

Achievement in Montana (AIM)

Data Collection Schedule 2017-2018 School Year

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Action Needed</u>	<ul style="list-style-type: none"> ❖ AIM Collection User Guides ✓ AIM Collection Checklists ○ AIM Upload Templates (for MT Edition Users)
8/14/17	10/6/17	<i>Beginning of Year Verification</i>	<ul style="list-style-type: none"> ➤ Verify student enrollments, modify enrollments for summer transfers and end status for re-enrolled/non-returning students. ➤ Verify ADA is entered for every student enrollment record in 2016-17. ➤ Complete data entry for summer graduates and 2016-17 dropouts and verify the data. ➤ Verify calendars, terms, grade levels. ➤ Assign/locate state ID for new students. ➤ Verify there is a 2017-18 enrollment record for each student. 	<ul style="list-style-type: none"> ❖ End of Year Guide ❖ Average Daily Attendance (ADA) Guide ❖ Graduate Cohort & Dropout Verif. & Certif. Guide ❖ Beginning of Year Verification Guide ✓ End of Year Checklist ✓ ADA Collection Checklist ✓ Graduate Cohort & Dropout Checklist ✓ Beginning of Year Verification Checklist ○ Student Demographic Template ○ Student Enrollment Template ○ Average Daily Attendance Template
9/5/17	10/13/17	<i>Previous Year Dropout, Graduate and Cohort Verification and Certification</i>	<ul style="list-style-type: none"> ➤ Review and submit verified counts through the OPI Reporting Center starting on 10/2/17 (Fall Count Date). 	<ul style="list-style-type: none"> ❖ Graduate Cohort & Dropout Verif. & Certif. Guide ✓ Graduate Cohort & Dropout Checklist
9/15/17	11/17/17	<i>Special Education Child Count Collection</i>	<ul style="list-style-type: none"> ➤ Verify accuracy of data for students receiving Special Education services as of 10/2/17. Ensure completed IEPs and ERs are locked and Exit Dates & Exit Reasons are current. Confirm correct Child Count list by 11/17/17. 	<ul style="list-style-type: none"> ❖ Contact your local Special Education Director for assistance.
10/1/17	12/31/17	<i>Fall CTE (Career and Technical Education)</i>	<ul style="list-style-type: none"> ➤ Enter date contacted and post grad status for each CTE concentrator who graduated in spring 2017. 	<ul style="list-style-type: none"> ❖ Fall CTE Guide ✓ Fall CTE Checklist ○ CTE Template
10/2/17	10/13/17	<i>Fall Count: Enrollment, Aggregate Hours & Count Date Absence</i>	<ul style="list-style-type: none"> ➤ Fall Count Date - Enter or calculate aggregate hours/absences and verify enrollment data for all students, including MT Youth Challenge, Job Corps and MTDA students, enrolled on 10/2/17. ➤ Verify Race data (used in MAEFAIRS American Indian Student Achievement Gap payment). ➤ Import AIM enrollment data into MAEFAIRS (for ANB funding). 	<ul style="list-style-type: none"> ❖ Fall Agg. Hrs. Collection Guide ❖ AIM & MAEFAIRS Verification Guide ❖ MT Programs-Job Corps & MTDA ❖ MT Programs-MT Youth Challenge ✓ Fall Aggregate Hours Checklist ○ Fall Aggregate Hours Template
10/2/17	10/27/17	<i>Fall Program Participation</i>	<ul style="list-style-type: none"> ➤ Verify FRAM (free/reduced meal status), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted & Talented, 21st Century, Title I, Military Connected and other program counts. ➤ Verify that completed Special Education ERs and IEPs are locked. 	<ul style="list-style-type: none"> ❖ Program Participation Collection Guide ❖ Program Participation Verification Guide ✓ Program Participation Checklist ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ EL Template ○ FRAM Import Template

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Action Needed</u>	<ul style="list-style-type: none"> ❖ AIM Collection User Guides ✓ AIM Collection Checklists ○ AIM Upload Templates (for MT Edition Users)
10/31/17	10/31/17	EL (English Learner) Testing Labels	<ul style="list-style-type: none"> ➤ Test Bar Code Label data is extracted from AIM and sent to testing contractor for test labels for EL students (EL Test window is 12/6/17 to 1/31/18) 	<ul style="list-style-type: none"> ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ EL Template
12/1/17	01/5/18	MPDG (MT Preschool Development Grant) Annual Performance Report	<ul style="list-style-type: none"> ➤ Verify accuracy of data for preschool students receiving MPDG services. ➤ Annual Performance Report data collected for the MT Preschool Development Grant 	<ul style="list-style-type: none"> ❖ MPDG – Montana Preschool Development Grant User Guide
1/2/18	1/19/18	<p>Assessment Registration: *CRT Science & Science ALT test booklet barcode labels are generated for students in grades 4, 8 & 10. * Data for the online Smarter Balanced ELA & Math tests for students in grades 3-8 will be extracted 1/25/18 and sent to Measured Progress. * ACT test booklet barcode labels will be generated for students in grade 11.</p>	<ul style="list-style-type: none"> ➤ Enter/modify enrollment records for students who have entered or exited. ➤ Modify enrollments to reflect semester grade level changes. ➤ Verify enrollment data for data to be extracted from AIM. ➤ Students must be entered into AIM prior to 1/25/18 when initial registration data is sent to Measured Progress. The OPI will continue to send updated files to Measured Progress and testing requirements apply for students enrolled after 1/25/18. 	<ul style="list-style-type: none"> ❖ Assessment Registration Guide ❖ Assessment Registration Checklist ○ Student Demographic Template ○ Student Enrollment Template
2/5/18	2/9/18	Spring Count: Enrollment & Aggregate Hours	<ul style="list-style-type: none"> ➤ Spring Count Date – Enter or calculate aggregate hours and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on 2/5/18. ➤ Import AIM enrollment data into MAEFAIRS (for ANB funding). 	<ul style="list-style-type: none"> ❖ Spring Agg. Hrs. Collection Guide ❖ AIM & MAEFAIRS Guide ❖ MT Programs-Job Corps & MTDA ❖ MT Programs-MT Youth ChalleNGe ❖ Spring Agg. Hrs. Collection Checklist ○ Student Demographic Template ○ Student Enrollment Template ○ Spring Agg. Hrs. Template
3/1/18	4/30/18	Spring CTE (Career and Technical Education)	<ul style="list-style-type: none"> ➤ Identify and enter 12th grade CTE Concentrators and mark an Area of Concentration for each. 	<ul style="list-style-type: none"> ❖ Spring CTE Guide ❖ Spring CTE Checklist ○ CTE Template
3/20/18	4/3/2018	Test Window (TW) Count: Enrollment, Aggregate Hours & Count Date Absence	<ul style="list-style-type: none"> ➤ Test Window (TW) Count Date – Enter or calculate aggregate hours/absences and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on 3/20/18. 	<ul style="list-style-type: none"> ❖ TW Agg. Hrs. Collection Guide ❖ MT Programs-Job Corps & MTDA ❖ MT Programs-MT Youth ChalleNGe ❖ TW Agg. Hrs. Collection Checklist ○ TW Agg. Hrs. Template
3/20/18	4/10/2018	Test Window Program Participation	<ul style="list-style-type: none"> ➤ Verify enrollment records for students who have entered or exited. ➤ Verify meal status (FRAM), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted and Talented, 21st Century, Title I, Military Connected and other program counts. ➤ Student data must be accurate as of test window count date 3/20/18. ➤ Verify that completed Special Education ERs and IEPs are locked. 	<ul style="list-style-type: none"> ❖ Program Participation Collection Guide ❖ Program Participation Verification Guide ✓ Program Participation Checklist ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ EL Template ○ FRAM Import Template

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5/1/18	8/15/18	<i>Special Education Exiting Collection</i>	➤ Verify accuracy of data for students receiving special education services in your district at the beginning of school but not receiving services in your district by 6/30/18 . Ensure completed IEPs and ERs are locked and SPED Exit Dates and Exit Reasons are current. Confirm correct Exiting list by 8/15/18 .	❖ Contact your local Special Education Director for assistance.
5/7/18	6/15/18	<i>End of Year: Current year wrap-up and New Year Preparation</i>	➤ Create 2018-19 calendars and roll students forward. ➤ End all 2017-18 enrollments, including MT Youth ChalleNge, Job Corps and MTDA students. ➤ Complete 2017-18 graduate data.	❖ End of Year Guide ❖ End of Year Checklist ○ Student Demographic Template ○ Student Enrollment Template
5/7/18	6/15/18	<i>End of Year Program Participation</i>	➤ Verify FRAM (free/reduced meal status), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted & Talented, 21 st Century, Title I, Military Connected data and other program counts for 2017-18. ➤ Verify that completed Special Education evaluations and IEPs are locked.	❖ Program Participation Collection Guide ❖ Program Participation Verification Guide ✓ Program Participation Checklist ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ EL Template ○ FRAM Import Template
6/1/18	6/22/18	<i>End of Year Attendance Totals Collection (Formerly Average Daily Attendance ADA Collection)</i>	As soon as school year ends: ➤ Enter or Calculate #Days Present and #Days Enrolled for each student's enrollment in 2017-18. ➤ Enter or Calculate ESSA #Days Absent for each student's enrollment in 2017-18.	❖ End of Year Attendance Totals Guide (under development) ✓ End of Year Attendance Totals Checklist (under development) ○ End of Year Attendance Totals Template

**Questions? – Contact the AIM Help Desk at 1-877-424-6681
or 406-444-3800 or Email opiaimhelp@mt.gov**