AIM Reference Guide:

AIM Assessment Registration Collection

This guide explains the process for: 1) generating barcode labels for students taking the Science CRT and ACT tests; 2) preparing enrollment data for the OPI to export for registering students to take the Montana Smarter Balanced Tests online; and 3) participation policies and registration processes for the Montana Comprehensive Assessment System (MontCAS).

Topics covered in this AIM Reference Guide include:

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

The OPI uses data from AIM/Infinite Campus to identify and register students for statewide assessments. The AIM Assessment Registration Collection identifies students **enrolled on 1/19/18** who are required to take the CRT (Criteria-Referenced Test), the ACT and Smarter Balanced testing. This data collection must be **completed by January 25, 2018**.

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 19, 2018**. *page 2*

2. **What are the requirements for testing?**
   - The requirements for participation are outlined in pages ___ through ___.

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 number of students are identified for 10th and 11th grade. 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 in AIM no later than **January 25, 2018**. page 4

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

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STUDENT ENROLLMENTS

Districts should update their enrollments to reflect the movement of students in or out of the district through **January 19, 2018**.

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.

Lynn, Loretta
Grade: 08   #929   DOB: 09/04/2016   Gender: F

| Credit Summary | Assessment | Behavior | Transportation | Fees | Lockers |

| Graduation | Athletics | AdHoc Letters | Waiver | Records Transfer | Report Com |

| Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transc |

Print Enrollment History   New   New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	08	P	Adams Middle School 2018 A (AMS)	08/30/2017	
Start Status: 02 Continued enrollment same school, no interruption End Status:					
	07	P	Adams Middle School 2017 A	08/26/2016	06/02/2017
Start Status: 06 Transfer from an out of state school End Status: 100 End of year, returning to same school next year					

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 (such as 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*.

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Montana
Office of Public Instruction
Elsie Arntzen, Superintendent
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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, MT YOUTH CHALLENGE AND MT DIGITAL ACADEMY

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

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

NOTE: Students who take a Hi-Set test 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 (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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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.
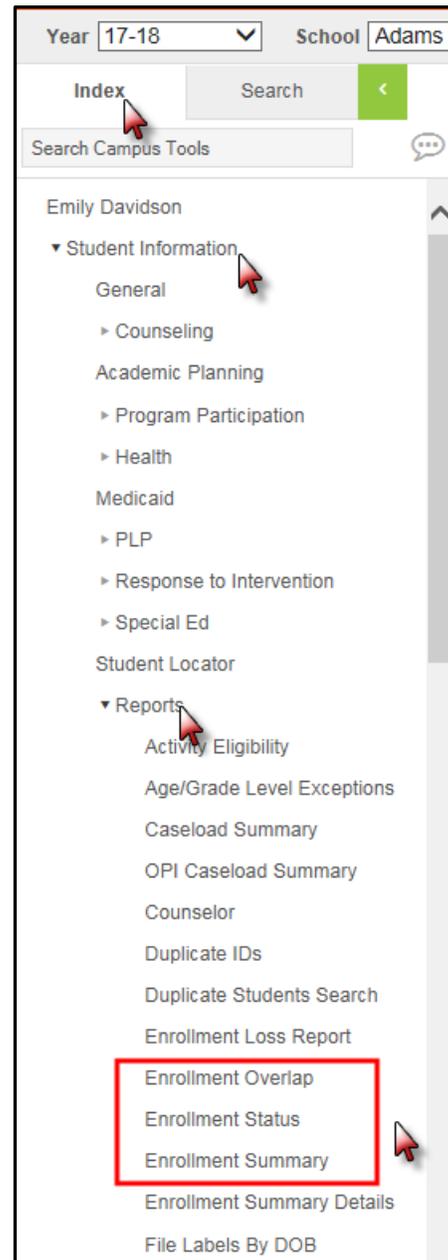
AD HOC REPORTING

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 TW 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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RESYNC STATE DATA

A data sync is required for all file uploads and processes. 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 2017-18. 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.