

# Early Literacy (Montana)

Last Modified on 06/28/2024 9:35 am CDT

[List Screen](#) | [Business Logic](#) | [Detail Screen](#) | [Early Literacy Field Descriptions](#) | [Create a New Early Literacy Record](#) | [Edit Existing Early Literacy Records](#) | [Delete an Early Literacy Record](#) | [Print](#) | [Digital Repository](#)

Tool Search: Early Literacy

The Early Literacy tool documents students in grade PK-03 and their eligibility for Montana's Early Literacy State Program. This tool is read-only for Montana State Edition users.

## List Screen

The List Screen displays all Early Literacy records for the student. Select an existing record or the **New** button to open the [Detail Screen](#).

Early Literacy ☆

Laini J Student #:  DOB:

OTC Med Allowed

[Student Information](#) > [State Programs](#) > [Early Literacy](#)

[Related Tools](#) ^

**Program Description**

The Early Literacy program screen is used to track grades PK-03 students and their eligibility in receiving support for specific intervention areas. To query pertaining to Early Literacy, fields found within this screen can be found under Student> Learner> Program Participation> At Risk in Ad Hoc Reporting.

**School Year**

23-24 ▼

<b>Screener Start Date:</b> 06/17/2024	<b>School Year:</b> 22-23
<b>End Date:</b> 06/17/2025	<b>State Grade:</b> Grade 1
<b>Eligibility Domain:</b>	
Vocabulary (01, 02, 03)	
Phonemic Awareness (01)	
Developmental Spelling (01, 02, 03)	
Listening Comprehension (01, 02)	
<b>Created By:</b> Butte Public Schools 0902; 06/17/2024 <a href="#">View</a>	

[New](#)

[Print](#)

Early Literacy List Screen

**Read** - View the Early Literacy tool and existing records.

**Write** - Edit existing records.

**Add** - Add new records.

**Delete** - Delete existing records.

# Business Logic

- A student may only have one active Early Literacy record at a time. Overlapping records are not allowed.
- Early Literacy records are considered program records, and each instance of a student's participation in the program has a start and end date.
- Early Literacy Start and End Dates are NOT tied to the student Enrollment or School Calendar records.
- The [Federal/State Program Updater](#) can be used to bulk update Early Literacy records.
- State and District-defined elements are allowed.

# Detail Screen

The Detail Screen allows users with the appropriate tool rights to view and modify the student's Early Literacy record. For additional information, see the Tool Rights section.

**Program Information**

<p><b>Screener Start Date *</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="month/day/year"/>	<p><b>End Date</b></p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="month/day/year"/>
<p><b>School Year *</b></p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>	<p><b>State Grade *</b></p> <input style="width: 95%; border: 1px solid #ccc;" type="text"/>

**Eligibility Domain**  
Select all that apply

**Methodology Tool \***  
Select Methodology Tool:

Methodology Comments (Limit 100 Characters)

**Comments**  
Maximum 255 characters

Save
Cancel

*Early Literacy Detail Screen*

# Early Literacy Field Descriptions

[Screener Start Date](#) | [End Date](#) | [School Year](#) | [State Grade](#) | [Eligibility Domain](#) | [Select Methodology](#)

## Screener Start Date

The first day the student participated in the program. This is required.

▶ [Click here to expand...](#)

## End Date

The day the student stopped participating in the program. This field auto-populates to 365 days after the State Date but can be edited as needed.

▶ [Click here to expand...](#)

## School Year

The school year in which the student participated in the program. This is required.

▶ [Click here to expand...](#)

## State Grade

The grade in which the student participated in the program. The list of values available in this dropdown is provided by the state of Montana. Click the expand link to view available options and other information about this field.

▶ [Click here to expand...](#)

## Eligibility Domain

The values available in this dropdown are dynamic based on the State Grade selected. This field is required. Multiple options can be selected. Click the expand link to view available options and other information about this field.

▶ [Click here to expand...](#)

## Select Methodology Tool

The values available in this dropdown are dynamic based on the State Grade selected. This field is required. Click the expand link to view available options and other information about this field.

▶ [Click here to expand...](#)

## Methodology Comments

This is required when Other is selected as the Methodology Tool. This field is limited to 100 characters.

▶ [Click here to expand...](#)

## Comments

Any comments related to the record. This field is limited to 255 characters.

▶ [Click here to expand...](#)

## State Defined Elements

Any state-defined fields display below the above fields. The header for this section does NOT display until state reporting fields are added by the state.

## District Defined Elements

Any district-defined fields display below the above fields and the state-defined elements. The header for this section does NOT display until fields are added by the district.

## Create a New Early Literacy Record

1. From the List Screen, click **New**. The Program Information Detail Screen displays.
2. Enter a **Screener Start Date** by entering the day in mm/dd/yyyy format or click the calendar icon to select the day.
3. Optional: Enter an **End Date** by entering the day in mm/dd/yyyy format or click the calendar icon to select the day.
4. Select a **School Year** from the dropdown.
5. Select the student's grade from the **State Grade** dropdown.
6. Select all applicable values from the **Eligibility Domain** multi-select field.
7. Select the value for the **Select Methodology Tool** dropdown.
8. When applicable, enter any **Methodology Comments**.
9. When applicable, enter any **Comments** related to the record.
10. Click the **Save** button. The new Early Literacy record now displays in the List Screen.

## Edit Existing Early Literacy Records

Users with the appropriate Write tool rights can edit existing Early Literacy records. When applicable, select an existing record, make desired changes to any of the above fields, and then click the **Save** button.

## Delete an Early Literacy Record

The **Delete** button only displays for those users with Delete tool rights. Deleting records is NOT recommended.

# Print

Click **Print** on the List Screen to generate a PDF Summary Report of the student's Early Literacy records. This PDF Summary Report can be transferred using the [Student Records Transfer](#) tool.

# Digital Repository

Tool Search: [Digital Repository Preferences](#)

Click the **Documents** button on the List Screen to upload PDFs to the Digital Repository. The Documents button only displays when the Person category is enabled on the Digital Repository screen and Early Literacy is selected on the Person tool under Student Information Program Participation.

---