

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 10<sup>TH</sup> 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 10<sup>th</sup> 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.

Summary Profile **Enrollments** Schedule Attendance Flags Grades Tran

Save Delete New Print Enrollment History New Enrollment History

**MILITARY CONNECTED STATUS**  
Student is a dependent of a member of:  
[Dropdown]

**ENROLLMENT DETAILS**

**Fall Enrollment Count**  
Fall Aggregate Hours of Inst. [Dropdown] Fall Absent [0.000] Exclude Fall ANB [ ]  
Job Corps [ ] MT Youth Challenge [ ] **KG Under 5 Board Approved** [ ] [ ]  
Indian Lang. Immersion Prg. [ ]

**Spring Enrollment Count**  
Spring Aggregate Hours of Inst. [Dropdown] Spring Absent [0.000] Exclude Spring ANB [ ]  
Job Corps [ ] MT Youth Challenge [ ] **KG Under 5 Board Approved** [ ] [ ]

**Test Window Enrollment Count**  
Testing Aggregate Hours of Inst. [Dropdown]

**End of Year Attendance Totals**  
ADA - #Days Present [ ] ADA - #Days Enrolled [ ] ESSA - #Days Absent [ ]

## 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 NOT 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](#).

The screenshot shows a web-based enrollment reporting interface. At the top, there are buttons for 'Save', 'Delete', 'New', 'Print Enrollment History', and 'New Enrollment History'. Below these are dropdown menus for 'State Exclude', 'Serving District', and 'Resident District'. A section titled 'MILITARY CONNECTED STATUS' includes a dropdown for 'Student is a dependent of a member of:'. The main section is 'ENROLLMENT DETAILS', which is divided into 'Fall Enrollment Count' and 'Spring Enrollment Count'. Each section has a dropdown for 'Aggregate Hours of Inst.', a text input for 'Absent' (set to 0.000), and checkboxes for 'Job Corps' and 'MT Youth Challenge'. To the right of these fields are two checkboxes: 'Exclude Fall ANB' (checked) and 'Exclude Spring ANB' (checked). Below each 'Exclude' checkbox is a date input field labeled 'KG Under 5 Board Approved', which is currently empty. A red rectangular box highlights the 'Exclude Fall ANB' and 'Exclude Spring ANB' checkboxes and their corresponding date fields.

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