THIS AIM USER GUIDE EXPLAINS THE VALIDATION PROCESS BEFORE CERTIFYING BEHAVIOR DATA WITHIN INFINITE CAMPUS.

==NOTE:== *IT IS PREFERRED THAT ALL BEHAVIOR INCIDENTS BE ENTERED INTO INFINITE CAMPUS AS THEY OCCUR RATHER THAN WAITING UNTIL THE END OF THE YEAR. *DISTRICTS SHOULD NOT CERTIFY THEIR BEHAVIOR DATA UNTIL THE LAST DAY OF THEIR SCHOOL YEAR HAS BEEN COMPLETED. DISTRICTS STILL NEED TO CERTIFY THEIR DATA TO THE OPI EVEN IF NO EVENTS WERE ENTERED.*

BEHAVIOR DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED TO MEET REPORTING REQUIREMENTS FOR THE U.S. DEPT. OF EDUCATION.

Behavior- Secondary Users: How to Validate and Export District Data Before it is Certified

AIM User Guide

This AIM user guide explains the validation and exporting process for behavior data within Infinite Campus before the Primary (AR) user certifies it. Information pertaining to behavior incidents will contain personally identifiable and sensitive information. Caution and discretion should be used when viewing and/or exporting this data to a secure area on your computer/network.

==NOTE:== *Incidents which take place during the reporting period that meet the following criteria must be reported:*

- An incident that results in an out-of-school suspension or expulsion, regardless of the length of time, for any enrolled student; or
- An incident that results in an in-school suspension, regardless of the length of time, for an enrolled student with a disability or a 21st Century student. In-school suspensions may also be entered for general ed students, however, only the incidents involving special ed or 21st Century students are required for federal reporting; or
- An incident involving weapons, drugs, or violence in which the perpetrator is any enrolled student required for federal reporting.
- For questions pertaining to 21st Century students, please contact Amanda Domino 431-0466.

Validating Behavior Data before Primary User Certifies

1. Login to your local Infinite Campus – AIM site. Select the school(s) you are validating for from the tool bar.
2. Under the **Index** tab, select **Data Integrity Tools.**
3. Select **Data Validation.**
4. Select **Definition Group.**
5. Select **BEHAVIOR STUDENT Data Checks** OR **BEHAVIOR STUDENT List to CERTIFY** (either report is fine to review) from the Data Validation Groups Editor box.
6. Select **Preview** next to the name field of the report. This will generate a report to review.

7. This report lists student behavior incidents that are currently 'in progress', student behavior incidents with a future date, incidents that are referred to law enforcement, incidents missing either state event or state resolution codes and incidents without an 'offender' role. Please check for accuracy and fix any unresolved data issues. See the Behavior- Creating and Modifying An Incident User Guide for instructions on correcting incidents.

8. Once you have checked that the information is accurate for all schools that you are responsible for in your district and made any necessary changes, *please let your Primary user (Authorized Representative) know that your portion of the data is ready to be certified.* *If your school or district has more than one Primary user, then all Primaries must certify the data before it is considered complete.*

9. (OPTIONAL) After your Primary (AR) has certified the information to the OPI, (by following AIM User Guide: Behavior – Primary Users: How to Certify Data to the OPI') the Secondary user may return to the Data Validation area and export the 'BEHAVIOR STUDENT Incident List TO CERTIFY' to Excel for your district's records by following these steps:
   - Return to the **Index** tab, select **Data Integrity Tools**.
   - Select **Data Validation**.
   - Select **Definition Groups.**
   - Select the BEHAVIOR STUDENT Incident List TO CERTIFY report.
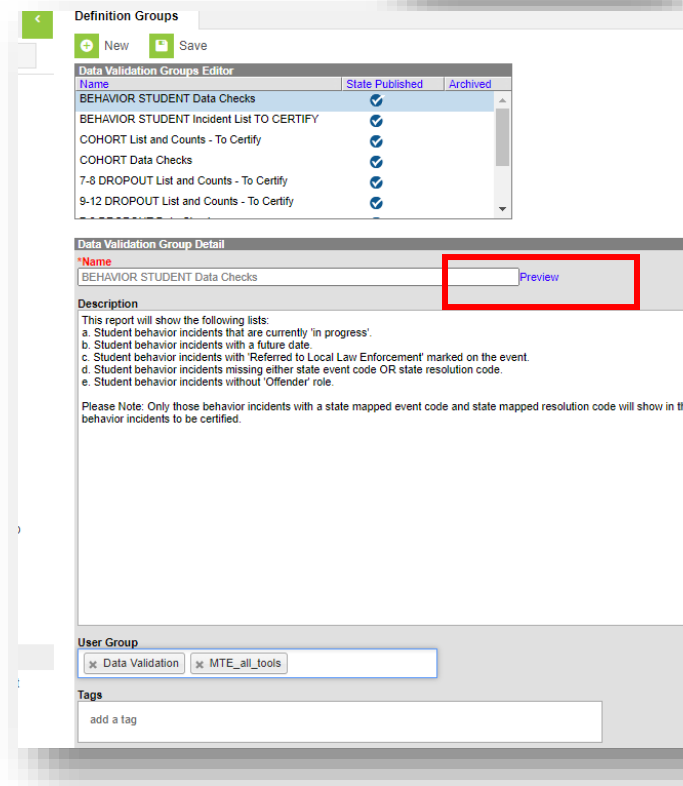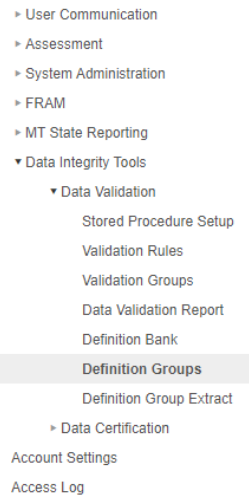
- Make sure the User Group field has *Data Validation* added to it.
- Click **Save**.
- Return to the Index, Data Integrity Tools, Data Validation, and select **Definition Group Extract**.
- Under *Data Validation Group* select **BEHAVIOR STUDENT Incident List TO CERTIFY.**
- Under **Report Format** select **CSV,** this will create an Excel file.
- Under **Report Data Source** select **Local Dataset.**
- Click on the **Generate Report** button.
- Save the information to a secure area on your computer or network.

For more information, contact Kristie Sears at 1-406-444-0685 or

Submit an AIM Help Desk Ticket