

## Achievement in Montana (AIM) Data Collection Schedule 2018-2019 School Year

<u>Start Date</u>	<u>End Date</u>	<u>Collection</u>	<u>Action Needed</u>	<ul style="list-style-type: none"> <li>❖ <a href="#">AIM Collection User Guides</a></li> <li>✓ <a href="#">AIM Collection Checklists</a></li> <li>○ <a href="#">AIM Upload Templates (for MT Edition Users)</a></li> </ul>
8/15/18	10/1/18	<i>Beginning of Year: Verification</i>	<ul style="list-style-type: none"> <li>➤ Verify calendars, terms, grade levels.</li> <li>➤ Verify there is a 2018-19 enrollment record for each student.</li> <li>➤ Modify enrollments for summer transfers and end status for re-enrolled/non-returning students.</li> <li>➤ Assign/locate state ID for new students.</li> <li>➤ Complete data entry for summer graduates and 2017-18 dropouts and verify the data.</li> <li>➤ Verify ADA and ESSA attendance totals are entered for every enrollment record in 2017-18.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Beginning of Year Verification Guide</a></li> <li>❖ <a href="#">End of Year Process Guide</a></li> <li>❖ <a href="#">Graduate Cohort &amp; Dropout Verif. &amp; Certif. Guide (under development)</a></li> <li>✓ <a href="#">Beginning of Year Verification Checklist</a></li> <li>✓ <a href="#">End of Year Process Checklist</a></li> <li>✓ <a href="#">Attendance Totals Checklist (under development)</a></li> <li>✓ <a href="#">Graduate Cohort &amp; Dropout Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> <li>○ <a href="#">End of Year Attendance Totals Template</a></li> </ul>
9/4/18	10/12/18	<i>Previous Year: Graduate, Cohort and Dropout Verification and Certification</i>	<ul style="list-style-type: none"> <li>✓ Review and certify 2017-18 counts for Graduates, Cohorts and Dropouts starting on <b>10/1/18</b> (Fall Count Date).</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Graduate Cohort &amp; Dropout Verif. &amp; Certif. Guide (under development)</a></li> <li>✓ <a href="#">Graduate Cohort &amp; Dropout Checklist</a></li> </ul>
9/14/18	11/17/18	<i>Special Education: Child Count</i>	<ul style="list-style-type: none"> <li>✓ Verify accuracy of data for students receiving Special Education services as of <b>10/1/18</b>.</li> <li>✓ Ensure completed IEPs and ERs are locked and Exit Dates &amp; Exit Reasons are current. Confirm correct Child Count list by <b>11/10/18</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Contact your local Special Education Director for assistance.</a></li> </ul>
10/1/18	12/31/18	<i>Fall: CTE (Career and Technical Education)</i>	<ul style="list-style-type: none"> <li>✓ Enter date contacted and post grad status for each CTE concentrator who graduated in spring 2018.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Fall CTE Guide</a></li> <li>✓ <a href="#">Fall CTE Checklist</a></li> <li>○ <a href="#">CTE Template</a></li> </ul>
10/1/18	10/12/18	<i>Fall Count: Enrollment, Aggregate Hours &amp; Count Date Absence</i>	<ul style="list-style-type: none"> <li>✓ 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 <b>10/1/18</b>.</li> <li>✓ Verify Race data (used in MAEFAIRS American Indian Student Achievement Gap payment).</li> <li>✓ Import AIM enrollment data into MAEFAIRS (for ANB funding).</li> <li>✓ <b>NAEP Selected Schools Only: Verify 4<sup>th</sup>, 8<sup>th</sup>, &amp; 12<sup>th</sup> grade enrollment data for extraction from AIM.</b></li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Fall Enrollment Count Guide</a></li> <li>❖ <a href="#">AIM &amp; MAEFAIRS Verification Guide</a></li> <li>❖ <a href="#">MT Programs-Job Corps &amp; MTDA</a></li> <li>❖ <a href="#">MT Programs-MT Youth Challenge</a></li> <li>✓ <a href="#">Fall Enrollment Count Checklist</a></li> <li>○ <a href="#">Fall Enrollment Count Template</a></li> <li>❖ <a href="#">NAEP Information</a></li> </ul>
10/1/18	10/29/18	<i>Fall Program Participation</i>	<ul style="list-style-type: none"> <li>✓ Verify FRAM (free/reduced meal status), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted &amp; Talented, 21<sup>st</sup> Century, Title I, Military Connected and other program counts.</li> <li>✓ Verify that completed Special Education ERs and IEPs are locked.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>✓ <a href="#">Program Participation Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> <li>○ <a href="#">Program Participation Template</a></li> <li>○ <a href="#">EL Template</a></li> <li>○ <a href="#">FRAM Import Template</a></li> </ul>

<u>Start Date</u>	<u>End Date</u>	<u>Collection</u>	<u>Action Needed</u>	<ul style="list-style-type: none"> <li>❖ <a href="#">AIM Collection User Guides</a></li> <li>✓ <a href="#">AIM Collection Checklists</a></li> <li>○ <a href="#">AIM Upload Templates (for MT Edition Users)</a></li> </ul>
10/26/18	10/26/18	EL (English Learner) Testing Labels	<ul style="list-style-type: none"> <li>➤ Data is extracted from AIM and uploaded test vendor. (EL Test window is <b>12/5/18 to 1/30/19</b>)</li> </ul>	<ul style="list-style-type: none"> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> <li>○ <a href="#">Program Participation Template</a></li> <li>○ <a href="#">EL Template</a></li> </ul>
12/3/18	12/31/18	Winter NAEP Enrollment Verification <b>NEW!</b>	<ul style="list-style-type: none"> <li>➤ NAEP Selected Schools Only: Verify 4<sup>th</sup>, 8<sup>th</sup>, &amp; 12<sup>th</sup> grade enrollment data for extraction from AIM on <b>1/7/19</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">NAEP Information</a></li> </ul>
12/3/18	01/4/19	MPDG (MT Preschool Development Grant) Annual Performance Report	<ul style="list-style-type: none"> <li>➤ MPDG Count Date – Enter and verify enrollment data for all MPDG students, enrolled on <b>12/1/18</b>. Verify aggregate hours for all enrollments.</li> <li>➤ Identify/verify <b>EL (English Learner, formerly LEP), Homeless and Military Connected status for all MPDG students.</b></li> <li>➤ Annual Performance Report data collected for the MT Preschool Development Grant.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">MPDG – Montana Preschool Development Grant User Guide</a></li> </ul>
1/2/19	1/18/19	<p>Assessment Registration:</p> <ul style="list-style-type: none"> <li>» <b>CRT Science:</b> Registration data for students in grades 4, 8, &amp; 10 will be uploaded to test vendor</li> <li>» <b>Alternate (MSAA &amp; CRT Science Alt):</b> Registration data will be uploaded to test vendor (MSAA Grades 3-8 and Grade 11; CRT Science Alt Grades 4, 8, and 10).</li> <li>» <b>Smarter Balanced ELA and Math:</b> Registration data for students in grades 3-8 will be extracted <b>1/25/19</b> and uploaded to test vendor.</li> <li>» <b>ACT:</b> Initial registration data will be uploaded to test vendor for students in grade 11.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enter/modify enrollment records for students who have entered or exited.</li> <li>➤ Modify enrollments to reflect semester grade level changes.</li> <li>➤ Verify enrollment data for data to be extracted from AIM.</li> <li>➤ Verify Statewide Assessment Section of the locked IEP is marked appropriately to register students needing the alternate assessment.</li> <li>➤ Students must be entered into AIM prior to <b>1/25/19</b> when initial registration data is uploaded to test vendors. The OPI will continue to send updated files to the test vendor.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Assessment Registration Guide</a></li> <li>❖ <a href="#">Assessment Registration Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> </ul>
2/4/19	2/8/19	Spring: Enrollment Count	<ul style="list-style-type: none"> <li>➤ 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 <b>2/4/19</b>.</li> <li>➤ Import AIM enrollment data into MAEFAIRS (for ANB funding).</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Spring Enrollment Count Guide</a></li> <li>❖ <a href="#">AIM &amp; MAEFAIRS Guide</a></li> <li>❖ <a href="#">MT Programs-Job Corps &amp; MTDA</a></li> <li>❖ <a href="#">MT Programs-MT Youth ChalleNGe</a></li> <li>✓ <a href="#">Spring Enrollment Count Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> <li>○ <a href="#">Spring Enrollment Count Template</a></li> </ul>
3/1/19	4/30/19	Spring: CTE (Career and Technical Education)	<ul style="list-style-type: none"> <li>➤ Identify and enter 12<sup>th</sup> grade CTE Concentrators and mark an Area of Concentration for each.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Spring CTE Guide</a></li> <li>✓ <a href="#">Spring CTE Checklist</a></li> <li>○ <a href="#">CTE Template</a></li> </ul>

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Action Needed</u>	<ul style="list-style-type: none"> <li>❖ <a href="#">AIM Collection User Guides</a></li> <li>✓ <a href="#">AIM Collection Checklists</a></li> <li>○ <a href="#">AIM Upload Templates (for MT Edition Users)</a></li> </ul>
3/19/19	4/2/2019	<i>Test Window (TW): Enrollment Count</i>	<ul style="list-style-type: none"> <li>➤ 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 <b>3/19/19</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">TW Enrollment Count Guide</a></li> <li>❖ <a href="#">MT Programs-Job Corps &amp; MTDA</a></li> <li>❖ <a href="#">MT Programs-MT Youth ChalleNGe</a></li> <li>✓ <a href="#">TW Enrollment Count Checklist</a></li> <li>○ <a href="#">TW Enrollment Count Template</a></li> </ul>
3/19/19	4/9/2019	<i>Test Window: Program Participation</i>	<ul style="list-style-type: none"> <li>➤ Verify enrollment records for students who have entered or exited.</li> <li>➤ Verify meal status (FRAM), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted and Talented, 21<sup>st</sup> Century, Title I, Military Connected and other program counts.</li> <li>➤ Student data must be accurate as of test window count date <b>3/19/19</b>.</li> <li>➤ Verify that completed Special Education ERs and IEPs are locked.</li> <li>➤ Verify Behavior data is entered in preparation for end of year reporting.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>✓ <a href="#">Program Participation Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> <li>○ <a href="#">Program Participation Template</a></li> <li>○ <a href="#">EL Template</a></li> <li>○ <a href="#">FRAM Import Template</a></li> </ul>
5/1/19	8/15/19	<i>Special Education: Exiting</i>	<ul style="list-style-type: none"> <li>➤ 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 <b>6/30/19</b>. Ensure completed IEPs and ERs are locked and SPED Exit Dates and Exit Reasons are current. Confirm correct Exiting list by <b>8/15/19</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Contact your local Special Education Director for assistance.</a></li> </ul>
5/6/19	6/14/19	<i>End of Year: Enrollment Process</i>	<ul style="list-style-type: none"> <li>➤ Create 2019-20 calendars and roll students forward.</li> <li>➤ End all 2018-19 enrollments, including MT Youth ChalleNGe, Job Corps and MTDA students.</li> <li>➤ Complete 2018-19 graduate data.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">End of Year Enrollment Process Guide</a></li> <li>❖ <a href="#">End of Year Enrollment Process Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> </ul>
5/6/19	6/14/19	<i>End of Year: Program Participation</i>	<ul style="list-style-type: none"> <li>➤ Verify FRAM (free/reduced meal status), EL (English Learner, formerly LEP), Immigrant, Homeless, Gifted &amp; Talented, 21<sup>st</sup> Century, Title I, Military Connected data and other program counts for 2018-19.</li> <li>➤ Verify that completed Special Education evaluations and IEPs are locked.</li> <li>➤ Verify Behavior data is entered in preparation for end of year reporting.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>✓ <a href="#">Program Participation Checklist</a></li> <li>○ <a href="#">Student Demographic Template</a></li> <li>○ <a href="#">Student Enrollment Template</a></li> <li>○ <a href="#">Program Participation Template</a></li> <li>○ <a href="#">EL Template</a></li> <li>○ <a href="#">FRAM Import Template</a></li> </ul>
5/15/19	6/30/19	<i>End of Year: Behavior Reporting</i>	<ul style="list-style-type: none"> <li>➤ Verify and Certify Behavior Report for 2018-19.</li> </ul>	<ul style="list-style-type: none"> <li>❖ See Behavior Guides on <a href="#">AIM User Guides website</a>.</li> </ul>
6/3/19	6/21/19	<i>End of Year: Attendance Totals Collection (Formerly Average Daily Attendance (ADA) Collection)</i>	<ul style="list-style-type: none"> <li>➤ After last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in 2018-19.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">End of Year Attendance Totals Guide (under development)</a></li> <li>✓ <a href="#">End of Year Attendance Totals Checklist (under development)</a></li> <li>○ <a href="#">End of Year Attendance Totals Template</a></li> </ul>

**Questions? – Contact the AIM Help Desk at 1-877-424-6681  
or 406-444-3800 or Email [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov)**