

Reporting High School Student Cohort Data

**AIM User Guide:
Reporting High School
Student Cohort Data**

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THIS GUIDE PROVIDES INSTRUCTION ON ENTERING COHORT DATA WITHIN AIM/INFINITE CAMPUS.

DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED IN FEDERAL OR STATE FORMULAS TO PROVIDE FUNDING TO MONTANA SCHOOLS.

Citations:

STATE REPORTING: »
[MCA20-7-104](#)
Transparency and Public Availability of Public-School Performance Data

US DEPT. OF ED REPORTING:

[EDFacts: FS150](#) —
Adjusted-Cohort Graduation Rate v14.0
[EDFacts: FS151](#) —
Cohorts for Adjusted-Cohort Graduation Rate v14.0

This AIM User Guide provides instruction on entering students' 'Date First Entered the 9th Grade' information for state and district graduation records. Its purpose is to determine the student's earliest date they first entered the 9th grade and the student's cohort year. It also serves as a reference to have this information available for subsequent MT districts that the student may transfer to. It is important to note that the **state** graduation record is populated once the **district** graduation record is populated with a value in the 'Date First Entered the 9th Grade'.

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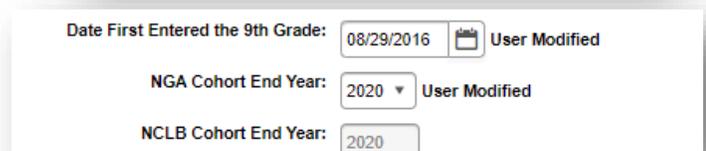
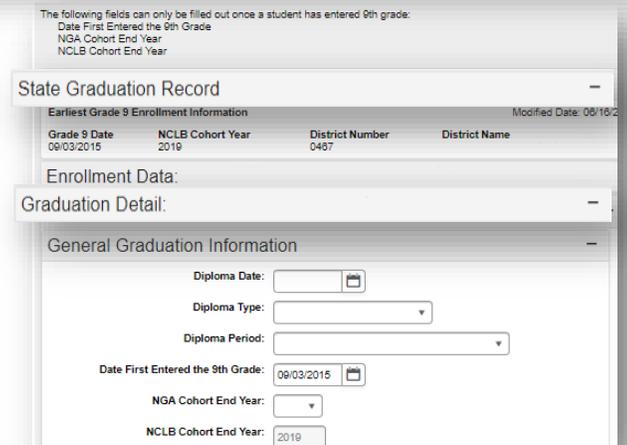
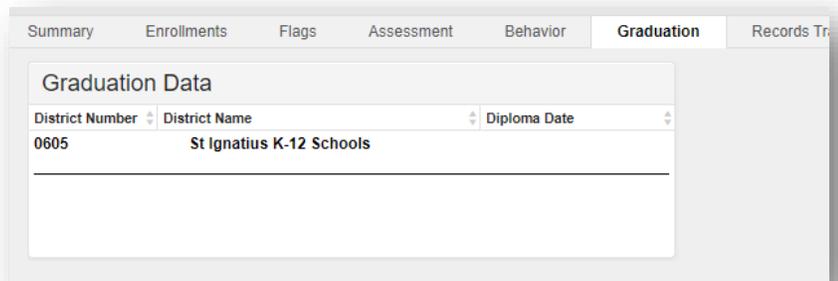
A.) Graduation Data:

The students **district** graduation records 'Date First Entered the 9th Grade' value is completed by Infinite Campus automatically when a student's **9th grade enrollment** is created inside Infinite Campus. The **start date** of the enrollment is what gets put into the student's **district** graduation tab as the value of the 'Date First Entered the 9th Grade.'

Note: If the student does not have a 9th grade enrollment in the state graduation record, the district who first enrolls the student into 9th grade or subsequent grades should determine the date the student was first enrolled in 9th grade and enter this date into their **district** graduation tab.

To access the Graduation data within Infinite Campus:

1. Select the **Search** tab.
2. Select **Student** from the drop-down menu.
3. Enter the student's name by *last name*, then *first name*.
4. Click **Go**. (You can generate a list of all students by omitting the name and selecting Go.)
5. From the Search Results generated, click on the student's name you wish to view.
6. Select the **Graduation** tab.
7. There are potentially several fields of information that may appear. The 2 main sections to focus on are the:
 - a) **State Graduation Record** field – Appears in the upper part of the screen. This record only consists of the following values (for determining Cohort information):
 - ✓ Grade 9 Date (AKA: 'Date First Entered the 9th Grade').
 - ✓ NCLB Cohort Year.
 - ✓ District Number (where this student was first identified with a 'Date First Entered the 9th Grade').
 - ✓ District Name (where this student was first identified with a 'Date First Entered the 9th Grade').
 - b) **District Graduation Record** field- Labeled as *Graduation Detail*: (District Name) and shows in the lower part of the screen. **Note:** *When a Date First Entered the 9th Grade is entered, the NGA and NCLB Cohort End Year fields should auto-populate.*
8. If these two sections are not already expanded, click on them to expand them to view the information.



Note: In some cases, there may not be a state graduation record:

The student's **state** graduation record at the top gets populated when the student's **district** graduation record (found under the field labeled *Graduation Detail*) is populated with a value in the 'Date First Entered the 9th Grade'. Its purpose is to determine the student's earliest date they first entered the 9th grade and the student's cohort year. It also serves as a reference to have this information available for subsequent MT districts that the student may transfer to.

The following fields can only be filled out once a student has entered 9th grade:
Date First Entered the 9th Grade
NGA Cohort End Year
NCLB Cohort End Year

State Graduation Record

No state graduation record found for this student.

Graduation Detail:

General Graduation Information

Diploma Date:

Diploma Type:

Diploma Period:

Date First Entered the 9th Grade:

NGA Cohort End Year:

B.) How to find students who are missing this district 'Date First Entered the 9th Grade' date:

There is a state published ad hoc report which shows those students that are missing their 'Date First Entered the 9th Grade' in the **district** graduation record field. It is called '**COHORT Missing District Date 1st Entered 9th Grade and NCLB Cohort End Year**'. Please use this ad hoc report to find those students missing their 9th grade dates.

1. Go to the **Index** tab.
2. Select **Ad hoc Reporting**.
3. Select **Filter Designer**.
4. Select the *State Published* folder.
5. Select the Ad hoc titled: **COHORT Missing District Date 1st Entered 9th Grade and NCLB Cohort End Year**
6. Select **Search**. A list of students missing this information will appear to the left under the Search tab. You can also select **Test** and a report will be generated if you wish to print it or save it.
7. Select the student's name and go to their Graduation tab to enter the missing data.

Please note: this date should be the first/earliest date the student **ever** enrolled in the 9th grade, keeping in mind it may be prior to when the student enrolled at your district/school.

C.) How to complete missing 'Date First Entered 9th Grade' value:

1. Look to see if the student has a state graduation record with this value completed and use it to complete your district value.
2. If the student doesn't have a state graduation record with this value, look on the students' hard copy records to see if it can be determined.
3. If the student doesn't have a state graduation record with this value and the date cannot be determined from the students' hard copy records, estimate the year of when the student should have started their 9th grade enrollment and enter your schools' first day of school for that year.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or

[Submit an AIM Help Desk Ticket](#)

