

Summary of OPI Activities for July 2017

Office of the Superintendent

July updates from the Office of the Superintendent of Public Instruction

July updates from the Office of the Superintendent of Public Instruction:

- **A+ Awards to OPI Staff:**

BJ Granberry is retiring after nearly 30 years of service to Montana. Thank you to BJ for making Montana proud! We also want to thank Michael Hall who has directed our gifted and talented programs and is retiring. Additionally, we want to recognize Susan Court and Eric Swenson for receiving awards this month. Susan was given the Honor Award from SHAPE Montana and Eric Swenson has been inducted into the BPA Hall of Fame.

- **The State Budget:**

On July 25th, the Governor's Budget Director announced that all four levels of mandated funding reductions in SB 261 must be fully implemented. Preceding today's announcement, and in preparation for this possibility, the OPI has had ongoing communications with local districts and other education stakeholders regarding how the reductions would occur. An estimate of the impact on each district can be found on [the OPI's website](#).

- **The Federal Budget:**

On July 20th, The U.S. House of Representatives Committee on Appropriations approved its [Fiscal Year 2018 Labor-HHS-Education funding bill](#). It is still early in the federal budgeting process and with a tight timeline before the end of the federal fiscal year at the end of September, a continuing resolution at current funding levels could occur.

- **ESSA:**

Thank you to everyone who contributed to the draft ESSA state plan! The draft is now available for public input before it is updated and sent to the Governor in mid-August. Please continue to send your input to: ESSAinput@mt.gov.

- **August School Payments:**

The OPI will adjust the August payments to schools to reflect SB 261's triggered funding reductions and HB 647's Natural Resource Development payments elimination. On August 25th, the OPI will disburse \$60.8 million to schools.

- **New Website:**

The new OPI website will be live by the end of August. It is designed to be more user friendly and helpful for district leaders. If you have any feedback as you use the new website, please reach out to [Dylan Klapmeier](#).

- **Meetings/Events:**

- o The Council of Chief State School Officers met in South Dakota from July 9-11.
- o The Montana Board of Public Education met on July 13th. The minutes can be viewed here: <http://bpe.mt.gov/Home/Audio>.
- o The Council of Chief State School Officers Federal Liaison Network met in Washington, D.C. from July 18th. The OPI staff were able to meet with Congressional education committee staff, Montana's Congressional delegation, and representatives from the U.S. Department of Education to discuss ESSA and push back on federal regulations that do not work for Montana's schools.
- o The National Title I Conference convened from July 19-21. The OPI staff had a strong presence at this conference and Montana's own Assistant Superintendent for Education Services, BJ Granberry, received a national award for excellence in Title I service.
- o On July 20th the Superintendent met with Montana's education advocacy groups to discuss the ESSA draft. Representatives from MQEC, OCHE, BPE, MEA-MFT, LFD, MTSBA, and MASBO attended.
- o The Land Board met on July 24th. The minutes can be found here: http://dnrc.mt.gov/landboard/meeting-archive/archive/2017-07-24_land-board_audio-summary_draft.pdf

The new school year is just around the corner! Enjoy the rest of your summer and thank you for putting Montana students first.

Office of the Superintendent of Public Instruction, Elsie Arntzen

For more information, contact [Dylan Klapmeier](#), 4064443559



School Finance

TFS/Budget - Due to OPI September 15th

Trustee Financial Summary Report and Final Adopted Budgets are due to OPI *on or before* September 15.

For more information, contact [Kara Sperle](#), 4064443249

Salary and Compensation Expenditure Reporting

MAEFAIRS is currently available for the salary and compensation expenditure reporting. The Salary and Compensation Expenditure Report requires that all employees who received a paycheck during 2016-2017 fiscal year be entered into the district's 2016-2017 TOE data first.

The deadline to submit the Salary and Compensation Expenditure Report is January 5, 2018.

For more information, contact [Kara Sperle](#), 4064443249

Welcome Dan Moody

We would like to welcome our newest addition to School Finance team at OPI.

Dan Moody started July 3rd as an auditor responsible for school district auditing functions, including establishing and directing statewide accounting policies and procedures, monitoring school district financial audits and providing technical assistance.

Dan is located in Helena.

In Dan's words:

"I was born in Montana raised in Helena, graduating from Capitol High School. After doing many things, construction, Peace Corp and ranching I returned to school receiving my undergraduate from MSU/Billings. I then received a Master's in International Management in Arizona from the American Graduate School of International Management. My family and I then moved to Milwaukee where I worked for publically held companies as an Internal Audit Manager. I recently returned to Montana. I have 3 children, who live in Fort Campbell Ky, Chicago ILL and Milwaukee, WI. I enjoy fishing, camping and generally just being outside. It is nice to be home."

Welcome aboard Dan!

For more information, contact [Dan Moody](#), 406-444-0701



Accreditation and Educator Preparation

TEAMS to Open!

The 2017–2018 TEAMS Program will open August 15, 2017, and close November 1, 2017. Districts should make sure their authorized representative and anyone else entering data has access to TEAMS. If an update to TEAMS access is needed, the authorized representative must complete a [TEAMS Security Form](#) and send it to the OPI at OPITEAMS@mt.gov.

For more information, contact [OPI TEAMS](#), 406-444-9444

TEAMS Work Sessions

The Office of Public Instruction (OPI) is happy to announce we are providing TEAMS Work Sessions once again this fall! During these sessions, participants will bring and enter their own data into TEAMS, with face-to-face assistance from OPI staff. Links to registration, dates, and times are below.

Link to the TEAMS Work Sessions schedule and registration:

http://opi.mt.gov/Reports-Data/Teams.html#gpm1_2.

Link to TEAMS Help Page:

<http://opi.mt.gov/Reports-Data/Teams.html>.

For more information, contact [OPI TEAMS](#), 406-444-9444

Internships

November 15, 2017, is the date that post-secondary institutions must register internships with the OPI. If the internship is not registered, the new endorsement area will not be reflected on the educator's license and could result in an accreditation deviation.

For more information, contact [OPI TEAMS](#), 406-444-9444

Licensed Educator Deadline

December 1, 2017, is the date that all licensed educators must have registered his or her license with the OPI. If not registered by this date, educators are considered not licensed for accreditation purposes.

For more information, contact [Patty Muir](#), 406-444-4317

Continuous School Improvement Plan

The Continuous School Improvement Plan (CSIP) and Title I applications will open August 1, 2017, for the 2017-2018 school year. The applications close and the plans are due by October 31, 2017. Both the district and school level Title I Improvement Planning sections have been removed from the plan.

For assistance with the CSIP, contact Patty Muir, 406-444-4317 or OPIAccred@mt.gov

For assistance with Title I Planning, contact Jack O'Connor, 406-444-3083

For more information, contact [Heather Denny](#), 406-444-2036

Rigorous Core Updates

Late summer is a great time to take a look at your school's college prep/rigorous core pages in GEMS and contact the OPI for instructions on how to update the information. Updates are needed whenever the information on your page changes.

For more information, contact [Julia Cruse](#), 406-444-0769

Summer AP® Workshops

Montana recently hosted workshops to help teachers improve their teaching of Advanced Placement® (AP®) subjects including English Language and Composition, and United States History. The highly-rated training was attended by 24 Montana teachers from communities across the state including Libby, Judith Gap, Twin Bridges, Hamilton, Browning, Belt, Lewistown, Joliet, Brockton, Bridger, Bozeman, Billings, and Columbia Falls. Please contact the OPI if you have ideas or requests for future professional development in teaching AP® courses or Pre-AP® courses in Montana.

For more information, contact [Julia Cruse](#), 406-444-0769



Content Standards and Instruction

Resources and Professional Learning Opportunities for 2017-18

Teacher Learning Hub

As you plan your professional development for this year, consider taking online courses on the Teacher Learning Hub! We offer self-paced and facilitated courses. The Hub issued more than 15,000 renewal units over the past year and has tons of new courses in development.

—opi.mt.gov/learninghub

OPI Professional Learning Opportunities Portal

Don't forget to check out the Portal (your go-to professional learning calendar) for workshops, online learning, and events.

—mtportal.org

Subscribe to 3 Big Ideas Newsletter

Weekly message with news about professional learning and resources that teachers and school leaders can use!

—opi.mt.gov/Subscriptions/

Visit Montana Teach

[Montana Teach](#) is an online resource of curriculum guides, teaching tools, and multimedia classroom tools developed for Montana educators. It's meant to be a one-stop-shop for curriculum content created by the Office of Public Instruction, and for relevant partner organization content. Instead of having to search the web for a specific video or classroom tool, Montana Teach allows educators to find Montana-made resources organized by grade level, subject matter, and content type.

Content Standards and Instruction Contact Information

[Colet Bartow](#), Director, (406) 444-3583

Vacant, School Library & Resource Coord.

[Jessica Bryant](#), Online Professional Learning Coord., (406) 444-3557

[Christy Mock-Stutz](#), English Language Arts, (406) 444-0736

[Michelle McCarthy](#), Science, (406) 444-3537

[Jake Warner](#), Mathematics, (406) 444-0706

[Marjorie O'Rourke](#), Professional Learning Data & Info Specialist, (406) 444-3538

[Wanda Arlint](#), Administrative Assistant, (406) 444-0716

For more information, contact [Colet Bartow](#), 4064443583

Assessment

Professional Development and ACT Panelist Recruitment

MontCAS professional development

The assessment division has been busy offerings for The Teacher Learning Hub. These courses will be launched this fall.

Test Coordinator Academy:

The goal of this course is to provide system test coordinators with training and support for successful management and test administration of the MontCAS summative assessments (Smarter Balanced, ACCESS for ELLs, CRT Science, ACT, and the Multi-State Alternate Assessment). The course will take place over the school year to support system test coordinators as the test window for each assessment approaches. This offering is especially relevant to new system test coordinators.

Interim Assessments:

This goal of this course is to provide training that will allow districts and schools to implement the Smarter Balanced Interim Assessments. The training includes an overview of interim assessments, test administration basics, scoring training, and using interim data to impact instruction.

Assessment and Data Professional Learning Community:

The assessment and data online professional learning community will take place the 3rd Wednesday of every month during the school year, except for December. This PLC will focus on assessment data and its uses in Montana's public schools. Each month will focus on a different topic in a live webinar. There will be an activity to complete each month prior to the live webinar. Possible topics include: MontCAS data, uses of Smarter Balanced interim assessment data, the Smarter Balanced digital library/formative assessments, GEMS, alternate assessments, and others.

PAO Science Course

The goal of the PAO Science course is to help teachers gain deeper understanding and familiarity with the new Montana Science Standards through a backwards design process.

As teachers make the transition to instruction aligned to Montana's Science Standards, they may need support with what, and how to tackle these new standards. In this course, teachers uncover instructional shifts and key concepts in assessing the three dimensions of Montana's new Science Standards. Teachers will complete this course with a better understanding of the features of quality assessments and how to incorporate these fundamental aspects of assessment into instructional materials (e.g., considerations for rigor, alignment, bias, and accessibility). Teachers will apply their knowledge to developing meaningful and actionable resources which can be shared with colleagues freely across the state in the online repository. This course is important for science teachers who wish to engage in developing formative assessments for classroom use.

Webinars:

A series of live webinars are planned for each month during the school year. The main focus will be support for test coordinators and communication of timely tasks each month, accessibility and accommodations information for special education directors and special education teachers, and accessing data from statewide assessments.

Formative assessment resources for the new science standards

PAO workshop

On Wednesday, July 26 – Friday, July 28, 2017 the PAO workshop convened to review Montana teacher-developed formative assessments and strategies. These resources are intended to help teachers tackle the new science standards which were implemented on July 1, 2017. The result of this work will be to provide aligned, high-quality formative resources online for teachers across the state to access.

Montana ACT call for panelists

The Montana Office of Public Instruction (OPI) is in the process of recruiting panelists to participate in establishing state-specific performance levels for the ACT assessment administered to grade 11 students in mathematics and English language arts (ELA). Establishing categorical proficiency among Montana's students is imperative to meeting the federal statutory requirements for assessments used in the statewide accountability system and Peer Review as mandated by the U.S. Department of Education.

In order to meet these requirements, the OPI will convene a panel to review historical ACT performance data and consider possible cut scores for establishing three or more performance levels. The OPI will seek recommendations from a diverse representation of Montana stakeholders, including (but not limited to) school administrators, teachers, higher education officials, business leaders, and parents from across the state. This panel shall be comprised of approximately 8–12 panelists for mathematics and 8–12 panelists for ELA and will contribute to the adoption of performance level descriptors (PLDs) used for Montana's public reporting.

[Panelist recruitment survey](#)

For more information, contact [Jessica Eilertson](#), 406-444-3656



Career Technical and Adult Education

Facts about CTE in Montana - Now Available

The 2016-2017 Facts about CTE in Montana is now available on the Secondary CTE web page and also located here: http://opi.mt.gov/pdf/CTE/16_17CTE_Facts.pdf

Career and Technical Education (CTE) prepares Montana K-12 students for a wide range of careers and postsecondary education programs. CTE courses are found in Montana's middle schools, high schools and career centers.

CTE courses provide students with life and employment skills to make them highly desirable employees in today's modern workforce. Skills learned in K-12 CTE courses prepare students to enter the workforce or to continue their education with a much higher degree of focus and direction for their career goals.

Montana has 473 approved CTE programs and 648 certified teachers in Agriculture, Business, Marketing, Family and Consumer Sciences, Industrial, Trades and Technology, and Health Science. More than 150 Montana high schools participate in the federal Carl D. Perkins and state CTE grant programs to support and improve their CTE programs.

In addition to skills learned in CTE courses, many Montana students gain additional technical and leadership skills through participation in a Career and Technical Student Organization (CTSO). The seven CTSOs with active Montana chapters are: FFA; Business Professionals of America (BPA); DECA, An Association of Marketing Students; Family, Career and Community Leaders of America (FCCLA); HOSA, Future Health Professionals; SkillsUSA; and Technology Student Association (TSA).

Please forward this information to your CTE staff.

For more information, contact [Christy Hendricks](#), 406.444.9019

2018 Carl Perkins applications are Open

The **2017-2018 Federal Carl D. Perkins E-Grant application opened June 30** and is available for public high school districts to open and complete. The allocations loaded into the E-Grants system are FINAL numbers. This means you can create a new application for 2017-2018 and begin working on it. To access your Perkins application, please click [here](#) and sign into E-Grants.

According to the Carl D. Perkins Act of 2006, allocation calculations are based on current U.S. Census poverty and population counts. Local Distribution of Funds to Secondary Education Programs are distributed by formula based on school district Poverty counts (70%) and Population counts (30%). In addition, any unobligated or unspent Perkins monies from the prior year are redistributed by formula to all high schools. The distribution explanation can be found in Part C Section 131(1) and (2) on pages 130 and 131 of the Perkins Act of 2006, The Official Guide.

For questions about the Carl D. Perkins Federal Grant program, or about your application, please contact one of the following:

RENEE ERLANDSEN, Health Science Education Specialist, email: rerlandsen@mt.gov or by phone at 406.994.6986

CHRISTY HENDRICKS, CTE/Perkins Data Control Specialist, email: chendricks@mt.gov or by phone at 406.444.9019

For questions about the E-Grant program, contact **KARLA BEAGLES** at kbeagles@mt.gov or by phone at 406.444.0764

For more information, contact [Christy Hendricks](#), 406.444.9019

2017-2018 CTE Calendars Posted on the Secondary CTE Web Page

The **CTE Calendar of Events** and the **CTE DUE DATES and DEADLINES** calendars have been posted to the Secondary CTE web page located at this link: http://opi.mt.gov/programs/CTAE/CTE.html#gpm1_5. Please feel free to print and post both of these important calendars for your reference throughout the year. For questions about either calendar, please contact Christy Hendricks at 406.444.9019 or email her at: chendricks@mt.gov.

For more information, contact [Christy Hendricks](#), 406.444.9019

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Health Enhancement and Safety

What Do You Consider Lethal? August Workshop - 4 renewal units

Kelly Browning from Impact Teen Drivers will give a half-day workshop focusing on distracted driving and ways to help teens avoid dangerous driving habits. The workshop is on Thursday, August 17 from 8:30 a.m. – 12:30 p.m. at the Missoula City Fire Station No. 4, 3011 Latimer Street, Missoula. Space is limited for this free workshop. If you want to attend, please RSVP. Contact: info@impactteendrivers.org or call (916) 733-7432.

Participants will learn:

- Evidence-based free programs, educational materials, and strategies to keep our youth safe on the roads
- How YOU can help stop the #1 killer of teens in America -- Reckless and Distracted Driving
- Graduated Drivers Licensing (GDL) laws
- Current research and trends in teen driving, reckless and distracted driving

Visit [Impact Teen Drivers](#) to learn more about this workshop. Earn 4 OPI renewal units for attending.

This workshop is presented free of charge by Impact Teen Drivers and Missoula Public Health.

For more information, contact [Fran Penner-Ray](#), 406-444-4396

TE01 District Applications are due for the 2017-2018 school year

TE01 District Applications are due by August 1 or before your program starts. You can submit this application anytime during the year, but it MUST be approved BEFORE traffic education classes begin.

Visit the [Forms & Reports](#) page to log into TEDRS or to download the TE01 application.

If you have instructors who renewed their educator license this year, they likely need to renew their approval to teach traffic education. If they haven't yet done so, please encourage your teachers to submit the required TE05 Teacher Application. If they do not yet have a Traffic Ed Endorsement, they may need to verify traffic education college credits earned toward their traffic education minor.

Visit the [OPI's Traffic Education web page](#) for helpful resources, forms, reports, and a listing of approved traffic education programs as well as the standards and requirements for running a successful traffic education program.

For more information, contact [Patti Borneman](#), 406-444-4432

Traffic Education (TE) Reimbursement \$94.12 per TE student in 2017

Many thanks to the 133 school districts that taught traffic education to 9,190 students last school year and submitted their year-end reports on time. The 2017 Traffic Education reimbursements will be electronically deposited in district accounts managed by county treasurers in early August.

The OPI will distribute \$865,000 to school districts that offered state-approved Traffic Education programs during the 2016-2017 school year. District costs were partially offset by the state reimbursement of \$94.12 per student. This annual reimbursement is made possible by a percentage of driver license fees collected by the Department of Justice, Motor Vehicle Division.

Reports showing the 2017 reimbursement by county and school district are posted on the [OPI's Traffic Education Forms & Reports web page](#) and also on [School Finance Payments to Schools](#) (click on the Traffic Education tab).

- Deposit into Fund 18 Traffic Education Fund
- Revenue Code 3260 - State Driver Education Reimbursement

Driver Education reimbursement fluctuates from year to year depending upon the number of driver license renewals and other dynamic variables. The amount of FY2017 reimbursement compared to previous years reflects the number students and driver license sales which is the source of funding for the state special revenue Traffic Education account.

For more information, contact [Fran Penner-Ray](#), 406-444-4396

Montana Cook Fresh Class

A regional offering of the *Montana Cook Fresh Class* is being conducted on Monday, August 14, 2017 from 9 am to 1pm at Glendive High School in Glendive, Montana. This hands-on cooking course teaches participants six basic knife skills along with the use of fresh herbs and scratch cooking techniques in preparing local, fresh foods in school meals programs. This class has been offered throughout the state since 2014. The class is free but preregistration is required and attendance is limited to 20 participants. Early sign-up is recommended. To register go to: http://opi.mt.gov/Programs/SchoolPrograms/School_Nutrition/ProfStandards.html

For more information, contact [Katie Bark](#), 406.994.5641

Register for Montana Harvest of the Month

Montana school and afterschool programs can now register to participate in the *Montana Harvest of the Month* program for 2017-18 school year! The Montana Harvest of the Month program showcases Montana grown foods in schools and communities. Each month, participating schools focus on promoting one locally grown item (e.g., winter squash) by serving it in a meal, offering taste tests to students, and doing educational lessons and activities surrounding both the nutritional and agricultural aspects of the food.

Participating schools will receive a full packet of materials at no charge as well as guides, additional resources, and training.

For more information or to register your school or afterschool program, visit www.montana.edu/mtharvestofthemoth

For more information, contact [Aubree Roth](#), 406.994.5996

Save the date - Montana Crunch Time

The 5th annual *Montana Crunch Time* will be held October 24, 2017 at 2:00pm statewide. Don't miss out on this massive crunch and mark your calendar now. Montana Crunch Time is a statewide event to celebrate National Food Day and National Farm to School Month in Montana by crunching into locally and regionally grown apples wherever you are— school, work, or play!

Get more information at: <http://www.montana.edu/mtfarmtoschool/mt-crunch-time.html>. Registration for 2017 opening soon.

For more information, contact [Aubree Roth](#), 406.994.5996

Operating School Nutrition Programs in SY2017-18

OPI School Nutrition Programs has opened online agreements in the [Montana Agreement and Payment System \(MAPS\)](#). Login and update your online agreement before September 30.

Remember students qualified for free or reduced-price meals in SY 2016-17 are eligible to receive benefits from the date of approval up to 30 operating days of the following school year. When new [free and reduced-price meal](#)

[applications](#) are received, please make eligibility determinations for SY2017-18 with the most current [Income Eligibility Guidelines \(IEGs\)](#). Check the latest version of the [eligibility manual](#) for more in-depth free and reduced-price meal information.

Directly certified students are eligible to receive free meals at school. Please login to the [Direct Certification Application \(DCA\) system](#) to update your directly certified students. For assistance with DCA contact Alie Wolf at aliew@mt.gov or (406) 444-4413.

Adult meal prices and reimbursement rates have been released by USDA and will be posted to the OPI website soon!

For more information, contact [School Nutrition Programs](#), 406.444.2501

School Nutrition Programs - Continuing Education Opportunities

OPI School Nutrition Programs is hosting a series of Wednesday Webinars on a variety of topics. Go to <http://connect.opi.mt.gov/webinarwednesdays/> type your name and enter the virtual room as our guest from 1:00-2:00 pm on the following dates:

August 2	Montana Agreement and Payment System (MAPS) Overview
August 9	DCA/Free and Reduced Applications
August 16	Procurement Basics
August 23	Fresh Fruit and Vegetable Program and Harvest of the Month
August 30	Entering Claims in MAPS
September 6	DCA/Free and Reduced Application – Live Q &A Session
October 4	Verification

Save the Date! OPI Specialists will host regional trainings for administrative and food service employees this fall. Registration will be posted on the SNP [Professional Standards](#) page soon.

September 7	Billings
September 13	Great Falls
September 14	Lewistown
September 20	Miles City
September 21	Sidney
September 27	Missoula
September 28	Whitefish

For more information, contact [School Nutrition Programs](#), 406.444.2501



Educational Opportunity and Equity Division

2017-18 Schoolwide Plan Update

Districts with schools operating a schoolwide program must update those plans no later than July 31, 2017. The schoolwide plans are located under the Continuous School Improvement Plan (CSIP) which can be accessed on the OPI website at: <https://apps.opi.mt.gov/5YCPLAN/frmLogin.aspx> The plans are at the school level, and a plan must be completed for each school in the district operating a schoolwide program. Use the first day of school for SY17-18 as the start date, and make sure to select REVISED for the plan status.

For more information, contact [Shawna Pieske](#), 4064445660

Changes to Title II Part Allocations

Beginning with the 2017-18 school year, the "Hold Harmless" provision for Title II A allocations has been removed. Hold Harmless was a safety net that prevented district allocations from being reduced by a significant amount in any one year. The OPI has published a spreadsheet at the following link: http://opi.mt.gov/Programs/TitlePrgms/Title_II_X/Index.html to allow districts to see what affect this would have had on their 2016-17 Title II A allocations.

For more information, contact [Shawna Pieske](#), 4064445660

2017 Summer E-grants Training

Persons interested in attending the 2017 Summer E-grants Training have one last chance to attend on August 8, 2017, at East Middle School Computer Lab, 2600 Grand Ave, Butte, MT. The sessions begin at 8:30 AM, and they will run until 3:00 PM. Attendees needs to bring their username and password-generated from the E-grants program, and the enrollment and free/reduced lunch count from each school.

For more information, contact [Shawna Pieske](#), 4064445660



Measurement and Accountability

AIM Announcements

AIM Data Collection Schedule for 2017-2018

The new [AIM Data Collection Schedule](#) has been posted to the [OPI AIM Webpage](#).

The user guides are continually being updated and made available on the [OPI AIM Webpage](#).

Fall Regional AIM MT Edition New User Sessions

The OPI AIM staff, in conjunction with Infinite Campus, will be providing trainings at various locations in Montana for district staff new to reporting student data in the AIM system.

- August 9th – Hardin, Hardin High School
- Sept. 18th – Helena, MT Department of Transportation
- Sept. 19th - Glendive, Dawson High School
- Sept. 20th – Billings, Lincoln Center
- Sept. 25th – Missoula, Big Sky High School

These trainings will focus on the basic system functionality including:

- Navigation
- Student Information
- Creating Enrollments
- Records Transfer
- Adding or Modifying User Accounts
- Creating Households
- Uploads and Imports

We encourage anyone who is new to using the AIM system in the last year to attend one of these trainings.

Please note that functionality of the special education module, and more advanced topics (ad hoc, scheduling, attendance, etc.) will not be covered in these new user trainings.

Training times will be from 9:00 am to 3:00 pm with a one hour lunch (on your own).

Check the [AIM Webpage](#) for collection information, detailed reference guides, task specific training materials, and due date reminders!

For more information, contact [Candi Standall](#), 406-444-3495

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