

DATA DICTIONARY
AIM (ACHIEVEMENT IN MONTANA)
INFINITE CAMPUS STUDENT INFORMATION SYSTEM

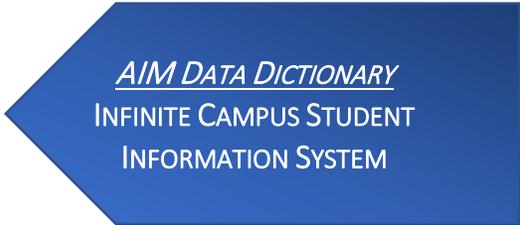


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INTRODUCTION

In 2005, the Montana Legislature defined a basic system of free quality education that included the requirement to assess and track student achievement ([20-9-309](#), MCA). The legislature appropriated \$2.8 million to the Office of Public Instruction (OPI) to develop and implement a statewide student achievement system that provides accurate and timely information about the performance of Montana's PK-12 students and schools. This system, called Achievement in Montana (AIM), will support education information processes at the local and state level.

To meet the requirements in [20-9-309](#), MCA, a unique student identifier is assigned to every student who receives any form of education service through a public school district, non-public accredited school district, special education cooperative, state-funded school, or Department of Corrections. This includes full-time and part-time regularly enrolled students, home school or private school students, pre-school students, students age 19, 20 or 21, and foreign exchange students. This state student ID tracks the student throughout their K-12 educational career.

The AIM system is designed to collect student demographic, enrollment, program participation, assessment and special education individual education plan data. The system also tracks students from school to school and district to district within Montana and reports timely and accurate information and data through standardized reporting capabilities. This system allows school districts to submit the required student information electronically. The AIM system provides the OPI, the State of Montana, federal entities, and the education community timely and accurate data about the progress of our students, schools, school districts and the state.

DOCUMENT PURPOSE

This AIM Data Dictionary is intended to assist local education agency (LEA) staff and their student information system vendors in understanding the specific data elements and codes that must be populated for state and/or federal reporting through AIM. It is intended to improve the accuracy and integrity of student data by maintaining consistency in data elements. It relies and builds on previous data definitions, used throughout the agency, that meet state and federal guidelines for collecting and reporting purposes.

ORGANIZATION

The following information is provided for each data element:

Data Element	Name of the data element {Name of Tab or Module}
Citations	Hyperlinks to appropriate federal and/or state laws and rules that relate to the collection of this data element.
Location	The path to the location of the data element inside Infinite Campus.
Definition	A detailed explanation of the data element and its permitted values or codes.
Comments	Any remarks necessary to assist the user in understanding how the element is collected, coded, used, or formatted.
Code Format	The format of the data element (date, string, number, etc.).
Code Set	The list of allowable or established values or codes for each data element.
Validation	These are electronically applied rules within the AIM system to assure that data is entered accurately. The user should verify that data is entered according to these guidelines.
Collection & Frequency	The names and frequencies of the AIM collections in which the data element is collected.
MT Edition Upload Template	The upload template provided by OPI to be used for uploading the data element.

AIM DATA ELEMENTS

Data Element	21st Century Participant {Enrollments}—MIGRATED
Citations	21st Century Community Learning Centers USDOE
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> State Reporting Fields -> Other Program Participation -> 21 st Century Participant
Definition	This program data is no longer collected in AIM. Beginning in the 2018-19 school year, it will be collected in a new federal database maintained by the OPI 21st Century staff. The 21 st Century Community Learning Centers program is authorized under Title IV, Part B, of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001.
Comments	Must be indicated if a student participates at any time during the school year or summer (the 21 st Century program year is June 1 through May 31). It is not an indicator of current participation.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Was collected 3 times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	ADA #Days Enrolled {Enrollments}
Citations	MCA 20-7-104(3)(g) Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction;
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> State Reporting Fields -> Attendance and Enrollment Information -> ADA - #Days Enrolled
Definition	<i>(Average Daily Attendance)</i> ADA # Days Enrolled is the total number of instructional days a student was enrolled, including shortened days, for each enrollment record in the year.
Comments	Do not include PIR days or weekends in the number of days enrolled.
Code Format	Number
Code Set	None
Validation	See ADA # Days Present validation.
Collection & Frequency	End of Year Attendance Totals; Once per year
MT Edition Upload Template	End of Year Attendance Totals Template

Data Element	ADA #Days Present {Enrollments}
Citations	MCA 20-7-104(3)(g) Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction;
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> State Reporting Fields -> Attendance and Enrollment Information -> ADA - #Days Present
Definition	<i>(Average Daily Attendance) ADA # Days Present</i> is the total number of instructional days a student was present, including shortened days, for each enrollment record in the year.
Comments	Number of days present includes field trips, student activities and in-school suspension.
Code Format	Number
Code Set	None
Validation	<i>ADA #Days Present</i> must be less than or equal to ADA #Days Enrolled
Collection & Frequency	End of Year Attendance Totals; Once per year
MT Edition Upload Template	End of Year Attendance Totals Template

Data Element	Area of Concentration {Enrollments-CTE Concentrator}- RETIRED								
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program								
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> Expand CTE Concentrator -> Area of Concentration								
Definition	<i>Area of Concentration</i> is the CTE (Career Technical Education) program area in which the majority of the Career & Technical Education (CTE) credits were earned.								
Comments	Career & Technical Education (CTE) <i>Area of Concentration</i> data is initially entered for 12 th graders in the spring, with follow-up information reported in the fall of the next school year. The option – 60 Blend should not be used at this time.								
Code Format	String (2)								
Code Set	<table border="0"> <tr> <td>01 - Agriculture</td> <td>20 - Family and Consumer Sciences</td> </tr> <tr> <td>07 - Business</td> <td>21 - Technology Educ/Industrial Arts</td> </tr> <tr> <td>08 - Marketing</td> <td>40 - Trade and Industrial</td> </tr> <tr> <td>17 - Health Sciences</td> <td>60 - Blend (Do not use)</td> </tr> </table>	01 - Agriculture	20 - Family and Consumer Sciences	07 - Business	21 - Technology Educ/Industrial Arts	08 - Marketing	40 - Trade and Industrial	17 - Health Sciences	60 - Blend (Do not use)
01 - Agriculture	20 - Family and Consumer Sciences								
07 - Business	21 - Technology Educ/Industrial Arts								
08 - Marketing	40 - Trade and Industrial								
17 - Health Sciences	60 - Blend (Do not use)								
Validation	<ul style="list-style-type: none"> a) Allow only if CTE Concentrator = Y b) Must be null if CTE Concentrator = N c) Zero padding required 								
Collection & Frequency	Spring Career & Technical Education (CTE); Once per year								
MT Edition Upload Template	Career & Technical Education (CTE) Template								

Data Element	Assign Date {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Assign Date
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Attendance {Calendar-Days-Day Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days Tab -> select a Day -> Day Detail -> Attendance
Definition	<i>Attendance</i> indicates a day that attendance is taken on the calendar.
Comments	Checked if it is an instructional day and attendance will be taken on this day. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Y / N
Code Set	None
Validation	Attendance will be deleted for the selected day if box check is removed.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Birthdate {Demographics/Identities}
Citations	<ul style="list-style-type: none"> » OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for ED Facts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities Index -> Student Information -> General -> Summary
Definition	The date of birth of the student from their birth certificate or other legal documentation.
Comments	None
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Career Path {Enrollments-CTE Concentrator} - RETIRED		
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program		
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> Expand CTE Concentrator -> Career Path		
Definition	This field is no longer collected in AIM as of the 2018-19 school year. <i>Career Path</i> is the field in which the majority of the Career Technical Education (CTE) credits were earned. <i>Career Path</i> is in the Montana Career Pathways program.		
Comments	Completing the <i>Career Path</i> field is not required.		
Code Format	String (2)		
Code Set	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> 01 - Law, Public Safety and Security 02 - Government and Public Administration 03 - Human Services 04 - Education and Training 05 - Agriculture, Food, and Natural Resources 06 - Marketing, Sales, and Services 07 - Business, Management, and Administration </td> <td style="width: 50%; border: none; vertical-align: top;"> 08 - Hospitality and Tourism 09 - Finance 10 - Information Technology 11 - Manufacturing 12 - Transportation, Distribution and Logistics 13 - Architecture and Construction 14 - Science, Technology, Engineering and Mathematics 15 - Health Sciences 16 - Arts, A/V Technology and Communications </td> </tr> </table>	01 - Law, Public Safety and Security 02 - Government and Public Administration 03 - Human Services 04 - Education and Training 05 - Agriculture, Food, and Natural Resources 06 - Marketing, Sales, and Services 07 - Business, Management, and Administration	08 - Hospitality and Tourism 09 - Finance 10 - Information Technology 11 - Manufacturing 12 - Transportation, Distribution and Logistics 13 - Architecture and Construction 14 - Science, Technology, Engineering and Mathematics 15 - Health Sciences 16 - Arts, A/V Technology and Communications
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Validation	a) Allow only if CTE Concentrator = Y c) Must be null if CTE Concentrator = N d) Zero padding required		
Collection & Frequency	Spring Career & Technical Education (CTE); Once per year		
MT Edition Upload Template	Career & Technical Education (CTE) Template		

Data Element	Certified Type {FRAM}		
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch v14.1  Word		
Location	Index -> FRAM -> Eligibility -> New -> Certified Type		
Definition	<i>Certified Type</i> indicates the method used to determine FRAM eligibility.		
Comments	The Certified Type list depends on which Source is selected, Non-Direct or Direct. Non-Direct Certification types are determined by the school. Direct Certification types are determined by the State Department of Health and Human Services.		
Code Format	None		
Code Set	Non-Direct Certification:		Direct Certification Types:
	Types: Income Categorical Override Runaway Homeless Foster Migrant Even Start	Head Start RCCI Early Childhood Medicaid Declined Denied Did Not Apply Socioeconomic Status	SNAP TANF FDPIR Foster Head Start Homeless Medicaid Migrant Runaway
Validation	None		
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation		
MT Edition Upload Template	FRAM Import Template		

Data Element	Comments {Foster Care}		
Citations			
Location	Index -> Student Information -> Program Participation -> Foster Care		
Definition			
Comments	The data is entered in the AIM system by the OPI staff only. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)		
Code Format			
Code Set			
Validation			
Collection & Frequency			
MT Edition Upload Template	None		

Data Element	CTE Concentrator {Enrollments-CTE Concentrator}
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> General -> Enrollments Tab -> select an Enrollment -> Enrollment Editor -> select Enrollment Record -> Expand CTE Concentrator -> CTE Concentrator
Definition	A <i>Career & Technical Education (CTE) Concentrator</i> is a student who has earned two (2) or more credits in one (1) or more Montana Career Pathway(s) throughout their entire high school career.
Comments	A <i>Career & Technical Education (CTE) Concentrator</i> is a student who has earned two (2) or more credits in one (1) or more Montana Career Pathway(s) throughout their entire high school career. This data is collected as part of a district's Carl Perkins grant requirement. Career & Technical Education (CTE) credits may have been earned at another high school. It may be necessary to review transcripts for prior coursework.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Spring Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	Career & Technical Education (CTE) Template

Data Element	Date Contacted {Enrollments-CTE Concentrator}
Citations	Carl D. Perkins Federal Grant Career and Technical Education (CTE) Program
Location	Index -> Student Information -> General -> Enrollments Tab -> Enrollment Editor -> select Enrollment Record -> Expand CTE Concentrator -> Date Contacted
Definition	<i>Date Contacted</i> is the date a graduate student is identified as a Career & Technical Education (CTE) Concentrator in the prior year was contacted by the school to determine their post-graduation status. This date should be between Nov 1st and Dec 31st.
Comments	<i>Date Contacted</i> is a follow-up from the prior year's identification of Career & Technical Education (CTE) Concentrators. If using a file upload, data is uploaded to the prior year's enrollment for students who graduated, and the end year must match the prior year end year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	<ul style="list-style-type: none"> a) Allow only if CTE Concentrator = Y b) Allow only if grade = 11 or 12 c) Must be greater than the student's Enrollment End Date d) Must be less than today's date e) Must be between 10/1/XX and 12/31/XX f) End Status must = 400
Collection & Frequency	Fall Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	Career & Technical Education (CTE) Template

Data Element	Date First Entered the 9 th Grade {Graduation}
Citations	» ED Facts: FS150 — Adjusted-Cohort Graduation Rate v14.0 Word » ED Facts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate v14.0 Word » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ED Facts: FS040 – GRADUATES/COMPLETERS v15.1
Location	Index -> Student Information -> General -> Graduation Tab -> Date First Entered the 9 th Grade
Definition	<i>Date First Entered the 9th Grade</i> is the date the student first enrolled in the 9 th grade.
Comments	When this date is entered the NCLB Cohort End Year is automatically calculated.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Twice per year: 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification
MT Edition Upload Template	Manual Entry Required

Data Element	Date Immigrant Entered US School {Enrollments}
Citations	ED Facts File Number 045 - Immigrant
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Date Immigrant Entered US School
Definition	<i>Date Immigrant Entered US School</i> is the date the student first enrolled in a US school.
Comments	If the district's enrollment is not the student's first enrollment in a US school, the <i>Date Immigrant Entered US School</i> should be the date the student first attended a US school, not the district's enrollment date. The student should retain their designation as <i>Immigrant</i> for three full school years from entry into a US school.
Code Format	MM/DD/YYYY
Code Set	None
Validation	a) Required if <i>Immigrant</i> = Y b) Cannot be future date c) <i>Primary Home Language</i> is required if <i>Immigrant</i> = Y
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Date/Time {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Date/Time
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Process	Day Reset {Calendar-Days}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Day Reset
Definition	The <i>Day Reset</i> button is used to create the first through the last instructional days of the calendar.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the calendar. District Edition Districts further define specific non-instructional days and events. This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Days {Calendar}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days
Definition	The <i>Days</i> tab can be used to view and manage the details of individual days.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the Days. District Edition Districts further define specific non-instructional days and events. Completing this tab, along with the Terms tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Diploma Date {Graduation}
Citations	<ul style="list-style-type: none"> » ED Facts: FS150 — Adjusted-Cohort Graduation Rate v14.0 Word » ED Facts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate v14.0 Word » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ED Facts: FS040 – GRADUATES/COMPLETERS v15.1
Location	Index -> Student Information -> General -> Graduation Tab -> Diploma Date
Definition	<i>Diploma Date</i> is the date the student was awarded a diploma.
Comments	The <i>Diploma Date</i> may either be the last day of school or the day that the diploma was awarded to the student. Early graduates may have a <i>Diploma Date</i> that reflects the date of completion of graduation requirements or the date the diploma was awarded. Early graduates must have a <i>Diploma Date</i> , <i>Diploma Type</i> and <i>Diploma Period</i> . They must also have Aggregate Hours equal to the last period of enrollment (Fall or Spring) to be included in the Fall and Spring ANB counts.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Three times per year: <ol style="list-style-type: none"> 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification 3. End of Year: Current year wrap-up and New Year Preparation
MT Edition Upload Template	Student Enrollment Template

Data Element	Diploma Period {Graduation}				
Citations	<ul style="list-style-type: none"> » ED Facts: FS150 — Adjusted-Cohort Graduation Rate v14.0 Word » ED Facts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate v14.0 Word » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ED Facts: FS040 – GRADUATES/COMPLETERS v15.1 				
Location	Index -> Student Information -> General -> Graduation Tab-> Diploma Period				
Definition	<i>Diploma Period</i> defines the length of time that a student took to graduate from the first date they were identified as a 9 th grade student to the date of graduation.				
Comments	Students that do not meet the graduation requirements by the end of the school year, but complete the requirements prior to the first day of school of the next year are considered to have graduated on time. Early graduates must have a <i>Diploma Date</i> , <i>Diploma Type</i> and <i>Diploma Period</i> . They must also have Aggregate Hours equal to the last period of enrollment (Fall or Spring) to be included in the Fall and Spring ANB counts.				
Code Format	String (2)				
Code Set	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">01 - Early Graduate Less Than 7 Semesters</td> <td style="width: 50%;">03 - Four Years or with IEP Allowing for Longer</td> </tr> <tr> <td>02 - Early Graduate - 7 Semesters</td> <td>04 - Graduated in More Than Four Years</td> </tr> </table>	01 - Early Graduate Less Than 7 Semesters	03 - Four Years or with IEP Allowing for Longer	02 - Early Graduate - 7 Semesters	04 - Graduated in More Than Four Years
01 - Early Graduate Less Than 7 Semesters	03 - Four Years or with IEP Allowing for Longer				
02 - Early Graduate - 7 Semesters	04 - Graduated in More Than Four Years				
Validation	None				
Collection & Frequency	Three times per year: <ol style="list-style-type: none"> 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification 3. End of Year: Current year wrap-up and New Year Preparation 				
MT Edition Upload Template	Student Enrollment Template				

Data Element	Diploma Type {Graduation}
Citations	» ED Facts: FS150 — Adjusted-Cohort Graduation Rate v14.0  Word » ED Facts: FS151 — Cohorts for Adjusted-Cohort Graduation Rate v14.0  Word » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ED Facts: FS040 – GRADUATES/COMPLETERS v15.1
Location	Index -> Student Information -> General -> Graduation Tab -> Diploma Type
Definition	<i>Diploma Type</i> is the type of diploma a student is awarded by a district.
Comments	Early graduates must have a Diploma Date, Diploma Type and Diploma Period. They must also have Aggregate Hours equal to the last period of enrollment (Fall or Spring) to be included in the Fall and Spring ANB counts.
Code Format	String (2)
Code Set	01: Regular Diploma 04: Met IEP Goals
Validation	None
Collection & Frequency	Three times per year: 1. Beginning of Year (for students completing requirements over the summer) 2. Previous Year Dropout, Graduate and Cohort Verification and Certification 3. End of Year: Current year wrap-up and New Year Preparation
MT Edition Upload Template	Student Enrollment Template

Data Element	Dropout Reason {Enrollments}		
Citations	» ED Facts: FS032 — Dropouts v14.4 Word » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction		
Location	Index -> Student Information -> General -> Enrollments tab -> click on Enrollment -> General Enrollment Information -> Dropout Reason		
Definition	<p>A Dropout is a student who</p> <ul style="list-style-type: none"> was enrolled in school on the date of the previous year October enrollment count or at some time during the previous school year and was not enrolled on the date of the current school year October count, or was not enrolled at the beginning of the previous school year but was expected to enroll (see Summer Dropout below), did not re-enroll at any time during the year and was not enrolled on or before the date of the current school year October count, and has not graduated from high school; or has not transferred to another school, been temporarily absent due to a school-recognized illness or suspension, or died. (MT High School Completer and Dropout Data Collection Handbook) <p>Summer Dropout A summer dropout is a student who completed their educational program at the close of the previous school year, but who failed to enroll by the October Count Date of the subsequent fall term. Report summer dropouts in the grade and school year for which they fail to enroll. For example, a student who completed 10th grade in the prior school year, but fails to re-enroll on or before the October Count Date of the current school year is reported as an 11th grade dropout in the current school year (Common Core of Data glossary).</p> <p>Dropout rates Dropout rates can be calculated and reported in three different ways:</p> <ul style="list-style-type: none"> Event rates (snapshot of those who drop out in a single year); Status rates (proportion of population who have not completed school and are not enrolled), and Cohort rates (a more comprehensive picture which follows a sample group of students over time and generalizes their rate to a larger group). 		
Comments	Dropout Reason codes are only required for students in grades 7-12. Students below grade 7 are not considered dropouts for reporting purposes; use code 260: Unknown (grades PK-6). Use code 295: Dropped out, subsequent re-enrollment if a dropout returns to your district or to another district within the allowed window of time.		
Code Format	String (2)		
Code Set	01 - Academic Difficulty 02 - Attendance Difficulty 03 - Economic Reasons 04 - Employment 05 - Expelled 06 - Illness 07 - Job Corps or Similar Program	08 - Language Difficulty 09 - Marriage 10 - Military 11 - Needed at Home 12 - Over Compulsory Age 13 - Pregnancy 14 - Poor Personal Relationships 15 - Reached Max. Age Set by District Policy	16 - Other Known Reason 17 - Unknown Reason 18 - HiSET Pursuing 19 - Suspended, Did Not Return 20 - Harassment/Feeling Unsafe at School 21 - Entered Adult Correctional Facility 22 - Lack of Childcare 23 - Completed HiSET 24 - Transient 25 - Homeless
Validation	a) Required if End Status=300, 310, 320, 330, or 340 and Grade=07, 08, 09, 10, 11 or 12 b) Must be null if End Date is null		
Collection & Frequency	Monitored all year, collected at End of Year; Once per year.		
MT Edition Upload Template	Student Enrollment Template		

Data Element	EIS: Early Intervening Services {Flags}
Citations	IDEA Sec. 300.226 Early Intervening Services
Location	Index -> Student Information -> Flags -> New -> Part B Early Intervening Services
Definition	A student receiving <i>Early Intervening Services</i> must be identified on the Flags tab showing the start and end dates of participation. <i>Early Intervening Services Start Date</i> is the date the student begins receiving support services funded through IDEA 2004 Part B Early Intervening Services. These services are for students not identified as needing special education and related services, but determined to need additional academic and behavior supports to succeed in the general education program, or for students already identified as needing special education and related services, if most students served are not already identified. Early Intervening Services (EIS) may be provided to students in K- 12, with emphasis on K - 3rd grades.
Comments	Districts must be mandated to set aside Early Intervening money or may choose to do it voluntarily.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	End of Year Program Participation.
MT Edition Upload Template	Manual entry is required.

Data Element	Eligibility {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch v14.1  Word
Location	Index -> FRAM -> Eligibility -> New -> Eligibility
Definition	<i>Eligibility</i> is the student's eligibility for free or reduced-price meals/snacks or free milk under the National School Lunch, School Breakfast and Special Milk Programs in accordance with 7 CFR Part 210.
Comments	Students who do not participate in the National School Lunch Program (e.g. students who may or may not be eligible, but do not participate or students who do not attend during lunch hours) are marked as N: Not Eligible/Not Participating.
Code Format	String (1)
Code Set	F – Free Meals R – Reduced Price Meals N – Not Eligible or Not Participating
Validation	a) Must choose F, R or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	Eligibility Type {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch v14.1  Word
Location	Index -> FRAM -> Eligibility -> New -> Eligibility Type
Definition	<i>The Eligibility Type</i> selected determines what department will use the Eligibility within the district. An Eligibility Type of Meal will be utilized by the Food Service Department. An Eligibility Type of SES will be utilized by other departments within the district.
Comments	This field defaults to “Meal.”
Code Format	None
Code Set	Meal SES (Socio Economic Status)
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	End Comments {Enrollment}
Citations	For Support
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> End Comments
Definition	Comments pertaining to enrollment end status.
Comments	None
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Throughout the year as enrollments are updated.
MT Edition Upload Template	Enrollment Upload

Data Element	End Date {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> End Date
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	End Date {Calendar}
Citations	<ul style="list-style-type: none"> » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar Tab -> End Date
Definition	The end date of the calendar. This is not necessarily the last instruction day of the school year.
Comments	Calendar dates must be entered before any other data is entered. All student data, Special Education (SPED) documents, terms, enrollments and staff assignments for a year must fall within the calendar start and end dates. The OPI recommends using June 30 th to represent the end of the fiscal year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Calendar length must be no greater than 365 days.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {Calendar-Days}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Day Reset -> End Date
Definition	<i>End Date</i> is the last instructional day of the calendar.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the calendar. District Edition Districts further define specific non-instructional days and events. Completing this tab, along with the Terms tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	MM/DD/YYYY
Code Set	None
Validation	End date must fall within calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {Calendar - Terms}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms
Definition	The <i>Term End Date</i> is the last day of a student instruction in a year or the specified term(s).
Comments	Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.)
Code Format	MM/DD/YYYY
Code Set	None
Validation	The <i>Term End Date</i> must be within the Calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {English Learners (EL) Services}
Citations	Section 3121 of the ESEA as amended
Location	Index -> Student Information -> Program Participation -> English Learners (EL) -> select EL Services tab -> End Date
Definition	<i>End Date</i> is the date a student was determined to no longer be receiving Title III EL Services.
Comments	The OPI does not require EL Services data to be entered. Districts may choose to enter this data to provide documentation of Title III EL Services being provided. Please see Program Exit Date data element for further details about English Learners.
Code Format	mm/dd/yyyy
Code Set	None
Validation	None
Collection & Frequency	Not collected.
MT Edition Upload Template	None

Data Element	End Date {Enrollments}
Citations	» MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> End Date
Definition	The <i>Enrollment End Date</i> is the last day the student was present for instruction in the school district for the chosen enrollment. The <i>End Date</i> must be maintained in a timely manner throughout year to correctly reflect movement of students and prevent enrollment overlaps between districts.
Comments	Students may have multiple enrollments at the same school throughout the year. This will require a separate enrollment record for each instance of starting and ending. Districts may carry an enrollment until they receive notice of a student's enrollment in another school, but once notice is received the end date should reflect the student's last day of attendance in the district or school.
Code Format	MM/DD/YYYY
Code Set	None
Validation	<i>End Date</i> must be less than or equal to <i>Calendar End Date</i>
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template End of Year Attendance Totals Template

Data Element	End Date {Foster Care}
Citations	<ul style="list-style-type: none"> » Foster Care shows up in almost all EDFacts files as a subgroup. » ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> End Date
Definition	<i>End Date</i> is the last date the student received Foster Care services. Students in the <i>Foster Care</i> system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the <i>Foster Care</i> data. The <i>Foster Care</i> data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required.

Data Element	End Date {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch v14.1  Word
Location	Index -> FRAM -> Eligibility -> New -> End Date
Definition	<i>End Date</i> is the last date the student is eligible for Free or Reduced meals.
Comments	Most students are eligible 30 days into the following school year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Three times per year: <ul style="list-style-type: none"> 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	End Status {Enrollments}	
Citations	» MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)	
Location	Index -> Student Information -> General -> Enrollments tab -> click on Enrollment -> General Enrollment Information -> End Status	
Definition	<i>End Status</i> reflects where the student went when this enrollment ended.	
Comments	The <i>End Status</i> must be maintained in a timely manner throughout year to correctly reflect movement of students and prevent enrollment overlaps between districts. The 300 series codes are used as dropout codes for grades 7-12. A Dropout Reason is required when any 300-series code is chosen.	
Code Format	String (3)	
Code Set	100 – End of year, returning to same school next year 105 – Change in grade level during regular school year 110 – Promoted to another school in the same district 120 – Transfer to a public school in the same district 130 – Transfer to public school under NCLB schl choice 140 – Transfer to public school in another district in MT 145 – Military Connected: Transfer to public school in another district in MT 150 – Transfer to a MT state-funded school 155 – Military Connected: Transfer to a school out of the country 160 – Transfer to a private school in the state 170 – Transfer to a home school in the state 175 – Transfer to Montana Youth Challenge	180 – Transfer to a school out of state 185 – Military Connected: Transfer to a school out of state 190 – Transfer out of the country 210 – Medical care or treatment, eligible to return 220 – Enrolled in a foreign exchange program 230 – Enrolled in an early admissions college program 240 – Withdrawn, under age for compulsory school attendance 250 – Expelled, eligible to return 260 – Unknown (grades PK-6) 295 – Dropped out, subsequent re-enrollment 300 – Withdrew for personal or academic reasons 310 – Exceeded age requirement set by district policy 320 – Removed or Expelled, without option to return 330 – Withdrew to enroll in non-diploma program 340 – Unknown 400 – Graduated 500 – Student died 510 – Student is permanently incapacitated
Validation	a) Required if End Date is not null b) Must be null if End Date is null c) A Dropout Reason is required when any 300-series End Status is chosen.	
Collection & Frequency	All	
MT Edition Upload Template	Student Enrollment Template	

Data Element	End Time {Calendar-Periods-Period Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Start Time
Definition	<i>End Time</i> is the time of day when the school period ends.
Comments	This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	00:00 AM/PM
Code Set	None
Validation	The End Time must come after the Start Time for all periods.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	End Year {School Years}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Information -> Calendar -> School Years -> click on New -> End Year
Definition	A four-digit year that identifies the second half of the school year.
Comments	Required entry for all districts for system functionality.
Code Format	YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	ESSA #Days Absent {Enrollments}
Citations	Federal EdFacts FS195 File Specifications
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment Record -> State Reporting Fields -> Attendance and Enrollment Information -> ESSA- #Days Absent
Definition	<i>ESSA #Days Absent</i> is the total number of full school days a student was absent, not including absences for school/instructional related activities, for each enrollment record in the year. This number is used to determine if a student is Chronically Absent.
Comments	A full day absence is defined as being gone for at least half (.5) of a day. A single day of absence is either 0 or 1. This replaces the Chronically Absence data reporting that districts do for the Office of Civil Rights in the annual CRDC report. When calculating if a student is Chronically Absent this number is used to determine if the student is absent 10% or more school days during the school year. The number of ESSA days absent in each enrollment is divided by the number of scheduled days in each enrollment to determine if the percentage is at or above 10%.
Code Format	Whole Number
Code Set	None
Validation	Must be less than or equal to ADA - #Days Enrolled. Must be an Integer (whole number).
Collection & Frequency	Once per year; End of Year Attendance Totals
MT Edition Upload Template	End of Year Attendance Totals Template

Data Element	Event Type {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Event Type
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Exclude Fall and Exclude Spring ANB – {Enrollments}
Citations	<ul style="list-style-type: none"> » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB) » 20-9-311 (11)(a), MCA Calculation of average number belonging (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Exclude Fall ANB and/or Exclude Spring ANB
Definition	Exclude from ANB (Average Number Belonging) only in the Fall and Spring Attendance Count Collections.
Comments	Public school students who are absent 11 or more consecutive days as of the count date must be marked as <i>Exclude Fall/Spring ANB</i> . Students enrolled in a private non-sectarian day treatment program must also be marked as <i>Exclude Fall/Spring ANB</i> . These students may not be included in the district's ANB count. Districts may request an exception for extenuating circumstances, but the exception must be received and approved prior to the count date.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Two times per year; 1. Fall Attendance and Aggregate Hours 2. Spring Enrollment and Aggregate Hours Needed for reporting students that do not qualify for ANB.
MT Edition Upload Template	Fall Attendance Count Template Spring Attendance Count Template

Data Element	Exclude from state reporting {Calendar-Grade Levels}
Citations	Support of system functionality. <ul style="list-style-type: none"> » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab -> select New or select a grade -> Exclude from state reporting
Definition	The <i>Exclude from state reporting</i> box is used to exclude the Grade Level from syncing to the state.
Comments	As an example, a Summer School calendar would be marked as Exclude from state reporting.
Code Format	Y/N Checkbox
Code Set	None
Validation	Not Required.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Exit Date {Special Ed. Module: State Reported Data}
Citations	» EDFacts File Number 009 – Children with Disabilities (IDEA) Exiting Special Education » MCA 20-7-4. Special Education for Exceptional Children
Location	Index -> Student Information -> Special Ed. -> General -> State Reported Data ->Exit Date
Definition	The <i>Exit Date</i> is the date a student exits the special education program or transfers to another district. Please also see Exit Reason Data Element.
Comments	The district should have an evaluation report showing the student as no longer eligible for special education services when a student exits special education services.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Twice per year: 1. Special Education (SPED) Child Count 2. Special Education (SPED) Exiting
MT Edition Upload Template	Manual entry required.

Data Element	Exit Reason {Special Ed. Module: State Reported Data}
Citations	» EDFacts File Number 009 – Children with Disabilities (IDEA) Exiting Special Education » MCA 20-7-4. Special Education for Exceptional Children
Location	Index -> Student Information -> Special Ed. -> General -> State Reported Data ->Exit Date
Definition	<i>Exit Reason</i> is the reason a student is exiting the special education program or no longer continuing with special education services in the district.
Comments	The district should have an evaluation report showing the student as no longer eligible for special education services when a student exits special education services with code <i>01: Returned to regular education.</i>
Code Format	String (2)
Code Set	01: Returned to regular education 02: Moved, known to be continuing 04: Dropped out 15: Reached maximum age 22: Died 23: Graduated with a diploma - regular requirements 32: Graduated with a diploma – modified requirements
Validation	None
Collection & Frequency	Once per year, Special Education (SPED) Exiting
MT Edition Upload Template	Manual entry required.

Data Element	Fall Absent {Enrollments}
Citations	» ARM 10.15.101 School Funding Definitions
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Fall Absent
Definition	<i>Fall Absent</i> is the whole or fractional absence of a student on the Fall enrollment count date.
Comments	If a student's class is not conducted on the Fall enrollment count date, report that student's absence as of the next pupil instruction day. For example, if the official count date is on a Monday and a student is only enrolled in classes that meet on Tues/Thurs, consider that student's attendance on Tuesday for the absence count. <u>Sample calculations for partial day absence:</u> Absent for ¼ of classes on the count day = .25 absent Absent for ½ of classes on the count day = .50 absent Absent for ¾ of classes on the count day = .75 absent
Code Format	Number
Code Set	None
Validation	Between .000 and 1.000
Collection & Frequency	Fall Attendance and Aggregate Hours
MT Edition Upload Template	Fall Attendance Count Template

Data Element	Fall Aggregate Hours of Inst. {Enrollments}
Citations	» MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Fall Aggregate Hours of Inst.
Definition	Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on the first Monday in October, or the next school day if those dates do not fall on a school day.
Comments	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). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course. Students can be enrolled: <ul style="list-style-type: none"> • 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)
Code Format	None
Code Set	F: 720+ hours T: 540-719 hours H: 360-539 hours Q: 180-359 hours N: 0-179 hours
Validation	None
Collection & Frequency	Fall Enrollment Count
MT Edition Upload Template	Fall Enrollment Count Template

Data Element	First Day of Event {Calendar-Days-Multi Day Event}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Multi Day Event
Definition	<i>First Day of Event</i> indicates the first day of a multi-day event on the calendar.
Comments	This function is used to create a multi-day event, such as Spring Break or Christmas Holiday. Enter the First Day of Event and the Last Day of the Event, and the Type from the drop-down list that has been defined by the district. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	First Name {Demographics/Identities}
Citations	» OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> First Name
Definition	The legal first name of the student from their birth certificate or other legal documentation.
Comments	The full legal first name must be entered to help ensure that two State IDs are not assigned for the same student. If a student uses a name other than the legal name, the district can put that name in the nickname field. Students who have a legal name change must have a new identity created.
Code Format	String (35)
Code Set	None
Validation	a) Required
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Foreign Exchange {Enrollments}
Citations	» MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Foreign Exchange
Definition	<p>A <i>Foreign Exchange</i> student is a student who maintains residency and citizenship in a foreign country, which the student has no intention of abandoning and is qualified to pursue a full course of study. The student should seek to enter the United States only temporarily for the sole purpose of pursuing a course of study at an established academic high school.</p> <ul style="list-style-type: none"> • Usually the placement of the student in the high school is arranged through a third-party application and approval process. • The student should be proficient in English. • The student should be enrolled in the school and in a grade.
Comments	This data is collected to exclude Foreign Exchange students from Graduation rates. If the student is enrolled in a grade that requires statewide testing, the student should participate in the statewide tests. Foreign exchange students are not included in AYP or the district's graduation rate.
Code Format	Y / N
Code Set	None
Validation	Student cannot be marked as both <i>Immigrant</i> and <i>Foreign Exchange</i> (if <i>Immigrant</i> = Y <i>Foreign Exchange</i> = N)
Collection & Frequency	<p>Three times per year:</p> <ol style="list-style-type: none"> 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Gender {Demographics/Identities}
Citations	» OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Gender
Definition	The sex of the student as it appears on their birth certificate or other legal documentation. A new identity should be created for those students where this value has been legally changed.
Comments	None
Code Format	M / F
Code Set	None
Validation	Required
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Gifted/Talented {Enrollments}
Citations	» ARM 10.55.804 GIFTED AND TALENTED » MCA 20-7-901. Gifted and Talented Children - Definitions
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> State Reporting Fields -> Other Program Participation -> Gifted and Talented
Definition	Gifted and Talented Students Children of outstanding abilities who are capable of high performance and require differentiated educational services beyond those normally offered in public schools to fully achieve their potential contribution to self and society. The children so identified include those with demonstrated achievement or potential ability in a variety of worthwhile human endeavors.
Comments	By state law and administrative rule, all schools are required to identify and serve gifted and talented students in their district.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Grade {Enrollments}		
Citations	» MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)		
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> Grade		
Definition	The <i>Grade</i> is the primary instructional level at which students enter and receive services in a school during a given academic session.		
Comments	If a student changes <i>grade level</i> at any time during the school year, the enrollment record for the first-grade level must be ended and a new enrollment record is created for the student at the new grade level. Students who are not yet 5 as of September 10 of the year of enrollment must have special permission of the board of trustees to be enrolled for the school year, including students who transfer into the district from another educational setting. Special Education students who are 5 as of September 10 and enrolled in Kindergarten, but receiving services in a PK setting should be enrolled in grade KF for ANB purposes. A P1 program is a full day pre-1 st /transition program designed to ease the transition into or out of first grade and often results in a two-year program between kindergarten and second grade.		
Code Format	String (2)		
Code Set	PK – Pre-Kindergarten KF – Kindergarten Full Time KH – Kindergarten Half Time P1 – Transition 1 st 01 – Grade 1 02 – Grade 2	03 – Grade 3 04 – Grade 4 05 – Grade 5 06 – Grade 6 07 – Grade 7	08 – Grade 8 09 – Grade 9 10 – Grade 10 11 – Grade 11 12 – Grade 12
Validation	Required. Choices are from grade levels in the school/calendar the student is enrolled in.		
Collection & Frequency	All Enrollment Data Reporting		
MT Edition Upload Template	Student Enrollment Template End of Year Attendance Totals Template		

Data Element	Grade Levels {Calendar}		
Citations	ARM 10.20.102 Calculation of Average Number Belonging (ANB)		
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab		
Definition	Grade level that the student is enrolled in and taking classes in.		
Comments	Applies to all student enrollments in all schools.		
Code Format	Two Character Field		
Code Set	State code set includes 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, KF, KH, PK, P1		
Validation	Required		
Collection & Frequency	Needed for all state reporting.		
MT Edition Upload Template	Included in Enrollment and End of Year Attendance Totals.		

Data Element	Home Primary Language {Demographics}		
Citations	» EDFacts File Number 204 – Title III English Learners » EDFacts File Number 045 - Immigrant – Link to Spec Document » ISO 639 Code Tables		
Location	Index -> Census -> People -> Demographics		
Definition	<i>Home Primary Language</i> is the name of the specific language normally used by the student or normally used by the parents of the student.		
Comments	This list of codes and languages are from the Federal code set ISO-639.2 and was updated and approved by the OPI Data Governance committee in June 2018.		
Code Format	String (3)		
Code Set	AFA-Afro-Asiatic ALG-Algonquian; Algic ARA-Arabic ARP-Arapaho MAP-Austronesian BNT-Bantu BUR-Burmese CEB-Cebuano KHM-Central Khmer CHY-Cheyenne CHI-Chinese CRE-Cree CPE-Creole, English CPF-Creole, French HRV-Croatian CZE-Czech DAK-Dakota DRA-Dravidian DUT-Dutch; Flemish ENG-English FIN-Finnish FRE-French	GER-German GRE-Greek HAT-Haitian HIN-Hindi HMN-Hmong INE-Indo-European ITA-Italian JPN-Japanese KOR-Korean KUT-Kutenai NAV-Navajo; Navaho NEP-Nepali NIC-Niger-Kordofanian SSA-Nilo-Saharan NAI-North American Indian NNO-Norwegian OJI-Ojibwa OTO-Otomian PAU-Palauan PAA-Papuan FAS-Persian PON-Pohnpeian POL-Polish	POR-Portuguese PAN-Punjabi RUM-Romanian RUS-Russian SAL-Salishan SEM-Semitic BLA-Siksika (Blackfoot) SIT-Sino-Tibetan SIO-Siouan SPA-Spanish; Castillian SWA-Swahili SWE-Swedish TGL-Tagalog TAI-Tai (Other) THA-Thai TIR-Tigrinya TUP-Tupi TUR-Turkish MIS-Uncoded UND-Undetermined URD-Urdu VIE-Vietnamese
Validation	Required if <i>Identified Date (EL)</i> or <i>Immigrant</i> is indicated		
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation		
MT Edition Upload Template	English Learners (EL) Template		

Data Element	Homeless {Enrollments}
Citations	<ul style="list-style-type: none"> » 42 USC CHAPTER 119, SUBCHAPTER VI, Part B » Title IX, Part A of the Elementary and Secondary Education Act » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Homeless
Definition	<p>Sec. 725 Definitions</p> <p>(2) The term homeless children and youths' —</p> <p>(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and</p> <p>(B) includes —</p> <p>(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;</p> <p>(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));</p> <p>(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;</p>
Comments	If a student is reported as homeless in a district at any time during the school year, the student should retain the designation of homeless for the entire year in that district. If the student transfers to another district, the status of the student is re-evaluated by the enrolling district. Homeless students are entitled to expedited services for special education services, Title I services, school of origin consideration, free lunch and transportation.
Code Format	Y / N
Code Set	None
Validation	<p>a. If <i>Homeless</i> = Y, <i>Homeless Night Time Residence</i> is required</p> <p>b. <i>Homeless Night Time Residence</i> and <i>Unaccompanied Youth</i> must be Null or N if <i>Homeless</i> = N</p>
Collection & Frequency	<p>Three times per year:</p> <ol style="list-style-type: none"> 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Homeless McKinney Vento {Enrollments} - RETIRED
Citations	Retired File Specifications for SY 2016-17 EDFacts File Numbers: 043; 118; 194
Location	Index -> Student Information -> Enrollments tab -> Enrollment -> State Reporting Fields -> Other Program Participation -> Homeless
Definition	<p>This field is no longer collected in AIM as of the 2016-17 school year. The McKinney-Vento program is designed to address the problems that homeless children and youth have faced in enrolling, attending, and succeeding in school. Under this program, State educational agencies (SEAs) must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youth.</p> <p>Homeless children and youth should have access to the educational and other services that they need to enable them to meet the same challenging State student academic achievement standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. States and districts are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youth.</p>
Comments	Formerly: Districts that are recipients of a McKinney Vento grant should mark all their homeless students as <i>McKinney Vento</i> . If a student is reported as homeless in a district at any time during the school year, the student should retain the designation of homeless for the entire year in that district. If the student transfers to another district, the status of the student is re-evaluated by the enrolling district.
Code Format	Y / N
Code Set	None
Validation	Formerly: a) If Homeless is null, then <i>McKinney Vento</i> must be null or N
Collection & Frequency	Formerly: Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Formerly: Program Participation Template

Data Element	Homeless Night Time Residence {Enrollments}	
Citations	» 42 USC CHAPTER 119, SUBCHAPTER VI, Part B » Title IX, Part A of the Elementary and Secondary Education Act » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction	
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Homeless Night Time Residence	
Definition	<i>Homeless Night Time Residence</i> is the type of night time residence for homeless students.	
Comments	If a student is reported as homeless, the <i>Homeless Night Time Residence</i> is then required.	
Code Format	String (2)	
Code Set	01 – Shelters 02 – Doubled-up (Living with another family)	03 – Unsheltered (Cars, park, campgrounds) 04 – Hotels/Motels
Validation	a) Required if <i>Homeless</i> = Y b) If <i>Homeless</i> is null, then <i>Night Time Residence</i> must be Null or N.	
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation	
MT Edition Upload Template	Program Participation Template	

Data Element	Identified Date {English Learners (EL)}	
Citations	» Section 3121 of the ESEA as amended » Consolidated State Performance Reports (CSPR) USDOE	
Location	Index -> Student Information -> Program Participation -> English Learner(EL) -> Identified Date	
Definition	<i>Identified Date</i> is the date a student was initially identified as being an English Learner (EL). EL students are those students who are not achieving academically due to the level of their English language proficiency.	
Comments	The <i>Identified Date</i> may be the date the child entered school. If a student transfers from another school where they have been identified as EL, the receiving school should consider whether re-identification would be appropriate. If a student's status is accepted from a prior school, the Date 1 st Identified should be the date the first school identified the student as EL, not the date of enrollment in the new school. The data may be found in records transferred from a prior district of enrollment or obtained from the guidance counselor, principal, or bilingual staff. ELP test booklet labels will be sent to districts with students identified as EL in the October enrollment collection. Districts no longer identify EL students on an annual basis. Once students are identified, they continue to be identified as EL until they are exited from the program.	
Code Format	MM/DD/YYYY	
Code Set	None	
Validation	a) Must be less than today's date, but greater than student's birth date b) If <i>Identified Date</i> is not null, <i>Language of Impact</i> and <i>Primary Home Language</i> are required	
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation Fall EL Assessment Verification, Winter Assessment Registration and Spring Assessment Registration.	

MT Edition Upload Template	Program Participation Template
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Data Element	Immigrant {Enrollments}
Citations	EDFacts File Number 045 - Immigrant
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Immigrant
Definition	Immigrant children and youth means individuals who: (A) are aged 3 through 21; (B) were not born in any State; and (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.* For the definition above, "state" means the 50 states, the District of Columbia, and the Commonwealth of Puerto Rico. *Definition based on Section 3301(j)6 of ESEA.
Comments	A student should not be marked both as an <i>Immigrant</i> and <i>Foreign Exchange</i>
Code Format	Y / N
Code Set	None
Validation	a) Student cannot be marked as both <i>Immigrant</i> and <i>Foreign Exchange</i> (if <i>Immigrant</i> = Y <i>Foreign Exchange</i> = N) b) If <i>Immigrant</i> is marked, <i>Primary Home Language</i> and <i>Date Immigrant Entered US School</i> is required.
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Income Eligible MT PreK Dev Grant {Enrollments}
Citations	US Department of Education Preschool Development Grants
Location	Index -> Student Information -> Enrollments -> select Enrollment -> General Enrollment Information -> Other Program Participation -> Income Eligible MT PreK Dev Grant
Definition	The date the student was determined <i>Income Eligible</i> for the Montana Preschool Development Grant (MPDG).
Comments	The income eligibility collection is a grant requirement. USED requires that kids be income eligible (200% of FPL) to be counted for the grant. To be counted as participating in the grant, students must be marked in AIM. The MPDG Grant started in the 15-16 school year and ended in the 18-19 school year with a small amount of funds carried over to the 19-20 school year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Once per year on December 1 st during the grant years for the MPDG Annual Performance Report
MT Edition Upload Template	Manual entry required.

Data Element	Indian Language Immersion Program {Enrollments}
Citations	Senate Bill 272
Location	Index -> Student Information -> General -> Enrollments -> select Enrollment -> check ILIP: Indian Language Immersion Program box
Definition	<i>ILIP: Indian Language Immersion Program</i>
Comments	This was established in the 2015 legislature. The Indian Ed division approves applications. Students were tracked for two years in AIM. In the 2017 legislature the program continued, but was not funded. There is a bill in the 2019 session to restore (and make permanent) funding for this program.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Once a year during Fall Enrollment Count.
MT Edition Upload Template	Manual entry required.

Data Element	Instruction {Calendar-Days-Day Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days Tab -> select a Day -> Day Detail -> Instruction
Definition	<i>Instruction</i> indicates that the day is an instructional day for students.
Comments	If a check mark is in the box, then the school is holding classes on this date. The check box will be empty for days when no classes are held, and teachers are holding an in-service day. Unchecked days will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Instructional Minutes {Calendar-Periods-Period Schedule Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Schedule Info -> Instructional Minutes
Definition	<i>Instructional Minutes</i> are the minutes of each day that are considered instructional.
Comments	These minutes are the sum of instructional minutes for all periods in a schedule. The calculation is based on the Start Time to End Time of each Period listed in the selected schedule. Any period with the ‘non-instructional’ check box is excluded from the sum of instructional minutes. This number should be manually entered into the Student Day field on the Calendar tab. This is necessary to make the list of students’ names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for upcoming school year.
MT Edition Upload Template	Manual entry required.

Data Element	Job Corps {Enrollments}
Citations	MCA 20-9-311(11) (h) Calculation of Average Number Belonging (ANB) MCA 20-9-707 Agreement with Montana Youth Challenge Program or Accredited Montana Job Corps Program
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> check Job Corps box
Definition	Record the enrollments of Job Corps students in AIM to be counted for ANB funding.
Comments	A student in Job Corps must be identified in their enrollment tab showing the start and end dates of participation. If district chooses to keep the student enrolled, Aggregate Hours are set to full-time for each attendance collection and the student generates a full ANB. To be counted for ANB the district must have an interlocal agreement with the program and the student must be enrolled in their district of residence, taking credits at the Job Corps that are approved by the resident school district, taking credits that meet the district’s requirements for graduation, taking courses taught by an instructor with a current high school certification, and have credits reported from the Job Corps to the resident school district. A student must be withdrawn from the district prior to taking a high school equivalency exam.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Enrollment Count 2. Spring Enrollment Count 3. Test Window Enrollment Count (for testing purposes)
MT Edition Upload Template	Manual entry required.

Data Element	Label {School Years}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Information -> Calendar -> School Years -> click on New -> Label
Definition	Last two digits of each beginning and ending school year. i.e. “18-19”
Comments	This field is required to provide a distinction between school years.
Code Format	YY-YY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	Language of Impact {Demographics}			
Citations	MCA 20-9-330 and ELP Guidance for School Districts Federal Mandates are Section 8101 of the ESEA » EDFacts File Number 204 – Title III English Learners » EDFacts File Number 045 - Immigrant – Link to Spec Document » ISO 639 Code Tables			
Location	Index -> Census -> People -> Demographics			
Definition	The <i>Language of Impact</i> is the language other than English that influences the student’s English language development.			
Comments	For OPI American Indian student Achievement unit to identify students whose first language is English, the <i>Language of Impact</i> is the tribal (or cultural) language. For immigrant or colony students the <i>Language of Impact</i> is the language spoken at home. Please note: once students are identified as EL, they continue to be identified as EL for each school year until they are exited from the program.			
Code Format	String (2)			
Code Set	01 – Arabic 02 – Arapaho 03 – Assiniboine 04 – Blackfeet 05 – Cheyenne 06 – Chinese 07 – Chippewa 08 – Cree 09 – Croatian 10 – Crow 11 – Czech	12 – Farsi 13 – Finnish 14 – French 15 – German 16 – Gros Ventre 17 – Hindi, Hindustani 18 – Hmong 19 – Japanese 20 – Kootenai 21 – Korean	22 – Navaho 23 – Nepali 24 – Norwegian 25 – Oneida 26 – Polish 27 – Portuguese 28 – Romanian 29 – Russian 30 – Salish 31 – Shoshone	32 – Sioux/Dakota 33 – Spanish 34 – Tagalog 35 – Thai 36 – Turkish 37 – Urdu 38 – Vietnamese 39 – Other – Non-American Indian 40 – Other – American Indian
Validation	a) Required if <i>Date 1st Identified EL</i> or <i>Immigrant</i> is indicated. b) Must be blank if <i>Date 1st Identified EL</i> or <i>Immigrant</i> is blank.			
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation			
MT Edition Upload Template	English Learners (EL) Template			

Data Element	Last Day of Event {Calendar-Days-Multi Day Event}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Multi Day Event
Definition	<i>Last Day of Event</i> indicates the last day of a multi-day event on the calendar.
Comments	This function is used to create a multi-day event, such as Spring Break or Christmas Holiday. Enter the First Day of Event and the Last Day of the Event, and the Type from the drop-down list that has been defined by the district. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Last Name {Demographics/Identities}
Citations	» OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Last Name
Definition	The legal last name of the student from their birth certificate or other legal documentation.
Comments	If a student uses a name other than the legal name, the district can put that name in the nickname field. If a student’s name is legally changed, a new identity must be created.
Code Format	String (40)
Code Set	None
Validation	Required
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Location {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Location
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Lunch Time {Calendar-Periods-Period Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Lunch Time
Definition	<i>Lunch Time</i> is the number of minutes allowed for Lunch.
Comments	None
Code Format	String (2)
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Middle Name {Demographics/Identities}
Citations	<ul style="list-style-type: none"> » OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for ED Facts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Middle Name
Definition	The middle name of the student from their birth certificate or other legal documentation.
Comments	None
Code Format	String (40)
Code Set	None
Validation	None
Collection & Frequency	All
MT Edition Upload Template	All

Data Element	Migrant {Enrollments} – Field Moved – See Migrant {Flags}
Citations	FS121 — Migratory Students Eligible – 12 Months v14.2  Word FS165 — Migratory Data v14.0  Word
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Migrant
Definition	Any child who meets the statutory definition of a migratory child found in section 1309(2) of the statute and section 200.81 of the regulations and for whom the SEA approved a Certificate of Eligibility. In brief, the term migrant child means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
Comments	Migrant students are entitled to expedited services for Special Education (SPED) services, Title 1 services, free lunch, and transportation. Student must be identified as a migrant and a recruiter/interviewer must fill out a Certificate of Eligibility (COE). The COE must be signed by the parent and the recruiter/interviewer. The data is entered in AIM by the OPI staff only.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	None
MT Edition Upload Template	The data is entered in AIM by the OPI staff only.

Data Element	Migrant {Flags} – District Viewing
Citations	FS121 — Migratory Students Eligible – 12 Months v14.2  Word FS165 — Migratory Data v14.0  Word
Location	Index -> Student Information -> General -> Flags tab -> New -> Migrant
Definition	Any child who meets the statutory definition of a migratory child found in section 1309(2) of the statute and section 200.81 of the regulations and for whom the SEA approved a Certificate of Eligibility. In brief, the term migrant child means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work (A) has moved from one school district to another; (B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or (C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.
Comments	Migrant students are entitled to expedited services for Special Education (SPED) services, Title 1 services, free lunch, and transportation. Student must be identified as a migrant and a recruiter/interviewer must fill out a Certificate of Eligibility (COE). The COE must be signed by the parent and the recruiter/interviewer. The data is entered in the AIM system by the OPI staff only. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	The information is collected three times during the school year, first in the Fall Count, followed by the Test Window and finally in the End of Year.
MT Edition Upload Template	The data is entered in the AIM system by the OPI staff only.

Data Element	Military Connected Status {Enrollments}
Citations	MCA 20-1-230. Enactment – Interstate Compact on Educational Opportunity for Military Children – provisions.
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Military Connected Status
Definition	<p><i>Military Connected</i> student means a student enrolled in a school district who is a dependent of an active duty member of:</p> <ul style="list-style-type: none"> • The United States Military (Army, Navy, Air Force, Marines, or Coast Guard) • Active Duty National Guard • Active Duty Reserve Force of the US Military • Transitioning out of Active Duty to National Guard or Reserve
Comments	<p>As per MCA 20-1-230, the OPI will be requiring school districts to identify students of military families starting in the 2014-15 school year. It is the purpose of this compact to remove barriers to educational success imposed on children of military families because of frequent moves and deployment of their parents.</p> <p>Please also see the Military Connected Enrollment Start and End Status Codes.</p>
Code Format	String (1)
Code Set	<ol style="list-style-type: none"> 1. The United States Military (Army, Navy, Air Force, Marines, or Coast Guard) 2. Active Duty National Guard 3. Active Duty Reserve Force of the US Military 4. Transitioning out of Active Duty to National Guard or Reserve
Validation	None
Collection & Frequency	<p>Three times per year:</p> <ol style="list-style-type: none"> 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Montana Digital Academy {Flags}
Citations	<p>ARM 10.55.907 Distance, Online and Technology-Delivered Learning</p> <p>The data is requested from MTDA to verify aggregate hours on part time enrollment.</p>
Location	Find Student -> Student Information -> General -> Flags -> click on New -> Montana Digital Academy
Definition	Identifies a student as being enrolled in MT Digital Academy Classes.
Comments	The finance specialist within School Finance at the OPI, enters and reviews this data. The flag is not available at the district level.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	The data is requested from MTDA to verify aggregate hours on part time enrollment and to verify ANB for Fall and Spring.
MT Edition Upload Template	Manual entry required.

Data Element	Montana Youth ChalleNGe Academy {Enrollments}
Citations	MCA 20-9-311(11) (h) Calculation of Average Number Belonging (ANB) MCA 20-9-707 Agreement with Montana Youth Challenge Program or Accredited Montana Job Corps Program
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> check YthChllng:MT Youth Challenge box
Definition	Record the enrollments of <i>Montana Youth ChalleNGe</i> students in AIM to be counted for ANB funding.
Comments	<p>A student in <i>MT Youth ChalleNGe</i> must be identified in their enrollment tab showing the start and end dates of participation. As of the 2015-16 School Year, when a student enters <i>MT Youth ChalleNGe</i>, districts may choose to either:</p> <ol style="list-style-type: none"> 1) Withdraw the student using the non-dropout End Status of 175: <i>Transfer to Montana Youth ChalleNGe or</i> 2) Enroll the student and collect ANB funding. Should the district choose option 2 the student must be identified on the enrollment tab showing the start and end dates of participation; aggregate hours are set to full-time for each attendance collection and the student generates one-half ANB; and to be counted for ANB the district must have an interlocal agreement with the program and the student must be enrolled in their district of residence, taking credits at the <i>MT Youth ChalleNGe</i> that are approved by the resident district, taking credits that meet the district's requirements for graduation, taking courses taught by an instructor with a current MT high school certification and have credits reported from the <i>MT Youth ChalleNGe</i> to the resident school district. An MYCA student's enrollment must be ended prior to taking a high school equivalency exam, with the non-dropout End Status of 175: <i>Transfer to Montana Youth ChalleNGe</i>.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Three times per year: <ol style="list-style-type: none"> 1. Fall Enrollment Count 2. Spring Enrollment Count 3. Test Window Enrollment Count (for testing purposes)
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Name
Definition	<i>Name</i> is the name of the calendar.
Comments	Typical format is YY-YY School Name (Year is defined as school year from Fall to Spring).
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of upcoming school year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar – Grade Levels}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels -> Name
Definition	<i>Name</i> is the name of the Grade Level.
Comments	The grade name is two characters. In grades 1 through 6, the grade name has a zero placed before the grade number; making the name two characters.
Code Format	Two Characters
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Periods-Period Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Name
Definition	<i>Name</i> is the name given to the Period.
Comments	Montana Edition Districts need to enter, at a minimum, one full-day period (the start and ending times of the day). District Edition Districts further define specific periods within their calendars. Completing this tab, along with the Days tab and Terms tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Periods-Period Schedule Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Schedule Info -> Name
Definition	<i>Name</i> is the name given to the Period Schedule. Describes the type of schedule.
Comments	Montana Edition Districts need to enter, at a minimum, one full-day period (the start and ending times of the day). District Edition Districts further define specific periods within their calendars. Completing this tab, along with the Days tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Terms-Term Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms -> select existing Term name or New Term Schedule/Terms -> Term -> Name
Definition	<i>Name (Term Detail)</i> is the name given to each Term.
Comments	This name for the Term indicates the name given to each term. For example, a Quarters term will have four quarters, and each might be named Q1, Q2, Q3, Q4. Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.) Completing this tab, along with the Days tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Name {Calendar-Terms-Term Schedule Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms -> select existing Term name or New Term Schedule/Terms -> Term Schedule Detail -> Name
Definition	<i>Name (Term Schedule Detail)</i> is the name of the Term Schedule. Describes the type or number of terms in the school year.
Comments	This is the name of the Term Schedule and can be changed after it is created. When creating a new Term, the choices are: Full Year (1 term); Semesters (2 terms); Trimesters (3 term); Quarters (4 term); and Other Number of Terms. Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.) Completing this tab, along with the Days tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required; must select one of the 5 choices: <ul style="list-style-type: none"> • Full Year- 1 term • Semester-2 term • Trimester – 3 terms • Quarters – 4 terms • Other Number of Terms
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Number {Calendar}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar Tab -> Number
Definition	A calendar number is needed for new year calendar set up. For MT Editions it must be entered on the school's calendar before the file can be uploaded. This is used to support state reporting.
Comments	For MT Edition uploads, all calendars must have a <i>Calendar Number</i> of “1” assigned. File upload formats will not be accepted without a valid <i>Calendar Number</i> .
Code Format	String (1)
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Periods {Calendar}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods
Definition	<i>Periods</i> Provides information on defining period schedules for a calendar year.
Comments	Montana Edition Districts need to enter, at a minimum, one full-day period (the start and ending times of the day). District Edition Districts further define specific periods within their calendars. Completing this tab, along with the Days tab and Terms tab is necessary to make the list of students’ names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Placement Type {Foster Care}
Citations	<ul style="list-style-type: none"> » Foster Care shows up in almost all EDFacts files as a subgroup. » ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> Placement Type
Definition	Placement Type indicates the type of foster care situation in which the student is placed. Students in the <i>Foster Care</i> system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the <i>Foster Care</i> data. The <i>Foster Care</i> data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)
Code Format	None
Code Set	Foster Care Family Home Group Home Kinship Care
Validation	None
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required.

Data Element	Post-Graduation Status {Enrollments-CTE Concentrator}						
Citations	Carl D. Perkins Career and Technical Education (CTE) Act						
Location	Index -> Student Information -> General -> Enrollments tab -> Select Enrollment Record -> CTE Concentrator -> Post Graduation Status						
Definition	<i>Post-Graduation Status</i> is the primary placement status of a CTE (Career Technical Education) Concentrator in Oct-Dec of the year the student graduated.						
Comments	This Career & Technical Education (CTE) data is a follow-up from the prior year's identification of Career & Technical Education (CTE) Concentrators.						
Code Format	String (2)						
Code Set	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">01 – Post-secondary Education or Training</td> <td style="width: 50%;">04 – Military</td> </tr> <tr> <td>02 – Employed</td> <td>05 – Not Known</td> </tr> <tr> <td>03 – Unemployed</td> <td>06 – Other</td> </tr> </table>	01 – Post-secondary Education or Training	04 – Military	02 – Employed	05 – Not Known	03 – Unemployed	06 – Other
01 – Post-secondary Education or Training	04 – Military						
02 – Employed	05 – Not Known						
03 – Unemployed	06 – Other						
Validation	<ul style="list-style-type: none"> a) Allow only if Career & Technical Education (CTE) Concentrator = Y b) Allow only if end date is populated and the State End Status is in the 300 or 400 range. 						
Collection & Frequency	Fall Career & Technical Education (CTE); Once per year						
MT Edition Upload Template	Career & Technical Education (CTE) Template						

Data Element	Primary Disability {Special Ed. Module: Caseload}		
Citations	EDFacts File Numbers 002; 089 - Children with Disabilities (IDEA) MCA 20-7-4. Special Education for Exceptional Children		
Location	Index -> Student Information -> Special Ed. -> Caseload -> Primary Disability		
Definition	The <i>Primary Disability</i> is the primary condition of eligibility for a special education student.		
Comments	The <i>Primary Disability</i> is populated from the student's IEP. Districts do not have to manually enter this information into the student's enrollment record.		
Code Format	String (2)		
Code Set	AU: Autism CD: Cognitive Delay DB: Deaf-Blindness DD: Developmental Delay DE: Deaf ED: Emotional Disturbance	HI: Hearing Impairment LD: Learning Disability MD: Multiple-Disabilities OH: Other Health Impairment OI: Orthopedic Impairment	SL: Speech-Language Impairment TB: Traumatic Brain Injury VI: Visual Impairment NULL: None
Validation	None		
Collection & Frequency	Once per year, Special Education (SPED) Child Count		
MT Edition Upload Template	Manual entry required.		

Data Element	Print {Calendar-Days}		
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)		
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Print		
Definition	<i>Print</i> creates a PDF of the calendar that shows instructional days and non-instructional days and events as indicated.		
Comments	The PDF of the calendar indicates what days are instructional or non-instructional, and what types of events have been defined. At the bottom of the PDF it will report Total Instructional Days and Minutes; Total Non-Instructional Days and Minutes; Total Non-School Days and Minutes. These days and minutes are calculated based on the minutes entered in the Student Day (instructional minutes) field in the Calendar tab, as well as the information entered for each day.		
Code Format	None		
Code Set	None		
Validation	None		
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.		
MT Edition Upload Template	Manual entry required.		

Data Element	Program Exit Date {English Learners (EL)}
Citations	Section 3121 of the ESEA as amended
Location	Index -> Student Information -> Program Participation -> English Learners (EL) -> Program Exit Date
Definition	<i>Program Exit Date</i> is the date a student was determined to no longer be an EL (English Learner). The student is no longer EL once he/she has earned a score on the English Language Proficiency Assessment that meets the Montana proficiency standard for English and the district determines that the student is no longer in need of services.
Comments	EL students are students not achieving academically due to their level of English language proficiency. If a student transfers from another school where they have been identified as EL, the receiving school should consider whether re-identification would be appropriate. If the district determines that a transfer student previously identified as EL is no longer in need of services, the district should enter the student's <i>Identified Date</i> and <i>Program Exit Date</i> (may be the date of enrollment in the district). The data may be found in records transferred from a prior district of enrollment or obtained from the guidance counselor, principal, or bilingual staff. Districts are encouraged to evaluate proficiency upon receipt of results of the ELP test. Students identified as EL remain identified until an <i>Program Exit Date</i> is entered.
Code Format	None
Code Set	None
Validation	a) Only when <i>Program Status</i> is EL, can the <i>Program Exit Date</i> be entered b) Must be greater than the <i>Identified Date</i> c) If <i>Program Exit Date</i> is entered, <i>Identified Date</i> , <i>Primary Home Language</i> and <i>Language of Impact</i> is required
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	EL Template

Data Element	Program Status {English Learners (EL)}
Citations	» EDFacts File Number 204 – Title III English Learners » EDFacts File Number 045 - Immigrant – Link to Spec Document » ISO 639 Code Tables
Location	Index -> Student Information -> Program Participation -> English Learners (EL)
Definition	Status of an EL student.
Comments	None
Code Format	None
Code Set	EL, Exited EL, not EL
Validation	Student needs home primary language and language of impact.
Collection & Frequency	Program Participation in the Fall, Test Window, End of Year Collection, Fall EL Assessment Verification, Winter Assessment Registration and Spring Assessment Registration.
MT Edition Upload Template	Program Participation

Data Element	Race/Ethnicity {Demographics/Identities}		
Citations	» OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for EDFacts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction		
Location	Index -> Census -> People -> Demographics and/or Identities -> Race/Ethnicity		
Definition	<p>The general racial or ethnic category which most clearly reflects the individual’s recognition in his or her community, or with which the individual most identifies (Annual Data Collection Glossary, AYP Data Glossary).</p> <p>The racial/ethnic categories describe the groups to which individuals belong. Categories do not denote scientific definitions of anthropological origins. Count each student in only one category. Select the category that reflects the individual's recognition in the community for reporting students who refuse to report, or who report mixed racial and/or ethnic origins (Guidance for reporting under the NCES Common Core of Data, School Universe Survey 2006-2007). Race and ethnicity determinations are presented as two questions. Both questions must be answered. Students may be identified as having two or more races.</p> <ol style="list-style-type: none"> Is this student Hispanic or Latino? (Choose only one) <ul style="list-style-type: none"> No, not Hispanic or Latino Yes, Hispanic or Latino (a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race). What is the student’s race? (regardless of how the first question was answered, choose one or more) <ul style="list-style-type: none"> American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment. Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam). Black or African American: a person having origins in any of the black racial groups of Africa. Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa. 		
Comments	If the parent does not declare the student's race/ethnicity, the district must choose the racial or ethnic category which most clearly reflects the student's recognition in his or her community or with which the student most identifies. If the student’s race/ethnicity is re-identified at any time, the district must create a new identity record that reflects the change in identification.		
Code Format	Question 1 – Y/N Question 2 – String (1)		
Code Set	1 - Hispanic/Latino 2 - American Indian or Alaskan Native	3 - Asian 4 - Black or African American	5 - Native Hawaiian or Other Islander 6 - White 7 - Two or more races
Validation	Required		
Collection & Frequency	All		
MT Edition Upload Template	Student Demographics Template		

Data Element	Resolution Type {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Resolution Type
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Role {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Role
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Schedule Structure {Calendar}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Schedule Structure
Definition	The <i>Schedule Structure</i> provides a means of allowing different groups of students (by grade level, by different terms, by different day layout) to have a unique layout for their learning day. This allows the school calendars to have multiple schedules in one calendar, instead of having one calendar with each type of schedule.
Comments	For Montana Edition users this should be prepopulated to be 'Main'.
Code Format	None
Code Set	None
Validation	Required. If deleted, student schedule and enrollment data will also be deleted.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	School Day {Calendar – Days}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days Tab -> select a Day -> Day Detail -> School Day
Definition	A <i>School Day</i> is a day that the school is open for students and/or educators.
Comments	Flagged Y if the school is open on this date. A teacher in-service day will have Instruction = N and School Day = Y.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	School Day {Calendar-Days-Day Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> select a day on the calendar -> Day Detail
Definition	<i>Day Detail</i> indicates the type of day and day events for each day on the calendar.
Comments	Indicates when the school is open and staff, students, administrators, etc. are on school grounds. This would be marked for a teacher in-service day, or for prep days before or after a term ends. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Y/N
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	School of Origin {Foster Care}
Citations	» Foster Care shows up in almost all EDFacts files as a subgroup. » ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> School of Origin
Definition	School of Origin is the school the student was attending when placed into Foster care. Law states that children should, if possible, be able to stay in their school of origin. Students in the <i>Foster Care</i> system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the <i>Foster Care</i> data. The <i>Foster Care</i> data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required.

Data Element	School Year {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch v14.1  Word
Location	Index -> FRAM -> Eligibility -> New -> End Date
Definition	<i>School Year</i> in FRAM is the school year the FRAM eligibility record was created.
Comments	None
Code Format	YY-YY
Code Set	None
Validation	Required
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	School Years {Calendar}
Citations	<ul style="list-style-type: none"> > MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction > ARM 10.15.101(3) DEFINITIONS > ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> School Years
Definition	<i>School Years</i> is where the Active school year is defined.
Comments	The <i>School Years</i> lists all years for which data is stored in Campus. One school year is marked as the active year at any given time. A school year must be created before the calendar for that school year can be created and before students can be enrolled into a grade level for that school year.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	Section 504 {Enrollments}
Citations	OCR FAQ about Section 504 and the Education of Children with Disabilities
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment Record -> Enrollment Editor -> Other Program Participation -> Section 504
Definition	OPI collects this information to ensure appropriate accommodations are provided for qualifying students on statewide assessments. This information is also required from the districts to be included on their Office of Civil Rights Data Collection report. <i>Section 504</i> is a plan developed to provide services and/or accommodations for a regular education student so that he/she may have an equal opportunity to participate in the educational program, including extra-curricular activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based solely on disability against individuals with disabilities, including students, parents and staff members. <i>Section 504</i> covers all students who are defined as having any physical or mental impairment that substantially limits one or more major life activities, including but not limited to, learning (School Discipline Data Collection Glossary).
Comments	Students should not usually have an active IEP and a <i>Section 504</i> plan.
Code Format	Y / N
Code Set	None
Validation	<i>Section 504</i> is separate from Special Education
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Sequence {Calendar - Grade Levels}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab -> select New or select a grade -> Sequence Number
Definition	The <i>Sequence Number</i> is the next grade up from the Grade Name, which indicates the next grade for the purposes of rolling students forward.
Comments	None
Code Format	String (1)
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Sequence {Calendar-Periods-Period Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Sequence
Definition	<i>Sequence</i> indicates the order in which the Periods will appear.
Comments	None
Code Format	Typically, 1 digit, string allows a maximum of 3
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Sequence {Calendar-Periods-Period Schedule Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Schedule Info -> Sequence
Definition	<i>Sequence</i> indicates the order in which the Period Schedule will appear.
Comments	None
Code Format	Typically, 1 digit, string allows for maximum of 2 digits.
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Sequence {Calendar-Terms-Term Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms -> select existing Term name or New Term Schedule/Terms -> Term Detail -> Sequence
Definition	<i>Sequence</i> indicates the order in which the terms will appear.
Comments	None
Code Format	Typically, 1 digit, string allows for maximum of 2 digits.
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Service Type {English Learners (EL)}
Citations	<ul style="list-style-type: none"> FS141 — EL Enrolled v15.1  Word FS126 — Title III Former EL Students v15.0  Word FS137 — English Language Proficiency Test v15.0  Word FS139 — English Language Proficiency Results v15.0  Word FS204 — Title III English Learners v15.1  Word FS205 — Progress Achieving English Language Proficiency Indicator Status v15.0  Word
Location	Index -> Student Information -> General -> Program Participation -> English Learners (EL) -> EL Services tab -> New -> EL Services Detail -> Service Type
Definition	The EL Services tab is used to keep track of services a student receives while participating in an EL program. Students may participate in several programs with varying start and end dates.
Comments	None
Code Format	Title III
Code Set	None
Validation	Required
Collection & Frequency	None
MT Edition Upload Template	None

Data Element	Service Type {Enrollments}
Citations	MCA 20-9-311. Calculation of average number belonging (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> Service Type
Definition	<p>The <i>Enrollment Service Type</i> field indicates the type of service a student receives from the district.</p> <p><u>P: Primary</u> - A student who receives primary educational services from a school.</p> <p><u>S: Partial</u> - A student who receives some educational services from a school, but holds a primary enrollment in another school, regardless of type. Example: A homeschool student taking a course at the high school.</p> <p><u>N: Special Ed Services</u> - A student who is receiving only Special Education services from a school (does not include students in a self-contained classroom) and whose primary enrollment is in another school, regardless of type (e.g. home school or private school students), or students who are not yet eligible for public school services (e.g., PK students).</p>
Comments	There should be only one P: Primary enrollment on a given date. When students have concurrent enrollments (in other schools), use S or N on the secondary enrollment. N: Special Ed Services should only be used for home school, private school, or PK students who come to the public school to receive only Special Education services.
Code Format	String (1)
Code Set	P - Primary S - Secondary N - Special Ed Services only
Validation	Required
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template

Data Element	Sort By {Enrollments}
Citations	Needed to support Assessment data collections.
Location	Index -> Student Information -> General -> Enrollments tab -> Select Enrollment Record -> State Reporting Fields -> Optional -> Sort By
Definition	The <i>Sort By Field</i> is used at district discretion to determine how CRT assessments will be sorted by testing contractor, beyond the default sort of school and grade. The sort will also apply to the results when they are loaded into the MARS system.
Comments	This field is optional for districts who wish to have their labels come from the testing contractor in a prescribed order. Districts may upload this data multiple times for a different sort for each test or application (e.g., one sort for ELP and another for SBAC)
Code Format	String (15)
Code Set	None
Validation	Allow any length up to 15 characters.
Collection & Frequency	Once per year, Assessment Registration
MT Edition Upload Template	Student Enrollment Template

Data Element	Source {FRAM}
Citations	EDFacts: FS033 — Free and Reduced-Price Lunch v14.1  Word
Location	Index -> FRAM -> Eligibility -> New -> Source
Definition	<i>Source</i> indicates the source of the certification for eligibility in FRAM.
Comments	The <i>Source</i> can either be Non-Direct or Direct. The list of Certified Type depends on which Source is chosen.
Code Format	None
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	FRAM Import Template

Data Element	Special Ed Setting {Special Ed. Module: State Reported Data}	
Citations	EDFacts File Numbers 002; 089 - Children with Disabilities (IDEA) MCA 20-7-4. Special Education for Exceptional Children	
Location	Index -> Student Information -> Special Ed. -> General -> Special Ed Setting	
Definition	The <i>Special Ed Setting</i> is the educational setting of the special education student and specifies where the student receives the special education services.	
Comments	This field is driven by the data entered into a student’s IEP, but does not carry over from one enrollment to the next when a district uses the file upload method to manage student enrollments. Districts using the file upload method may have to manually enter the special education setting for students.	
Code Format	String (2)	
Code Set	01: Regular Class 02: Part Time Special Ed inside regular class 40% to 79% 03: Full-time Special Ed inside regular class <40% 08: Homebound/Hospitals 09: Correctional Facilities 10: Private Schools (parentally placed) 13: Home	15: Residential Facility (Special Education Program) 16: Separate Day School (Special Education Program) 21: Separate Day School (public/private) 22: Residential Facility (public/private) 23: RegECprog -> or=10hrs/wk rcving svcs in ECSETTING 24: RegECprog -> or=10hrs/wk rcving svcs services AT OTHER LOC 25: RegECprog <10hrs/wk rcving svcs in ECSETTING 26: Separate Class (Special Education Program) 27: Service Provider Location 28: RegECprog <10hrs/wk rcving svcs AT OTHER LOC
Validation	None	
Collection & Frequency	Once per year, Special Education (SPED) Child Count	
MT Edition Upload Template	Manual entry required.	

Data Element	Special Ed Status {Enrollments} Removed with 2028 Campus Release.
Citations	» EDFacts File Numbers 002; 089 - Children with Disabilities (IDEA) » MCA 20-7-4. Special Education for Exceptional Children
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment Record -> Special Ed Fields -> Special Ed Status
Definition	<p>Special Education Eligible A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA-Part B) and who is receiving services (Annual Data Collection Glossary).</p> <p>Special Education Specially designed instruction, given at no cost to the parents or guardians to meet the unique needs of a child with a disability, including but not limited to instruction conducted in a classroom, home, hospital, institution, or other setting and instruction in physical education.</p>
Comments	Any student with an IEP is considered a special education student, including students who receive only speech services and any other additional service outside or inside the classroom. The field in the student enrollment is driven by the data entered into a student's IEP, but does not carry over from one enrollment to the next when a district uses the file upload method to manage student enrollments. However, no OPI reporting is done using this field as the sole indicator for a student's special education status. The presence of a locked IEP on a specified date is the driving factor in determining a student's status.
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Annual Special Education Child count.
MT Edition Upload Template	None

Data Element	Spring Aggregate Hours of Inst. {Enrollments}	
Citations	» MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)	
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Spring Aggregate Hours of Inst.	
Definition	Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on the first Monday in February, or the next school day if those dates do not fall on a school day.	
Comments	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). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course. Students can be enrolled: <ul style="list-style-type: none"> • 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) 	
Code Format	None	
Code Set	F: 720+ hours T: 540-719 hours H: 360-539 hours	Q: 180-359 hours N: 0-179 hours
Validation	None	
Collection & Frequency	Spring Enrollment Count	
MT Edition Upload Template	Spring Enrollment Count Template	

Data Element	Start Comments {Enrollment}	
Citations	For Support	
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> Start Comments	
Definition	Comments pertaining to enrollment start status.	
Comments	None	
Code Format	None	
Code Set	None	
Validation	None	
Collection & Frequency	Throughout the year as enrollments are updated.	
MT Edition Upload Template	Enrollment Upload	

Data Element	Start Date {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Start Date
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Start Date {Calendar}
Citations	<ul style="list-style-type: none"> » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar tab -> Start Date
Definition	The start date of the calendar. This is not necessarily the first instruction day of the school year.
Comments	Calendar dates must be entered before any other data is entered. All student data, Special Education (SPED) documents, terms, enrollments and staff assignments for a year must fall within the calendar start and end dates. The OPI recommends using July 1 st to represent the start of the fiscal year.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Calendar length must be no greater than 365 days.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Start Date {Calendar-Days}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Day Reset -> End Date
Definition	<i>Start Date</i> is the first instructional day of the calendar.
Comments	Montana Edition Districts need to enter, at a minimum, the first instructional day and last instructional day of the calendar. District Edition Districts further define specific non-instructional days and events. Completing this tab, along with the Terms tab and Periods tab is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	MM/DD/YYYY
Code Set	None
Validation	Start date must fall within the calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Start Date {English Learners (EL) Services}
Citations	Section 3121 of the ESEA as amended
Location	Index -> Student Information -> Program Participation -> English Learners (EL) -> select EL Services tab -> Start Date
Definition	<i>Start Date</i> is the date a student was determined eligible for Title III EL Services.
Comments	The OPI does not require EL Services data to be entered. Districts may choose to enter this data to provide documentation of Title III EL Services being provided. Please see Identified Date data element for further details about English Learners.
Code Format	mm/dd/yyyy
Code Set	None
Validation	None
Collection & Frequency	Not collected
MT Edition Upload Template	None

Data Element	Start Date {Enrollments}
Citations	<ul style="list-style-type: none"> » MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> Start Date
Definition	The <i>Enrollment Start Date</i> is the first day the student was present for instruction in the school district for the current school year.
Comments	Students may start and stop their enrollments in the same calendar several times, which means there will be a new enrollment record for each instance of starting and ending.
Code Format	MM/DD/YYYY
Code Set	None
Validation	<i>Enrollment Start Date</i> must be greater than or equal to the <i>Calendar Start Date</i> .
Collection & Frequency	All
MT Edition Upload Template	Student Enrollment Template End of Year Attendance Totals Template

Data Element	Start Date {Foster Care}
Citations	<ul style="list-style-type: none"> » Foster Care shows up in almost all EDFacts files as a subgroup. » ESSA Section 1401. Prevention and intervention programs for children and youth who are neglected, delinquent, or at-risk.
Location	Index -> Student Information -> Program Participation -> Foster Care -> New -> Foster Care Detail -> Start Date
Definition	Students in the <i>Foster Care</i> system with the Department of Health and Human Services (DPHHS) are included in almost all EDFacts files as a subgroup and are entitled to expedited services for Special Education (SPED) services, Title I Services, free meals, transportation and school of origin consideration.
Comments	Districts are responsible to know, but OPI enters the <i>Foster Care</i> data. The <i>Foster Care</i> data is received from DPHHS monthly and then entered in AIM/Infinite Campus by the OPI staff. The data entered by the OPI is read-only for the districts. Districts may enter their own Foster Care data; however, it does not sync to the state and is not collected by the OPI. DPHHS does not provide tribal foster care data. (OPI has an open case with Infinite Campus to publish this field to the district level for viewing.)
Code Format	MM/DD/YYYY
Code Set	None
Validation	Required
Collection & Frequency	Not collected from the district, continuously maintained by the OPI.
MT Edition Upload Template	Manual entry required by the OPI.

Data Element	Start Date {FRAM}
Citations	MCA 20-10-205 EDFacts: FS033 — Free and Reduced-Price Lunch v14.1 
Location	Index -> FRAM -> Eligibility -> New -> Start Date
Definition	<i>Start Date</i> is the first date the student is eligible for Free or Reduced meals.
Comments	Students may receive free or reduced-price meals if household income is within the limits on the Federal Income Eligibility Guidelines or the household receiving benefits from Supplemental Nutrition Assistance Program (SNAP) enrolled in school's Head Start program or determined to be homeless, foster, runaway or migrant. For a complete list of eligibility requirements, please visit the OPI School Nutrition Program page here .
Code Format	MM/DD/YYYY
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Free Reduced Application Management (FRAM) Import Template

Data Element	Start Date {Terms}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms
Definition	The <i>Term Start Date</i> is the first day of a student instruction in a year or specified term.
Comments	Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.)
Code Format	MM/DD/YYYY
Code Set	None
Validation	The <i>Term Start Date</i> must be within the Calendar start and end dates.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Start Status {Enrollments}	
Citations	» MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)	
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> General Enrollment Information -> Start Status	
Definition	<i>Enrollment Start Status</i> reflects the student's prior enrollment status when this enrollment started.	
Comments	A student's <i>Start Status</i> should accurately reflect the student's last enrollment prior to entering the new school. 01: First time receiving educational services should only be used for students who have not been previously enrolled in another public school (including PK). 03: Re-entry to the same school after withdrawal should only be used if the student did not attend school after exiting the district in a prior enrollment.	
Code Format	String (2)	
Code Set	01 - First time receiving educational services 02 - Continued enrollment same school, no interruption 03 - Re-entry to the same school after withdrawal 04 - Transfer from public school in district or state 05 - Transfer from public school under NCLB school 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 80 - Military Connected: Transfer from a school out of the country
Validation	Required	
Collection & Frequency	All	
MT Edition Upload Template	Student Enrollment Template	

Data Element	Start Time {Periods-Period Info}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Periods -> select period Name or New Period Schedule -> Period Info -> Start Time
Definition	<i>Start Time</i> is the time of day when the school day begins.
Comments	This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	00:00 AM/PM
Code Set	None
Validation	The Start Time must come before the End Time of the period.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Start Year {School Years}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Information -> Calendar -> School Years -> click on New -> Start Year
Definition	A four-digit year that identifies the first half of the school year.
Comments	Required entry for all districts for system functionality.
Code Format	YYYY
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup.
MT Edition Upload Template	Manual entry required.

Data Element	State Code {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> State Code
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	State District Number {District Information}
Citations	<ul style="list-style-type: none"> » OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for ED Facts » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> System Administration -> Resources -> District Information
Definition	The <i>State District Number</i> (aka District Number in the upload templates) is the School System Number (SS) assigned by the OPI, linking the elementary and high school legal entities together.
Comments	Schools can also find their <i>State District Number (SS)</i> on the OPI web page at OPI Montana Schools Directory
Code Format	String (4)
Code Set	None
Validation	Zero padding required for uploads.
Collection & Frequency	Required for system functionality.
MT Edition Upload Template	Required field on all uploads for Montana Edition.

Data Element	State Event Code {Behavior}
Citations	
Location	Index -> Behavior -> Admin -> Event Types
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	State Exclude {Enrollment}
Citations	Support of system functionality. » 20-9-311 (11)(a), MCA CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> Student -> Enrollment -> State Reporting Fields
Definition	The reasons a student may be excluded are: <ul style="list-style-type: none"> • Should ONLY be used if the enrollment is not reported to the state
Comments	The check box on the should ONLY be used if the enrollment is not reported to the state. Examples: <ul style="list-style-type: none"> • A high school that allows 8th graders to take classes at the high school. They can (one option) mark the state exclude for that student's enrollment. • A SPED student in one grade for reporting purposes, but receiving instruction at another that does not allow that grade level to be reported. <p>If you think a student may need to be excluded, please contact the AIM Help Desk at 1-877-424-6681.</p>
Code Format	NA
Code Set	Check box.
Validation	NA
Collection & Frequency	Fall Collection and Test Window collection, needed for reporting ANB for students that do not qualify.
MT Edition Upload Template	NA

Data Element	State Grade Level Code {Grade Levels}			
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)			
Location	Index -> System Administration -> Calendar -> Calendar -> Grade Levels tab -> select New or select a grade -> State Grade Level Code			
Definition	The <i>State Grade Level Code</i> is the State code that will sync to the state for each Grade Level Name, this number should match the number or name of the grade.			
Comments	None			
Code Format	String (2)			
Code Set	01: Grade 1 02: Grade 2 03: Grade 3 04: Grade 4	05: Grade 5 06: Grade 6 07: Grade 7 08: Grade 8	09: Grade 9 10: Grade 10 11: Grade 11 12: Grade 12	KF: Kindergarten Full Time KH: Kindergarten Half Time P1: Transition 1 st PK: Pre-kindergarten
Validation	Required			
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.			
MT Edition Upload Template	Manual entry required.			

Data Element	State ID {Demographics}			
Citations	OMB 1875-0240 Annual Mandatory Collection of Elementary and Secondary Education Data for ED Facts MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction			
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Identifiers -> Student State ID			
Definition	The <i>State ID</i> is a unique number that is generated by Infinite Campus when a student first enrolls. A <i>State ID</i> will be assigned to every student who receives educational services from a public or non-public accredited school. This number follows the student from school to school throughout the student's PK-12 career.			
Comments	When a student transfers from one district to another, the receiving district should be given the assigned <i>State ID</i> . The <i>State ID</i> should be kept in the student's permanent record.			
Code Format	String (9)			
Code Set	None			
Validation	a) Must be nine digits b) No leading zero			
Collection & Frequency	Required for system functionality.			
MT Edition Upload Template	Required field for all templates.			

Data Element	State Resolution Code {Behavior}
Citations	
Location	Index -> Behavior -> Admin -> Resolution Types
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Status {Behavior}
Citations	
Location	Index -> Student Information -> General -> Behavior -> Incident Detail -> Status
Definition	
Comments	
Code Format	
Code Set	
Validation	
Collection & Frequency	
MT Edition Upload Template	

Data Element	Student Day (instructional minutes) {Calendar}
Citations	<ul style="list-style-type: none"> » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Calendar Tab -> Student Day (instructional minutes)
Definition	<i>Student Day (instructional minutes)</i> the number of instructional minutes which define a complete instructional day of school for a student.
Comments	<p>This number is used as follows:</p> <ol style="list-style-type: none"> 1. Calculating the ADA (Average Daily Attendance) for OPI school finance in Fall and Test Window enrollment collections. If left blank, it will default to 360 and calculated ADA will be different between enrollment and ADA report. 2. Calculating total instructional minutes in the school calendar on the Days Tab when viewing/printing the Calendar.
Code Format	Number
Code Set	None
Validation	The student day cannot be greater than 720 minutes. Student day should not exceed length of teacher day.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Student is a Single Parent - {Enrollments-CTE Concentrator}
Citations	Carl D. Perkins Career and Technical Education (CTE) Act
Location	Index -> Student Information -> General -> Enrollments Tab -> Select Enrollment Record -> Enrollment Editor -> Expand CTE Concentrator -> Student is a Single Parent
Definition	Check the <i>Student is Single Parent</i> box for a secondary student who is unmarried or legally separated from a spouse and has a minor child or children for which he/she has either custody or joint custody or is pregnant.
Comments	Career and Technical Education (CTE) data is initially entered in the spring, with follow-up information reported in the fall of the next school year. This is not used to indicate that a student comes from a single parent household.
Code Format	Y / N
Code Set	None
Validation	Allow only if Career & Technical Education (CTE) Concentrator = Y
Collection & Frequency	Spring Career & Technical Education (CTE); Once per year.
MT Edition Upload Template	Career & Technical Education (CTE) Template

Data Element	Suffix {Demographics/Identities}			
Citations	MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction			
Location	Index -> Census -> People -> Demographics and/or Identities -> Person Information -> Suffix			
Definition	The legal suffix of the student from their birth certificate or other legal documentation.			
Comments	The student's suffix does not contain punctuation			
Code Format	String (2)			
Code Set	Jr – Junior Sr – Senior I – The First	II – The Second III – The Third IV – The Fourth	V – The Fifth VI – The Six VII – The Seventh	VIII – The Eighth IX – The Ninth X – The Tenth
Validation	None			
Collection & Frequency	All collections, when suffix is used in a student's name.			
MT Edition Upload Template	Student Demographics Template			

Data Element	Supplemental Educ Srvcs {Enrollments} - RETIRED			
Citations	Retired File Specifications for SY 2016-17 Description of Supplemental Education Services			
Location	Index -> Student Information -> General -> Enrollments Tab -> select Enrollment -> Enrollment Editor -> Other Program Participation -> Receives Supplemental Educ Srvcs (SES)			
Definition	<i>Supplemental Educational Services</i> are provided for low income students enrolled in a Title I school that is in AYP (Adequate Yearly Progress) Improvement Year 2 status or greater (Improvement Year 1 in a school with no public-school choice option) as of the 2016-17 school year.			
Comments	No longer collected in AIM as of 2016-17 school year.			
Code Format	Y / N			
Code Set	None			
Validation	None			
Collection & Frequency	Previously collected during Fall, Test Window and End of Year Program Participation Collections.			
MT Edition Upload Template	None			

Data Element	Terms {Calendar}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Terms
Definition	<i>Terms</i> determine how long courses run during the school year.
Comments	Montana Edition Districts need to enter, at a minimum, one full-year term (the first and last days of school). District Edition Districts further define specific terms within their calendar (quarter, trimester, semester, etc.) This is necessary to make the list of students' names appear in black font rather than red under Search Results.
Code Format	None
Code Set	None
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Testing Absent {Enrollments}
Citations	ARM 10.15.101 School Funding Definitions
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Testing Absent
Definition	<i>Testing Absent</i> is the whole or fractional absence of a student on the Test Window enrollment count date.
Comments	If a student's class is not conducted on the Test Window enrollment count date, report that student's absence as of the next pupil instruction day. For example, if the official count date is on a Monday and a student is only enrolled in classes that meet on Tues/Thurs, consider that student's attendance on Tuesday for the absence count. <u>Sample calculations for partial day absence:</u> Absent for ¼ of classes on the count day = .25 absent Absent for ½ of classes on the count day = .50 absent Absent for ¾ of classes on the count day = .75 absent Absent for all classes on the count day = 1.00 absent
Code Format	Number
Code Set	None
Validation	Between .000 and 1.000
Collection & Frequency	Test Window Attendance and Aggregate Hours
MT Edition Upload Template	Test Window Attendance Count Template

Data Element	Testing Aggregate Hours of Inst. {Enrollments}		
Citations	» MCA 20-9-311. Calculation of average number belonging (ANB) » ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING (ANB)		
Location	Index -> Student Information -> General -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Attendance and Enrollment Information -> Testing Aggregate Hours of Inst.		
Definition	Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on the Test Window Count Date (to be set by the OPI), or the next school day if those dates do not fall on a school day.		
Comments	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). Pupil instruction does not include lunchtime or unstructured recess and online courses should be counted as if the student were enrolled in an equivalent district course. Students can be enrolled: <ul style="list-style-type: none"> • Full-time (F: 720+ hours) • ½ time (H: 360-539 hours) • ¾ time (T: 540-719 hours) • ¼ time (Q: 180-359 hours) or • 0 (N: 0-179 hours) 		
Code Format	None		
Code Set	F: 720+ hours T: 540-719 hours	H: 360-539 hours Q: 180-359 hours	N: 0-179 hours
Validation	None		
Collection & Frequency	Test Window Enrollment Count		
MT Edition Upload Template	Test Window (TW) Enrollment Count Template		

Data Element	Title I {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I
Definition	<p>Title I Part A provides federal dollars for supplemental educational opportunities for disadvantaged children who are most at risk of failing to meet the State's challenging content and performance standards. Title I provide districts the opportunity to create two types of school-based programs: Targeted Assistance and Schoolwide.</p> <ul style="list-style-type: none"> • A Targeted Assistance program is one in which individual students in a school are targeted to receive Title I services. Students are identified based upon multiple, educationally related objective criteria. Services may be delivered in many ways. Title I teachers in Targeted Assistance schools are responsible for providing these services, coordinating with other school personnel as needed, and involving parents in the planning, implementation and evaluation of the Title I program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	If Title I = Y, at least one Instructional or Support Service must = Y.
Collection & Frequency	<p>Three times per year:</p> <ol style="list-style-type: none"> 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Math {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Math
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Math program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Other {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Other
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I program not otherwise listed.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Reading Language Arts {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Reading Language Arts
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Reading Language Arts program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Science {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Science
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Science program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Social Sciences {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Social Sciences
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Social Sciences program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Instructional Services: Vocational/Career {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Instructional Services -> Vocational/Career
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Vocational/Career program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Other: Title I Part A Neglected {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Other -> Title I Part A Neglected
Definition	Student must be enrolled in a school receiving Title I Part A funds and a local Neglected Program. The students identified should be receiving services provided by a public or private residential facility (other than a foster home).
Comments	This Title I data should only be entered for students in schools receiving Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Other: Title I Part D Delinquent and served by: {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Other -> Title I Part D Delinquent and served by
Definition	Student must be enrolled in a school receiving Title I Part A funds. The students identified should be receiving services provided by a public or private residential facility that is operated primarily for the care of children who have been adjudicated as delinquent or in need of supervision. This also includes students in an adult correctional institution.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	String (2)
Code Set	01 - Local Delinquent Program 02 - Local At Risk Program 03 - State Agency Delinquent Facility
Validation	None
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Support Services: Guidance/Advocacy {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Support Services -> Guidance/Advocacy
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Guidance/Advocacy program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Support Services: Health, Dental and Eye Care {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Support Services -> Health, Dental and Eye Care
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in the Title I Health Care program.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Title I Support Services: Other {Enrollments}
Citations	Title I, Part A USDOE Consolidated State Performance Reports (CSPR) USDOE
Location	Index -> Student Information -> Enrollments Tab -> select Enrollment -> General Enrollment Information -> State Reporting Fields -> Title I Targeted Assistance Program -> Title I Support Services -> Other
Definition	Student is identified as eligible for Title I Targeted Assistance and is receiving services in a Title I support program not otherwise listed.
Comments	This Title I data should only be entered for students in schools Title I Part A funding. Status should reflect the student's participation in the program <u>at any time during the year and should remain marked the entire year.</u>
Code Format	Y / N
Code Set	None
Validation	a) Title I must = Y b) Must be Null or N if Title I is Null or N
Collection & Frequency	Three times per year: 1. Fall Program Participation 2. Test Window Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template

Data Element	Type {Calendar-Days-Day Detail}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> select a day on the calendar -> Day Events -> Type
Definition	<i>Type</i> indicates the type of day event that occurs on a day of the calendar.
Comments	This function is used to create a Day Event Type on the calendar. If School Day, Instruction and Attendance are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Drop-down list.
Code Set	<u>Code Set is defined by district. Examples of Day Events:</u> ACT: School Activity SB: Spring Break TB: Thanksgiving Break WB: Winter Break IS: PIR Training
Validation	Instructional Minutes are required.
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Type {Calendar-Days-Multi Day Event}
Citations	Support of system functionality. » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction » ARM 10.15.101(3) DEFINITIONS » ARM 10.20.102(6) CALCULATION OF AVERAGE NUMBER BELONGING (ANB)
Location	Index -> System Administration -> Calendar -> Calendar -> Days tab -> Multi Day Event
Definition	<i>Type</i> indicates the type of multi day event on the calendar.
Comments	This function is used to create a multi-day event, such as Spring Break or Christmas Holiday. Enter the First Day of Event and the Last Day of the Event, and the Type from the drop-down list that has been defined by the district. If Instruction, Attendance and School Day are left unchecked, this event will be deducted from the total instructional days and minutes on the Print calendar.
Code Format	Drop-down list.
Code Set	<u>Code Set is defined by district. Here is an example:</u> ACT: School Activity WB: Winter Break IS: PIR Training SB: Spring Break TB: Thanksgiving Break OH: Other Holiday
Validation	Required
Collection & Frequency	No collection. Needed for beginning of year calendar setup. Can be done at end of year to prepare for beginning of year.
MT Edition Upload Template	Manual entry required.

Data Element	Unaccompanied Youth {Enrollments}
Citations	<ul style="list-style-type: none"> » 42 USC CHAPTER 119, SUBCHAPTER VI, Part B » Title IX, Part A of the Elementary and Secondary Education Act » MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction
Location	Index -> Student Information -> Enrollments tab -> select Enrollment -> State Reporting Fields -> Other Program Participation -> Unaccompanied Youth
Definition	The term <i>Unaccompanied Youth</i> includes a youth not in the physical custody of a parent or guardian. This would include youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other substandard housing and children and youth denied housing by their families (sometimes referred to as “throwaway” children and youth), and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available. Guidance for Substandard Housing .
Comments	None
Code Format	Y / N
Code Set	None
Validation	<ul style="list-style-type: none"> a) Required if <i>Homeless</i> = Y b) If <i>Homeless</i> is null, then <i>Unaccompanied Youth</i> must be Null or N.
Collection & Frequency	Three times per year: <ol style="list-style-type: none"> 1. Fall Program Participation 2. TW Program Participation 3. End of Year Program Participation
MT Edition Upload Template	Program Participation Template