

## AIM User Guide **AIM & MAEFAIRS Verification** **2017-2018**

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

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. 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 (10/2/2017) **by October 13, 2017.**

\* For the Spring Count Date (2/5/2018) **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 Corps, 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 11](#)

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## 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.

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

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 Corps, 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

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:   
\*Service Type: **P: Primary**

\*Start Status: 02: Continued enrollment same school, no interruption  
Dropout Reason:   
End Status:   
Start Comments:   
End Comments:

Future Enrollment

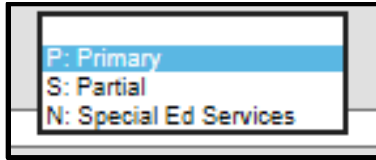
Day treatment students also require special reporting methods. Please see [Day Treatment - Reporting Students in AIM](#)

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).

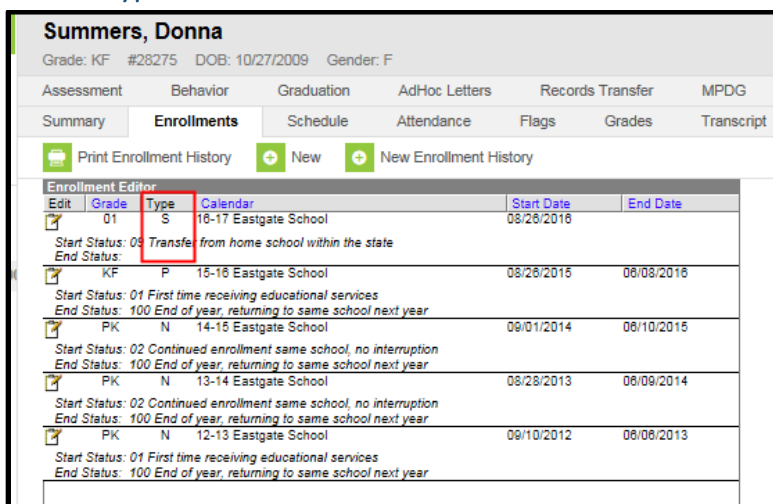
**N: Special Ed Services** – indicates a student's enrollment only into Special Education Services – these students are typically PK or are primarily enrolled in another type of school (e.g., private or home school).

- *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?

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.

## Service Type: S



Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	01	S	16-17 Eastgate School	08/26/2016	
<i>Start Status: 09 Transfer from home school within the state</i>					
<i>End Status:</i>					
<input type="checkbox"/>	KF	P	15-16 Eastgate School	08/26/2015	08/08/2016
<i>Start Status: 01 First time receiving educational services</i>					
<i>End Status: 100 End of year, returning to same school next year</i>					
<input type="checkbox"/>	PK	N	14-15 Eastgate School	08/01/2014	08/10/2015
<i>Start Status: 02 Continued enrollment same school, no interruption</i>					
<i>End Status: 100 End of year, returning to same school next year</i>					
<input type="checkbox"/>	PK	N	13-14 Eastgate School	08/26/2013	08/09/2014
<i>Start Status: 02 Continued enrollment same school, no interruption</i>					
<i>End Status: 100 End of year, returning to same school next year</i>					
<input type="checkbox"/>	PK	N	12-13 Eastgate School	08/10/2012	08/06/2013
<i>Start Status: 01 First time receiving educational services</i>					
<i>End Status: 100 End of year, returning to same school next year</i>					

NOTE: Students taking classes at another level – such as 8<sup>th</sup> 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](#)

### Service Type: N

Summers, Donna					
Grade: KF #28275 DOB: 10/27/2009 Gender: F					
Assessment	Behavior	Graduation	AdHoc Letters	Records Transfer	MPDG
Summary	<b>Enrollments</b>	Schedule	Attendance	Flags	Grades
<input type="button" value="Print Enrollment History"/> <input type="button" value="New"/> <input type="button" value="New Enrollment History"/>					
Enrollment Edit					
Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	01	N	18-17 Eastgate School	08/26/2018	
Start Status: 09 Transfer from home school within the state					
End Status: 100 End of year, returning to same school next year					
<input type="checkbox"/>	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					
<input type="checkbox"/>	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					
<input type="checkbox"/>	PK	N	13-14 Eastgate School	08/28/2013	06/09/2014

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.

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 10<sup>th</sup> **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

State Reporting Fields			
State Exclude	Serving District	Resident District	
<input type="checkbox"/>	Select a Value	Select a Value	
<b>Military Connected Status</b>			
Student is a dependent of a member of:			
<input type="text"/>			
<b>Attendance and Enrollment Information</b> (auto-calculated read-only)			
<b>Fall Attendance Count</b>			
Fall Aggregate Hours of Inst.	Fall Absent	Exclude Fall ANB - 10 Day Rule	
<input type="text"/>	0.000	<input type="checkbox"/>	
<b>Spring Attendance Count</b>			
Spring Aggregate Hours of Inst.	Testing Absent	Exclude Spring ANB - 10 Day Rule	
<input type="text"/>	0.000	<input type="checkbox"/>	
ADA - #Days Enrolled	10+ days unexcused absences 1st sem	10+ days unexcused absences 2nd sem	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

The screenshot shows a form titled "State Reporting Fields". It includes sections for "Military Connected Status" and "Attendance and Enrollment Information (auto-calculated read-only)". Under "Attendance and Enrollment Information", there are fields for "Fall Attendance Count", "Spring Attendance Count", and "Test Window Attendance Count". Each of these sections has a dropdown for "Aggregate Hours of Inst." and a text input for "Absent" data. The "Fall Absent" and "Testing Absent" fields are highlighted with red boxes and both contain the value "0.000". There are also checkboxes for "Exclude Fall ANB - 10 Day Rule" and "Exclude Spring ANB - 10 Day Rule", which are currently unchecked.

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

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.
- 0.250 indicates the student was absent for one-quarter of the day.
- 0.500 indicates the student was absent for one-half of the day.
- 0.750 indicates the student was absent for three-quarters of the day.

### Exclude Fall/Spring ANB – 10 Day Rule

This screenshot is similar to the previous one, showing the "State Reporting Fields" form. It highlights the checkboxes for "Exclude Fall ANB - 10 Day Rule" and "Exclude Spring ANB - 10 Day Rule" with a red box. Both checkboxes are currently unchecked. The "Absent" data fields are also visible, showing "0.000".

Check the *Exclude Fall/Spring ANB – 10 Day Rule* boxes to exclude the student from the Fall or Spring ANB count. Mark this box if:

- Student was absent on the count day and 10 or more consecutive days prior to the Count Date *and* your district has not requested an exception. OR
- Student is attending a Day Treatment program as of the count date. (See [Day Treatment – Reporting Students in AIM](#) for more information.)

Click **Save**. **Be sure to resync data to the state level – see page 11.**

## 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 importing/uploading enrollment data from AIM into MAEFAIRS. The following sections explain how to verify enrollment before uploading to MAEFAIRS.***

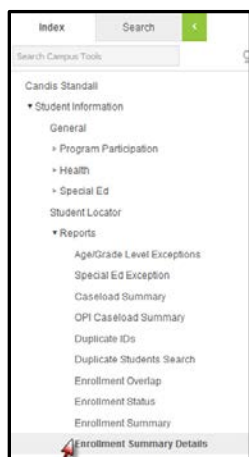
Once the data has been verified in the district's SIS and transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

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

### Student Information 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.*



Choose an **Enrollment Effective Date** and the calendar(s), as well as any other criteria you feel appropriate. Click **Next**.

**Enrollment Summary Details Report**

This report is a detail version of the Enrollment Summary Report. Student demographic and enrollment information will display and sort as determined in the report editor. Either Federal or State Race/Ethnicity values can be used. This report can be run for multiple calendars within a School Year. It is preferable to select grade levels or an adHoc filter. Using both will narrow the reporting population by the criteria used in both filters.

Enrollment Effective Date: 08/31/2016

Grade(s): Select one or more grade levels.

Ad Hoc Filter: Select an Ad Hoc Filter

Which calendars would you like to include in the report?

All Calendars  
 Adams Middle School 2016 A  
 Jefferson Elem School 2016 A  
 Washington High School 2016 A

What types of enrollments would you like to include in the report? At least one must be selected.

P Primary  
 S Special  
 N Special Ed Services

Observe State Exclude (Do not include enrollments marked as state exclude)

Which Race/Ethnicity values would you like to use?

Federal Race/Ethnicity values  
 State Race/Ethnicity values

Which enrollment status would you like to include in the report?

Start Status: P  
 End Status: P

01 First time receiving educational services  
 02 Continued enrollment same school, no interruption  
 03 Re-entry to the same school after withdrawal  
 04 Transfer from public school in district or state  
 05 Transfer from public school under NCLB school choice  
 06 Transfer from an out of state school  
 07 Transfer from a school from out of the country  
 08 Transfer from a private school within the state  
 09 Transfer from home school within the state  
 100 End of year, returning to same school next year  
 102 Change in grade level during regular school year  
 110 Promoted to another school in the same district  
 120 Transfer to a public school in the same district  
 130 Transfer to public school under NCLB school choice  
 140 Transfer to public school in another district in MT  
 145 Military Connected: Transfer to public school in another district in MT  
 150 Transfer to a MT state-funded school  
 155 Military Connected: Transfer to a school out of the country

Next

Again, choose any other criteria you feel appropriate. Click **Generate Report**.

**Enrollment Summary Details Report**

This report is a detail version of the Enrollment Summary Report. Student demographic and enrollment information will display and sort as determined in the report editor. Either Federal or State Race/Ethnicity values can be used. This report can be run for multiple calendars within a School Year. It is preferable to select grade levels or an adHoc filter. Using both will narrow the reporting population by the criteria used in both filters.

Select which fields will appear on the report:

Student Name  
 Gender  
 Student Number  
 Race/Ethnicity  
 Calendar info (calendar name, start status, end status)  
 Grade  
 Enrollment Start Date  
 Enrollment End Date  
 Enrollment Type

Report Options:  
 Format: PDF

How would you like the report sorted?  
 Alpha  Grade  Student Number  Race/Ethnicity  Calendar

Back Generate Report Submit to Batch

A PDF report will be generated based on your criteria.

16-17  
 Adams Middle School  
 4321 109th Ave NE, Blaine MT 55449  
 Generated on: 08/24/2016 03:23:42 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
784	F	462151431	06	08/31/2016	Primary
784	F	784	06	08/29/2016	Primary
565	M	565	06	08/29/2016	Primary
682	F	682	07	08/28/2016	Primary
157	F	157	08	08/29/2016	Primary

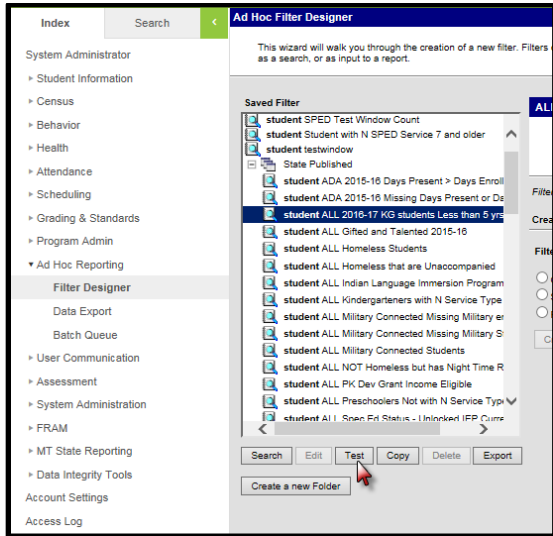


## Ad Hoc Reporting

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

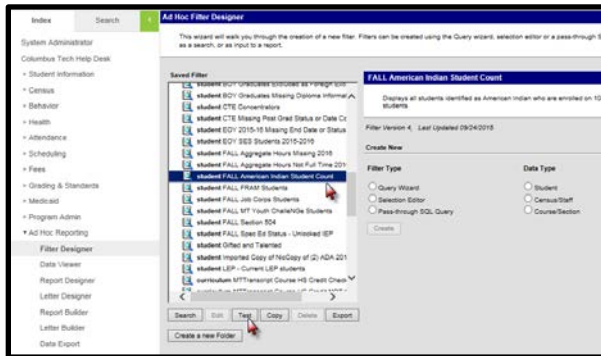
Please refer to the following user guides located on the [AIM Website](#):

[Ad Hoc Reporting User Guide](#) and the [State Published Ad Hoc Reports Guide](#)



## 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**.

## RESYNC STATE DATA

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

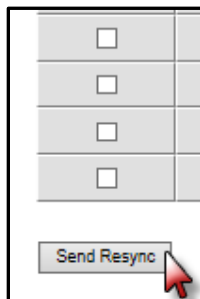
This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

Select the School Year you wish to sync. 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.

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

<input type="checkbox"/>	Data Objects	Last Resync	Results	Status
<input checked="" type="checkbox"/>	- District	03/01/2018 08:31:48	Processed: 1 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	- School	03/01/2018 08:31:48	Processed: 4 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	- Calendar	03/01/2018 08:31:48	Processed: 4 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	CourseSection	06/04/2017 22:07:17	Processed: 263 Errors: 2	<span style="color: yellow;">●</span>
<input checked="" type="checkbox"/>	- ScheduleStructure	03/01/2018 08:31:48	Processed: 4 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	TermSchedule	06/04/2017 22:07:17	Processed: 4 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	- PeriodSchedule	06/04/2017 22:07:17	Processed: 5 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Day	06/04/2017 22:07:17	Processed: 1150 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	- StructureGradeLevel	03/01/2018 08:31:48	Processed: 4 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	- PersonIdentity	03/01/2018 08:31:48	Processed: 1282 Errors: 3	<span style="color: yellow;">●</span>
<input type="checkbox"/>	Behavior	02/07/2018 08:28:39	Processed: 315 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	BehaviorResolutionType	02/07/2018 08:28:39	Processed: 55 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	BehaviorResponseType	02/07/2018 08:28:39	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	BehaviorType	02/07/2018 08:28:39	Processed: 144 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	CensusContactSummary	10/14/2016 08:31:57	Processed: 1340 Errors: 2	<span style="color: yellow;">●</span>
<input type="checkbox"/>	ContactLog	10/14/2016 08:31:57	Processed: 224 Errors: 9	<span style="color: red;">●</span>
<input type="checkbox"/>	EarlyLearning			
<input type="checkbox"/>	Employment	10/14/2016 08:31:57	Processed: 295 Errors: 60	<span style="color: red;">●</span>
<input type="checkbox"/>	EmploymentAssignment	10/14/2016 08:31:57	Processed: 537 Errors: 2	<span style="color: yellow;">●</span>
<input type="checkbox"/>	EmploymentBackground	10/14/2016 08:31:57	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	EmploymentCredential	10/14/2016 08:31:57	Processed: 29 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	English Learners (EL)	03/01/2018 04:01:40	Processed: 338 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ELAccommodation	10/14/2016 08:31:57	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	ELService	04/30/2017 18:07:47	Processed: 635 Errors: 0	<span style="color: green;">●</span>
<input checked="" type="checkbox"/>	- Enrollment	03/01/2018 08:31:48	Processed: 939 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	Evaluation	10/14/2016 08:31:57	Processed: 55 Errors: 2	<span style="color: red;">●</span>
<input type="checkbox"/>	Graduation	02/28/2018 21:33:55	Processed: 240 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	- Roster	10/14/2016 08:31:57	Processed: 11668 Errors: 1759	<span style="color: red;">●</span>
<input type="checkbox"/>	RosterVerificationRequest	10/14/2016 08:31:57	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	RosterVerificationSection	10/14/2016 08:31:57	Processed: 0 Errors: 0	<span style="color: green;">●</span>
<input type="checkbox"/>	RosterVerificationSectionStaff	10/14/2016 08:31:57	Processed: 0 Errors: 0	<span style="color: green;">●</span>



## **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 2, 2017** (Fall Count Date). **Due date for importing to MAEFAIRS is 10/13/2017.**
- **February 5, 2018** (Spring Count Date). **Due date for importing to MAEFAIRS is 2/9/2018.**

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

For help with the MAEFAIRS system or uploading, contact [nmerala@mt.gov](mailto: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 more information, contact the AIM Help Desk at 1- 877-464-6681 or**  
[\*\*opiaimhelp@mt.gov.\*\*](mailto:opiaimhelp@mt.gov)