Quick Reference Guide:

Assessment Registration Collection

This guide explains the process for: 1) generating barcode labels for students taking the Science CRT and ACT tests; and 2) preparing enrollment data for the OPI to export for registering students to take the Montana Smarter Balanced Tests online.

Topics covered in this Quick Reference Guide include:

- *Updating Enrollments*
- *Mid-Year Grade Level Changes*
- *Part-time Students (including Job Corps, Digital Academy and Home school students)*
- *Testing Requirements*
- *Sort-by Field*
- *Data Verification*

The Assessment Registration Collection identifies students **enrolled on 1/20/17** who are required to take the CRT (Criteria-Referenced Test), the ACT and Smarter Balanced testing. The CRT Science and CRT Alternate Science test will be taken by students in grades 4, 8, and 10. The Smarter Balanced English Language Arts (ELA) and Math tests will be taken by students in grades 3-8. The ACT will be taken by students in grade 11. This data collection must be **completed by January 26, 2017**.

Before beginning this process, there are a few considerations:

1. Which students must be enrolled?
- Districts should ensure that **all enrollments for all students** are properly updated (new students entered and students who have left the district properly exited) through **January 20, 2016**. *page 2*

2. What are the requirements for testing?
- Any student in grades 3 through 8 or 10 or 11, and enrolled at least quarter-time (180+ hours) in a public school is required to be tested – including a student participating in other programs or primarily enrolled in either a home school or non-accredited private school. page 2

3. Should I update grade levels at semester?
- Districts that award credit at semester and make grade level changes in their own Student Information System should update those grade level changes in AIM to ensure that the correct numbers of student barcode labels are generated for 10th and 11th grade students. page 3

4. What is the Sort-By field and how is it used?
- CRT Science test barcode labels come from the testing company sorted by District, School and Grade Level. Those districts wishing to have their labels sorted further (e.g., by student's classroom teacher, classroom number, homeroom, etc.) must enter that data in the Sort-by field no later than **January 26, 2017**. page 4

5. How do I verify the data I have entered is accurate?
- Enrollment Status and custom Ad Hoc reports can be used to verify data for testing purposes. page 5

January 2017

Assessment Registration Collection

Montana
Office of Public Instruction
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opi.mt.gov

TESTING REQUIREMENTS

Any student in grades 4, 8 or 10 enrolled at least quarter-time in a public or accredited private district is required to take the CRT Science test (*unless the student has a primary enrollment in another MT public or non-public accredited school*).

Any student in grades 3 through 8 enrolled at least quarter-time in a public or accredited private school is required to participate in the Smarter Balanced English Language Arts (ELA) and Math tests (*unless the student has a primary enrollment in another MT public or non-public accredited school*).

The testing requirements include students enrolled at MT Youth Challenge, Job Corps, or Digital Academy and students enrolled at least quarter time in a public school with a concurrent enrollment in either a home school or a non-accredited private school.

NOTE: Students who meet these requirements and who do not test will be assigned a score of Novice and designated as a non-participant.

STUDENT ENROLLMENTS

Districts should update their enrollments to reflect the movement of students in or out of the district through **January 20, 2017**.

Students who left the district must have an End Date and appropriate End Status entered.

Students who entered the district must have a Start Date and an appropriate Start Status entered.

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NOTES ABOUT START STATUS CODES AND ENROLLMENT SERVICE TYPES

Enrollment **Start Status** codes should accurately reflect the last active enrollment of a student. If a student was previously enrolled in a home school, use **Start Status** *09: Transfer from a home school in state.* If the student was previously enrolled in a private school in another state, use **Start Status** *06: Transfer from an out of state school.* Only use **Start Status** *01: First time receiving educational services* if the student was never enrolled in any type of school. Kindergarten students are always *01: First time receiving educational services*, unless they were enrolled in a public school's PK program for Special Education services or they are repeating Kindergarten.

Service Types should accurately reflect the type of service the student is receiving from the district. Students who are regularly enrolled in the district should have a **Service Type** of *P: Primary*, regardless of the programs they are enrolled in at the district. For students who only receive Special Education Services (PK students or students concurrently enrolled at a private or home school), use **Service Type** *N: Special Ed Only*. For students who are primary enrolled outside of the district, but participate in an accredited educational program at the district, use **Service Type** *S: Partial*.

MID-YEAR GRADE LEVEL CHANGES

If the school district's policy is to change student Grade Levels at semester (based on the number of credits earned), make those changes in AIM to ensure the students are properly coded for CRT testing.

End the student's current enrollment as of the last day of the first semester, using **End Status** *105: Change in grade level during regular school year.*

Create a new enrollment with the new Grade Level as of the first day of the second semester using **Start** *Status 02: Continued enrollment same school, no interruption*.
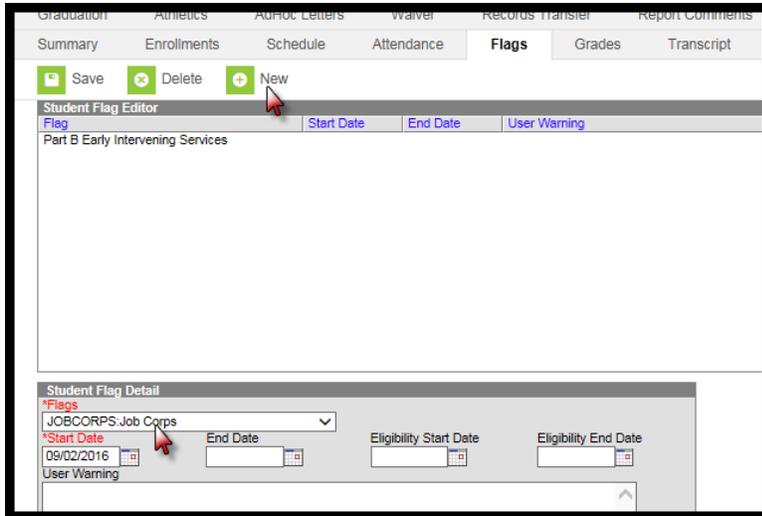
Districts may use the File Upload method for Grade Level changes.

JOB CORPS AND DIGITAL ACADEMY

Identify all students who are in **Job Corps or MT Youth Challenge** using the **Flags tab.**

The **Start Date** is the first date of enrollment in the program.

NOTE: Students who take a Hi-Set test at Job Corps must be exited prior to the student's Hi-Set test date.

SORT BY FIELD (OPTIONAL)

The **Sort By** field is a part of the student's enrollment record (either direct entry or file upload). The **Sort By** field is an additional identifier used for sorting test booklet labels (either ELP or CRT). The **Sort By** field can contain teacher name, team name, room number, or any other sort option desired. Labels will be sorted first by *District*, then *School*, then *Grade*, then **Sort By** field (if entered). Entering data into the **Sort By** field is optional.

Data may be entered into the **Sort By** field manually (enter the information directly into the student's enrollment record) or through the file upload process (using the Student Enrollment upload file).

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Assessment Registration Collection
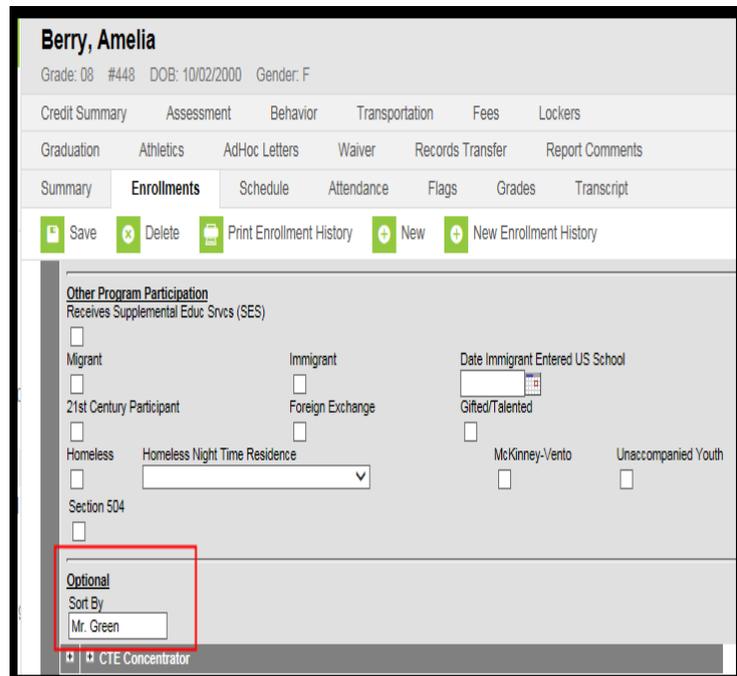
DATA VERIFICATION

The first step in the data verification process is to make sure the data is correct at the district level! This may involve a dialogue with specific staff.

Once the data is entered into AIM/Infinite Campus (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** (see instructions on following pages) and the **Ad Hoc Reporting** tool.
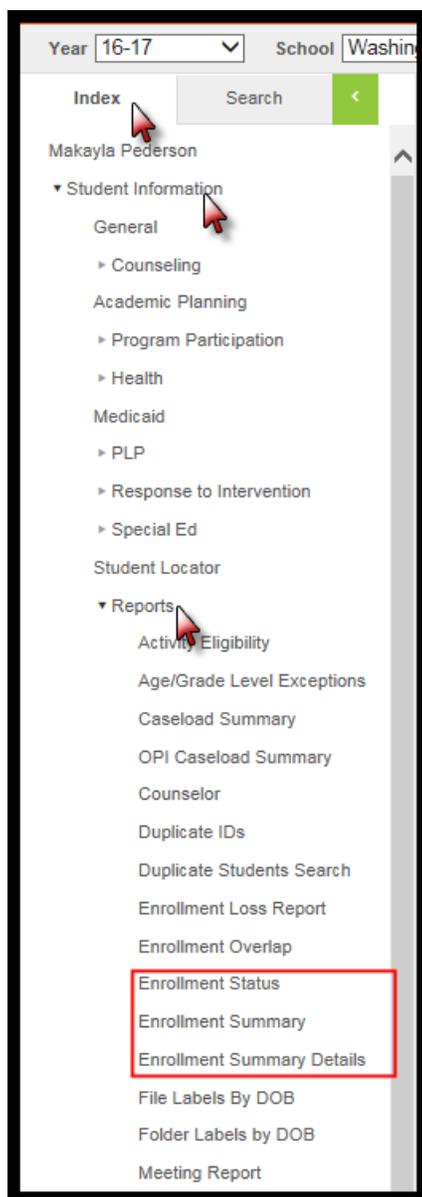
STUDENT INFORMATION REPORTS

From the **Index**, expand **Student Information/Reports**.

The *Enrollment Status* report lists students by name, according to the enrollment status criteria selected.

The *Enrollment Summary* report gives a count of students by *School*, *Grade*, *Race/ Ethnicity* and *Gender* as of a specific date.

The *Enrollment Summary Details* report lists student details according to set criteria as of a certain date.

AD HOC REPORTING

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

Districts can create their own ad hoc reports using the Ad Hoc Reporting user guide.

Districts can also use the State Published Ad Hoc Reports user guide to access the many ad hoc reports already created by the OPI to assist with data verification. The list of these reports changes periodically, so check back to see what might be new and available for data verification.

The state published ad hoc report called *student AS Spec Ed. Students Taking Alternate State Test* lists special education students in grades 3-8, 10 and 11 who are marked inside their IEP as taking the "Alternate" version of a state assessment.

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State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously and you will receive a notification when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district goes live, forcing a sync of information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure that the state has the most accurate and timely information available.

Resync Data For The Current School Year (2015-2016)

☑ Check dependencies

	DIS Objects	Last Resync	Results	Status Legend
☑	[-] District	06/17/2016 00:06:03	Processed: 1 Errors: 0	🟢
☑	[-] School	06/17/2016 00:06:04	Processed: 3 Errors: 0	🟢
☑	[-] Calendar	06/17/2016 00:06:04	Processed: 3 Errors: 0	🟢
☐	CourseSection	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢
☑	[-] ScheduleStructure	06/17/2016 00:06:04	Processed: 3 Errors: 0	🟢
☐	TermSchedule	05/25/2016 12:32:30	Processed: 3 Errors: 0	🟢
☐	[-] PeriodSchedule	05/25/2016 12:32:30	Processed: 3 Errors: 0	🟢
☐	Day	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢
☑	[-] StructureGradeLevel	06/17/2016 00:06:04	Processed: 3 Errors: 0	🟢
☑	[-] PersonIdentity	06/17/2016 00:06:04	Processed: 288 Errors: 0	🟢
☐	BehaviorType	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢
☐	BehaviorResolutionType	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢
☐	BehaviorResponseType	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢
☐	Behavior	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢
☐	CensusContactSummary	05/25/2016 12:32:30	Processed: 169 Errors: 0	🟢
☐	ContactLog	05/25/2016 12:32:31	Processed: 0 Errors: 23	🔴
☐	Employment	05/25/2016 12:32:31	Processed: 19 Errors: 0	🟢
☐	EmploymentAssignment	05/25/2016 12:32:31	Processed: 50 Errors: 0	🟢
☐	EmploymentBackground	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	EmploymentCredential	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☑	[-] Enrollment	06/17/2016 00:06:04	Processed: 264 Errors: 0	🟢
☐	Graduation	05/25/2016 12:32:31	Processed: 89 Errors: 0	🟢
☐	[-] Roster	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	RosterVerificationRequest	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	RosterVerificationSection	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	RosterVerificationSectionStaff	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	RosterVerificationSectionStudent	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	Evaluation	05/25/2016 12:32:31	Processed: 25 Errors: 21	🔴
☐	[-] TeamMember	05/25/2016 12:32:31	Processed: 206 Errors: 0	🟢
☐	[-] Plan	06/16/2016 23:01:02	Processed: 451 Errors: 2	🟡
☐	PlanProgressReport	05/25/2016 12:32:31	Processed: 292 Errors: 6	🔴
☐	Form	05/25/2016 12:32:31	Processed: 281 Errors: 0	🟢
☐	HealthScreening	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	ImmCertificate	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	LEP	05/25/2016 12:32:31	Processed: 3 Errors: 0	🟢
☐	LepService	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	LepAccommodation	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	MedicalInsurance	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	POSEligibility	05/25/2016 12:32:31	Processed: 56 Errors: 0	🟢
☐	ProgramParticipation	05/25/2016 12:32:31	Processed: 340 Errors: 0	🟢
☐	PublishedTabCustomStudent	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	[-] Test	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	TestScore	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	TranscriptCourseSE	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	VaccineShot	05/25/2016 12:32:31	Processed: 0 Errors: 0	🟢
☐	PersonIdentityNoStateIDOnly	05/25/2016 12:32:30	Processed: 0 Errors: 0	🟢

Send Resync

RESYNC DATA

A data sync is required for all file uploads. It is recommended to sync data before collection due dates.

This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

Set the *Year* to 2016-17. From the **Index**, expand **System Administration/Data Utilities/*Resync State Data***.

To sync **Enrollments** check the box for *Enrollment*. All connected data elements will automatically populate.

At the bottom,

click ***Send Resync***.

The green radio buttons indicate a successful resync of data, and a message will appear in the **Process Inbox**.

For further assistance, contact the AIM Help Desk at opiaimhelp@mt.gov or 1-888-424-6681.