

## AIM Newsletter ~ October, 2017

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)

Work In Progress .....	2
District ACTION NEEDED – AIM Collections ARE in Progress .....	3
Enrollment Overlaps are Key Tool for Districts.....	4
Fall in AIM Means it is Time To... ..	4
Preschool (PK) Grade Level Students.....	5
Kindergarten (KF) Grade Level Students .....	6
Current & Upcoming Collection Checklists.....	6
Infinite Campus Version Update Schedule .....	6
Questions or Suggestions? .....	7
Meet the OPI AIM Support Team .....	8

Gail Harms  
AIM Data Resource  
Administrator 406-444-3494  
[gharms@mt.gov](mailto:gharms@mt.gov)

Candi Standall  
AIM Data Control  
Specialist 406-444-3495  
[cstandall@mt.gov](mailto:cstandall@mt.gov)

Jennifer Straw  
AIM Data Control  
Specialist 406-444-0714  
[jstraw2@mt.gov](mailto:jstraw2@mt.gov)

Andy Boehm  
Research  
Specialist 406-444-0375  
[aboehm@mt.gov](mailto:aboehm@mt.gov)

AIM Help Desk  
877-424-6681 or 406-444-3800  
[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov)

# Work In Progress

## AIM District Advisory Groups

Our AIM District User Groups are now called AIM District Advisory Groups.

The *AIM District Edition Advisory Group* will meet on Thursday, October 12<sup>th</sup> from 9:00 a.m. to 3:00 p.m. It will be held at the OPI Training Room, 1227 11<sup>th</sup> Avenue, Helena. We also have an online 'Go To' meeting available.

This meeting will be focusing on the District Edition features and functionality and will be most useful for those districts who use Infinite Campus as their primary student information system (which includes those districts who use the MT Edition Value Added version of Infinite Campus).

The *AIM Montana Edition Advisory Group* will meet on Friday, October 27<sup>th</sup> from 9:00 a.m. to Noon. It will be held at It will be held at the OPI Training Room, 1227 11<sup>th</sup> Avenue, Helena. We also have an online 'Go To' meeting available.

This meeting will be focusing on the Montana Edition features and functionality most useful for those who do not use Infinite Campus as their primary student information system.

You can attend either in person or online. Please email Candi Standall at [cstandall@mt.gov](mailto:cstandall@mt.gov) (406-444-3495) to let her know how you'd like to participate and she'll get you hooked up!

If you have suggestions for presentations for either of these meetings, email Candi Standall at [cstandall@mt.gov](mailto:cstandall@mt.gov).

## New OPI Website

The [new OPI website](#) has been launched and many of the AIM user guides are still under construction. Please let [Candi Standall](#) know if you have trouble finding anything you need on the website or if you see anything that needs fixing on the [new AIM website](#).

## Infinite Campus Dropouts, Graduates & Cohorts Data Certification Process

We continue to work to on a process inside Infinite Campus for districts to use to validate and certify their dropouts, graduates and cohorts. We hope to have it in place for Fall, 2018.



# **District ACTION NEEDED – AIM Collections ARE in Progress**

## **1) Beginning of Year Verification - due Friday, 10/6/17.**

Districts should check the completion of their student data in Infinite Campus/AIM for the beginning of the 2017-18 school year. **This collection is due Friday, 10/6/17.**

Please contact the AIM Help Desk 1-877-424-6681 (toll free) 406-444-3800 [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov) with questions.

Please see our 'Beginning of Year Verification' user guides on the OPI AIM website:

[AIM-Achievement in Montana -AIM User Guides](#)

## **2) Previous Year Dropout, Graduate and Cohort Verification - due Friday, 10/13/17.**

Districts can run reports in Infinite Campus/AIM to check their data and then start importing and submitting their Dropout, Graduate and Cohort data inside the OPI Reporting Center starting Monday, 10/2/17. **This collection is due Friday, 10/13/17.**

Please contact Andy Boehm at 444-0375 or email him at [aboehm@mt.gov](mailto:aboehm@mt.gov) with questions.

Please see our 'Previous Year Graduate, Cohort and Dropout' user guides on the OPI AIM website: [Graduate, Cohort and Dropout Verification Guide](#)

[Graduate, Cohort and Dropout Verification Checklist](#)

## **3) Fall Count: Enrollment, Aggregate Hours and Count Date Absence - due Friday, 10/13/17.**

Districts should run reports in Infinite Campus/AIM to check their data and then import and submit their enrollment data in the OPI MAEFAIRS system starting Tuesday, 10/3/17. **This collection is due on Friday, 10/13/17.**

Please contact the AIM Help Desk 1-877-424-6681 (toll free) 406-444-3800 [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov) with questions.

Please see our 'Fall Count – Aggregate Hours and Count Date Absence Collection' user guides on the OPI AIM Web site: [AIM-Achievement in Montana -AIM User Guides](#)

# Enrollment Overlaps are Key Tool for Districts

When a student has two enrollments with a P service type that have overlapping dates at multiple districts, or in the same district, it is called an “Enrollment Overlap.”

Here are the paths to the reports inside Infinite Campus that help you to see overlaps:

- » Index -> Student Information -> Reports -> Enrollment Overlap (overlaps within your district)
- » Index -> Student Information -> Reports -> State Enrollment Overlap (overlaps affecting multiple districts)

The State Enrollment Overlap Report returns the district's view of enrollment overlaps across the entire state. It returns students who are actively enrolled in a school more than once, enrolled in two or more schools during the same date range, enrolled in multiple schools in the same date range in the same school year within the state, and district enrollment overlaps across the state for the same date range and school year.

## Fall in AIM Means it is Time To...

- ✓ Verify that all students have an enrollment and no overlaps: “Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >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 and End Date enrollment and/or flags as necessary. (MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge)
- ✓ Follow the Fall Attendance and Aggregate Hours Collection Guide to:
- ✓ Enter new students, exit students no longer in attendance.
- ✓ Enter Aggregate Hours for Count Date Absences for all students (if District Edition or MT Value Added user, check these after running MT Count Date Attendance calculation).
- ✓ Check the “Exclude Fall ANB - 10 Day Rule” box for:
  - Any student absent 11 or more consecutive days prior to and including the count date.
  - Kindergarten students not 5 years old as of Sept 10<sup>th</sup> who did NOT receive board approval to attend prior to the count date.
  - Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.
- ✓ Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).

- ✓ Verify Race/Ethnicity data. The Fall ANB count is the basis for payment of the American Indian Achievement Gap payment. Verify the race/ethnicity of American Indian Students prior to the Fall Count Date. Identity changes made after the Fall Count Date will not generate the per-student payment.
- ✓ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date (See Importing to MAEFAIRS section on the next page.)
- ✓ Follow the MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge guides to:
  - ✓ Enter End Dates and/or Start Dates for MT Youth Challenge Students
  - ✓ Verify continued participation and grade level for continuing Job Corps Students.
  - ✓ Create Flags for Job Corps and MT Youth Challenge students.
  - ✓ Verify Data using State Published Ad Hoc Reports: "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL Missing Aggregate Hours" and other "FALL" and "ALL" ad hoc reports."
- ✓ 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).
- ✓ NOTE: The Fall Count IS used for ANB funding and requires MAEFAIRS importing and submission. For MAEFAIRS reporting instructions see the MAEFAIRS Count for ANB Reporting Instructions user guide.

## Preschool (PK) Grade Level Students

Please keep student enrollment data updated in AIM for PK grade level children/students. This enrollment data for students in grade level PK should be updated throughout the year and again at the end of the year. These PK students' enrollments should be ended when the student is no longer enrolled or receiving special ed. services. This includes those students who are evaluated for special education and they don't qualify. If the student never attended class or was not ever provided services, these enrollments should have an end date for the same day they were enrolled. (Another option is to delete the enrollment record, but do NOT delete the student record.)

Please run the state published ad hoc report called 'EOY Missing End Date or Status' to find if you have students missing an end date.

## Kindergarten (KF) Grade Level Students

- » Kindergarten Students with N Service Type: Check all Kindergarten students to make sure they have the right service type. Oftentimes, PK students that were "N: SPED Only" service type last year are rolled forward, and the service doesn't get changed to "P: Primary." To see a list of Kindergarten students with N Service Type, use this state published ad hoc: "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Kindergarteners with N Service Type."
- » Kindergarten Students Not 5 Years Old on 9/10: If a student's birthdate is after 9/10, but the district decides to allow Kindergarten registration, the student must have board approval to receive ANB funding. For further details, see the Kindergarten Students Not 5 user guide. To see a list of Kindergarten students not yet 5, use this state published ad hoc: "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL 2017-18 KG Students Less than 5 yrs. Old."

## Current & 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.

- ✓ [Beginning of Year Verification Checklist](#) (August 14<sup>th</sup> – October 6<sup>th</sup>)
- ✓ [Graduate Cohort & Dropout Checklist](#) (September 5<sup>th</sup> – October 13<sup>th</sup>)
- ✓ [Fall CTE Checklist](#) (October 1<sup>st</sup> – December 31<sup>st</sup>)
- ✓ [Fall Aggregate Hours Checklist](#) (October 2<sup>nd</sup> – October 13<sup>th</sup>)
- ✓ [Fall Program Participation](#) (October 2<sup>nd</sup> – October 27<sup>th</sup>)

## Infinite Campus Version Update Schedule

2017-2018 School Year	
<b>October 27, 2017</b>	1733
<b>December 29, 2017</b>	1737, 1741
<b>February 23, 2018</b>	1745, 1749
<b>April 27, 2018</b>	1801



## Did You Know?

- **SPED or 504 Might Qualify for Full-Time Aggregate Hours:** Students with hours stipulated by either an IEP or 504 plan qualify for Full Time Aggregate Hours.
- **Changes to Race/Ethnicity:** If a typo, fix in the Demographics screen. If a change, create New Identity with new information.
- **Never Check the No Show Box:** This will prevent that student from syncing to the state, or being found when conducting a student search, both locally and in student locator.
- **Do not use Student Locator to enroll a student that has been in your district previously.** Use the Search tab and search for All People to find them, then create a +New enrollment (do not create a New Enrollment History).
- **One day enrollments should only occur if:** a) the student was only there for one day, or, b) a student grade 7-12 has not returned, you have not received a transfer request from another school and has an exit status in the 300 dropout range.
- **The Campus Community is a great resource for learning about Ad Hoc Reporting.** Here is a link to a video entitled [Understand Ad Hoc Filter and Report Creation](#) (you might need to be logged in to Campus Community for this link to work).

## Questions or Suggestions?

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

*Thank you!!*

# Meet the OPI AIM Support Team



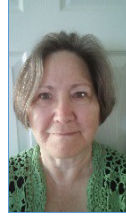
***Gail Harms***

**AIM Data Resource Administrator**

406-444-3494

[gharms@mt.gov](mailto:gharms@mt.gov)

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**

406-444-3495

[cstandall@mt.gov](mailto:cstandall@mt.gov)

Candi has been with the AIM Unit at the OPI since September, 2014. As the lead Data Control Specialist, 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](mailto:opiaimhelp@mt.gov).



***Jennifer Straw***

**AIM Data Control Specialist**

406-444-0714

[jstraw2@mt.gov](mailto:jstraw2@mt.gov)

Jennifer has been with OPI since August 2016. She provides 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***

**Research Specialist**

406-444-0375

[aboehm@mt.gov](mailto:aboehm@mt.gov)

Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a “de facto” member of the AIM team answering AIM Help Desk phone calls and making phone calls to make sure 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.