
AIM Data Collection Guide:

SPRING ENROLLMENT & AGGREGATE HOURS COLLECTION

This guide explains the basic process for entering Spring Aggregate Hours information into AIM/Infinite Campus.

Topics covered in this Quick Reference Guide include:

- *Four ways to enter absences and aggregate hours information*
- *Early Graduates*
- *Resync State Data*



The Spring Enrollment Count Collection is used to collect the Aggregate Hours of Instruction for all students enrolled on the Spring Count Date. Student data from AIM will then be imported to the MAEFAIRS system to determine the count of students to be used in the calculation of Average Number of Belonging (ANB) which is used for school funding.



The Spring Enrollment data must be accurate for **enrollments as of February 5, 2018**. If there are no classes held on that date use the next regularly scheduled school day. **This collection absolutely ends February 9, 2018.**

There are **four basic methods** of entering this data. Before beginning the process, there are a few considerations in choosing the most appropriate method for your district:

- 1. All of our attendance data is stored on a third party student information system – which method should I use to enter Attendance information?**
 - Most student information systems have automated extracts to upload attendance information in a format that will upload to AIM. (Method #1)
- 2. Our district only has a few students – which method should I use to enter Attendance information?**
 - Districts with only a handful of students may find the direct entry method of entering student attendance most convenient. (Method #2)
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter Attendance information?**
 - Districts who maintain paper ledgers may want to default all students to full-time and use the direct entry method to modify select students and enter Absent Counts. (Method #3)
- 4. Our district uses Infinite Campus to record student attendance information – which method should I use to enter Attendance information?**
 - Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Spring Attendance data. (Method #4)

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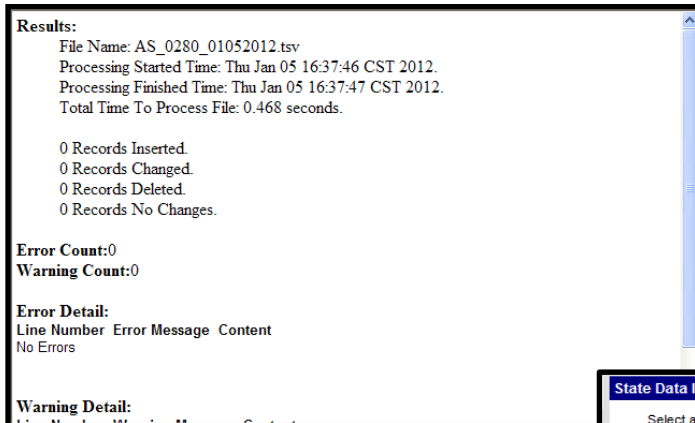
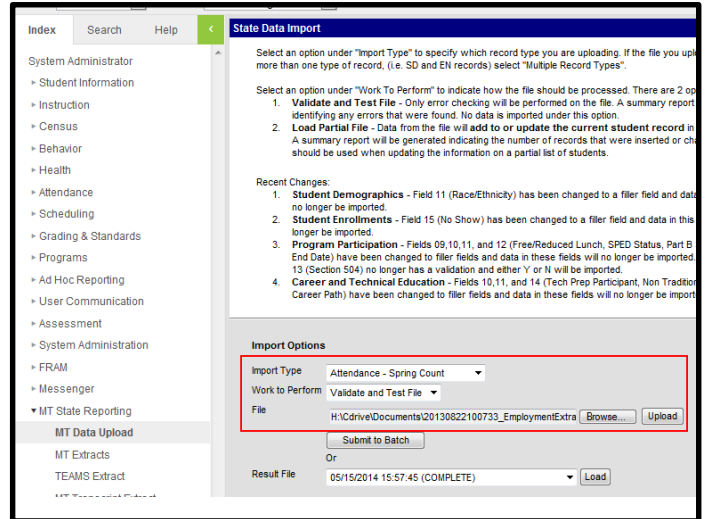
ENTERING AGGREGATE HOURS INFORMATION INTO AIM/INFINITE CAMPUS

METHOD #1: (MT Edition Only) Export Spring Attendance Data from Your Student Information System Then Upload Into AIM/Infinite Campus.

Create an export file from your Student Information System. Save the file in either *.txt or *.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, **Attendance – Spring Count**, and **Work to Perform**, **Validate and Test**. Browse for the file and click **Upload**.



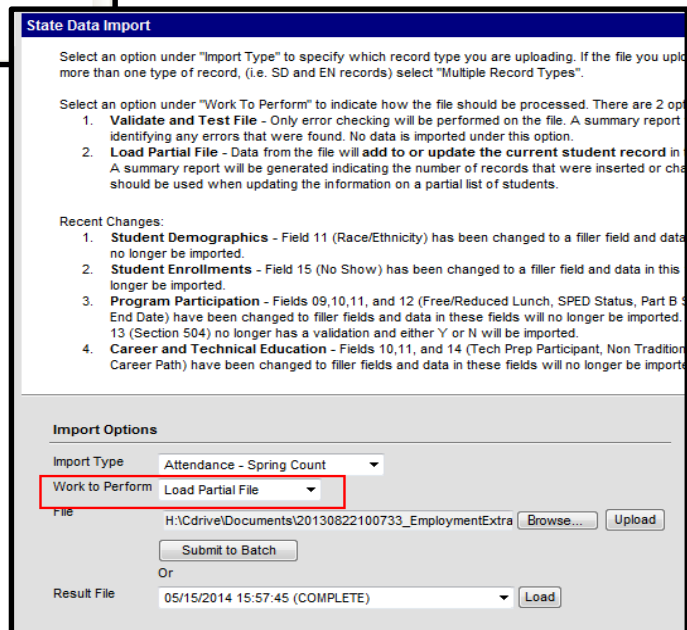
Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to **Load Partial File**. Click **Upload**.

(Be sure to resync the data - see page 7.)



METHOD #2: (District Edition or MT Edition) Direct Entry of Aggregate Hours and Attendance into Infinite Campus.

Select **Year 17-18** and a **School**.

Click the **Search** tab. **Search for Student**.

Enter criteria (or leave blank to get list of all students)

Click **Go**.

Click student's name and select the **Enrollments** tab.

Open the current 17-18 school year enrollment.

Scroll down to the **Attendance and Enrollment Information** section.

Under **Spring Attendance Count**, select the appropriate Spring Aggregate Hours of Inst.

Checking the **Exclude Spring ANB – 10 Day Rule** box will

exclude the student from the Spring ANB count. Mark this box if the student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception.

Click **Save**.

Continue for every student enrolled on **February 5, 2018**.

Kent, Clark
Grade: 08 #928 DOB: 02/23/2004 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers
Graduation Athletics AdHoc Letters Waiver Records Transfer Report Comments
Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
	08	P	Adams Middle School 2018 A (AMS)	08/30/2017	
	07	P	Adams Middle School 2017 A	08/22/2016	06/02/2017

General Enrollment Information

Calendar: Adams Middle School 2018 A Schedule (read only): AMS *Grade: 08 Class Rank Exclude: External LMS Exclude:

*Start Date: 08/30/2017 No Show: End Date: End Action: *Service Type: P: Primary

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

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State Exclude: Serving District: Resident District:

Military Connected Status
Student is a dependent of a member of:

Attendance and Enrollment Information (auto-calculated read-only)

Fall Attendance Count
Fall Aggregate Hours of Inst.: Fall Absent: Exclude Fall ANB - 10 Day Rule:

Spring Attendance Count
Spring Aggregate Hours of Inst.: Exclude Spring ANB - 10 Day Rule:

Test Window Attendance Count
Testing Aggregate Hours of Inst.: Testing Absent: ADA - #Days Present: ADA - #Days Enrolled: 10+ days unexcused absences 1st sem: 10+ days unexcused absences 2nd sem:

METHOD #3: (District Edition or MT Edition) Default All Aggregate Hours to Full-Time.

From the **Index**, select **MT State Reporting/MT Extracts**.

Select **Extract Type**,
Attendance – Spring Count and
Format, *State Format (TSV)*.
Select the *Calendar(s)*.

Click **Generate Extract**.

Save the file to a convenient
location (i.e., the desktop).

From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select
Attendance – Spring Count and
Work to Perform, *Load Partial File*.

Click **Upload**.

All students' Spring
Aggregate Hours will now
be marked as *F: 720+*

Adjust the individual student record for a student who has *Aggregate Hours* other than *F: 720+*. Follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Open the current 17-18 school year enrollment. Scroll down under the State Reporting Fields section to the **Attendance and Enrollment Information** section.

If the *Aggregate Hours* are different, select the appropriate number of hours.

If it applies, check the *Exclude Spring ANB – 10 Day Rule* box to exclude the student from the Spring ANB count. Mark this box if:

- Student was absent more than 10 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.)

Kent, Clark
 Grade: 08 #928 DOB: 02/23/2004 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers
 Graduation Athletics AdHoc Letters Waiver Records Transfer Report Comments
 Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar (Schedule Name)	Start Date	End Date
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General Enrollment Information

Calendar: Adams Middle School 2018 A Schedule (read only): AMS *Grade: 08 Class Rank Exclude: External LMS Exclude:

*Start Date: 08/30/2017 No Show: End Date: End Action: *Service Type: P: Primary

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

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State Exclude: Serving District: Resident District:

Military Connected Status

Student is a dependent of a member of:

Attendance and Enrollment Information (auto-calculated read-only)

Fall Attendance Count

Fall Aggregate Hours of Inst.: Fall Absent: Exclude Fall ANB - 10 Day Rule:

Spring Attendance Count

Spring Aggregate Hours of Inst.: Exclude Spring ANB - 10 Day Rule:

Test Window Attendance Count

Testing Aggregate Hours of Inst.: Testing Absent: ADA - #Days Present: ADA - #Days Enrolled: 10+ days unexcused absences 1st sem: 10+ days unexcused absences 2nd sem:

Click **Save**.

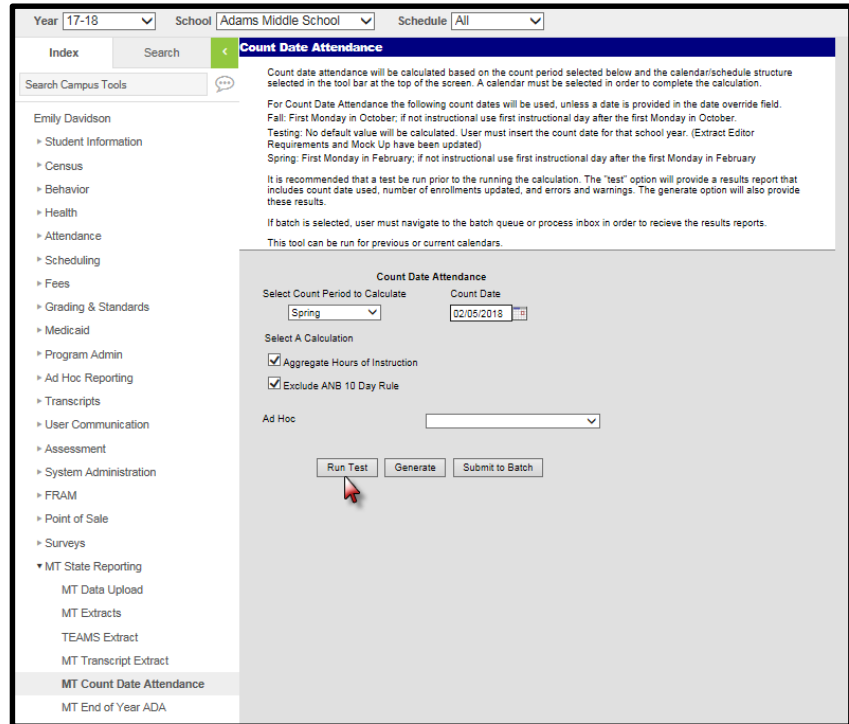
Be sure to resync data to the state level – see page 10.

METHOD #4: (District Edition or MT Edition Value Added) Automatic Calculation for Districts who Record Attendance in Infinite Campus

Districts who record daily attendance in MT Edition Value Added or District Edition do not need to enter *Aggregate Hours* and *Absent Count* data for individual students. This information will be calculated automatically from the attendance data entered in Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the Index, expand **MT State Reporting**. Select **MT Count Date Attendance**.



From **Select Count Period to Calculate**, choose *Spring*. All other options will populate automatically. Click **Run Test**.

These results were generated in TEST mode and no data has been inserted into the database.

Result Report

Count Date(s)		
Calendar Name	Schedule Structure	Count Date
	All	11/06/2017

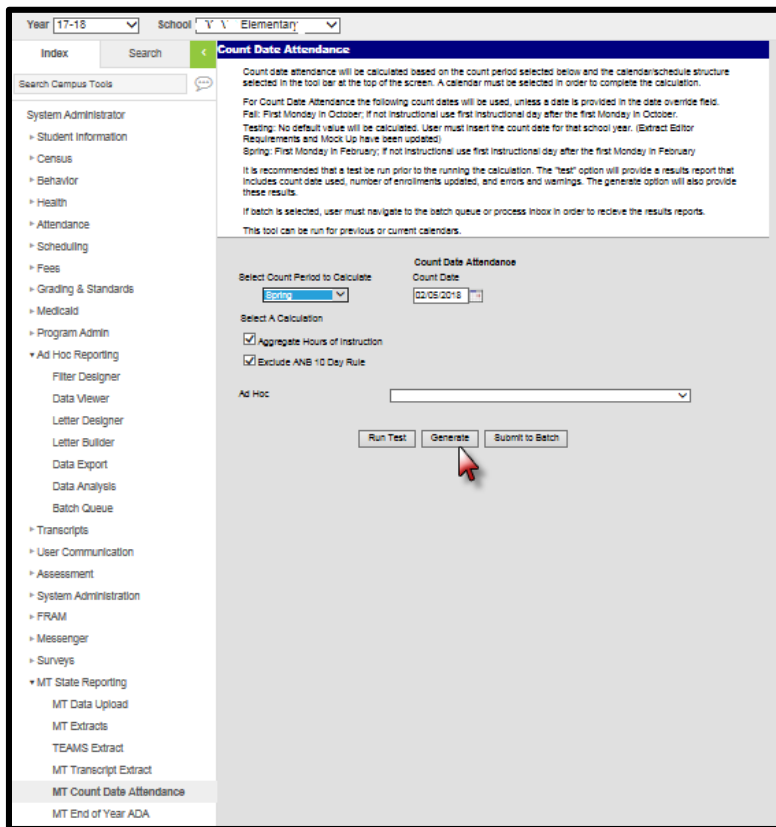
Aggregate Hours of Instruction	
Field	Number of Enrollments Update
Fall	0
Spring	357
Testing	0

Absent	
Field	Number of Enrollments Update
Fall	0
Testing	0

10 Day Rule	
Field	Number of Enrollments Update
Fall	0
Spring	0

Open the Results Report.

Check the warnings/errors and make corrections as needed.



Return to the **MT Count Date Attendance** tool.

Click **Generate**.

Repeat for each **School/Calendar**.

Note:

The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

**** Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.**

EARLY GRADUATES

Enter *Spring Aggregate Hours* for early graduates (students who graduate at semester, with *Diploma Period 02: Early Graduate – 7 Semesters*).

Spring Aggregate Hours should be equal to the number of hours of instruction the student was receiving at the time of graduation.

Verify that *Diploma Date*, *Diploma Type* and *Diploma Period* have been correctly entered on the **Graduation** tab.

See **Method #2** above for specific instructions on the direct entry of student attendance data.

The screenshot displays a web-based interface for student graduation information. At the top, there are navigation tabs: Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Fees, Lockers, Graduation (selected), Athletics, Ad-Hoc Letters, Waiver, and Records Tra. Below the tabs are 'Save' and 'Documents' buttons. A message states: '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'. The main content area is divided into sections: 'State Graduation Record' (modified 07/29/2014), 'Earliest Grade 9 Enrollment Information' (Grade 9 Date: 08/25/2014, NCLB Cohort Year: 2018, District Number: 0545, District Name: Browning Public Schools), 'Enrollment Data: Browning Public Schools (0545)', 'Graduation Detail: Browning Public Schools (0545)', and 'General Graduation Information'. The 'General Graduation Information' section includes: Diploma Date (05/29/2018), Diploma Type (01: Regular Diploma), Diploma Period (01: Early Graduate less than 7 semesters), Date First Entered the 9th Grade (08/25/2014), NGA Cohort End Year (2018), NCLB Cohort End Year (2018), Post Grad Location, and Post Grad Plans. At the bottom, 'State Reporting Graduation Fields' includes Cohort Grad Year.

RESYNC STATE DATA

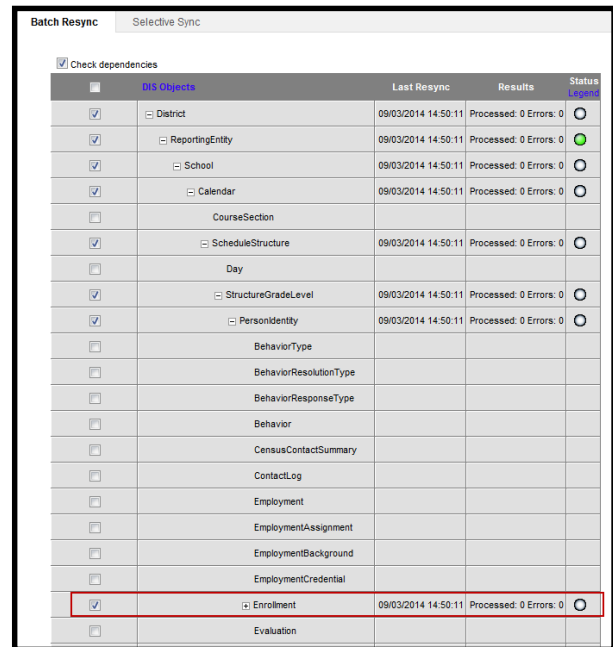
When using any of the above methods, it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**.

Set the *Year* to 17-18.

Check the box for **Enrollment**. All associated boxes will automatically populate. At the bottom, click **Request Resync**.

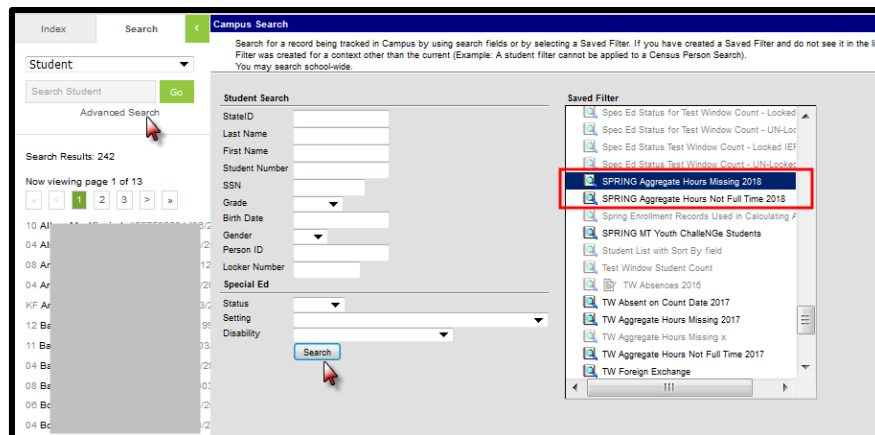
A data resync is required for all file uploads and recommended before data collection due dates.



Batch Resync		Selective Sync		
<input checked="" type="checkbox"/> Check dependencies				
<input type="checkbox"/>	BIS Objects	Last Resync	Results	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/> District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	CourseSection			
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Day			
<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	BehaviorType			
<input type="checkbox"/>	BehaviorResolutionType			
<input type="checkbox"/>	BehaviorResponseType			
<input type="checkbox"/>	Behavior			
<input type="checkbox"/>	CensusContactSummary			
<input type="checkbox"/>	ContactLog			
<input type="checkbox"/>	Employment			
<input type="checkbox"/>	EmploymentAssignment			
<input type="checkbox"/>	EmploymentBackground			
<input type="checkbox"/>	EmploymentCredential			
<input checked="" type="checkbox"/>	<input type="checkbox"/> Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Evaluation			

VALIDATION WITH STATE PUBLISHED AD HOC FILTERS

State published ad hoc filters are available to help verify aggregate hours as of the count date.



The screenshot shows the 'Campus Search' interface. On the left, there is a search results list for 'Student' with 242 results. The main area contains search filters for Student Search, including fields for StateID, Last Name, First Name, Student Number, SSN, Grade, Birth Date, Gender, Person ID, Locker Number, Special Ed, Status, Setting, and Disability. A 'Search' button is at the bottom. On the right, a 'Saved Filter' dropdown menu is open, showing a list of filters. Two filters are highlighted with a red box: 'SPRING Aggregate Hours Missing 2018' and 'SPRING Aggregate Hours Not Full Time 2018'.

Select the appropriate year and school. Under the **Search** tab, click **Advanced Search** and in the **Saved Filter** window expand **+State Published** list and select either **SPRING Aggregate Hours Missing** or **SPRING Aggregate Hours Not Full Time**. Click on the **Search** button and the search results will be listed on the left. This will allow you to select the student and adjust aggregate hours if necessary.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or
opiaimhelp@mt.gov for assistance.