AIM USER GUIDE: KINDERGARTEN STUDENTS NOT 5

THIS AIM USER GUIDE PROVIDES INSTRUCTIONS FOR DISTRICTS WHO DECIDE TO ALLOW KINDERGARTEN REGISTRATION WHEN THE STUDENT'S BIRTHDAY IS AFTER SEPTEMBER 10TH AND THEY ARE NOT 5 YEARS OLD.

NOTE: MCA 20-7-117

REQUIRES STUDENTS NOT 5 BY 9/10 TO HAVE BOARD APPROVAL FOR A DISTRICT TO RECEIVE ANB FUNDING. STUDENTS WITHOUT BOARD APPROVAL MAY BE ENROLLED, HOWEVER, CANNOT RECEIVE ANB FUNDING.

Kindergarten Students Not 5

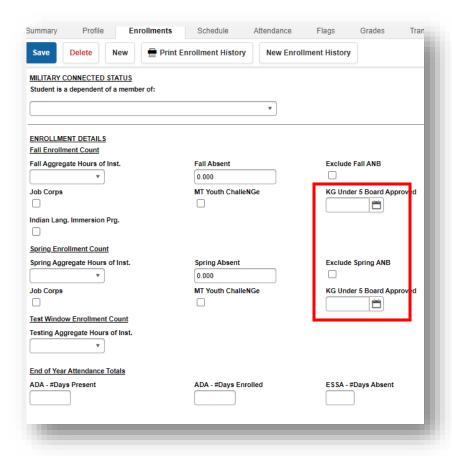
AIM User Guide

This AIM User Guide provides instructions for districts who decide to allow Kindergarten registration when the student's birthday is after September 10th and they are not 5 years old before that date.

MCA 20-7-117 requires students not 5 by 9/10 to have board approval for a district to receive ANB funding. Students without board approval may be enrolled, but cannot receive ANB funding.

Kindergarten Students Not 5, WITH Board Approval:

- 1. Create an enrollment for the student into grade KF.
- 2. Enter the Start Date and Local Start Status applicable for the student.
- 3. Scroll down to the *State Reporting Fields* and enter the date the student was approved by the school board in the field titled: **KG Under 5 Board Approved**. (**NOTE**: If the student is enrolled for the full school year, then enter the board approval date in both fields titled **KG Under 5 Board Approved**.)
- 4. Click Save. Student is eligible for ANB funding.

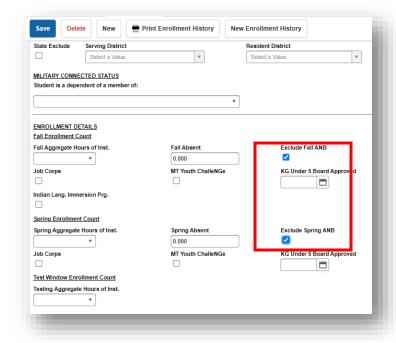


Kindergarten Students Not 5, WITHOUT Board Approval:

- 1. Create an enrollment for the student into grade KF.
- 2. Enter the Start Date and Local Start Status applicable for the student.
- 3. Scroll down to the State Reporting Fields. The date boxes titled: KG Under 5 Board Approved will be left blank.
- **4.** For the Fall and Spring Attendance Counts, check the *Exclude Fall/Spring* **ANB** boxes.
- **5.** Click **Save**. Student is <u>NOT</u> eligible for ANB funding.

NOTE: This ruling applies to both in-state and out-of-state transfer students, even if they were enrolled in Kindergarten in their prior school.

Detailed guidance can also be found in the following guide: MAEFAIRS Student Count for ANB and AIM Enrollment Reporting Instructions.



For further assistance, contact the OPI AIM Helpdesk at 1-877-424-6681 or Submit an AIM Help Desk Ticket