

AIM DATA COLLECTION SCHEDULE 2019-2020 SCHOOL YEAR

Start Date	Due Date	Collection	General Purpose / Summary	<ul style="list-style-type: none"> ❖ AIM Collection User Guides ○ AIM Upload Templates (for MT Edition Users)
ALL YEAR		Behavior	<ul style="list-style-type: none"> ▪ Behavior reporting is open throughout the school year. 	<ul style="list-style-type: none"> ❖ Behavior Guides on AIM User Guides website.
		Enrollment	<ul style="list-style-type: none"> ▪ Student enrollment data should be kept up-to-date within AIM/Infinite Campus. 	<ul style="list-style-type: none"> ❖ Student Enrollment Guides on AIM User Guides ○ Student Enrollment Template
		EL Identification	<ul style="list-style-type: none"> ▪ Ensure all newly enrolled students have been administered the Home Language Survey (HLS). ▪ Ensure students with a language other than English on the HLS are given the WIDA Screener before identifying students as English Learners in AIM. Provide the WIDA Screener score in the LEP Service screen comment box. 	<ul style="list-style-type: none"> ❖ EL (English Learner) Tool Guide ❖ Statewide Assessment Participation & Registration Guide ❖ OCR Requirements for ELs ❖ Guidance for School Districts ❖ WIDA Screener webinar ❖ Home Language Survey

8/14/19	10/7/19	Beginning of Year: Verification	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">2018-19 School Year Data</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> ▪ Complete data entry for summer graduates and dropouts and verify the data. ▪ Modify enrollments for summer transfers and end status for re-enrolled/non-returning students. </td> </tr> <tr> <th style="background-color: #cccccc;">2019-20 School Year Data</th> </tr> <tr> <td> <ul style="list-style-type: none"> ▪ Assign/locate state ID for new students. ▪ Verify calendars, terms, grade levels. ▪ Verify an enrollment record for each student. </td> </tr> </tbody> </table>	2018-19 School Year Data	<ul style="list-style-type: none"> ▪ Complete data entry for summer graduates and dropouts and verify the data. ▪ Modify enrollments for summer transfers and end status for re-enrolled/non-returning students. 	2019-20 School Year Data	<ul style="list-style-type: none"> ▪ Assign/locate state ID for new students. ▪ Verify calendars, terms, grade levels. ▪ Verify an enrollment record for each student. 	<ul style="list-style-type: none"> ❖ Beginning of Year Verification Guide ❖ End of Year Process Guide ○ Student Demographic Template ○ Student Enrollment Template ○ End of Year Attendance Totals Template
	2018-19 School Year Data							
<ul style="list-style-type: none"> ▪ Complete data entry for summer graduates and dropouts and verify the data. ▪ Modify enrollments for summer transfers and end status for re-enrolled/non-returning students. 								
2019-20 School Year Data								
<ul style="list-style-type: none"> ▪ Assign/locate state ID for new students. ▪ Verify calendars, terms, grade levels. ▪ Verify an enrollment record for each student. 								
10/20/19	Fall EL Verification: Assessment	<ul style="list-style-type: none"> ▪ Verify all active English Learners have an EL Flag for the October WIDA materials ordering upload due 10/20/2019. 	<ul style="list-style-type: none"> ❖ EL (English Learner) Tool Guide ❖ Statewide Assessment Participation & Registration Guide 					
9/16/19	10/11/19	Previous Year: Dropout, Graduate and Cohort Data Validation and Certification	<ul style="list-style-type: none"> ▪ Review previous school year (2018-19) data validation dropout data check reports. Those dropouts who have returned to a district in the state by 9/30/19 can be adjusted to have a non-dropout end status. ▪ Review previous year graduates and cohorts using the data validation reports. ▪ After 9/30/19 when previous year dropouts have been reviewed and adjusted if needed, certify previous year dropouts using the data certification process. ▪ After previous year graduates and cohorts have been reviewed and adjusted if needed, certify previous year graduates and cohorts using the data certification process. 	<ul style="list-style-type: none"> ❖ Setup for Dropout, Graduate, Cohort Data Validation and Certification ❖ Dropout, Graduate and Cohort Data Validation and Certification ❖ Reporting Cohort Data User Guide 				
	10/31/19	Special Education: Child Count	<ul style="list-style-type: none"> ▪ Verify accuracy of data for students receiving Special Education services enrolled on 10/7/19. ▪ Ensure completed IEPs and ERs are locked, and Exit Dates & Exit Reasons are current. ▪ Confirm correct SPED Child Count System list by 10/31/19. 	<ul style="list-style-type: none"> ❖ Contact your local Special Education Director for assistance. 				

AIM HELP DESK

1-877-424-6681 OR 406-444-3800 OR

OPIAIMHELP@MT.GOV

QUESTIONS?

2019-20 AIM COLLECTION SCHEDULE

ASSESSMENT HELP DESK

1-844-867-2569 OR

OPIASSESSMENTHELPDESK@MT.GOV

<u>Start Date</u>	<u>Due Date</u>	<u>Collection</u>	<u>General Purpose / Summary</u>	❖ AIM Collection User Guides ○ AIM Upload Templates (for MT Edition Users)
Fall Collection (Fall):				
10/1/19	12/31/19	Fall: CTE (Career and Technical Education)	<ul style="list-style-type: none"> Enter Date Contacted and Post-Graduation Status for CTE concentrator students who graduated in previous spring school year (2018-19). 	<ul style="list-style-type: none"> ❖ Fall CTE Guide ❖ CTE Template
10/8/19	10/25/19	Fall Count: Enrollment, Aggregate Hours & Count Date Absence	<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 10/7/19. Verify Race data. Import AIM enrollment data into MAEFAIRS. 	<ul style="list-style-type: none"> ❖ Fall Enrollment Count Guide ❖ AIM & MAEFAIRS Verification Guide ❖ MT Programs-Job Corps & MTDA ❖ MT Programs-MT Youth Challenge ○ Fall Enrollment Count Template
		Fall Program Participation	<ul style="list-style-type: none"> Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign Exchange, Section 504, Job Corps, Youth Challenge and MT Digital Academy Students, enrolled on 10/7/19. Verify that completed Special Education ERs and IEPs are locked. Verify 21 Century data collection through OPI 21st Century staff. 	<ul style="list-style-type: none"> ❖ Program Participation Collection Guide ❖ Program Participation Verification Guide ○ Program Participation Template ○ EL Template ○ FRAM Import Template
12/2/19	1/3/20	MPDG (MT Preschool Development Grant) Annual Performance Report	<ul style="list-style-type: none"> MPDG Count Date – Enter and verify enrollment and demographic data for all MPDG students, enrolled on 12/1/19. Verify aggregate hours for all enrollments. Identify/verify EL (English Learner, formerly LEP), Homeless and Military Connected status for all MPDG students. 	<ul style="list-style-type: none"> ❖ MPDG – Montana Preschool Development Grant User Guide
12/2/19	1/31/20	Winter Registration (Assessment):	ACCESS for ELLs (or WIDA) Registration	<ul style="list-style-type: none"> ❖ Assessment Registration Guide ❖ Assessment Registration Checklist ○ Student Demographic Template ○ Student Enrollment Template
12/10/19	4/21/20		ACT with Writing Registration	

AIM HELP DESK

1-877-424-6681 OR 406-444-3800 OR

OPIAIMHELP@MT.GOV

QUESTIONS?

2019-20 AIM COLLECTION SCHEDULE

ASSESSMENT HELP DESK

1-844-867-2569 OR

OPIASSESSMENTHELPDESK@MT.GOV

Start Date	Due Date	Collection	General Purpose / Summary	<ul style="list-style-type: none"> ❖ AIM Collection User Guides ○ AIM Upload Templates (for MT Edition Users)
1/1/20	5/15/20	Spring Registration: Assessment (Formally Assessment Registration)	Smarter Balanced Registration <ul style="list-style-type: none"> ▪ Enter and verify enrollment and demographic data for all grades 3-8 students enrolled on 4/8/20. 	<ul style="list-style-type: none"> ❖ Assessment Registration Guide ❖ Assessment Registration Checklist ❖ Student Demographic Template ❖ Student Enrollment Template ❖ Smarter Balanced TIDE Upload Calendar ❖ Science TIDE Upload Calendar ❖ MSAA Upload Calendar ❖ Alternate Science Upload Calendar
			Montana Science Registration (NEW TEST THIS YEAR) <ul style="list-style-type: none"> ▪ Enter and verify enrollment and demographic data for grade 5, 8, and 11 students enrolled on 4/8/20. 	
			Alternate Assessment Registration <ul style="list-style-type: none"> ▪ Verify Statewide Assessment Section of the locked IEP is marked appropriately to register students needing the alternate assessment. ▪ Enter and verify enrollment and demographic data for all students in grades 3-8 and 11 enrolled on 4/8/20. 	
2/3/20	2/7/20	Spring: Enrollment Count	<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 2/3/20. ▪ Import AIM enrollment data into OPI MAEFAIRS System. 	<ul style="list-style-type: none"> ❖ Spring Enrollment Count Guide ❖ AIM & MAEFAIRS Guide ○ Student Demographic Template ○ Student Enrollment Template ○ Spring Enrollment Count Template
3/2/20	4/30/20	Spring: CTE (Career and Technical Education)	<ul style="list-style-type: none"> ▪ Identify and enter the 12th grade CTE Concentrators for current school year and mark an Area of Concentration for each. 	<ul style="list-style-type: none"> ❖ Spring CTE Guide ○ CTE Template

Test Window (TW):				
4/9/20	5/5/20	Enrollment Count	<ul style="list-style-type: none"> ▪ Enter or calculate aggregate hours/absences and verify enrollment data for all students, including MT Youth Challenge, Job Corps and MTDA students, enrolled on 4/8/20. 	<ul style="list-style-type: none"> ❖ TW Enrollment Count Guide ❖ MT Programs-Job Corps & MTDA ❖ MT Programs-MT Youth Challenge ❖ TW Enrollment Count Template
		Program Participation	<ul style="list-style-type: none"> ▪ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign Exchange, Section 504 counts, Job Corps, Youth Challenge and MT Digital Academy Students. ▪ Student data must be accurate as of test window count date 4/8/20. ▪ Verify that completed Special Education ERs and IEPs are locked. ▪ Verify Behavior data is entered in preparation for end of year reporting. ▪ Verify 21 Century collection through OPI 21st Century staff. 	<ul style="list-style-type: none"> ❖ Program Participation Collection Guide ❖ Program Participation Verification Guide ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ EL Template ○ FRAM Import Template

AIM HELP DESK

1-877-424-6681 OR 406-444-3800 OR

OPIAIMHELP@MT.GOV

QUESTIONS?

2019-20 AIM COLLECTION SCHEDULE

ASSESSMENT HELP DESK

1-844-867-2569 OR

OPIASSESSMENTHELPDESK@MT.GOV

<u>Start Date</u>	<u>Due Date</u>	<u>Collection</u>	<u>General Purpose / Summary</u>	❖ AIM Collection User Guides ○ AIM Upload Templates (for MT Edition Users)
5/11/20	6/30/20	Special Education: Exiting	<ul style="list-style-type: none"> ▪ 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 6/30/20. ▪ Ensure completed IEPs and ERs are locked, and SPED Exit Dates and Exit Reasons are current. ▪ Confirm correct Exiting list by 6/30/20. 	❖ Contact your local Special Education Director for assistance.
End of Year Collection				
5/4/20	6/19/20	Enrollment Process	<ul style="list-style-type: none"> ▪ Create 2020-21 calendars and roll students forward. ▪ End all 2019-20 enrollments, including MT Youth Challenge, Job Corps and MTDA students. ▪ Complete 2019-20 graduate data. 	<ul style="list-style-type: none"> ❖ End of Year Enrollment Process Guide ❖ End of Year Enrollment Process Checklist ○ Student Demographic Template ○ Student Enrollment Template
		Program Participation	<ul style="list-style-type: none"> ▪ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless /Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign Exchange, Section 504 counts, Job Corps, Youth Challenge and MT Digital Academy Students. ▪ Verify that completed Special Education evaluations and IEPs are locked. ▪ Verify Behavior data is entered in preparation for end of year reporting. ▪ Verify 21 Century data collection through OPI 21st Century staff. 	<ul style="list-style-type: none"> ❖ Program Participation Collection Guide ❖ Program Participation Verification Guide ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ EL Template ○ FRAM Import Template
		Attendance Totals	<ul style="list-style-type: none"> ▪ After last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in 2019-20. 	<ul style="list-style-type: none"> ❖ End of Year Attendance Totals Guide ❖ End of Year Attendance Totals Template
5/15/20	6/30/20	Behavior Final Certification	<ul style="list-style-type: none"> ▪ Behavior reporting is open throughout the school year. ▪ The window to verify and certify Behavior Report for 2019-20 is open from 5/15/20 to 6/30/20. ▪ Review and certify behavior data. 	❖ See Behavior Guides on AIM User Guides website .

AIM HELP DESK

1-877-424-6681 OR 406-444-3800 OR

OPIAIMHELP@MT.GOV

QUESTIONS?

2019-20 AIM COLLECTION SCHEDULE

ASSESSMENT HELP DESK

1-844-867-2569 OR

OPIASSESSMENTHELPDESK@MT.GOV