

## AIM User Guide: Program Participation Collection

THIS GUIDE EXPLAINS THE PROCESS FOR ENTERING/UPDATING PROGRAM PARTICIPATION DATA FOR STUDENTS ENROLLED ON THE FALL AND TEST WINDOW COUNT DATES AND AT THE TIME OF THE END OF YEAR COLLECTION.

### UPDATE ALL ENROLLMENTS AS OF:

- **OCTOBER 4, 2021** (FALL ENROLLMENT COUNT DATE)
- **APRIL 7, 2022** (TEST WINDOW COUNT DATE)
- **THE LAST DAY OF SCHOOL** (END OF YEAR)

### DATA TO VERIFY:

- START DATE AND START STATUS IS CORRECTLY ENTERED FOR EACH ENROLLED STUDENT.
- END DATE AND END STATUS IS CORRECTLY ENTERED FOR EACH STUDENT WHO HAS LEFT THE SCHOOL, INCLUDING HI SET STUDENTS.

### THE FOLLOWING INFORMATION IS COLLECTED ON THE ENROLLMENT TAB UNDER "STATE REPORTING FIELDS":

- MILITARY CONNECTED STATUS
- TITLE I
- TITLE I INSTRUCTIONAL SERVICES (BY TYPE)
- TITLE I SUPPORT SERVICES (BY TYPE)
- TITLE I PART A NEGLECTED
- TITLE I PART D DELINQUENT
- IMMIGRANT (DATE ENTERED US SCHOOL)
- 21<sup>ST</sup> CENTURY PARTICIPANT
- FOREIGN EXCHANGE
- GIFTED/TALENTED EVALUATED
- GIFTED/TALENTED IDENTIFIED
- HOMELESS (AND TYPE OF NIGHTTIME RESIDENCE)
- UNACCOMPANIED YOUTH
- JOB CORPS
- MT YOUTH CHALLENGE
- INDIAN LANGUAGE IMMERSION PROGRAM

# Program Participation Collection Guide

## AIM User Guide

**Program Participation** data is collected three times per year:

1. **Fall Program Participation:** This data is used to determine student participation in state and federal programs – including Title I, Free/Reduced Meals, EL (English Learners), Homeless programs, etc. The collection looks at student participation as of October 4, 2021 (Fall Count Date) and must be **completed by October 20, 2021**.
2. **Test Window Program Participation:** This data is used to determine sub-groups for AYP calculations. Sub-groups are calculated by Race/Ethnicity, Meal Status (Free/Reduced Lunch), EL (English Learners) and Immigrant Status. The collection looks at student participation as of April 7, 2022 (Test Window Count Date) and must be **completed by May 27, 2022**.
3. **End of Year Program Participation data** is also used to determine student participation in state and federal programs. The collection looks at student participation as of the last day of the school year and must be **completed by June 30, 2022**.

**NOTE:** Job Corps, MT Youth Challenge, and Indian Language Programs: The data for these three programs are collected during the Fall and/or Spring Enrollment Count Collections. They are included in this guide as programs. Job Corps and MT Youth Challenge student's enrollment end date and status may need to be updated at the end of year for students in these programs.

**21<sup>st</sup> Century Program Data** is collected during the Program Participation Collections starting in the 2020-21 School Year. This is to comply to federal requirements. (see page 6).

# Contents

FAQ: .....	2
Data Checklist .....	3
Introduction to Program Participation Collection.....	4
A.) Location of the ‘State Reporting’ Program Fields on the Enrollment Tab:.....	5
B.) Location of Additional Programs Outside of the Enrollment Tab:.....	6
MT Digital Academy Students.....	6
FRAM Module.....	6
English Learners (EL) Tool.....	6
C.) Data Verification and Reminders: .....	7
Lock Current/Completed IEPs .....	7
D.) (MT EDITION) File Upload .....	8
E.) Resync Data .....	9

## FAQ:

- 1. What are the steps to complete the Program Participation Collection?**
  - Steps are listed on page 2. Districts must ensure the enrollment records for all students are properly updated (new students entered and students who have left properly exited) and Program Participation data is accurately entered for all students enrolled on the count dates.
- 2. Can I upload data electronically into AIM?**
  - Yes, Montana Edition users may either upload a file created by the district’s Student Information System (SIS) or created using an Excel Template provided by OPI.
- 3. How do I mark students as being eligible for Free or Reduced Meal status? EL (English Learners)?**
  - Identify students who are eligible for Free or Reduced Meals in the FRAM module.
  - Identify students who are EL (English Learners) in the EL tool.
- 4. How do I verify the data I entered is accurate?**
  - The [“Program Participation Verification”](#) guide explains how to verify your data.

## Data Checklist

- Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports:*”
  - *Enrollment Status*
  - *Enrollment Summary*
  - *Enrollment Overlap*
  - *State Enrollment Overlap.*
- Enter End Date and End Status for withdrawn students. ([Enrollment End Status Codes.](#))
- Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Module.)
- Verify that all completed Special Education ERs and IEPs are locked.
- Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment as necessary. (See [Enrollment Exceptions for ANB User Guide](#))
- Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:
  - Update Military Connected Status (once checked, leave checked for the school year).
  - Enter/Verify Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
  - Enter/Verify Immigrant students (Date entered US school, Home Primary Language, and Language of Impact).
  - Enter/Verify Foreign Exchange students.
  - Enter/Verify Gifted/Talented Evaluated and Gifted/Talented Identified students.
  - Enter/Verify Homeless students (Nighttime Residence, Unaccompanied Youth) (once checked, leave checked for the school year).
  - Enter/Verify Section 504 students.
  - Enter/Verify Indian Language Immersion Program status.
  - Enter/Verify 21<sup>st</sup> Century Participant students. (once checked, leave checked for the school year)
  - Enter/Verify FRAM status ([FRAM Guide](#))
  - Enter/Verify EL status for students new to the program, continuing students or transfer students (include Home Primary Language and Language of Impact). ([EL Tool Guide](#))
- Verify Data using State Published Ad Hoc Reports: “*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL, TW or EOY...*”
- Resync enrollment data after uploading files (MT Edition users only) and/or running a process such as
  - MT Count Date Attendance (District Edition or MT Edition Value Added users only).

# Introduction to Program Participation Collection

The Program Participation area within Infinite Campus is where data related to federal, state and district student programs is maintained. Select any program from the lists below to be taken to the corresponding section of this guide.

**The following programs' enrollment information are collected in the *Enrollment tab* under *State Reporting***

**Fields: Go to Options A or B below to enter this data:**

- ❖ [Military Connected Status](#)
- ❖ [Title I](#)
- ❖ [Title I Instructional Services \(By Type\)](#)
- ❖ [Title I Support Services \(By Type\)](#)
- ❖ [Title I Part A Neglected](#)
- ❖ [Title I Part D Delinquent](#)
- ❖ [Immigrant \(Date Entered Us School\)](#)
- ❖ [Foreign Exchange](#)
- ❖ [21<sup>st</sup> Century Participants](#)
- ❖ [Gifted/Talented Evaluated; Gifted/Talented Identified](#)
- ❖ [Homeless \(And Type of Overnight Residence\)](#)
- ❖ [Unaccompanied Youth](#)
- ❖ [Job Corps](#)
- ❖ [MT Youth ChalleNGe](#)
- ❖ [Indian Language Immersion Program](#)

**The following programs have varied enrollment collection methods:**

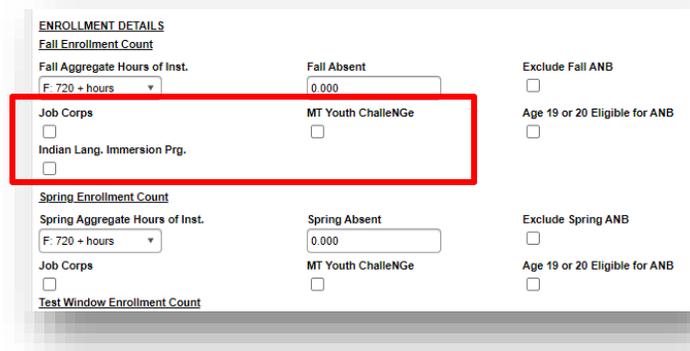
- ❖ [MT Digital Academy](#) : MTDA classes should be reflected in the students' schedule.
- ❖ [Day Treatment - Reporting Students in AIM/Infinite Campus](#): Students who are in licensed day treatment require special reporting treatment.
- ❖ [FRAM Module](#) : Use this to enter Free and Reduced Meal Status.
- ❖ [EL Tool](#) : Use this to report students identified as EL (English Learners).
- ❖ [Special Education](#) : Requires the student's current IEP to be locked. Once the IEP is locked, resync data to the State.
- ❖ [Section 504 Module](#): Formerly on the enrollment tab under the state reporting field, Section 504 students now have a separate record entered. This record can be manually entered or by using the Section 504 Import Template.

# A.) Location of the ‘State Reporting’ Program Fields on the Enrollment Tab:

PATH: SEARCH > STUDENT > GO

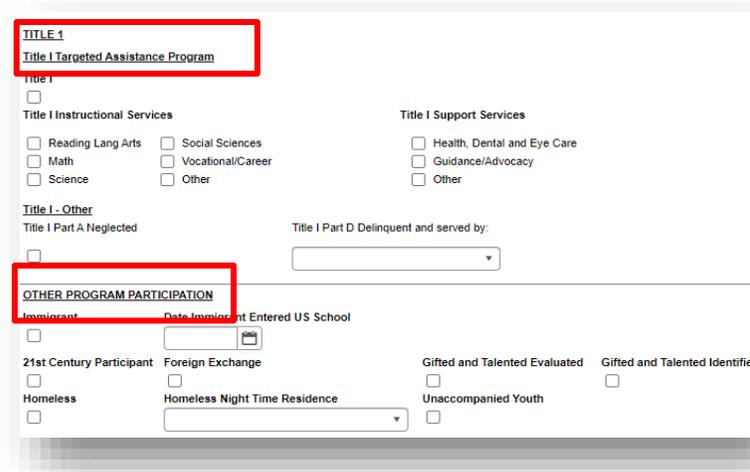
1. Select current **Year** and the **School** from the banner at the top of the screen in Infinite Campus.
2. Select the **Search** tab.
3. Choose **Student** from the drop-down menu.
4. Select **Go**. (All enrolled students for the chosen Year and School will load in the search window.)
5. Select a student by clicking on the name.
6. Select the **Enrollments** tab.
7. Select the current school year from the list of enrollments.

8. Scroll down to locate the **State Reporting Fields** section. The top portion of this section contains the **Military Connected Status, Job Corps, MT Youth ChalleNGe, and the Indian Language Immersion Program** fields.



9. For **Title 1 Targeted Assistance Program** and **Other Program Participation**. Navigate further down the enrollments tab to find the fields required for other Programs (Note: Ignore the Migrant box, which will be checked and maintained by the OPI Migrant Program staff.) Check the boxes for those which apply:

- Title 1
- Title I Instructional Services (by type)
- Title I Support Services (by type)
- Title I Part A Neglected
- Title I Part D Delinquent
- Immigrant (date entered US school)
- 21<sup>st</sup> Century Participant
- Foreign Exchange
- Gifted/Talented Evaluated
- Gifted/Talented Identified
- Homeless (and type of overnight residence)
- Unaccompanied Youth



10. Return to the top of the screen and select **Save**.
11. Repeat steps 5-10 for each student.

**NOTE:** If Homeless or 21<sup>st</sup> Century Participant fields are checked, they must be left checked all year, regardless of status changes.

## B.) Location of Additional Programs Outside of the Enrollment Tab:

The following programs are located outside of the enrollment tab in separate areas within Infinite Campus.

### MT Digital Academy Students

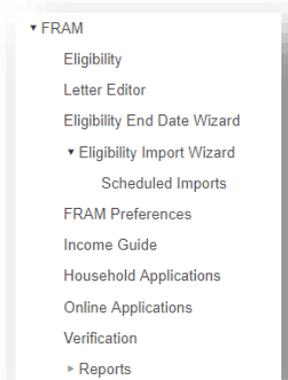
MT Digital Academy students are enrolled through public school districts and are enrolled in AIM the same as other students. No additional enrollment data is needed in AIM. If a student is primarily enrolled in any other type of school (e.g., home school, private school, etc.) and is enrolled in the public school **only** to access the **MT Digital Courses**, report the student with **Service Type** of *S: Partial* in their enrollment.

### FRAM Module

The **FRAM** module allows districts to track changes to the **Free/Reduced Meal** status throughout the year.

**NOTE:** All **Free/Reduced Meal Status** information **must** be entered through the **FRAM** module, located under the **Index** section of Infinite Campus.

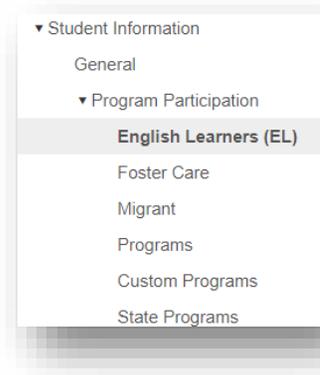
For more detailed information on entering **FRAM** data see the [FRAM Direct Entry or File Upload Guide](#).



### English Learners (EL) Tool

This tool records students that have been identified at the local district as EL and tested using the EL assessment. For each EL student, enter a **Home Primary Language** and a **Language of Impact** on the student's **Demographics** tab first. ([EL Tool AIM User Guide](#))

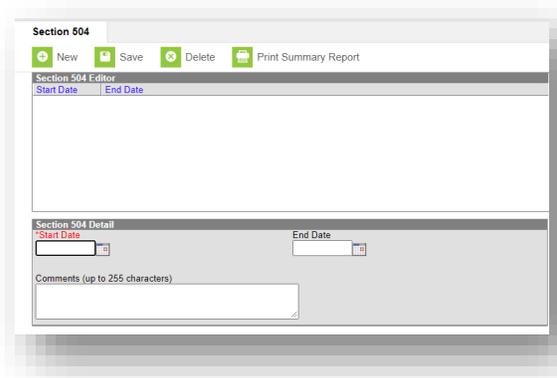
1. In the **Search** tab, select **Student** from the drop-down menu and enter the students name: *Last, First*. Click **Go**.
2. In the **Index** tab, select **Student Information**. Select **Program Participation**.
3. Select **English Learners (EL)**.



### Section 504 Students

This tool allows for a record to be created to track a start and end date for Section 504 participants. If a student receives test accommodations but is not marked as either Special Education or 504, the test may be invalidated and assigned a score of **Novice**. *Only create a 504 record if a student has an active 504 plan on the Count Date*. These records can be manually entered or entered via the [Section 504 Import Template](#) using the same method detailed below under [MT File Upload](#).

1. In the **Search** tab, select **Student** from the drop-down menu and enter the students name: *Last, First*. Click **Go**.
2. In the **Index** tab, select **Student Information**. Select **Program Participation**.
3. Select **Section 504**.
4. Enter a **Start Date**.
5. Enter an **End Date** (not required).
6. Enter any relevant comments (not required).
7. Click **Save**.



## C.) Data Verification and Reminders:

### Data Verification

Please see the [AIM Program Participation Verification Guide](#) which includes descriptions of each individual program, how to update/fix and how to verify each program by running specific reports.

If the data in the district's local Student Information System (SIS) is incorrect, the data in the Infinite Campus MT Edition and AIM State Edition will also be incorrect.

Once the data is transferred to AIM/Infinite Campus, there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** and the **Ad Hoc Reporting** tool found in the **Index** tab.

### Lock Current/Completed IEPs

The completed IEP for each special education student must be locked for the Fall and Test Window counts.

1. In the **Search** tab, select **Student** from the drop-down menu and enter the students name: *Last, First*. Click **Go**.
2. From the **Index** tab, select **Student information**
3. Select **Special Ed**.
4. Select **General**.
5. Click on the **Documents** tab at the top.
6. Click on the IEP in the **Documents List**.
7. If the Document Details lists 'Locked: No' means the document may not be complete. Verify the document is complete before locking it. To lock it, click on the 'Lock/Unlock' button at the top. The Document Detail will change to 'Locked: Yes'.

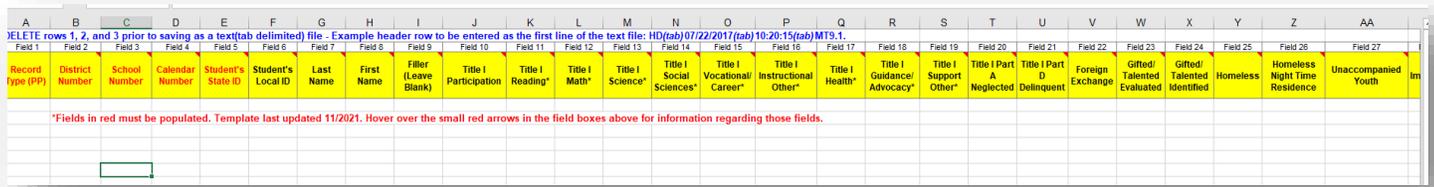
## D.) (MT EDITION) File Upload

*\* This section is for those MT Edition districts that export from their local Student System and upload their data into their MT Edition version of Infinite Campus.*

A Demographic and Enrollment Upload should have already been completed for every student in the Program Participation upload. The Program Participation Template is used for all programs with the exception of MT Youth Challenge, Job Corps, FRAM, EL, Section 504, and Indian Language Immersion Programs. Please review the enrollment end dates and end status for students enrolled in the Job Corps and MT Youth Challenge programs. These programs are only available for upload by using the Fall and Spring Enrollment upload templates, so if updates are needed, they may need to be done manually. **As with all file imports, ensure you have the most current version of the OPI AIM upload file template by retrieving the template directly from our [AIM Upload templates web page](#).**

### EXPORTING ENROLLMENT DATA FROM STUDENT INFORMATION SYSTEM (SIS) OTHER THAN INFINITE CAMPUS

1. Create an export file from your Student Information System.
2. Populate the fields in [Program Participation Template](#), pictured below, with your student data.
3. Save the file in \*.tsv format.

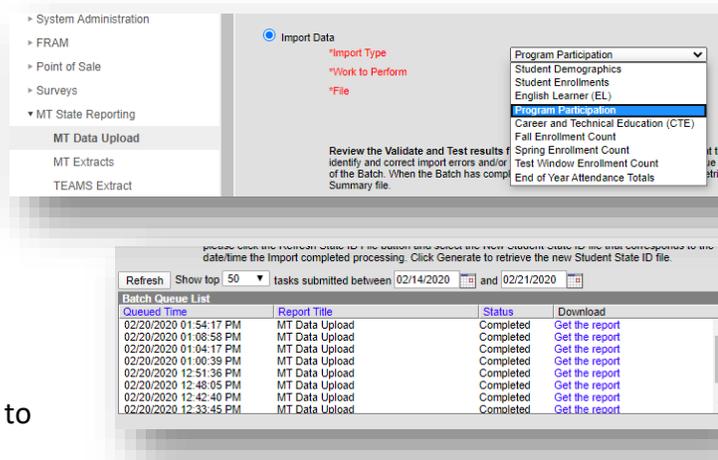


Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23	Field 24	Field 25	Field 26	Field 27
Record Type (PI)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Filler (Leave Blank)	Title I Participation	Title I Reading*	Title I Math*	Title I Science*	Title I Social Sciences*	Title I Vocational/Career*	Title I Instructional Other*	Title I Health*	Title I Guidance/Advocacy*	Title I Support Other*	Title I Part A Neglected	Title I Part D Delinquent	Foreign Exchange	Gifted/Talented Evaluated	Gifted/Talented Identified	Homeless	Homeless Night Time Residence	Unaccompanied Youth

### UPLOADING PROGRAM PARTICIPATION DATA INTO INFINITE CAMPUS FROM YOUR STUDENT INFORMATION SYSTEM (SIS)

**PATH:** MT STATE REPORTING > MT DATA UPLOAD > PROGRAM PARTICIPATION

1. From the *Index*, select **MT State Reporting**.
2. Select **MT Data Upload** from the list.
3. From **Import Type** select **Program Participation** from the drop-down menu.
4. From **Work to Perform** select **Validate and Test** from the drop-down menu. *(This will only test the file- no student data will be updated. Do not upload or test more than one file at a time.)*
5. Select **Choose File** and select the file you saved from your Student Information System export.
6. Select **Submit to Batch**.
7. Check the **Batch Queue List** for the status of the report to read *Completed*.
8. Click on *Get the Report* once its completed.
9. Correct any errors in your Student Information System and export a new file. **NOTE:** *Rename your upload file as the system will not recognize that a different file is being tested and will not perform the test.*



Queued Time	Report Title	Status	Download
02/20/2020 01:54:17 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 01:08:58 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 01:04:17 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 01:00:39 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:51:36 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:48:05 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:42:40 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:33:45 PM	MT Data Upload	Completed	<a href="#">Get the report</a>

10. Repeat the upload instructions above until the file is free from errors.
11. Once the file is free of errors, return to **MT State Reporting** and select **MT Data Upload**.
12. Choose **Import Type, Attendance – Test Window**.
13. Change **Work to Perform** to **Upload File**. *(This process will update student data.)*
14. Select **Submit to Batch**.
15. [Resync data](#) with the state.

## E.) Resync Data

**PATH:** Index > System Administration > Data Utilities > Resync State Data

Resyncing your data to the state ensures that the most recent records are on file with the state.

1. From the banner at the top, select the **Year** and **School**.
2. Select the **Index** tab.
3. Select **System Administration**.
4. Select **Data Utilities**.
5. Select **Resync State Data**.
6. Check the box for **Enrollment**. All associated boxes will automatically populate.
7. At the bottom of the window, click **Send Resync**.

**NOTE:** A data resync is required after changes are completed and before data collection due dates.

FOR ASSISTANCE PLEASE CONTACT THE OPI AIM HELP DESK AT 1-877-424-6681 OR  
[Submit an AIM Help Desk Ticket](#)