
AIM Collection Guide:

AIM & MAEFAIRS Verification

This guide explains how to finalize and verify AIM enrollment data and import the data from AIM to MAEFAIRS for ANB counts.

Topics covered in this user guide include:

- [AIM Enrollments](#)
- [Service Types](#)
- [Aggregate Hours & Absent Counts](#)
- [Data Verification](#)
- [ReSync State Data](#)
- [MAEFAIRS Import and Submission](#)



The MAEFAIRS Count Day collections are snapshots of enrollments as of the Fall and Spring enrollment count dates. Enrollments are entered in AIM, verified, and then imported into MAEFAIRS for purposes of determining state funding. In order for students to be correctly counted in MAEFAIRS, the students must be enrolled in AIM with the correct Service Type and Aggregate Hours.

Districts must enter/import AIM enrollment into MAEFAIRS:

- * For the Fall Count Date (10/3/2016) **by October 13, 2017.**
- * For the Spring Count Date (2/6/2017) **by February 9, 2018.**

District Edition users will not be able to populate aggregate hours until the day after the Count Date.

Before beginning this process, there are a few considerations:

- 1. What students should be enrolled in AIM?**
 - Any student enrolled in a district's academic or special education program should be enrolled in AIM, regardless of the number of hours of service. [page 3](#)
- 2. What other programs count for enrollment and what are the stipulations?**
 - Students enrolled in Job Corp, MT Youth Challenge or MT Digital Academy may count as enrolled students for ANB purposes, if certain conditions are met. [page 3](#)
- 3. What is the difference between the three Service Types?**
 - Service Type indicates the kind of service the student is getting from the district. P is Primary, S is Partial and N is Special Ed Only. [page 4](#)
- 4. What are Aggregate Hours, and how are they calculated?**
 - Aggregate hours are the annualized hours of instruction a student is expected to participate in for a particular course or schedule. They are based on the number of hours per class, times the number of classes. [page 5](#)
- 5. How do I know that my data is correct and will import to MAEFAIRS?**
 - Verify the information in AIM using Student Information and Ad Hoc Reports prior to importing enrollment data into MAEFAIRS. [page 6](#)
- 6. After verifying AIM data, how do I import to MAEFAIRS?**
 - The district's MAEFAIRS Registered User can import data from AIM into MAEFAIRS. The Registered User should work with the district's AIM staff to ensure accurate data reporting. [page 10](#)

Table of Contents

AIM ENROLLMENTS	3
Service Types.....	4
P: Primary –	4
S: Partial	4
N: Special Ed Services	4
How are Service Types used in AIM and MAEFAIRS?	4
Service Type: S	4
Service Type: N.....	5
AGGREGATE HOURS.....	5
Absent on Count Date.....	6
DATA VERIFICATION.....	6
Student Information Reports	7
Ad Hoc Reporting	8
RACE VERIFICATION	8
IMPORTING FROM AIM TO MAEFAIRS	10

AIM ENROLLMENTS

Only students with an active enrollment record, a reportable grade level (KF/KH-12), and a Service Type of P or S in AIM on the count date(s) will import into MAEFAIRS for purposes of determining Average Number Belonging (ANB) for state funding.

All students receiving services from a public school district, regardless of the type or the number of hours of service, must be enrolled in AIM.

In addition, students who participate in Job Corp, MT Youth Challenge, and MT Digital Academy courses must be reported in AIM.

See the [MT Programs-Job Corps & MTDA](#) and [MT Programs—Montana Youth Challenge Academy](#) guides for information about accurately reporting these students in AIM.)

Summers, Donna
Grade: KF #28275 DOB: 10/27/2009 Gender: F

Grades Transcript Credit Summary Assessment Behavior
Graduation AdHoc Letters Records Transfer MPDG MPDG2

Summary **Enrollments** Schedule Attendance Flags

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	01	P	16-17 Eastgate School	08/26/2016	
Start Status: 02 Continued enrollment same school, no interruption End Status:					
	KF	P	15-16 Eastgate School	08/26/2015	06/08/2016
Start Status: 01 First time receiving educational services End Status: 100 End of year, returning to same school next year					
	PK	N	14-15 Eastgate School	09/01/2014	06/10/2015
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year					
	PK	N	13-14 Eastgate School	08/28/2013	06/09/2014
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year					
	PK	N	12-13 Eastgate School	09/10/2012	06/06/2013
Start Status: 01 First time receiving educational services End Status: 100 End of year, returning to same school next year					

Summers, Donna
Grade: KF #28275 DOB: 10/27/2009 Gender: F

Assessment Behavior Graduation AdHoc Letters Records Transfer MPDG MPDG2

Summary **Enrollments** Schedule Attendance Flags Grades Transcript Credit Summary

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	01	P	16-17 Eastgate School	08/26/2016	
	KF	P	15-16 Eastgate School	08/26/2015	06/08/2016
	PK	N	14-15 Eastgate School	09/01/2014	06/10/2015
	PK	N	13-14 Eastgate School	08/28/2013	06/09/2014

General Enrollment Information

Calendar: 16-17 Eastgate School
Schedule (read only): Main
Grade: 01
Class Rank Exclude: External LMS Exclude:

*Start Date: 08/26/2016
No Show: End Date:
End Action:
*Start Status: 02: Continued enrollment same school, no interruption
End Status:
Dropout Reason:

*Service Type: **P: Primary**

Start Comments:
End Comments:

Future Enrollment:

Day treatment students also require special reporting methods. Please see [Day Treatment - Reporting Students in AIM](#)

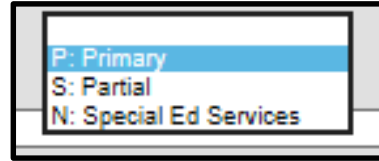
Refer to the [MAEFAIRS Student Count for ANB and AIM Enrollment Instructions](#) handbook for specific information about student enrollments.

Service Types

Service Types are used to define the enrollment status of a student. There are 3 Service Types:

P: Primary – Indicates a student's primary enrollment in a district.

- *NOTE: any high school student enrolled with the intent of graduation from a district should have a Service Type of P.*



S: Partial – indicates a student's secondary or partial enrollment in a district – used only if a student has a primary enrollment in another district or type of school (e.g., private or home school).

N: Special Ed Services – indicates a student's enrollment only into Special Education Services – these students are typically PK or are primarily enrolled in another type of school (e.g., private or home school).

- *NOTE: Service Type: N is not used for students in a self-contained Special Education classroom.*

How are Service Types used in AIM and MAEFAIRS?

Service Type: S

Students who are enrolled in educational programs at the district and also have a **primary** enrollment in another type of school (home school, private school) must be enrolled in AIM. Their **Service Type** is **S: Secondary/Partial** and their **Aggregate Hours** should reflect the annualized number of hours of coursework in which the student is enrolled in the district.

NOTE: Students taking classes at another level – such as 8th graders taking HS courses – should also have a secondary enrollment. For further instructions on this scenario please see the user guide: [Enrolling Students in Two Schools](#)

Edit	Grade	Type	Calendar	Start Date	End Date
	01	S	16-17 Eastgate School	08/26/2016	
			Start Status: 05 Transfer from home school within the state		
			End Status: 100 End of year, returning to same school next year		
	KF	P	15-16 Eastgate School	08/26/2015	08/08/2016
			Start Status: 01 First time receiving educational services		
			End Status: 100 End of year, returning to same school next year		
	PK	N	14-15 Eastgate School	09/01/2014	08/10/2015
			Start Status: 02 Continued enrollment same school, no interruption		
			End Status: 100 End of year, returning to same school next year		
	PK	N	13-14 Eastgate School	08/28/2013	08/09/2014
			Start Status: 02 Continued enrollment same school, no interruption		
			End Status: 100 End of year, returning to same school next year		
	PK	N	12-13 Eastgate School	09/10/2012	08/08/2013
			Start Status: 01 First time receiving educational services		
			End Status: 100 End of year, returning to same school next year		

Service Type: N

Students who are enrolled in the district only for Special Education Services (i.e., they primarily attend another type of school – home school, private school) must be enrolled in AIM. Their **Service Type** is *N: Special Ed Only* and their **Aggregate Hours** should reflect the annualized number of hours of service the district provides to the student.

Summers, Donna						
Grade: KF #28275 DOB: 10/27/2009 Gender: F						
Assessment	Behavior	Graduation	AdHoc Letters	Records Transfer	MPDG	
Summary	Enrollments	Schedule	Attendance	Flags	Grades	Transcript
Print Enrollment History New New Enrollment History						
Enrollment Edit						
Edit	Grade	Type	Calendar	Start Date	End Date	
<input checked="" type="checkbox"/>	01	N	18-17 Eastgate School	08/26/2018		
Start Status: 05 Transfer from home school within the state						
<input checked="" type="checkbox"/>	KF	P	15-16 Eastgate School	08/26/2015	08/08/2018	
Start Status: 01 First time receiving educational services						
End Status: 100 End of year, returning to same school next year						
<input checked="" type="checkbox"/>	PK	N	14-15 Eastgate School	09/01/2014	08/10/2015	
Start Status: 02 Continued enrollment same school, no interruption						
End Status: 100 End of year, returning to same school next year						
<input checked="" type="checkbox"/>	PK	N	13-14 Eastgate School	08/28/2013	08/09/2014	

Students with *Service Type: N* are not included in the MAEFAIRS ANB counts, but they are included in special education Child Count. Students must be enrolled in AIM to be pulled into the Child Count application.

NOTE: PK students who are 5 as of September 10th **will not** generate ANB. Students who are age 5, but receiving Kindergarten services in a PK setting must be enrolled in Kindergarten to be eligible for ANB. (And be approved by the local Board, with the date of that approval in the Start Comments box.)

AGGREGATE HOURS

Aggregate Hours further define the enrollment status of a student.

Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on a count date.

To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district

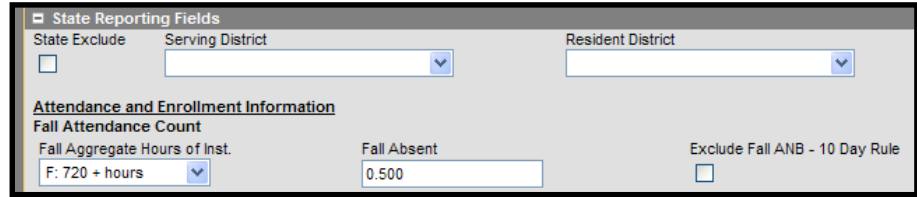
(this calculation is not based on number of days the student is enrolled). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course.

Students can be enrolled:

- Full-time (F: 720+ hours)
- ¾ time (T: 540-719 hours)
- ½ time (H: 360-539 hours)
- ¼ time (Q: 180-359 hours) or
- 0 (N: 0-179 hours).

Absent on Count Date

Fall Absent data are used in the calculation of attendance rates used in determining AYP (Adequate Yearly Progress).



The screenshot shows a web form titled "State Reporting Fields". It includes a "State Exclude" checkbox, "Serving District" and "Resident District" dropdown menus, and a section for "Attendance and Enrollment Information". Under this section, there is a "Fall Attendance Count" dropdown menu set to "F: 720 + hours", a "Fall Absent" text input field containing "0.500", and an "Exclude Fall ANB - 10 Day Rule" checkbox.

Students who are absent for any portion of the day should be marked absent. Use 3 decimal places to report the absence.

For example:

- 0.000 indicates the student was present for the full day.
- 1.000 indicates the student was absent for the full day.
- 0.500 indicates the student was absent for one-half of the day.



DATA VERIFICATION

Data Verification is a process that begins at the district level. If the data in the district's SIS is incorrect, the data in the MT Edition will likely be incorrect as well.

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 program staff.



Perform Data Verification procedures before uploading enrollment data from AIM into MAEFAIRS. The following sections explain how to verify enrollment before uploading to MAEFAIRS.

Once the data has been verified in the district's SIS and transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

Enrollment numbers may be verified using the **Student Information Reports** and the **Ad Hoc Reporting Tool**.

- ▼ Student Information
 - General
 - ▶ Counseling
 - Academic Planning
 - ▶ Program Participation
 - ▶ Health
 - Medicaid
 - ▶ PLP
 - ▶ Response to Intervention
 - ▶ Special Ed
 - Student Locator
 - ▼ Reports
 - Activity Eligibility
 - Age/Grade Level Exceptions
 - Caseload Summary
 - OPI Caseload Summary
 - Counselor
 - Duplicate IDs
 - Duplicate Students Search
 - Enrollment Loss Report
 - Enrollment Overlap
 - Enrollment Status
 - Enrollment Summary
 - Enrollment Summary Details**
 - File Labels By DOB
 - Folder Labels by DOB
 - Meeting Report
 - No Show Report
 - Plan Audit
 - Process Compliance
 - Progress Report
 - Service Detail
 - Service Provider Detail
 - Service Provider Summary
 - Service Summary
 - State Enrollment Overlap
 - State Enrollment Verification
 - Graduation Cohort Validations
 - Test Accommodations (default)
 - Test Results

Student Information Reports

There are many reports listed and exploration is highly recommended.

The **Enrollment Summary Details** report is a new, more detailed report that offers many parameters to produce a detailed summary.

Note: Currently, this report will show multiple enrollments if a student has enrollments at multiple schools in the same district.

16-17 Adams Middle School 4321 109th Ave NE, Boise, MT 55449 Generated on: 08/24/2016 09:23:42 PM Page 1		Student Enrollment Summary Details Report Calendar: 16-17 Adams Middle School Sort By Name Race/Ethnicity Source: Federal Effective Date: 08/31/2016 Enrollment Types: P, S, N Total Students: 37			
Student	Gender	Student Number	Grade	Start Date	Type
	F	462151431	08	08/31/2016	Primary
	F	754	08	08/29/2016	Primary
	M	565	08	08/29/2016	Primary
	F	682	07	08/29/2016	Primary
	F	157	08	08/29/2016	Primary

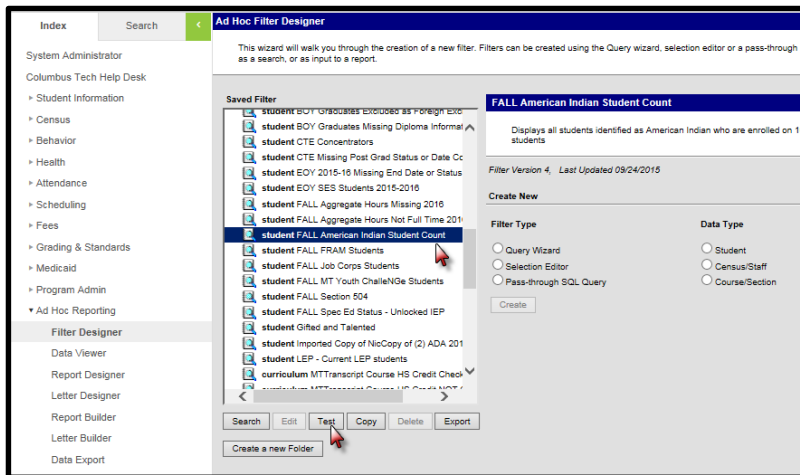
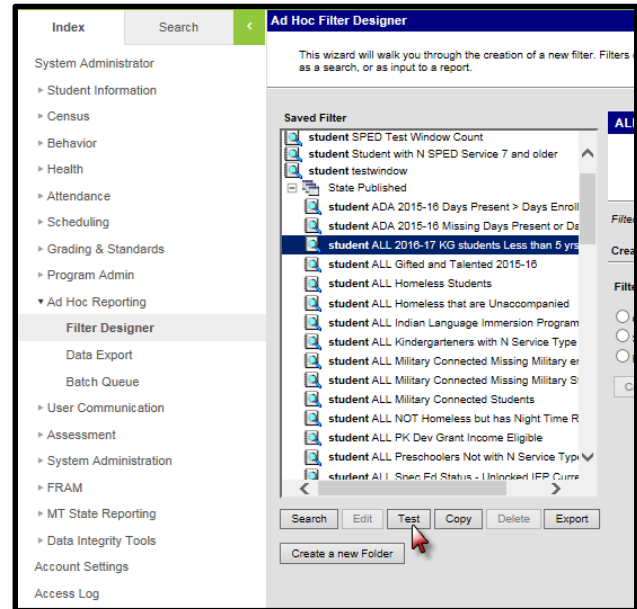
Ad Hoc Reporting

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

Please refer to the following user guides located on the [AIM Website](#):

[Ad Hoc Reporting](#)

[State Published Ad Hoc Reports](#)



RACE VERIFICATION

All MAEFAIRS collections import race data, but the Fall MAEFAIRS collection is used to generate the district's American Indian Student Achievement Gap (SAG) payment.

Verify the district's American Indian Student population BEFORE importing the enrollments into MAEFAIRS. MAEFAIRS will not accept changes to American Indian

Student Counts after 12/31/2017.

To verify the names and counts of American Indian students, run the State Published Ad Hoc Report entitled: **student Fall American Indian Student Count**.

Index Search Batch Resync Selective Sync

System Administrator

- Student Information
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Grading & Standards
- Program Admin
- Ad Hoc Reporting
- User Communication
- Assessment
- System Administration
 - Attendance
 - Auditing
 - Batch Queue
 - Calendar
 - Census
 - Custom
 - Data Defining Tools
 - Data Interchange
 - Data Utilities
 - Combine Person
 - Resync State Data**
 - Student Records Transfer
 - Deactivated Elements Impact
 - Synchronization Field Settings
 - Grading & Standards
 - Health
 - Medicaid
 - Messenger
 - Portal
 - Preferences
 - Resources
 - Special Ed
 - Student
 - Student Portfolio
 - User Security
- FRAM
- MT State Reporting
- Data Integrity Tools
- Account Settings
- Access Log

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 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 available.

Resync Data For The Current School Year (2016-2017)

Check dependencies

<input type="checkbox"/>	DB Objects	Last Resync	Results	Status
<input checked="" type="checkbox"/>	[-] District	08/24/2016 00:33:16	Processed: 1 Errors: 0	
<input checked="" type="checkbox"/>	[-] School	08/24/2016 00:33:16	Processed: 3 Errors: 0	
<input checked="" type="checkbox"/>	[-] Calendar	08/24/2016 00:33:16	Processed: 3 Errors: 0	
<input type="checkbox"/>	CourseSection	08/28/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	TermSchedule	08/28/2016 12:32:30	Processed: 3 Errors: 0	
<input type="checkbox"/>	[-] PeriodSchedule	08/28/2016 12:32:30	Processed: 3 Errors: 0	
<input type="checkbox"/>	Day	08/28/2016 12:32:30	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	[-] StructureGradeLevel	08/24/2016 00:33:16	Processed: 3 Errors: 0	
<input checked="" type="checkbox"/>	[-] PersonIdentity	08/24/2016 00:33:16	Processed: 266 Errors: 0	
<input type="checkbox"/>	BehaviorType	08/28/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	BehaviorResolutionType	08/28/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	BehaviorResponseType	08/28/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	Behavior	08/28/2016 12:32:30	Processed: 0 Errors: 0	
<input type="checkbox"/>	CensusContactSummary	08/28/2016 12:32:30	Processed: 169 Errors: 0	
<input type="checkbox"/>	ContactLog	08/28/2016 12:32:31	Processed: 0 Errors: 23	
<input type="checkbox"/>	Employment	08/28/2016 12:32:31	Processed: 19 Errors: 0	
<input type="checkbox"/>	EmploymentAssignment	08/28/2016 12:32:31	Processed: 80 Errors: 0	
<input type="checkbox"/>	EmploymentBackground	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	EmploymentCredential	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	[-] Enrollment	08/24/2016 00:33:16	Processed: 231 Errors: 0	
<input type="checkbox"/>	Graduation	08/24/2016 04:02:02	Processed: 401 Errors: 0	
<input type="checkbox"/>	[-] Roster	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationRequest	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationSection	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationSectionStaff	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	RosterVerificationSectionStudent	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	Evaluation	08/28/2016 12:32:31	Processed: 25 Errors: 21	
<input type="checkbox"/>	[-] TeamMember	08/28/2016 12:32:31	Processed: 208 Errors: 0	
<input type="checkbox"/>	[-] Plan	08/23/2016 23:07:58	Processed: 481 Errors: 2	
<input type="checkbox"/>	PlanProgressReport	08/28/2016 12:32:31	Processed: 292 Errors: 6	
<input type="checkbox"/>	Form	08/28/2016 12:32:31	Processed: 281 Errors: 0	
<input type="checkbox"/>	HealthScreening	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	ImmCertificate	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	LEP	08/28/2016 12:32:31	Processed: 3 Errors: 0	
<input type="checkbox"/>	LepService	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	LepAccommodation	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	MedicalInsurance	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	POBEligibility	08/28/2016 12:32:31	Processed: 88 Errors: 0	
<input type="checkbox"/>	ProgramParticipation	08/28/2016 12:32:31	Processed: 340 Errors: 0	
<input type="checkbox"/>	PushedTabCustomStudent	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	[-] Test	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	TestScore	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	TranscriptCourseSE	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	VaccineShot	08/28/2016 12:32:31	Processed: 0 Errors: 0	
<input type="checkbox"/>	PersonIdentityNoStateIDOnly	08/28/2016 12:32:30	Processed: 0 Errors: 0	

Send Resync

RESYNC STATE DATA

A data Resync 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.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. If syncing data from the 2016-17 year, set the *Year* to 2016-17.

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

Scroll to bottom of page, click **Send Resync**.

IMPORTING FROM AIM TO MAEFAIRS

To import from AIM to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps. The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time, but will not be able to officially **submit** their report until **on or after**:

- **October 3, 2016** (Fall Count Date). **Due date for importing to MAEFAIRS is 10/14/2016.**
- **February 6, 2017** (Spring Count Date). **Due date for importing to MAEFAIRS is 2/10/2017.**

For instructions on uploading, see [MAEFAIRS Student Count for ANB Reporting Instructions](#)

For help with the MAEFAIRS system or uploading, contact nmerala@mt.gov or call (406) 444-4401.

Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

The AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.

For assistance any time please contact the OPI AIM Help Desk at opiainhelp@mt.gov or 1-877-424-6681.