

THIS AIM USER GUIDE IS DESIGNED TO PROVIDE GUIDANCE FOR ENROLLING STUDENTS IN INFINITE CAMPUS FOR DISTRICT EDITION USERS AND MONTANA EDITION USERS.

MONTANA EDITION (ME) USERS OF INFINITE CAMPUS UTILIZE A THIRD-PARTY STUDENT INFORMATION SYSTEM TO HOUSE THEIR STUDENT DATA. THE [AIM FILE IMPORTS GUIDE](#) IS AN ESSENTIAL TOOL FOR ME USERS IN UPLOADING THEIR STUDENT DATA INTO AIM/INFINITE CAMPUS.

Enrolling Students in AIM

AIM User Guide

THIS AIM USER GUIDE IS DESIGNED TO PROVIDE GUIDANCE FOR ENROLLING STUDENTS IN AIM/INFINITE CAMPUS FOR DISTRICT EDITION (DE) USERS AND MONTANA EDITION (ME) USERS. (FOR MASS UPLOADING ENROLLMENT INFORMATION FOR ME USERS, PLEASE USE THE [AIM FILE IMPORTS GUIDE](#)).

Contents

CREATING NEW STUDENT ENROLLMENTS (DISTRICT EDITION OR MT VALUE ADDED USERS).....	2
STUDENT LOCATOR METHOD:	2
DIRECT ENTRY METHOD: IF A MATCH IN GENERATED FROM THE STUDENT LOCATOR	
B)ENTER RACE/ETHNICITY:	4
C)ENROLLMENT START & END DATES, STATUS CODES, SERVICE TYPES, & IDENTITIES	5
D)ENROLLMENT START AND END STATUS CODES:	5
E)SERVICE TYPE:.....	5
F)IDENTITIES, LEGAL NAMES/NAME CHANGES:	6
ADDING NEW STUDENT ENROLLMENTS (MONTANA EDITION USERS)	
.....	6
RECORDS TRANSFER	8
VIEW A RECORDS TRANSFER REQUEST:.....	8

Creating New Student Enrollments (District Edition or MT Value Added Users)

Student Locator Method:

Path: Index/Student Information/Student Locator

The **Student Locator** is the preferred method for enrolling new students into Infinite Campus. The Student Locator searches the state database for students previously enrolled in a Montana school district. **Using the Student Locator decreases the chances of creating a duplicate State Student ID.**

The student's Last Name, First Name and Gender are required for a search. A student should always be entered with their legal name. If a student has been previously enrolled in a Montana school district, but a match is not generated, try commonly used last names, nicknames, switch first and last names, or vary the gender.

Tips for Success:

- No periods on Jr and Sr suffixes.
- If the first name is two names (e.g., Mary Ann) try the combined name as well as the first name only under first name.

(Continue to the next page)

The screenshot shows the 'Student Locator' window. On the left, there are input fields for 'Last Name', 'First Name', 'Gender' (a dropdown menu), 'Birth Date' (a date picker), 'Middle Name', 'SSN #' (with a mask), and 'State ID'. A 'Search-->' button is below these fields. On the right, there is a table with columns: 'Name', 'State ID', 'Gender', 'Birth Date', and '%'. The table is currently empty. At the bottom right, there is a 'Create New Student >' button.

This screenshot shows the same 'Student Locator' window, but with search results. The input fields on the left now contain: 'Last Name: Haggard', 'First Name: Marie', 'Gender: M', and 'Birth Date: 06/17/2001'. The 'Search-->' button is highlighted. The table on the right now contains one row: 'Name: Haggard, Marie', 'State ID: 657371011', 'Gender: M', 'Birth Date: 06/17/2001', and '%: 100'. A tooltip box is overlaid on the table, containing the text: 'Locally Enrolled Student, shortcut to their local records', 'Last Enrolled: (08/29/2013-) in grade 07', 'Cascade Public Schools 13-14 Cascade 7-8', and 'Guardian Names:'. The 'Create New Student >' button is still visible at the bottom right.

A) If a match is generated, verify the child's birthdate. Hovering over the child's name will show their last enrollment and grade level. If those match the enrolling child, click on the child's name. From the Student Information screen use the [Direct Entry Method](#) to create a **New Enrollment**. Proceed to **Page 4** below.

B) If the child has not been previously enrolled in a Montana school district, click **Create New Student**. A message will pop up, warning the user that this process will create a new State Student ID. Click **OK**. Proceed with the steps below.

After clicking **OK**, the following information will need to be entered in order to create a new student in the system:

1. Person Info: Enter the Student Number (local ID) – *optional*. If this is a new student, the **State ID will populate when the record is saved**.

2. Identity Info: Enter the required information (marked with a red asterisk (*)).

3. Enrollment Detail: Enter the student's Start Date, Start Status and Grade.

Note: Program participation can be entered at this point as well, though is not required. Navigate further down to view programs and indicate which program(s) the student may be a part of.

4. Click **Save** at the top of the page to enroll the student.

5. The Student Records Transfer wizard will appear. Click **Submit Request**. Records from the sending district will be automatically requested (this feature **does not** replace an official records transfer request from the district – only information contained in the sending district's database will be sent).

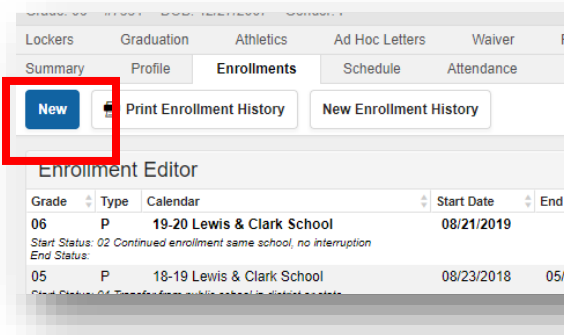
Direct Entry Method: If a match is generated from the Student Locator

Path: Index/Student Information/General

A) Students who already exist within Infinite Campus, can be enrolled in each year by creating a new enrollment.

After pulling up a student's **General Information** screen (click on the **Search** tab, enter the last name and click **Go**):

1. Click on the **Enrollments** tab.
2. Select the **Year** and select a **School** in the **Calendar bar**.
3. Click **New**.
4. Enter at least the required fields (**Calendar**, **Schedule**, **Grade**, **Start Date**, **Service Type**, **Local Start Status**) in the **General Enrollment Information** editor.
5. If additional information can be added at this time, enter that information as well.
6. Click the **Save** icon. The new enrollment will be listed in the **Enrollment Editor**.



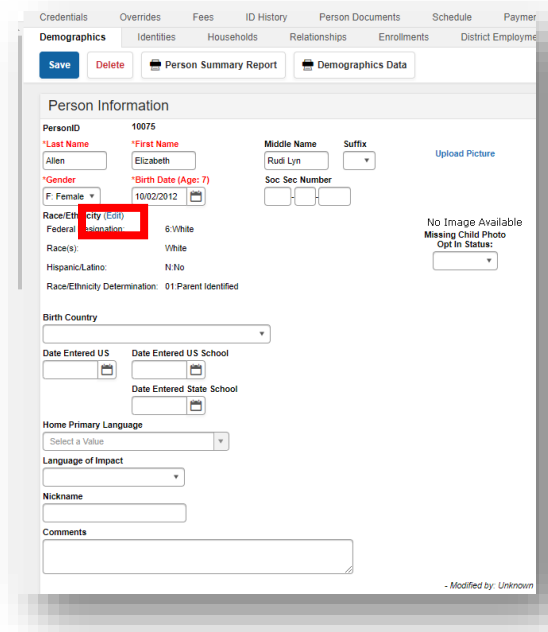
Note: If the child is transferring in from another district in the state of Montana, a records request will have to be initiated. See the last page of this user guide.

B) Enter Race/Ethnicity:

Path: Index/Census/People/Demographics

Districts should encourage parents of students new to the district to provide accurate information on students' race and ethnicity. Parents also need to be made aware they have the right to refuse to answer the race and ethnicity questions, but a third-party observer will then designate the student's race and ethnicity.

1. To enter or edit race and ethnicity information, locate the student's **demographic** information. (**Index/Census/People/Demographics**).
2. Next to the Race/Ethnicity section, click **Edit**.
3. Enter the appropriate **Ethnicity** and **Race** information. Both questions are required, and multiple Races may be selected.
4. The Race/Ethnicity Determination field is optional. It may be used to track how a student's Race/Ethnicity was determined.



C) Enrollment Start & End Dates, Status Codes, Service Types, & Identities

Path: Index/Student Information/General/Enrollments

The student's **Start** and **End Dates** reflect the actual dates that a student attends a school. The **Start Date** is the student's **first day of attendance (not necessarily the enrollment date)**. A student may enroll prior to the first day of enrollment. The **End Date** is the **student's last day of attendance (not the date the records request is received)**. A student may leave a district for a period of time before a records request (or other notification that the students has exited) is received. Once the notification is received, the *Student's End Date should be changed to reflect the last day of attendance.*

The screenshot shows the 'Enrollment Editor' window. At the top, there are tabs for Lockers, Graduation, Athletics, Ad Hoc Letters, Waiver, and Records Transfer. Below these are buttons for Summary, Profile, Enrollments, Schedule, Attendance, and Flags. A 'New' button and a 'Print Enrollment History' button are also present. The main area is titled 'Enrollment Editor' and contains a table with columns: Grade, Type, Calendar, Start Date, and End Date. The table lists two enrollment records: one for grade 06, type P, at 19-20 Lewis & Clark School, starting 08/21/2019, and another for grade 05, type P, at 18-19 Lewis & Clark School, starting 08/23/2018 and ending 05/31/2019.

D) Enrollment Start and End Status Codes:

Path: Index/Student Information/General/Enrollments

The student's **Start and End Status codes** reflect where the student came from and where the student is going. For State reporting purposes, it is important that these codes be as accurate as possible.

NOTE: Occasionally, schools may have an overlap in End Dates and Start Dates, for example, when a student transfers from one school to another. This will create a flag in the system during enrollment counts which will require either one or both schools to make an adjustment to the end or start dates. More information on this located on [page 17](#).

See [Appendix A](#) for definitions of **Enrollment Start Status codes**.

See [Appendix B](#) for definitions of **Enrollment End Status codes**.

The screenshot shows the 'General Enrollment Information' form. It includes fields for Calendar (19-20 Garfield School), Schedule (read only), Main, End Date (06/08/2020), and Local Start Status. A dropdown menu is open for 'Local Start Status', showing a list of status codes: 01: First time receiving educational services, 02: Continued enrollment same school, no interruption (selected), 03: Re-entry to the same school after withdrawal, 04: Transfer from public school in district or state, 05: Transfer from public schi under NCLB schi choice, 06: Transfer from an out of state school, 07: Transfer from a school from out of the country, 08: Transfer from a private school within the state, 09: Transfer from home school within the state, 10: Transfer from a MT state-funded school, 20: Transfer from Montana Youth Challenge, 40: Military Connected: Transfer from public school in district or state, 60: Military Connected: Transfer from an out of state school, and 80: Military Connected: Transfer from a school out of the country.

E) Service Type:

Path: Index/Student Information/General/Enrollments

The **Service Type** is a partial indicator of a student's enrollment status. There are **three choices** for Service Type:

1. **P: Primary** – the Primary Service Type indicates that the student is primarily enrolled in this school or district for educational services and is considered full-time.
2. **S: Partial** – the Partial Service Type indicates that the student is enrolled primarily at another school or district, but receives some educational services from this school or district. (e.g., a home school student who takes a math class at the local high school or an 8th grade student with a primary enrollment at the middle school but taking a math class at the high school). This is considered part-time enrollment.
3. **N: Special Ed Services** – the Special Ed Services Service Type indicates that the only services a student receives from the school or district is Special Education services. This Service Type applies to students who receive their educational services from another type of school (e.g., Head Start students, home school or private school students), but comes to the school or district for Special Education services. ***This Service Type also applies most often to Pre-Kindergarten students who receive Special Education services (including speech).***

The screenshot shows the 'Enrollment Editor' window with the 'Service Type' dropdown menu open. The dropdown menu lists three options: P: Primary (selected), S: Partial, and N: Special Ed Services. The background shows the 'Enrollment Editor' form with fields for Grade, Type, Calendar, Start Date, End Date, and Local End Status.

NOTE: A student may have a Primary enrollment at one school and a Secondary or Special Ed enrollment in another. However, a student can **never** have two primary enrollments with overlapping dates.

In the example to the right a student has a **Primary enrollment** in the eighth grade at the middle school and is also taking an advanced class at the high school. The enrollment at the high school has a **Service Type of S: Partial** and is listed as a ninth-grade enrollment (because this high school does not include the eighth-grade level).

Grade	Type	School	Start Date	End Date
01	S	19-20 Garfield School	08/21/2019	06/08/2020
KF	P	18-19 Garfield School	08/23/2018	05/31/2019
PK	P	Central Montana Head Start Inc 17-18	10/23/2017	

Another example could be that a student is enrolled in a home school and is taking a speech class at the local high school. Because the student is receiving only Special Ed services from the public school his **Service Type is N: Special Ed**. A note should be added to the student's Start Comments explaining the situation.

F) Identities, Legal Names/Name Changes:

Path: Index/Census/People/Identities

Scenario A: Student has a legal name change, or district realizes student was not enrolled with legal name.

Fix: Create a new identity record for the student with new name. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.

1. Click the **Search** Tab.
2. Select **All People** from the search criteria box.
3. Enter the student's last name, then click **Go**.
4. Click the **Identities** Tab.
5. Click **New**.
6. Enter the student's new legal name information under the **Identity Information** section. (**NOTE:** If the student has a preferred name or gender which is different than their legal name or gender, you may enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name and gender do not match their legal name or gender.)
7. Click **Save**.
8. Refresh your search results by clicking **Go** under the **Search** tab again for the name to change under Search Results or at the top of the screen.

NOTE: The information recorded under the '**Identity Information**' section of the 'Identities tab', is what is recorded at the state level of the AIM system for state reporting and is the name that will show up on local reports and teacher rosters etc. If the student has a preferred name or gender which is different than their legally documented

name or gender, enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name or gender do not match their legally documented name or gender.

Scenario B: Student has a preferred name or gender that is different from their name or gender on a legal document. I.e., student's birth certificate says female, but the student identifies as male.

Fix: Create a new identity record for the student with the preferred name or gender. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.

1. Click the **Search** Tab.
2. Select **All People** from the search criteria box.
3. Enter the student's last name, then click **Go**.
4. Click the **Identities** Tab.
5. Click **New**.
6. Enter the student's preferred name information under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name and gender do not match their legal name or gender.
7. Click **Save**.
8. Refresh your search results by clicking **Go** under the **Search tab** again for the name to change under Search Results or at the top of the screen.

NOTE: The information recorded under the '**Identity Information**' section of the 'Identities tab', is what is recorded at the state level of the AIM system for state reporting, and is the name that will show up on local reports and teacher rosters etc. If the student has a preferred name or gender which is different than their legally documented name or gender, enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name or gender do not match their legally documented name or gender.

Adding New Student Enrollments (Montana Edition Users)

Montana Edition users of Infinite Campus utilize a third-party student information system to record their student data. This data must be imported into AIM/Infinite Campus to be reported to the state. The [AIM File Imports Guide](#) provides instruction on how this is done. It is important to note that a Demographics Upload must first be completed before completing a Student Enrollment Upload.

Records Transfer

The **Records Transfer** tool in Infinite Campus is used mainly to facilitate the transfer of **Special Education records**. The Records Transfer tool can also be used to reconcile enrollment overlaps and provide student transfer information such as LEP data.

When a student that is new to the district is enrolled using the Student Locator, the Records Transfer Wizard opens automatically to generate a request immediately. *If a student is enrolled using the direct entry method, the administrator must manually generate a Records Transfer request.* The next sections explain how to enter a manual Records Transfer request and view the status of all requests.

The screenshot shows the 'Student Records Transfer' form. It includes fields for Student (Last Name, First Name, Birthdate, Gender, Grade), Enrollment Type (Primary), Middle Name, SSN, and Start Date. There are also sections for 'Requesting District & User' and 'Releasing District & User', each with fields for District, Request Date, Name, Work Phone, System Administrator, Username, Email, and Comments.

View a Records Transfer Request:

The **Process Inbox** allows a user to view the status of each Records Transfer request made through Infinite Campus.

The **Process Inbox** is located on the user's Main Work page. To access the Process Inbox:

1. Click on the user's name on the **Index** tab.
2. Use the pull-down **Display** menu to select **Records Transfer**.
3. Click **Find Messages**.
4. The list shows the status of all records transfer requests. Click a message to open the record and view details.

The screenshot shows the 'Process Inbox' interface. A dropdown menu is open, showing options: All Processes, Assessment Push Down, Combine Person Merge, Filter Designer, Records Transfer (highlighted), User Security, and Vertical Interoperability. Below the menu is a table with columns for 'ame', 'Posted Date', and 'Due Date'. The table contains three rows of data, each with a link to a record.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or
[Submit an AIM Help Desk Ticket](#)