

AIM Exit Scenarios and Examples

This guide is designed to provide examples of students exiting school and the appropriate enrollment end date and status that should be used in AIM

These scenarios are intended to provide general guidance on how to enter the appropriate End Date and End Status. Some scenarios may not be covered here. Please contact the AIM Help Desk at 1-877-424-6681 or email opiainhelp@mt.gov with specific questions.

Scenario	Example	Action
1. Student is continuing in the same school next year (school is determined by <i>the</i> OPI (SC Code), not the building).	Student is moving from grade 01 to grade 02 in the same school.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 100: End of year, returning to same school next year.
2. Student has completed the highest grade level at a school (school is determined by <i>the</i> OPI (SC Code), not the building) and is moving to another school within the same district (or school system).	Student is moving from Elementary school to Middle school in the same district, or moving from Middle school (grade 08) to High school (grade 09) in the same school system.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 110: Promoted to another school.
3. Student is moving from one school to another in the same district (or school system), but has not completed all the levels at the school.	District has two K-6 schools and the student moves from one to another between grades 04 and 05.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 120: Transfer to a public school in the same district.
4. Student is moving from one public school to another public school in a different Montana district.	Student moves from Helena to Missoula.	<i>End Date</i> is the last date of attendance. <i>End Status</i> is 140: Transfer to a public school in another MT district.
5. Student moves from one school district to another school over the summer (another public school, out of state, private, home school, etc.).	Student moves to Colorado in July – school receives records request in August.	<i>End Date</i> is the last date of attendance in the previous year. <i>End Status</i> is changed from the end of year code (100, 110) to a code appropriate to the transfer. There should be no enrollment record in the new year if the student does not attend. If the student was 'rolled' from the previous year to new year, delete the new year's enrollment record.

Scenario	Example	Action
6. Student is in 8 th grade at a K-8 district (or school system).	Student is attending a small, rural school and will be attending High School in another town or city.	<p><i>End Date</i> is the last date of attendance. <i>End Status</i> is 140: Transfer to a public school in another MT district.</p> <p>Do not enter a graduate code or diploma information.</p>
7. Student is in grade 8, but not continuing their education for religious or cultural reasons.	8 th grade colony students.	<p><i>End Date</i> is the last date of attendance. <i>End Status</i> is 140: Transfer to a public school in another MT district. If student intends to home school and meets all requirements, (i.e. registers with Co. Supt) <i>end status</i> is 170: Transfer to a home school in the state.</p> <p>Do not enter a graduate code or diploma information.</p> <p>If the student does not home school or continue on in 9th grade: For the new year, the receiving 9th grade school will enter a new enrollment record with <i>Start</i> and <i>End Dates</i> as the first day of school, an <i>End Status</i> of 340: Unknown and a Dropout Reason of 17: Unknown reason (or other appropriate reason).</p>
8. Student in grades 7-12 completes the previous school year, but does not re-enroll for the following year.	Student finishes the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	<p><i>End Date</i> is the last day of school in the previous year. <i>End Status</i> is 100: End of year, returning to school next year (or other appropriate <i>End Status</i> – 110, 120.)</p> <p>For the new year, enter a new enrollment record with <i>Start</i> and <i>End Date</i> as the first day of school, an <i>End Status</i> of *300 level code and an appropriate <i>Dropout Reason</i>.</p>

Scenario	Example	Action
9. Student in grades K-6 this year, completes the previous school year, but does not re-enroll for the New Year.	Student finishes the school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	<i>End Date</i> is the last day of school in the previous year. <i>End Status</i> is 260: Unknown. If the student was 'rolled' from last year to new year, delete the new year's enrollment record.
10. Student is in grade 12 and will graduate at the end of the current school year.	Regular High School graduate.	<i>End Date</i> is the last day of school. <i>End Status</i> is 400: Graduated. Enter the student's <i>Diploma Date</i> (date on the diploma or the last day of school), <i>Diploma Type</i> and <i>Diploma Period</i> (how long it took a student to graduate from first entry into 9 th grade) on the Graduation tab.
11. Student stops coming to school and the district is later notified of a transfer.	A student's last day of attendance is Friday. Two weeks later a records transfer request is received from another district.	The student's <i>End Date</i> is the last day the student was present in the classroom. Enter the appropriate <i>End Status</i> code for a transfer.
12. Student stops coming to school and the district is not notified of a transfer.	A student's last day of attendance is Friday – no records request is received and no notification is given by the family, another school, or OPI.	The student's <i>End Date</i> is the last day the student was present in the classroom. The <i>End Status</i> code is 260: Unknown (Grades PK-6) or 340: Unknown (Grades 7-12).
13. Student is in grade 12, but has not yet completed graduation requirements as of the last day of the current school year. The student completes the graduation requirements before the first day of the next school year.	A High School senior is one credit short of meeting the graduation requirements, and will take summer courses to complete the work.	<i>End Date</i> is the last day of school. <i>End Status</i> is 100: End of year, returning to same school next year. Once the student completes the graduation requirements, change the <i>End Status</i> to 400: Graduated, and enter <i>Diploma Date</i> (date on the diploma or the last day of school), <i>Diploma Type</i> and <i>Diploma Period</i> (how long it took a student to graduate from first entry into 9 th grade) on the Graduation Tab. <i>If the student does not complete the requirements for graduation before the first day of the next school year, see below.</i>

Scenario	Example	Action
14. Student is in grade 12, but has not yet completed graduation requirements as of the last day of the current school year. The student does not complete the graduation requirements before the first day of the next school year.	A High School senior is one credit short of meeting the graduation requirements.	<i>End Date</i> is the last day of school. <i>End Status</i> is 100: End of year, returning to same school next year. Create a new enrollment record for the student in the new school year. If the student is not continuing with educational services, the <i>Start</i> and <i>End Dates</i> are the first day of school with an *300 <i>End Status</i> and <i>Dropout Reason</i> .
15. Student (grades 7-12) re-enrolls into a school after dropping out (exits prior to the last day of school and re-enters on or before the October Count Date of the following year).	11 th grade student leaves school for three months, re-enrolls into school BEFORE the fall count date of the following year.	Change the student's dropout enrollment record <i>End Status</i> to 295: Dropped out, subsequent re-enrollment and remove the <i>Dropout Reason</i> – re-enroll the student into school.
16. The OPI notifies a district (or school system) that a student (grades 7-12) marked as a dropout has returned to school in another district (exits prior to the last day of school and re-enters on or before the October Count Date of the following year).	11 th grade student leaves school for a period of time before re-enrolling into another school.	Change the student's dropout enrollment record <i>End Status</i> to 295: Dropped out, subsequent re-enrollment and remove the <i>Dropout Reason</i> – that student is no longer counted in as a dropout in that district.
17. Student drops out (exits) prior to the last day of school in 15-16 and re-enters school after 10/3/16.	10 th grade student leaves school in April and re-enrolls the next fall AFTER the fall count date of 10/3/16.	Student is considered a Dropout for the current school year. Do not change the student's <i>End Status</i> and <i>Dropout Reason</i> . Create a new enrollment record for the new year with <i>Start Status</i> of 03: Re-enrolled after withdrawal.
18. Student leaves school for acute medical or mental health treatment and the school continues to provide educational services to the student.	Student leaves school for acute (10 days or less) medical or mental health treatment at Shodair Children's Hospital.	The student's <i>End Date</i> and <i>End Status</i> should not be entered – the student remains enrolled as long as the district (or school system) is providing educational services, or until the student is admitted to residential services.

Scenario	Example	Action
19. Student leaves school for <u>residential</u> treatment (<i>not Yellowstone Boys and Girls Ranch grades K-8</i>) and the school is no longer providing educational services to the student.	Student leaves school and receives residential (more than 10 days) treatment at an in-state or out-of-state facility (e.g., Shodair, CCS, Yellowstone Boys and Girls Ranch 9-12, etc.).	The <i>End Date</i> should be the student's last day of attendance and the <i>End Status</i> code is 210: Medical care or treatment, eligible to return.
20. Student leaves school to attend an alternative program (Job Corps, Aspen Youth Alternatives) and the district does not have an interlocal agreement, or all conditions for counting as enrolled are not met.	Grade 12 student leaves a public school to attend Job Corps.	The student's <i>End Date</i> is the last day of attendance – the <i>End Status</i> code is 330: Withdrew to enroll in non-diploma program with a corresponding <i>Dropout Reason</i> (07: Job Corps or Similar Program, 10: Military, 18: HiSET (Pursuing), or 23: Completed HiSET).
21. Student (grades 9-12) leaves school to attend Montana Youth Challenge, all conditions for counting as enrolled are met and the district elects to enroll the student and collect ANB. 22.	Grade 10 student leaves a public school to attend Montana Youth Challenge and requests to sit for the HiSet test.	<i>End Date</i> is the request date – <i>End Status</i> is 175: <i>Transfer to Montana Youth Challenge</i> .
23. Student (grades 9-12) leaves school to attend Montana Youth Challenge and the district elects to not continue their enrollment once the student enters MT Youth Challenge.	Grade 10 student leaves a public school to attend Montana Youth Challenge.	<i>End Date</i> should be the student's last day of attendance and the <i>End Status</i> code is 175: <i>Transfer to Montana Youth Challenge</i> .
24. Student leaves school to attend MT Youth Challenge, all conditions for counting as enrolled are met and the district elects to enroll the student and collect ANB funding. The student leaves the program prior to sitting for the HiSET test.	Grade 11 student leaves a public school to attend MT Youth Challenge and leaves the program before the program is completed and does not sit for the HiSET.	<i>End Date</i> is the last day the student participated in the MT Youth Challenge program with a *300 <i>End Status</i> and an appropriate <i>Dropout Reason</i> .
25. Student takes HiSET (formerly GED) test.	Grade 11 student in an alternative High School setting takes the HiSET test.	The student's <i>End Date</i> is the last day of attendance in a Montana High School program – the <i>End Status</i> is 330: Withdrew to enroll in a non-diploma program with a corresponding <i>Dropout Reason</i> (18: HiSET (Pursuing) or 23: Completed HiSET) Students taking the HiSET are not considered graduates.

Scenario	Example	Action
26. Student enters a state-funded youth correctional facility.	Student leaves school to attend Pine Hills or Riverside Youth Correctional facility.	Student's <i>End Date</i> is the last day of attendance. <i>End Status</i> is 150: Transfer to a state-funded school.
27. Student transfers to another school of the district under provisions of "Public School Choice" requirements of Title I Part A.	In District ABC, student who was enrolled at Jack Spratt Elementary (identified as required to provide Choice) transferred to Little Jack Horner Elementary in the same district to take advantage of Public School Choice under Title I Part A.	Student's <i>End Status</i> is 130: Transfer to a public school under NCLB school choice.
28. Student is military connected and transfers to another school (in state, out of state, or out of country).	Student's parents are transferred to another military base out of state.	<i>End Date</i> is the last day of attendance. <i>End Status</i> is 185: Military Connected: Transfer to a school out of state (or 145 for in-state or 155 for out of country).

For more information, contact the AIM Help Desk at 1- 877-464-6681 or opiainhelp@mt.gov.