Purpose of this guide:
- Prepare for Graduate, Dropout, and Cohort certification
- Prepare for Fall enrollment collections (Special Education Child Count, Fall Enrollment Count, Fall Mode of Instruction and Fall ELP Test Registration)
- Modify prior year enrollments for students no longer enrolled in the district (removing summer transfers from ensuing year enrollment prevents overlaps with other districts, reduces the number of one-day enrollments in the end of year attendance collections, and facilitates the timely transfer of records)

AIM Beginning of Year Verification Process

AIM User Guide

The Beginning of Year verification guide reviews calendars and enrollments created for the ensuing school year. It includes exiting students who did not return to school as expected, as well as instructions for enrolling new students.

Questions answered in this guide:

- How do I properly exit students who did not return to school?
- How do I record summer graduates?
- How do I enroll new students?
- How do I initiate a records request?
- How do I verify the number of enrolled students?

Checklist

- ❑ Verify Term start and end dates.
- ❑ Modify prior year student enrollments for summer transfers.
- ❑ Modify prior year student enrollments for summer graduates.
- ❑ Assign/locate state IDs for new students.
- ❑ Request record transfers for new students.
- ❑ Verify student enrollments and resolve overlaps.
- ❑ Verify data using reports within Infinite Campus.

MT Edition Upload Templates

- Student Demographic Template
- Student Enrollment Template

Other Resources

Appendix A: AIM Enrollment End Status Codes

Appendix B: AIM Enrollment End Status Codes

AIM HELP DESK AT
877-424-6681 OR 406-444-3495 OR
Submit an AIM Help Desk Ticket

A. Term Start and End Dates

To facilitate the timely collection of data the OPI is now requiring that districts enter Term Start and End dates for every calendar. The district must enter at least one full-year term reflecting the student's Start and End dates in the selected calendar year.

PATH: INDEX > SYSTEM ADMINISTRATION > CALENDAR > CALENDAR>TERMS

B. Modifying Current Year Enrollments

Current Year Grade Level	Scenario	Resolution
Grade PK-6	Student transfers over the summer, does not return for the first day of school.	Delete the current year enrollment and modify the End Status in the prior year.
Grade PK-6	Student does not return to school, status unknown	Delete the current year enrollment and change the prior year End Status to *260: Unknown*.
Grade 7-12	Student transfers over the summer, does not return for the first day of school.	If the student's transfer is properly documented, delete the current year enrollment, and modify the End Status in the prior year. *
Grade 7-12	Student does not return to school, status unknown	End the student's enrollment in the current year as of the first day of school and enter an appropriate 300 level End Status and Dropout Reason code.
Grade 12 (prior year)	Student completes graduation requirements over the summer (prior to the start of the school year)	Delete the current year enrollment and change the prior year End Status to *400: Graduated*. Enter the graduation information on the enrollment tab (*Diploma Date, Diploma Type, Diploma Period*).
Grade 12 (prior year)	Student fails to complete graduation requirements over the summer (prior to the start of the school year)	Create/end the student's enrollment in the current year as of the first day of school and enter an appropriate 300 level End Status and Dropout Reason code.

* To remove a student from the cohort, a school or LEA must confirm, in writing, that the student transferred out, emigrated to another county, transferred to a prison or juvenile facility, or is deceased. To confirm that a student transferred out, the school or LEA must have official written documentation that the student enrolled in another school or in an educational program that culminates in the award of a regular high school diploma. A student who is retained in grade, enrolls in a high school equivalency program, or leaves school for any other reason, may not be counted as having transferred out for the purpose of calculating graduation rate and must remain in the adjusted cohort.
(ESEA sections 1111(h)(1)(C)(iii)(II) and 8101(23), (25) (20 USC 6311(h)(1)(C)(iii)(II) and 7801(23), (25))).

Note: The Diploma Type *04: Completed IEP Goals* should only be selected when a student is graduating through completion of IEP goals. The Diploma Period is *03: Four years or with an IEP allowing for longer* if the student completes district graduation requirements prior to the first day of school in the ensuing school year.

C. New Enrollments

There are three methods for enrolling students:
1. Using Infinite Campus as the district's student information system: Create Enrollment for Student New to the District Using Student Locator - Video | Infinite Campus (must be logged into your District Edition to access Campus Community)
2. Manual entry in the Montana Edition of Infinite Campus: Enrolling Students in AIM
3. Upload student demographics/enrollments from a secondary student information system: AIM File Import Guide

D. Records Requests

When a new student is enrolled using the Student Locator a request for records is automatically generated. For students re-enrolling in the district a request must be made using the Records Transfer tab. Generating a request for records gives the sending district formal notification of the student's intent to enroll in another district and facilitates the transfer of records, including special education records. Records Transfer Guide

E. Data Verification

Enrollment Overlap Reports
PATH: INDEX > STUDENT INFORMATION > REPORTS > ENROLLMENT OVERLAP
This report only shows overlaps *within* the district

PATH: INDEX > STUDENT INFORMATION > REPORTS > STATE ENROLLMENT OVERLAP
This report shows overlaps in other districts throughout the state

Enrollment Verification Reports
PATH: INDEX > STUDENT INFORMATION > REPORTS > ENROLLMENT STATUS
This report gives a count of enrolled student by grade *as of a specific date*

PATH: INDEX > STUDENT INFORMATION > REPORTS > ENROLLMENT SUMMARY DETAIL
This report generates a list of students enrolled *as of specific date*

Data Validation and Certification
PATH: INDEX > DATA INTEGRITY TOOLS > DATA VALIDATION
Contains validation reports to check Graduate, Dropout, and Cohort Data

State Published Ad Hoc Reports
PATH: INDEX > AD HOC REPORTING > DATA EXPORT
State created reports to verify district level data, sorted by collection