THIS AIM & MAEFAIRS VERIFICATION GUIDE EXPLAINS HOW TO FINALIZE AND VERIFY AIM ENROLLMENT DATA. IT ALSO INCLUDES HOW TO IMPORT DATA FROM AIM INTO MAEFAIRS FOR ANB COUNTS.

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THE MAEFAIRS COUNT DAY COLLECTIONS ARE SNASHOTS OF ENROLLMENTS AS OF THE FALL AND SPRING ENROLLMENT COUNT DATES. ENROLLMENTS ARE ENTERED IN AIM, VERIFIED, AND THEN IMPORTED INTO MAEFAIRS FOR PURPOSES OF DETERMINING STATE FUNDING. FOR STUDENTS TO BE CORRECTLY COUNTED IN MAEFAIRS, THE STUDENTS MUST BE ENROLLED IN AIM WITH THE CORRECT SERVICE TYPE AND AGGREGATE HOURS AS PER 20-1-301 MCA.

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DISTRICTS MUST ENTER/IMPORT AIM ENROLLMENT INTO MAEFAIRS:

*FOR THE FALL COUNT DATE (10/7/2019) BY October 25, 2019.

*FOR THE SPRING COUNT DATE (2/3/2020) BY FEBRUARY 7, 2020.

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District Edition users will not be able to populate aggregate hours until the day after the Count Date.

AIM & MAEFAIRS Verification 2019-2020
AIM User Guide

Before beginning this process, there are a few considerations:

1.   What students should be enrolled in AIM?
• Any student enrolled in a district's academic or special education program should be enrolled in AIM, regardless of the number of hours of service.   *page 3*

2.   What other programs count for enrollment and what are the stipulations?
• Students enrolled in Job Corps, MT Youth Challenge or MT Digital Academy may count as enrolled students for ANB purposes, if certain conditions are met.   *page 3*

3.   What is the difference between the three Service Types?
• Service Type indicates the kind of service the student is getting from the district. P is Primary, S is Partial and N is Special Ed Only. *page 4*

4.   What are Aggregate Hours, and how are they calculated?
• Aggregate hours are the annualized hours of instruction a student is expected to participate in a particular course or schedule. They are based on the number of hours per class, times the number of classes. *page 5*

5.   How do I know that my data is correct and will import to MAEFAIRS?
• Verify the information in AIM using Student Information and Ad Hoc Reports prior to importing enrollment data into MAEFAIRS. *page 7*

6.   After verifying AIM data, how do I import to MAEFAIRS?
• The district's MAEFAIRS Registered User can import data from AIM into MAEFAIRS. The Registered User should work with the district's AIM staff to ensure accurate data reporting. *page 11*

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AIM ENROLLMENTS

Only students with an active enrollment record, a reportable grade level (KF/KH-12), and a Service Type of P or S in AIM on the count date(s) will import into MAEFAIRS for purposes of determining Average Number Belonging (ANB) for state funding.

All students receiving services from a public-school district, regardless of the type or the number of hours of service, must be enrolled in AIM.

In addition, students who participate in Job Corps, MT Youth ChalleNGe, and MT Digital Academy courses must be reported in AIM. See the MT Programs-Job Corps & MTDA and MT Programs–Montana Youth ChalleNGe Academy guides for information about accurately reporting these students in AIM.)

Day treatment students also require special reporting methods. Please see Day Treatment - Reporting Students in AIM

Refer to the MAEFAIRS Student Count for ANB and AIM Enrollment Instructions handbook for specific information about student enrollments.

Service Types

Service Types are used to define the enrollment status of a student. There are 3 Service Types:
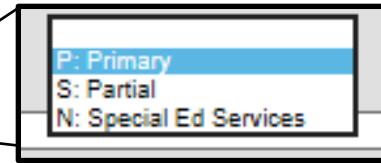
P: Primary – Indicates a student's primary enrollment in a district. *NOTE: any high school student enrolled with the intent of graduation from a district should have a Service Type of P.*

S: Partial – indicates a student's secondary or partial enrollment in a district – used only if a student has a primary enrollment in another district or type of school (e.g., private or home school).

N: Special Ed Services – indicates a student's enrollment only into Special Education Services – these students are typically PK or are primarily enrolled in another type of school (e.g., private or home school). N*OTE: Service Type: N is <u>not</u> used for students in a self-contained Special Education classroom.*

How are Service Types used in AIM and MAEFAIRS?

Students who are enrolled in educational programs at the district and have a **primary** enrollment in another type of school (home school, private school) must be enrolled in AIM. Their **Service Type** is *S: Partial (aka Secondary)* and their **Aggregate Hours** should reflect the annualized number of hours of coursework in which the student is enrolled in the district.

Service Type: S

NOTE: Students taking classes at another level – such as 8th graders taking HS courses – should also have a secondary enrollment. For further instructions on this scenario please see the user guide: Enrolling Students in Two Schools

Service Type: N

Students who are enrolled in the district only for Special Education Services (i.e., they primarily attend another type of school – home school, private school) must be enrolled in AIM. Their **Service Type** is *N: Special Ed Only* and their **Aggregate Hours** should reflect the

annualized number of hours of service the district provides to the student.

Students with *Service Type: N* are not included in the MAEFAIRS ANB counts, but they are included in special education Child Count. Students must be enrolled in AIM to be pulled into the Child Count application.
NOTE: PK students who are 5 as of September 10th **will not** generate ANB. Students who are age 5, but receiving Kindergarten services in a PK setting must be enrolled in Kindergarten to be eligible for ANB.

AGGREGATE HOURS

Aggregate Hours further define the enrollment status of a student as defined by 20-1-301 MCA.

Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on a count date.
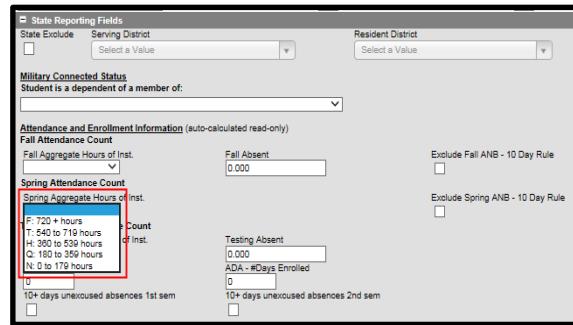
The following designation determines a student's full or part-time enrolled:

Students can be enrolled:
- Full-time (F: 720+ hours)
- ¾ time (T: 540-719 hours)
- ½ time (H: 360-539 hours)
- ¼ time (Q: 180-359 hours) or
- 0 (N: 0-179 hours)

To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district (this calculation is not based on number of days the student is enrolled). NOTE: Pupil instruction does not include lunchtime or unstructured recess. Online courses should be counted as if the student were enrolled in an equivalent district course.

If a student changes their schedule during the school year, here is an example of how to calculate annualized aggregate hours of instruction:

Assume that Bobby Q. Public is enrolled in 12th grade in your district and he attends school pursuant to the following schedule:

Count	Days	Hours per Day	Calculation	Total Hours	Calculation	Annualized Hours
Fall	90	5 hours/day	90 x 5	450	450 x 2	900 aggregate hours
Spring	90	3 hours/day	90 x 3	270	270 x 2	540 aggregate hours
TOTAL	180			720		

How is Bobby's enrollment reported to OPI? In the following ways:

Fall Count: Bobby's aggregate hours are entered as F or 720+. He is full-time enrolled because the annualized hours for his program as of the fall count date would be 900.

Spring Count: Bobby's aggregate hours are entered as T or 540-710. He is three quarter time enrolled (counted as part-time). Even though the example shows the Bobby's total annual hours of instruction would total 720, he is still part-time for the spring count. *Look at how many annualized hours of instruction would be provided for the program the student is following as of the current date, independent from the hours accumulated under a program he/she followed on another count date.*

Absent on Count Date

Fall and Test Window Absent data are used in the calculation of attendance rates used in determining AYP (Adequate Yearly Progress).

Students who are absent for any portion of the day should be marked absent. Use 3 decimal places to report the absence. For example:

- indicates the student was present for the full day.
- 1.000 indicates the student was absent for the full day.
- 0.250 indicates the student was absent for one-quarter of the day.
- 0.500 indicates the student was absent for one-half of the day.
- 0.750 indicates the student was absent for three-quarters of the day.

Exclude Fall/Spring ANB – 10 Day Rule

Check the *Exclude Fall/Spring ANB – 10 Day Rule* boxes to exclude the student from the Fall or Spring ANB count. Mark this box if:

- Student was absent on the count day and 10 or more consecutive 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.) Click **Save**. **Be sure to resync data to the state level – see page 11.**
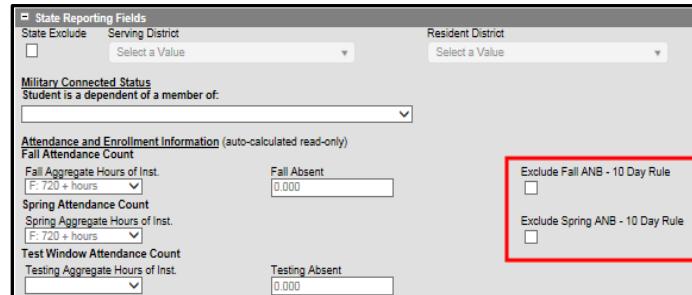
DATA VERIFICATION

Data Verification is a process that begins at the district level. If the data in the district's local student system is incorrect, the data in the MT Edition will likely be incorrect as well.

The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific program staff.

Perform Data Verification procedures before importing/uploading enrollment data from AIM into MAEFAIRS. The following sections explain how to verify enrollment before uploading to MAEFAIRS.

Once the data has been verified in the district's local student system and transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

Enrollment numbers may be verified using the **Student Information Reports** and the **Ad Hoc Reporting Tool**.

 Student Information Reports

There are many reports listed and exploration is highly recommended. The ***Enrollment Summary*** report is a new, more detailed report that offers many parameters to produce a detailed summary.
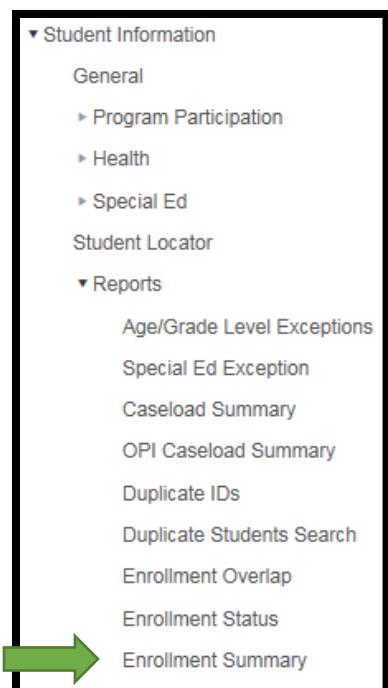
Note: Currently, this report will show multiple enrollments if a student has enrollments at multiple schools in the same district.

Choose an **Enrollment Effective Date** and the calendar(s), as well as any other criteria you feel appropriate. Click **Generate Report.**

A PDF report will be generated based on your criteria.

Ad Hoc Reporting

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

Please refer to the following user guides located on the AIM Website:

Ad Hoc Reporting User Guide   and the State Published Ad Hoc Reports Guide

RACE VERIFICATION

All MAEFAIRS collections import race data, but the Fall MAEFAIRS collection is used to generate the district's American Indian Student Achievement Gap (SAG) payment.
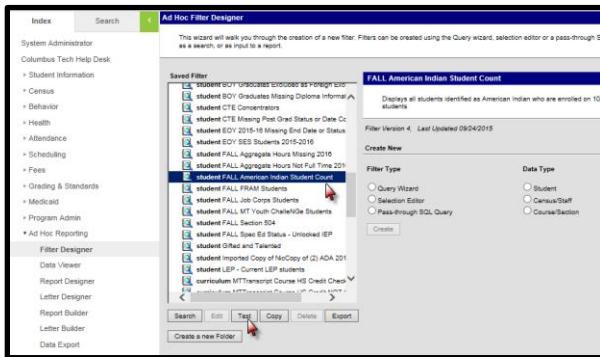
Verify the district's American Indian Student population BEFORE importing the enrollments into MAEFAIRS. MAEFAIRS will not accept changes to American Indian Student Counts after 12/31/2018.

To verify the names and counts of American Indian students, run the State Published Ad Hoc Report entitle: *student Fall American Indian Student Count.*

RESYNC STATE DATA

A data Resync is required for all file uploads. It is recommended to sync data before collection due dates.

This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

Select the School Year you wish to sync. From the **Index**, expand **System Administration/Data Utilities/*Resync State Data*.**

To sync **Enrollments,** check the box for *Enrollment*. All connected data elements will automatically populate.

Scroll to bottom of page, click ***Send Resync***.

IMPORTING FROM AIM TO MAEFAIRS

To import from AIM to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps.   The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time, but will not be able to officially **submit** their report until **on or after:**

- **October 7, 2019** (Fall Count Date). **Due date for importing to MAEFAIRS is 10/25/2019**.

- **February 3, 2020** (Spring Count Date). **Due date for importing to MAEFAIRS is 2/7/2020.**

For instructions on uploading, see *MAEFAIRS Student Count for ANB Reporting Instructions*

For help with the MAEFAIRS system or uploading, contact nmerala@mt.gov or call (406) 444-4401.

Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

The AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.

For more information, contact the AIM Help Desk at 1- 877-424-6681 or opiaimhelp@mt.gov.