MONTANA HAS THREE DISTINCT PROGRAMS IN WHICH STUDENTS MAY BE ENROLLED CONCURRENTLY DURING HIGH SCHOOL: JOB CORPS, MT YOUTH CHALLENGE, AND MT DIGITAL ACADEMY (MTDA). THIS GUIDE IS SPECIFIC TO THE JOB CORPS/MT DIGITAL ACADEMY (MTDA) PROGRAMS.

FOR MORE INFORMATION ON MCA EDUCATIONAL COOPERATIVE AGREEMENTS SEE SECTION 20-9-707 AND FOR ANB CALCULATION STANDARDS SEE SECTION 20-9-311(11)(H), MCA.

Montana Programs
Job Corps and MTDA
AIM User Guide

This guide explains the process for enrolling and withdrawing students participating in the **Job Corps** or **MT Digital Academy (MTDA)** programs. Students must be properly enrolled in AIM/Infinite Campus to receive ANB funding for the students. ***The accuracy of these student enrollments affects state ANB funding during the Fall and Spring Enrollment collections. The maintenance of these students' enrollments is also important throughout the year, as they affect other federal funding and state reporting requirements.***

(Please refer to the MT Programs – MT Youth ChalleNGe Academy user guide for information on that program.)

Frequently Asked Questions:

1. Which students can I enroll in AIM for collecting ANB funding?
Students must first be determined to be eligible to be enrolled with the district before they can be counted as enrolled for ANB funding. Some restrictions apply to the programs for ANB funding. Please check the individual guidelines for each program. See page 2.

2. How do I enroll these students in AIM?
Students who are found to be eligible must have a corresponding enrollment in AIM. See page 3.

3. What process is followed if the student exits one of these programs?
Students no longer participating in Job Corps are either re-enrolled in the district or counted as dropouts. MTDA students continue their district enrollment or return to their original school. See pages 5 and 8.

4. How do I indicate their participation in these programs for ANB funding?
Each program has different requirements for Service Type and Aggregate Hours to be counted for ANB funding purposes. Job Corps students usually receive full ANB and Digital Academy ANB is determined based on hours. See pages 4 and 7.

Contents

A.) Montana Program Guidelines

Montana has three distinct programs in which students may be enrolled concurrently during high school: **Job Corps, MT Youth ChalleNGE** and **MT Digital Academy (MTDA).** This guide is specific to **Job Corps** and **MTDA.** *(Please see the user guide for the [Montana Youth ChalleNGe Academy](#).)* Enrollment in these programs is designed to lead to a student's high school graduation.

Students participating in the **Job Corps Program** must meet **all** the following criteria to be counted as enrolled in a district:

✓ The student must be enrolled in a public school in the student's district of residence, *and*

✓ The credits taken at the Job Corps or MT Youth ChalleNGe Academy require approval by the resident school district, *and*

✓ The credits meet the resident district's requirements for graduation at a school in the district, *and*

✓ The credits must be taught by an instructor who has a current Montana high school certification, *and*

✓ The credits must be reported by the Job Corps or MT Youth ChalleNGe Academy to the student's resident school district.

For more information, see Sections [20-9-311(11)(h)](#), and [20-9-707](#), MCA.

B.) Job Corps Enrollments

A JOB CORPS STUDENT MEETING THE ABOVE REQUIREMENTS MUST HAVE A CORRESPONDING AIM/INFINITE CAMPUS ENROLLMENT IN THEIR DISTRICT OF RESIDENCE. FOLLOW THESE STEPS TO ENROLL AN ELIGIBLE STUDENT:

1. Search for the student's name in the **Search** tab, last name first, to verify they are currently enrolled under the **Enrollments** tab. If they are not, click **New** and provide the info marked by red fields.

2. *The* **enrollment start date** *should be when the student* ***starts in the program*** or, *if the student is going directly to the program from a high school enrollment,* ***no new enrollment is required.***

3. Enter "**Job Corps**" in the **Start Comments** box.

4. Scroll down to the *State Reporting Fields* section and check the box under **Job Corps** for the corresponding Fall and/or Spring Attendance and Enrollment Information.

5. Click **Save**.

C.) Job Corps: Aggregate Hours

STUDENTS IN **JOB CORPS** COUNT AS FULL-TIME STUDENTS FOR ANB FUNDING.

1. Search the student's name in the **Search** tab, last name first.
2. Click on the student's name.
3. Click the **Enrollments** tab.
4. Select the current **Job Corps enrollment**.
5. Scroll down to the State Reporting Fields.
6. Set **Aggregate Hours** for *fall, spring, or Test Window Hours of Instruction to F:720+ hours* for students in Job Corps.
7. Click **Save**.

D.) Exiting Job Corps Students

WHEN A STUDENT DISCONTINUES ENROLLMENT IN THE JOB CORPS OR REQUESTS TO SIT FOR THE HiSET (FORMERLY GED), END THE STUDENT'S ENROLLMENT IN AIM/INFINITE CAMPUS. THE **END DATE** IS THE LAST DATE OF THE STUDENT'S ENROLLMENT IN THE PROGRAM OR THE DATE OF THE REQUEST TO SIT FOR THE HiSET. NOTE: IF THE STUDENT DOES NOT CONTINUE ENROLLMENT IN THE PUBLIC SCHOOL, THE STUDENT MUST BE CODED AS A DROPOUT.

TO END DATE THE STUDENT'S ENROLLMENT:
Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Enter the **End Date** as of the last date of the student's enrollment in the program OR the date of the request to sit for the HiSET.
6. If the student requests to sit for the HiSET or discontinues enrollment in the Job Corps Program, select the **Local End Status- 330: Dropout, withdrew to enroll in non-diploma program**. If the student does not continue enrollment in the public school, the student must be coded as a dropout.
7. Select the **Dropout Reason- 18: HiSET Pursuing** if the student requests to sit for the HiSET.
8. Click **Save**.

E.) Montana Digital Academy (MTDA)

STUDENTS PARTICIPATING IN ONE OR MORE **MTDA** COURSES MUST ENROLL IN THE COURSES THROUGH THEIR LOCAL PUBLIC SCHOOL (DISTRICT OF RESIDENCE). DISTRICTS ARE **NOT ELIGIBLE** FOR ANB FUNDING FOR **NON-RESIDENT** STUDENTS WHO PARTICIPATE IN THE MTDA CLASSES. *For more information, see* Section 20-7-118, MCA

NOTE: When a student takes MTDA course(s) to *complement* their district enrollment, no modification to enrollment is needed.

*The start date for students taking a *combination* of district/MTDA classes** is the first day of attendance in the district.
*The start date for the students *only* taking MTDA classes** is the first day of the MTDA semester or the first day of enrollment in the MTDA, whichever is later.

If a student enrolls at the district from a home school or private school or if the student is not working toward graduation from the district, and takes courses from MTDA through the public school, enter *Service Type, S: Partial* and a *Local Start Status* that reflects their current enrollment (e.g., 09: Transfer from home school within the state). Follow these steps:
Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click **New**.
5. Enter a **Start Date** for the first day of the MTDA semester or first day of enrollment in the MTDA, whichever is later.
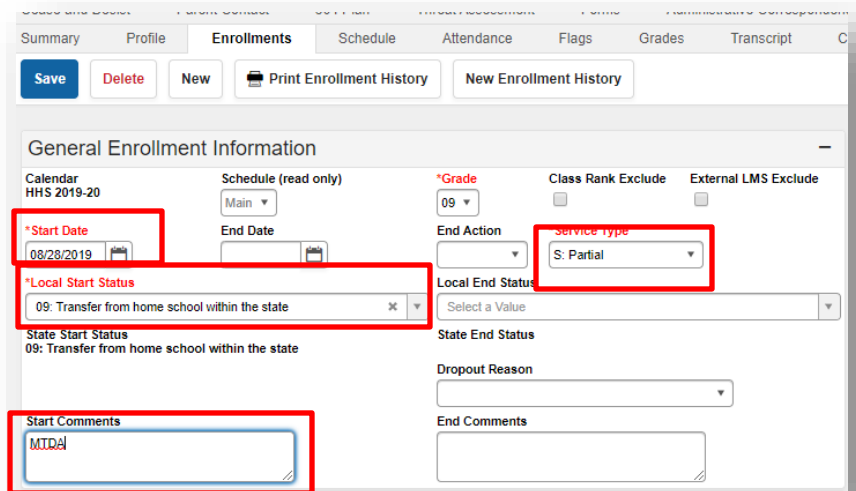6. Select a **Local Start Status** (one that reflects their current enrollment i.e.: 09: Transfer from home school within the state.)
7. Enter the **Grade**.
8. Enter the **Service Type** (**S:Partial** since they are not enrolled in district classes and just MTDA classes.)
9. Optional: It's not required, but can be very helpful, if **Start** (and End) **Comments** are added (MTDA).
10. Click **Save**.

F.) MTDA: Aggregate Hours

FOR STUDENTS ENROLLED IN MTDA CLASSES, CALCULATE AGGREGATE HOURS AS IF THE STUDENTS WERE ENROLLED IN THE DISTRICT FOR THE SAME COURSES.

*If the student is <u>enrolled in regular district courses in addition to the MTDA courses</u>, add the course to the student's regular schedule (e.g., six regular district courses + one MTDA course = seven regular district courses for ANB funding).

*If the student is <u>only enrolled in MTDA courses</u>, calculate the aggregate hours as if the student were enrolled in that course through the district.

Example:

A home school student takes one MTDA course. The district's course is 50 minutes, 180 days per year. Aggregate Hours = 150 hours (N: 0-179 hours). The student takes two courses, Aggregate Hours = 300 hours (Q: 180-359 hours).

Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Scroll down to the Attendance and Enrollment Information.
6. Enter the appropriate **Aggregate** hours for the **fall, spring, or Test Window Hours of Instruction**. See the example above to calculate aggregate hours.
7. Click **Save**.

G.) Exiting MTDA Students

MTDA STUDENTS WHO COMPLETE OR DROP THEIR MTDA COURSES MUST ALSO HAVE THEIR ENROLLMENT ENDED, UNLESS THEY ARE ENROLLED IN REGULAR DISTRICT COURSES. IF ENDING THEIR ENROLLMENT, THE **LOCAL END STATUS** SHOULD REFLECT THEIR ORIGINAL SCHOOL.

Note: Students taking courses to *complement* their district enrollment continue their enrollment.

Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Enter the **End Date**, which is the last day of attendance in the MTDA course, or date the course was completed.
6. Enter the **Local End Status**. If they transferred in from a home school then the Local End Status may be **170: Transfer to a home school in the state**. If they graduated from regular courses as well as completed MTDA courses, then enter **400: Graduated**.
7. Optional: **Start and End Comments** are always helpful, especially when students do not complete a MTDA course.
8. Click **Save**.

For more information, contact the AIM Help Desk at 1- 877-424-6681 or

Submit an AIM Help Desk Ticket