:

Add DayEvent



**In Service Only with Students in Attendance (e.g. half day or after school hours):**



1. Select the date when the PIR/In-Service Date is happening by clicking on the Blue number associated with the date.
2. Leave all 3 checkboxes marked for School Day, Instruction, and Attendance:
3. Use the drop down in Day Events to denote the type of day and enter the duration into the duration box ONLY. Do NOT enter anything into the Inst. Minutes box.

**Day Detail**

Date: 09/28/2023 Day #: 69

\*Period Schedule: Daily (2)

School Day  Instruction  Attendance

Start Time: End Time: Duration: 0

Comments:

**Day Events**

Type: IS: In Service (3) Duration: 180 Inst. Minutes:

Add DayEvent

**Blended Learning Groups ?**

Add Group





## Parent Teacher Conferences with Students in Attendance (e.g. half day or after school hours):

**Day Detail**

Date: 11/15/2023 Day #: 54

\*Period Schedule: Even/Yellow 2,4,6,7

**2**

School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Start Time	End Time	Duration
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Comments

**3**

**Day Events**

Type	Duration	Inst. Minutes
<input checked="" type="checkbox"/> PT: Parent-Teacher Conference	<input type="text" value="240"/>	<input type="text" value="0"/>

Add DayEvent

1. Select the date when the Parent Teacher Conference is happening by clicking on the Blue number associated with the date.
2. Leave all 3 checkboxes marked for School Day, Instruction, and Attendance:
3. Use the drop down in Day Events to denote the type of day and enter the duration into the duration box ONLY. Do NOT enter anything into the Inst. Minutes box.



**Courses – Each school needs to review ALL courses to ensure accuracy for the fields highlighted below.** Once completed, this will roll each year when calendars are rolled and should not have to change unless there are course changes within the school.

**Resource for ALL SCED Codes – ANY course with a different teacher than the homeroom teacher MUST have an NCES/SCED code.**

<https://opi.mt.gov/Portals/182/Page%20Files/School%20Accreditation/Standards%20of%20Accreditation/Appendix%20Files/B/Course%20Codes%202022-2023.pdf?ver=2022-09-07-154450-633>

### For ALL K-12 Courses:

- A. Navigate to Scheduling & Courses > Course Information > Search



**Course Information**

Course ID: 24588

**1**

\*Number: 6150      \*Name: Reading

State Code: 51046      Subject Type: Core Academic Subject Area (CORE)      Department: 6th Grade

Schedule Load Priority: 2      Max Students: 30

GPA Weight: .5      Bonus Points:       Advisory:       Transcript:       Required:

Type: RG: Regular      Responsive:       Activity: AC: Academic      Vocational Code:

Homeroom:       Allow student requests:       Allow teacher requests/recommendations:       Hide Standards On Portal:       Repeatable:       Attendance:       Positive Attendance:       High School Credit:

**2**      **3**

Distance Class: N: No      Dual Enrollment Credit:

1. Course number and name fields are required; however, there are no formatting requirements.
  2. Districts offering distance classes – defined as classes offered remotely (not offsite) – use drop down to denote if Yes.
  3. Dual Enrollment Credit courses where students earn both High School and College credit must check this box.
- B. For Elementary Courses: All homeroom or attendance taking courses need to have SCED information input. Those courses where there is a teacher change will also need to have SCED information entered. Please see examples below.**

**NCES Data**

NCES Code: 23004GE010111

**A**

SCED Subject Area: 23: Non-Subject Specific      SCED Course Identifier: 004: MT-Grade 1

**B**

SCED Lowest Grade: 01: Grade 1      SCED Highest Grade: 01: Grade 1

**C**

Available Carnegie Unit Credit: 0

**D**

SCED Course Level: GE: General Education

**E**

SCED Sequence: (part n of m parts) 1 of 1

- A. Select the appropriate SCED Subject Area first then the appropriate SCED Course Identifier.
  - i. SCED Subject Area – first 2 digits of the NCES Course Identifier
    1. ALL Homeroom or Attendance taking courses should start with 23: Non-Subject Specific
    2. Subject areas where the teacher is NOT different from the homeroom do NOT need a SCED code.
    3. Subject areas where there is a formal teacher change (e.g. Music, P.E., etc.) should be denoted with a SCED Subject area over 50 and includes the verbiage (prior-to-secondary)

- ii. SCED Course Identifier – last 3 digits of the NCES Course Identifier (Must be a code prefaced by MT)
- B. SCED Lowest and Highest levels for Elementary are set to reflect the lowest grade the course is designed for to the highest grade the course is designed for.
- C. Available Carnegie Unit Credit should be set to match the credit received for the course.
  - i. If the course does not receive credit (as is common with Elementary courses), the Carnegie Unit Credit would be 0.
- D. SCED Course level should be set to reflect the courses intended audience. Most courses will be denoted as GE: General Education; however, SE: Special Education and HO: Honors are available.
- E. SCED Sequence should be set to 1 of 1; unless class is progressive.
- F. Once these fields have been set, notice the NCES Code updates.
- G. Repeat process accordingly.
- H. Example of Non-SCED reporting course:

**Course Information**

CourseID 24258

\*Number:       \*Name:

Standards-based:       Active:       External LMS Exclude:

Course-Only Curriculum:

Subject Type:

State Code:       Department:

Schedule Load Priority:       Max Students:

Terms:       Schedules:       Periods:       Sections to Build:       Preferred Room Type:

Section Template Group:

GPA Weight:       Bonus Points:       Advisory:       Transcript:       Required:

Type:

Responsive:       Activity:       Vocational Code:

Homeroom:       Allow student requests:       Allow teacher requests/recommendations:       Hide Standards On Portal:       Repeatable:       Attendance:       Positive Attendance:       High School Credit:

Distance Class:       Dual Enrollment Credit:

Comments:

- Modified by: Unknown 01/01/1901 00:00

**NCES Data**

NCES Code: none

SCED Subject Area:

SCED Course Level:

SCED Course Identifier:

SCED Sequence: (part n of m parts)  of

- I. Example of change in Teacher course:

**Course Information**

CourseID 24266

\*Number: 150      \*Name: Music 1

Standards-based:       Active:       External LMS Exclude:

Course-Only Curriculum:

Subject Type:

State Code: 55131      Department: 1st Grade

Schedule Load Priority:       Max Students: 26

Terms: 3      Schedules: 1      Periods: 1      Sections to Build: 4      Preferred Room Type:

Section Template Group:

GPA Weight: 0      Bonus Points:       Advisory:       Transcript:       Required:

Type: RG: Regular

Responsive:       Activity: AC: Academic      Vocational Code:

Homeroom:       Allow student requests:       Allow teacher requests/recommendations:       Hide Standards On Portal:       Repeatable:       Attendance:       Positive Attendance:       High School Credit:

Distance Class: N: No      Dual Enrollment Credit:

Comments:

- Modified by: Unknown 01/01/1901 00:00

---

**NCES Data**

NCES Code: 55131GE010111

SCED Subject Area: 55: Fine and Performing Arts (prior-to-secondary)

SCED Course Identifier: 131: MT-Music (grade 1)

SCED Lowest Grade: 01: Grade 1      SCED Highest Grade: 01: Grade 1

SCED Course Level: GE: General Education      SCED Sequence: (part n of m parts) 1 of 1

**C. For Middle School or JHS: Depending on District/School size, either the Elementary Instructions or the HS Instructions for SCED reporting can be taken.**

- If students change teachers each period, follow the HS instructions.
- If the students stay with the same teacher, follow the Elementary instructions.

**D. For High School (Grades 9-12): All High School Courses MUST be marked with SCED information.**

**NCES Data**

NCES Code: 05102GE05011

SCED Subject Area: 05: Fine and Performing Arts **A**      SCED Course Identifier: 102: MT-Concert Band

SCED Lowest Grade: 09: Grade 9 **B**      SCED Highest Grade: 12: Grade 12

Available Carnegie Unit Credit: .5 **C**

SCED Course Level: GE: General Education **D**      SCED Sequence: (part n of m parts) 1 of 1 **E**

- A. Select the appropriate SCED Subject Area first then the appropriate SCED Course Identifier.
- SCED Subject Area – first 2 digits of the NCES Course Identifier

- b. SCED Course Identifier – last 3 digits of the NCES Course Identifier (**Must be a code prefaced by MT**)
- B. SCED Lowest and Highest levels for high school are set to reflect the lowest grade the course is designed for to the highest grade the course is designed for.
- C. Available Carnegie Unit Credit should be set to match the credit received for the course.
  - a. To determine the credit, multiply the credit received by each term by the number of terms the credit is given.
    - i. Full Year Course with Semester Grading Task earning 0.5 credits 2 times/ year = 1 Carnegie Unit Credit
    - ii. Semester Course with Semester Grading Task earning 0.5 credit 1 time/ year = 0.5 Carnegie Unit Credits
    - iii. Quarter Course with Quarter Grading Task earning 0.25 credits 2/ year = 0.5 Carnegie Unit Credits
- D. SCED Course level should be set to reflect the courses intended audience. Most courses will be denoted as GE: General Education; however, SE: Special Education and HO: Honors are available.
- E. SCED Sequence should be set to 1 of 1; unless class is progressive.
- F. Once these fields have been set, notice the NCES Code updates.
- G. Repeat process for each course.



**Sections (Session Type, Session Number, Staff History) – Each school needs to review ALL sections to ensure accuracy for the fields highlighted below.** Once completed, this will roll each year when calendars are rolled and should not have to change unless there are section placement changes within the school.

1. Navigate to Scheduling & Courses > Search > Courses > Locate Course and select Section Information.
2. For ALL schools/all grades/all sections, each section needs to denote Session Type and Session Number:

- A. Session Types: This field denotes the length of the course. The most commonly used types are FY (Full Year), Semester (SM), Quarter (QT), and Trimester (TM).

B. Session Numbers: This field determines when the course takes place and is dependent on the Session Type chosen. C. Examples:

- i. Semester 2 Course - Session Type: SM, Session Number: 02
- ii. Quarter 3 Course - Session Type: QT, Session Number: 03
- iii. Trimester 1 Course - Session Type: TM, Session Number: 01
- iv. Full Year Course - Session Type: FY, Session Number: 01

3. Staff History – Based on whether the section belongs to a state reported course (one with a SCED code) determines what the role of the Staff Member is to the Course.

The screenshot shows a software interface with a toolbar at the top containing buttons for 'Save', 'Delete', 'New Primary Teacher' (highlighted with a red box), 'New Teacher', and 'New Section Staff'. Below the toolbar is a table titled 'Staff History' with columns: Name, Assignment Start, Assignment End, Access Start, Access End, and District Assignment. The table contains one entry for 'Keeplearn, Bracken' under the 'Primary Teacher' role.

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

The screenshot shows the 'Staff History Detail' form for 'Primary Teacher' 'Keeplearn, Bracken'. The 'Role' dropdown menu is open, showing a list of roles: '00: Teacher of Record', '02: Co-Teacher General Education', '03: Co-Teacher Special Education', '04: Co-Teacher Title I', '05: Co-Teacher Alternative Education', '07: Instructional Para General Ed', '08: Instructional Para SPED', '09: Instructional Para Title 1', '10: Instructional Para AE', '12: Facilitator', and '13: Not Applicable/Not State Reported'. The '00: Teacher of Record' option is selected. Other fields include 'District Assignment', 'Assignment Start Date', 'Access to Section Dates' (with 'Unrestricted' selected), and 'Comments'. At the bottom, it shows '- Modified by: Administrator, Demo 03/22/2023 09:50' and '- Created by: Administrator, Demo 03/22/2023 09:50'.

The screenshot shows the 'Teacher Display Name on Section' form. It contains the text 'Making a change to the Teacher Display Name here will update the value on the Section tab.' and two radio button options: 'Continue using the current Teacher Display Name from the Section tab: Keeplearn, Bracken' (which is selected) and 'Use a new Teacher Display Name on the Section tab: Keeplearn, Bracken'.

4.

- A. Click New Primary Teacher
- B. Select Teacher from List.
- C. Determine Role based on if the course is state reported (SCED code):
  - i. Teacher of Record – all courses that are state reported
  - ii. Not Applicable/Not State Reported – courses not state reported (e.g. Elementary reading, math, etc.)
- D. Do not enter State Date or End Dates unless there is a staff change.

## **Additional Resources:**

- TEAMS: <https://opi.mt.gov/Leadership/Assessment-Accountability/SchoolAccreditation/TEAMS#9749310915-opi-teams-resources>
- License/Certification Lookup:  
<https://ebizws.mt.gov/PUBLICPORTAL/searchform?mylist=licenses>  
<https://teachmontana.com/Account/Login?ReturnUrl=%2F>
- AIM Help Desk: 406.444.3800 or 877.424.6681  
<https://opiservicedesk.opi.mt.gov/help/servicedesk/customer/portal/7/user/login?nosaml&destination=portal/7>
- School Services of MT: [support@mt-schools.org](mailto:support@mt-schools.org)
- Campus Community: <https://community.infinitecampus.com>