

Step-by-Step Instructions- MAEFAIRS Student Count For ANB

Follow these instructions to complete enrollment.

Log into MAEFAIRS at the following link: <https://apps.opi.mt.gov/Maefairs/frmLogin.aspx?ReturnUrl=/Maefairs/frmDefault.aspx>

Note: If you are asked, "Do you want Internet Explorer to remember your password", click "No".

From the MAEFAIRS menu screen:

1. Print Blank Forms
 - a. Click on "Reports" (this will give you a drop down list of options)
 - b. Click on "Student Count For ANB" (this will give you a series of options)
 - c. Click on "Blank School Summary"
 - d. Highlight the schools for which you wish to print reports
 - e. Single left click "Print to PDF" (you will be prompted, "Do you want to open or save this file")
 - f. Single left click on "Open" (this will bring the report up on your screen)
 - g. Single left click on the printer icon
 - h. Click on "OK" (in the lower right hand corner of your screen) and the report(s) will print
 - i. Click on the X in the upper right hand corner of the screen to close the report(s)
2. Import Student Count For ANB Data from AIM
 - a. From the MAEFAIRS menu screen, select "Data Entry", then "Student Count For ANB". Click on "Step 1: Import Student Count For ANB From AIM"
 - b. Select a district and click on the "Import Student Count For ANB" button. When the data has imported you will get the message, "The data was successfully imported for ..."

Note: You may import as many times as necessary. You **must** import on or after October 3, 2016, for the fall count and February 6, 2017 for the spring count, in order to submit the data.
3. View imported data in MAEFAIRS Student Count For ANB reports.
 - a. Click on the "Reports" button, click on "Student Count For ANB", chose the report you wish to review (school summary or district summary)
 - b. Highlight the schools for which you wish to print reports
 - c. Single left click "Print to PDF" (you will be prompted, "Do you want to open or save this file")
 - d. Single left click on "Open" (this will bring the report up on your screen)
 - e. Single left click on the printer icon
 - f. Click on "OK" (in the lower right hand corner of your screen) and the report(s) will print
 - g. Click on the X in the upper right hand corner of the screen to close the report(s)
 - If the Student Count For ANB numbers (including part time and other enrollment) imported from AIM match those that the registered MAEFAIRS User believes to be correct, return to the Data Entry button. Choose "Student Count For ANB" and then "Step 2: Submit to OPI".
 - If the Student Count For ANB numbers imported from AIM do not match those that the registered MAEFAIRS User believes to be correct, proceed to Step 4.
4. Accessing reports of students imported or not imported into MAEFAIRS Student Count For ANB from AIM.
 - a. Click on "Reports" (this will give you a series of options)
 - b. Choose "Student Count For ANB", then "Students Imported from AIM in Student Count For ANB" or "Students Imported from AIM Not in Student Count For ANB".
 - c. Choose the school for which you need a list of students imported or not imported to MAEFAIRS and click on "Print to PDF".
 - d. The report will open on your screen and you may now print the report. Compare the imported data to that which you believe to be correct. If you believe the imported enrollment numbers are incorrect (including part time and other enrollment), take this report to the AIM staff at your district and work through discrepancies.
 - e. If the AIM data is correct, the MAEFAIRS user validates and submits the data in MAEFAIRS.
 - f. If the AIM data is incorrect, the district AIM specialist corrects AIM data and the MAEFAIRS user re-imports data (Step 2 above), re-runs MAEFAIRS Student Count For ANB reports, and submits to OPI.

NOTE: All students attending a program that provides 180-719 hrs/year must be reported. These students are considered 'part-time' for ANB purposes.

DO NOT INCLUDE 19-year-olds (or older) in any part-time category.

5. Accessing reports of Students Imported From AIM in SAG (This is a report of students listed as American Indian. Number of students in this report determines the Student Achievement Gap payment for the ensuing year.)
 - a. Choose "Student Count For ANB", then "Students Imported from AIM in SAG"
 - b. Choose the school for which you need a list of students imported from AIM in SAG and click on "Print to PDF".
 - c. The report will open on your screen and you may now print the report. Compare the imported data to that which you believe to be correct. If you believe the imported data is incorrect, take this report to the AIM staff at your district and work through discrepancies. Once changes are made in AIM, you will need to re-import into MAEFAIRS.
6. Print Final Report
 - a. From the MAEFAIRS menu screen, select "Reports", then "Student Count For ANB, then "School Summary" or "District Summary"
 - b. Highlight the District or School for which you wish to print reports
 - c. Single left click on "Print to PDF" (you will be prompted, "Do you want to open or save this file")
 - d. Single left click on "Open" (this will bring the report up on your screen)
 - e. Single left click on the printer icon
 - f. Click on "OK" (in the lower right hand corner of your screen) and the report(s) will print
 - g. Click on the X in the upper right hand corner of the screen to close report(s)

After you have completed work in MAEFAIRS, click on the "Logout" button in upper right hand corner of the screen.

Questions:

For MAEFAIRS questions, or to correct data once it has been submitted, please contact:

- Nica Meralo at 406-444-4401 or by email at nmerala@mt.gov

For AIM questions including how to correct student information in order to be included in the MAEFAIRS enrollment count, please contact:

- The AIM Helpdesk at 1-877-424-6681, locally at 406-444-3800 or by email at opiainhelp@mt.gov