AVERAGE DAILY ATTENDANCE (ADA) COLLECTION
AIM Data Checklist

_____ Verify that all students have an enrollment and no overlaps: "*Index>Student Information>Reports:
>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification
And State Enrollment Overlap.*"

_____ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or
Enrollment End Status Codes.)

_____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in
Special Ed Fields section of Enrollment.)

_____ Verify that all completed Special Education ERs and IEPs are locked.

_____ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and
End Date enrollment and/or flags as necessary. (MT Programs: Job Corps & MTDA and/or
MT Programs: Youth Challenge)

_____ Follow the Average Daily Attendance Collection Guide to
_____ Enter data for ADA-# Days Present and ADA-#Days Enrolled.

_____ Verify Data using State Published Ad Hoc Reports:
"*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present>
Days Enrolled; and >student ADA Missing Days Present or Days Enrolled*

_____ Resync enrollment data after uploading files (MT Edition users only) and/or running a process such as
MT End of Year ADA (District Edition or MT Edition Value Added users only).

All AIM guides and documents referred to in this checklist are available at the OPI AIM Website

More Helpful AIM Links:
_____ Review the AIM Collection Schedule.
_____ Review the AIM New User Guide.
_____ Submit an AIM District Contacts Update Form.
_____ Subscribe to the AIM Mailing List (and other lists of interest) at: OPI Email Subscriptions.

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