Montana Office of Public Instruction

opi.mt.gov Elsie Arntzen, Superintendent

AIM Newsletter ~ April 2018

Welcome to the OPI Achievement in Montana (AIM) Newsletter. The AIM Newsletter is published several times during the year to announce important student data collection news and events. It provides up-to-date information necessary for the administration of statewide student information and the accompanying data collections.

Contents (interactive)

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Work In Progress

MT Edition Districts: Upcoming Changes to Process for Uploading/Importing Files into AIM

NOTE: This only applies to those districts that DO NOT use Infinite Campus as their primary local student information system (SIS).

The updates to Infinite Campus on **April 27th** will include significant changes to the screen and process for uploading/importing files into AIM/Infinite Campus. The path is still the same: *Index > MT State Reporting > MT Data Upload*.

However, all uploads will now use the 'Submit to Batch' process and the new State ID files can be retrieved from the same screen.

A new user guide has been created entitled AIM File Imports Guide.

Ad Hoc Updates

The state published ad hoc used to see all students taking alternate state tests has been renamed and republished to reflect and identify that it should be used during the Test Window collection.

OLD: AS Spec. Ed Students Taking Alternate State Test
NEW: TW Spec. Ed Students Taking Alternate State Test

OPI recently issued a state published ad hoc entitled 'student ALL Migrant Enrolled Maintained by OPI.' However, this ad hoc will not yet produce any results at the district level. OPI is working with Infinite Campus to make the Migrant flags that are created at the state level visible at the district level. Until then, the ad hoc will only work at the state level. Currently, there are approximately 450 Migrant students across the state. All Migrant students are entitled to free lunches. If a district would like to see the list of Migrant students sent securely via the MT ePass file transfer service, please contact the OPI AIM Help Desk by email at opioaimhelp@mt.gov or call us at 1-877-424-6681.

Contact Angela Branz-Spall or Silvana Hackett for further assistance with migrant student data.

Behavior

AIM System Administrators, please make sure that you have created a user group(s) for the Behavior module and added the appropriate people who work with discipline incidents in your district. You can find instructions on how to create user groups on the OPI AIM web page by going to the following link http://opi.mt.gov/Leadership/Data-Reporting/AIM-Achievement-in-Montana/AIM-User-Guides and under the AIM Guides by Topic or Function column, select the one labeled Behavior Tool Rights and Roles**.**

Foster Care

The OPI staff has completed entering Foster Care data into AIM for April. At the end of each month, the OPI will receive an updated list from the Dept. of Health & Human Services (DPHHS) and will strive to have the AIM data updated by the 15th of each month.

Districts can now use the new state published ad hoc report called *student ALL Foster Care Active 2017-18 Maintained by OPI* to see the list of foster care students in their district.

The location of this individual data inside Infinite Campus is: *Index > Student Information > Program Participation > Foster Care.*

New/Renamed End of Year (EOY) Attendance Totals Collection

Due to the need to collect 'ESSA # of days absent' values at the end of the 2017-18 school year, the former OPI AIM end of year data collection called 'Average Daily Attendance', has been renamed and is now called 'End of Year Attendance Totals' data collection. Its' purpose is to include the same 'ADA # days present' and 'ADA # days enrolled' values as collected in previous years, and in addition, it will now also include the new 'ESSA # days absent' field value. ***The due date for this collection to be completed in the OPI AIM system is 6/22/18.***

On April 27th, Infinite Campus/AIM will be updated and the new ESSA # Days Absent field will be in the student enrollment screen, next to the ADA fields for all districts.

ATTENTION! District Edition (or MT Edition Value Added) Users Only:
This note is for districts that use Infinite Campus District Edition as their main local student system. During the Infinite Campus version update scheduled for *June 15th*, there will be a new MT ESSA Days Absent tool/process. This MT ESSA Days Absent tool allows district users the ability to populate a student's enrollment record with the number of days a student is considered ESSA/federally absent. This ESSA/federally absent number is a result of Infinite Campus' Chronic Absenteeism calculations that will be computed nightly and made available for review on a students' attendance tab. ***This MT ESSA Days Absent tool/process will need to be done in addition to the current MT End of Year ADA process, which calculates the ADA #Days Present and ADA #Days Enrolled.***

ATTENTION! Montana Edition Users Only:
This note is for districts that do not use Infinite Campus as their main local student system. During the Infinite Campus update on April 27th, MT Edition districts will see a change in the name of the upload process from the former 'Average Daily Attendance' to the new 'EOY Attendance Totals'. Also, these districts should have a new calculation process available to them in their student software that will calculate the number of days a student is considered ESSA days absent. This ESSA days absent value, along with the 'ADA #Days Present' and 'ADA #Days Enrolled' values should be uploaded into Infinite Campus/AIM via the End of Year Attendance Totals upload. ***IMPORTANT!*** Please pay extra special attention to the timeline of when to use your student systems' process to calculate your 'End of Year Attendance Totals'. ***The calculation of these values may need to be done before the 2017-18 data is archived for the year in your local student system.***

Please review the new [AIM File Imports Guide](#) for details on the new upload process.

IMPORTANT! Attention Needed by ALL Districts: Please pay extra special attention to the timeline of when to calculate and submit your 'End of Year Attendance Totals'. The calculation of these values should be completed soon after all students' daily attendance has been recorded for the year. For District Editions, they will need to wait until after the Infinite Campus version update on 6/15/18. ***Please be as prompt as possible to get this data submitted to the OPI AIM system. Each students' end of year attendance totals values should be completed and submitted to the OPI AIM system no later than the OPI AIM due date of 6/22/18.***

We are currently in process of writing a 'End of Year Attendance Totals' Collection Guide to be available on our AIM web page soon.

Current and Upcoming Collection Checklists

We have taken the AIM Data Collection Checklist and broken it up into smaller and easier to digest individual Checklists for each AIM Data Collection. Listed below are links to the current or upcoming AIM Data Collection Checklists. These checklists are available on the AIM Website under AIM Data Collection Guides. We have also included these checklists later in the newsletter.

- ✓ Spring CTE Collection Checklist *(March 1st – April 30th)*
- ✓ End of Year Checklist *(May 7th – June 15th)*
- ✓ End of Year Program Participation Checklist *(May 7th – June 15th)*

Reporting High School Student Cohort Data in AIM

There are new concepts to consider for reporting cohort data for the OPI AIM End of Year Collection and the Previous Year Dropout, Graduate and Cohort Collection. Inside the students' Graduation tab in Infinite Campus, there are two sections: The State Graduation Record and the District Graduation Record. Please see the Reporting Cohort Data User Guide on our AIM User Guides website for more details.

Infinite Campus Version Update Schedule

2017-2018 School Year	
April 27, 2018	1801, 1805, 1809, 1813
June 15, 2018	1817, 1821

- ➢ **1801 - 1813 Version Highlights:**

  - **New ESSA - #Days Absent field available on the enrollment screen.**
  - **New upload screen for MT Edition users.**
  - **ADA collection/upload now called End of Year (EOY) Attendance Totals.**
  - **MT Edition users will be able to edit the Local Staff Number field.**
  - **Demographics upload via batch now has "new state ID" link.**
  - **Fix for state graduation record not getting published to districts.**

- **Read-Only calendar rights now available and All Calendars checkbox removed.**
- **Updated NCES course code list in district edition to match 2018-19 requirements.**

Be sure to check the [Infinite Campus Version Update Schedule](#) on the [AIM website](#) for changes to this schedule.

Routine Data-Checks

The following data checks should be performed in AIM/Infinite Campus on a regular basis to help assure quality student data:

✓ Verify that all students have an enrollment and no overlaps: "*Index -> Student Information -> Reports: Duplicate IDs; Enrollment Status; Enrollment Summary; State Enrollment Verification; and State Enrollment Overlap.*"

✓ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or

✓ [Enrollment End Status Codes](#).)

✓ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)

✓ Verify that all completed Special Education ERs and IEPs are locked.

✓ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students

✓ End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))

End of Year Collection Checklist

The End of Year Collection completes enrollments for the closing year and begins the process of enrolling students for the New Year. Schools create calendars for the new school year and have the option of pre-enrolling students for the next year.

Closing year enrollments may be ended in a batch (using Infinite Campus tools) or may be ended using the File Upload process.

Below you will find the checklist for the End of Year Collection. This collection absolutely ends **Friday, June 15th, 2018**.

☐ Notify State if any grade levels at a school are changing for next year.

Follow the OPI [End of Year Collection Guide](#) to:
☐ Create calendars for next year.
☐ Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as part of the Beginning of Year Collection.)

- ☐ End all current year enrollments.
- ☐ Verify Graduation data (Diploma type, Diploma date and Diploma period).
- ☐ Verify Data using State Published Ad Hoc Reports:
    "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status."
- ☐ ReSync enrollment data after uploading files (MT Edition users only) or running MT Count Date Attendance wizard (for District Edition or MT Edition Value Added users only).

End of Year Program Participation Collection Checklist

Program Participation data is used to determine sub - groups for AYP calculations. Sub - groups are calculated by Race/Ethnicity, Meal Status (Free/Reduced Lunch), English Learners (EL Status) and Immigrant Status. The collection must be completed by **Friday, June 15th, 2018**.

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 data Title I 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 data for Immigrant students (Date entered US school, Home Primary Language.)
- ☐ Enter/Verify data for 21st Century participants.
- ☐ Enter/Verify for Foreign Exchange students.
- ☐ Enter/Verify data for Gifted/Talented students.
- ☐ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
- ☐ Enter/Verify data for Section 504 students.
- ☐ Enter/Verify FRAM status ([FRAM Guide](#))
- ☐ Enter/Verify EL (English Learner) status for students new to the program or transfer students (include Home Primary Language and Language of Impact). ([EL Tool Guide](#))
- ☐ Enter/Verify EL status for continuing students.
- ☐ Verify Data using State Published Ad Hoc Reports:
    Index -> Ad Hoc Reporting -> Filter Designer ->> +State Published: -> "student TW EL (English Learner) Students", "TW Foreign Exchange", "TW FRAM Students 2018", "TW Gifted and Talented", all of the TW reports.
- ☐ 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).

Did You Know?

> All behavior incidents that require state reporting need to be entered into the Behavior module in Infinite Campus/AIM. The Behavior user guides can be found on the AIM User Guides webpage. They are under the topic BEHAVIOR in the right-hand column under AIM Guides by Topic or Function.

> New Identities need to have different Effective Dates. When creating new identities for students – for instance, if their name changes – It is important to make sure the Effective Date is different from any of their previous identities. The Effective Date defaults to the current date. And it doesn't happen often, but sometimes more than one identity is created on the same date and this causes difficulties with syncing the proper identity to the state edition of AIM.

> If your district has switched to using Infinite Campus as your primary student information system, you are now a "District Edition" user and should follow the instructions in the user guides that refer to District Edition users.

> "Zero Padding" is already formatted into the upload templates provided on the AIM Upload Templates webpage. The instructions for zero padding are included inside the comments for each column. However, that formatting has already been done for those columns requiring it.

> The Student Locator has been repaired and can be used to enroll students that have been in your district before. Clicking on the student in the results box with the "return arrow" next to their name will take you directly to the student information page and you can create their new enrollment.

Questions or Suggestions?

Please feel free to contact the OPI AIM Help Desk at 877-424-6681 or opiaimhelp@mt.gov with any questions or suggestions you might have!

Thank you!!

Meet the OPI AIM Support Team

Gail Harms
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Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM System Manager, she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines for the annual AIM data collections. She also coordinates Infinite Campus software version updates and system testing.

Candi Standall
AIM Data Control Specialist
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Candi has been the lead AIM Data Control Specialist with the OPI since September 2014. She provides technical assistance to school districts with respect to using Infinite Campus to submit student data for state reporting. Candi works to keep the AIM user guides up to date and is usually the first person to answer the AIM help desk phone calls and emails: opiaimhelp@mt.gov .

Jennifer Straw
AIM Data Control Specialist
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Jennifer has been a Data Control Specialist with OPI since August 2016. She works half-time to provide assistance to make sure the AIM data is accurate by reviewing daily verification reports for syncing issues, combining duplicate students and analyzing the data and calling districts to resolve data discrepancies such as overlapping enrollments, Kindergarten under 5, inappropriate age for grade level, and resolving discrepancies between MAEFAIRS and AIM.

Andy Boehm
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Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a member of the AIM team answering AIM Help Desk phone calls and making phone calls to assure that the AIM data is the best that it can be. His emphasis is in dropout and graduation quality control, collection and reporting. He also is involved in the collection of enrollment data and puts out the yearly Facts About Montana Education pamphlets.