
Quick Reference Guide:

Beginning of Year Verification

This guide will explain the basic process for verifying 2011-12 calendars and enrolling students into schools for the 2011-12 school year.

Topics covered in this Quick Reference Guide include:

- *Verifying 2011-12 Calendars*
- *2011-12 Enrollments*
- *Summer Transfers & Graduates*
- *Records Transfer*
- *Data Verification*
- *Sync Data*



The Beginning of Year Verification establishes calendars and enrollments for the 2011-12 school year. Schools are required to enroll all students in AIM who attend at least one day of class or who receive Special Education services from the district.



Before beginning, consider the following:

1. What data needs to be entered on the Calendar?

- Calendars should include a Start and End Date for the District, a Calendar Number, the correct grade levels for the school, and the student Start and End Dates. *page 2*

2. How do I properly exit students who transfer over the summer?

- Students who transfer over the summer need their 2011-12 enrollment deleted and the 2010-11 End Status updated to reflect the transfer. *page 3*

3. How do I record Summer Graduates?

- Summer graduates are recorded like regular graduates – change End Status to *400: Graduated*, and enter *Diploma Date, Diploma Type* and *Diploma Period*. *page 4*

4. How do I get State ID's for new students?

- State ID's are obtained from the student's prior district or from the Student Locator. Districts may upload a Student Demographic file to locate State ID's, however, using the Student Locator reduces the potential for duplication of ID's. *page 6*

5. What are the correct Start Status codes for students?

- Start Status codes should accurately reflect the prior enrollment status of the student. *page 8*

6. Which Service Type do I choose?

- Service Types indicate the type of service the student is receiving from the district. *page 8*

7. How do I send/receive a Records Transfer?

- Records transfer requests should be processed regularly to facilitate the transfer of Special Education records and prevent enrollment overlaps. *page 11*

8. How do I verify the data I have entered?

- The Ad Hoc Reporting tools and the Student Information reports can be used to verify data entry. *page 11*

CALENDAR VERIFICATION

Choose *Year 2011-12* and a *School*.

From the **Index**, expand **System Administration** and **Calendar**. Click **Calendar**.

Verify (and/or enter) the district *Start* and *End Dates* (fiscal year is recommended for SPED data entry). Enter "1" in the *Number* field (if you have more than one calendar per school, each school must have a unique number).

Click **Save**.

Click the **Grade Levels** tab.

Verify the grade levels listed are valid for that school.

NOTE: Grade levels are determined by the OPI, not by the student's schedule or the district's building configuration. Changes to grade levels in a school must first be approved by the OPI.

| Name | Seq |
|------|-----|
| 06 | 7 |
| 07 | 8 |
| 08 | 9 |

Click the **Terms** tab.

Click the name of the *Term Schedule* in the **Term Schedule/Terms Editor** box.

Enter the student *Start* and *End Date(s)* for the *Term*. Click **Save Term Schedule/ Terms**.

| Name | Sequence | Start Date | End Date |
|------|----------|------------|------------|
| Y | 1 | 08/31/2011 | 06/07/2012 |

Auto Create Term Schedules

Parameter Selection

This Schedule Structure has no terms, and this tool will create some for you. Infinite Campus supports multiple term schedules, but only select the term schedules needed for your schedule. Full-year, semester, and quarter long classes can all be created in a quarter term schedule, so those options are mutually exclusive.

Full Year (1 term)

Semesters (2 term)

Trimesters (3 term)

Quarters (4 term)

Other Number of Terms:

0

Create Terms

If no term is listed in the **Term Schedule/Term Editor**, click **New Term Schedule**.

Select a Term Schedule. Click **Create Terms** (the State requires only Full Year – but if you are using the MT Edition for attendance you may need to enter more information).

Follow the previous instructions to enter **Term** dates. The **Periods** and **Days** tabs are optional.

SUMMER TRANSFERS

Malia Obama was enrolled in the 10-11 year. She was expected to return for the 11-12 year, and an enrollment record was created as part of the end-of-year process.

However, her parents decided to return to Washington, DC, and the school receives the records request at the beginning of August.

To correct the enrollment record: Select Year 10-11 or 11-12 and the school. Click the **Search** tab and enter Malia's last name. Click **Go**.

Select the name (appears below the Search Results), then the **Enrollments** tab.

Open the 10-11 enrollment and change the **End Status** to 180: Transfer to a school out of state. Click **Save**.

Open the 11-12 enrollment and click **Delete**.

SUMMER GRADUATES

Students who complete graduation requirements after the end of the 2010-11 year, but **prior to** the first day of school in the 2011-12 year are counted as Summer Graduates.

Select *Year 10-11* and a high school. Click the **Search** tab and enter the student's last name. Click **Go**.

Click the name and the **Enrollments** tab. Change the *End Status* to *400: Graduated*.

Click **Save**.

| Edit | Grade | Type | Calendar | Start Date | End Date |
|---|-------|------|---------------------------|------------|------------|
| <input type="checkbox"/> | 12 | P | 10-11 Cascade High School | 08/23/2010 | 06/03/2011 |
| <i>Start Status: 02 Continued enrollment same school, no interruption</i> | | | | | |
| <i>End Status: 100 End of year, returning to same school next year</i> | | | | | |
| <input type="checkbox"/> | 11 | P | 09-10 Cascade High School | 08/31/2009 | 06/04/2010 |
| <i>Start Status: 02 Continued enrollment same school, no interruption</i> | | | | | |
| <i>End Status: 100 End of year, returning to same school next year</i> | | | | | |
| <input type="checkbox"/> | 10 | P | 08-09 Cascade High School | 08/23/2008 | 05/29/2009 |
| <i>Start Status: 04 Transfer from public school in district or state</i> | | | | | |
| <i>End Status: 100 End of year, returning to same school next year</i> | | | | | |

General Enrollment Information

Calendar: 10-11 Cascade High School | Schedule (read only): Main | *Grade: 12 | Class Rank Exclude:

*Start Date: 08/23/2010 | No Show: | End Date: 06/03/2011 | End Action: | *Service Type: P. Primary

*Start Status: 02: Continued enrollment same school, no interruption | End Status: 400: Graduated | Dropout Reason:

Start Comments:

End Comments:

Graduation Detail: Cascade Public Schools (0280)

General Graduation Information

Diploma Date: 08/19/2011

Diploma Type: 01: Regular Diploma

Diploma Period: 03: Four years or with IEP allowing for longer

Date First Entered the 9th Grade:

NGA Cohort End Year:

NCLB Cohort End Year:

Post Grad Location:

Post Grad Plans:

State Reporting Graduation Fields

Cohort Grad Year:

Click the **Graduation** tab.

Enter the *Diploma Date*, *Diploma Type* and *Diploma Period*.

Click **Save**.

NOTE: The Diploma Period for a student who started grade 9 in the 2007-08 year is *03: Four years or with IEP allowing for longer* if the student completes graduation requirements prior to the first day of school in the 2011-12 year.

2011-12 ENROLLMENTS

There are two options for enrolling students in the 2011-12 year: 1) Direct Entry and 2) File Upload.

The Direct Entry method requires the district to enter enrollments directly into the AIM database. Enrollments can be rolled from the prior year or entered individually by student.

The File Upload Method requires the district to create an upload file, either by extracting data from their existing Student Information System or from an Excel template. The templates are available on the OPI AIM Webpage.

***** It is highly recommended that districts use the *Student Locator* to enroll all new students that do not have a State ID already identified.**

DIRECT ENTRY

The first option for direct entry of student enrollments for 2011-12 is to roll the students forward from the prior year. This process would have been completed as part of the End of Year Process for 2010-11. Enrollments cannot be rolled forward from the prior year if **End Dates** for 2010-11 have already been entered.

The second option for direct entry of student enrollments for 2011-12 is to enroll students using last year's enrollments.

Select the 10-11 year and a school. Click the **Search** tab, select *Students*, and **Advanced Search**.

Under **Student Search**, choose a grade level (e.g., start with KF). Click **Search**.

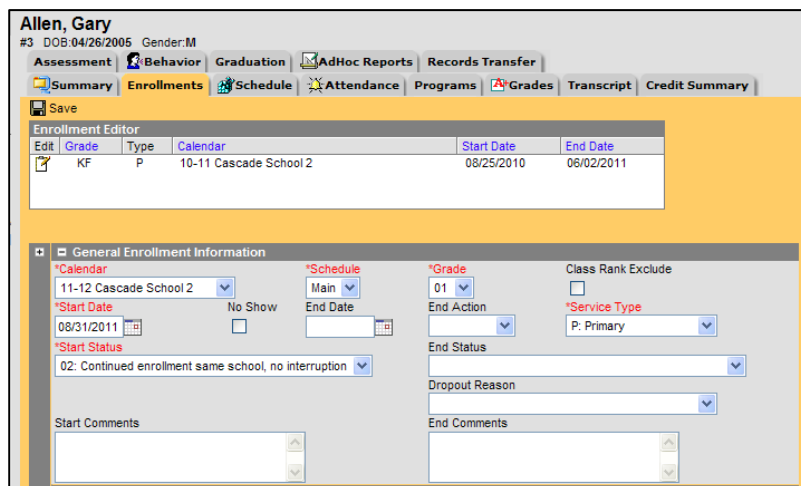
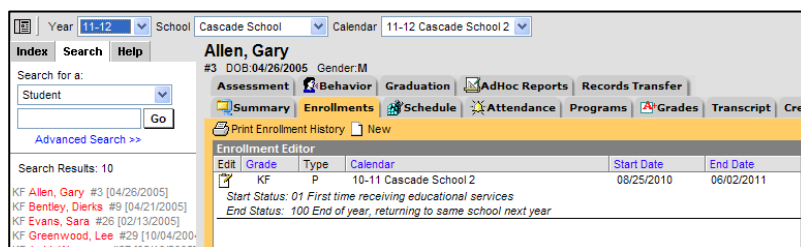
A list of last year's kindergarten students will appear on the left.

Select the first student by clicking the student's name. Click the **Enrollments** tab. Change the **Year** to 11-12 and select a school.

Click **New**. Enter the 11-12 *Start Date*, *Start Status*, *Grade Level* and *Comments* (if applicable). Click **Save**.

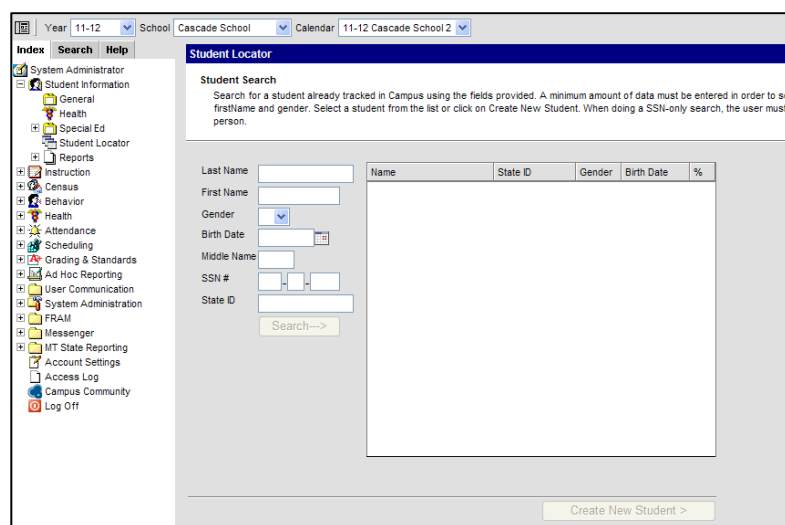
Repeat for all students in this grade level. Start over with prior instructions for the next grade. If students are moving from one school to another (e.g., from Elementary to Middle School), change the school after selecting the students.

*****Program Participation data and Aggregate Hours may also be entered for students during this step. Enter the student's Absent Count information on or after the Fall Count Date (October 3, 2011).**



The third option for direct entry of student enrollments for 2011-12 is to enroll students through the **Student Locator**. Using the **Student Locator** is the preferred method to locate State ID's for students who are new to the district.

To use the **Student Locator**, set the **Year** to 11-12 and select the correct school. From the **Index**, expand **Student Information/ Student Locator**.



Enter the student's *Last Name, First Name* and *Gender*. Click **Search**.

Use the other identifiers (*Name, State ID, Gender, Birth Date* and *%*) to help identify a match. Hover over the record to see information about the student's last enrollment.

See **Student Locator Notes** on Page 8.

If the student already exists, click the student's name. If they have never been enrolled in a Montana school, click **Create New Student**.

Enter the *Student Number* (Local ID) – if assigned by the district. Enter the **Identity Info** and **Enrollment Detail**. The fields in red are required.

Click **Save**.

If the student was previously enrolled in another MT district and not previously enrolled in this district, a **Student Records Transfer** request will automatically appear. When using your personal log-in, your name and phone number (if entered on the **Demographics** tab) will appear under **Requesting District & User**. Enter comments if necessary.

Click **Submit Request**.

STUDENT LOCATOR NOTES

A student who has an existing State ID may not show as a match in the **Student Locator** for a variety of reasons.

In this example, the student's first name may be Jonathan (Johnny is a nickname). Entering Jonathan instead of Johnny shows "No matches found". Other examples are Mike vs. Michael, Elizabeth vs. Beth.

Another common error is a transposed *First Name/Last Name* or *Gender*. Try a variety of options before creating a new State ID.

NOTE: If you know a student has an existing State ID, but are unable to find the ID using the **Student Locator**, call the student's prior district or the **OPI AIM Helpdesk** at 1-877-424-6681.

The screenshot shows the Student Locator search interface. The search criteria are: Last Name: Cash, First Name: Jonathan, Gender: M, Birth Date: [blank], Middle Name: [blank], SSN #: [blank], State ID: [blank]. The search results table is empty, displaying "No matches found".

| Name | State ID | Gender | Birth Date | % |
|------------------|----------|--------|------------|---|
| No matches found | | | | |

The screenshot shows the Student Locator search interface with the same search criteria as above. The search results table now contains one entry for Johnny Cash.

| Name | State ID | Gender | Birth Date | % |
|----------------|-----------|--------|------------|-----|
| ▲ Cash, Johnny | 322929992 | M | 07/11/2003 | 100 |

SORT BY FIELD

The **Sort By** field is a part of the student's enrollment record (either direct entry or file upload). The **Sort By** field is an additional identifier used for sorting test booklet labels (either ELP or CRT). The **Sort By** field can contain teacher name, team name, room number, or any other sort option desired. Labels will be sorted first by *District*, then *School*, then *Grade*, then *Sort By* field (if entered). Entering data into the **Sort By** field is optional.

NOTES ABOUT START STATUS CODES AND ENROLLMENT SERVICE TYPES

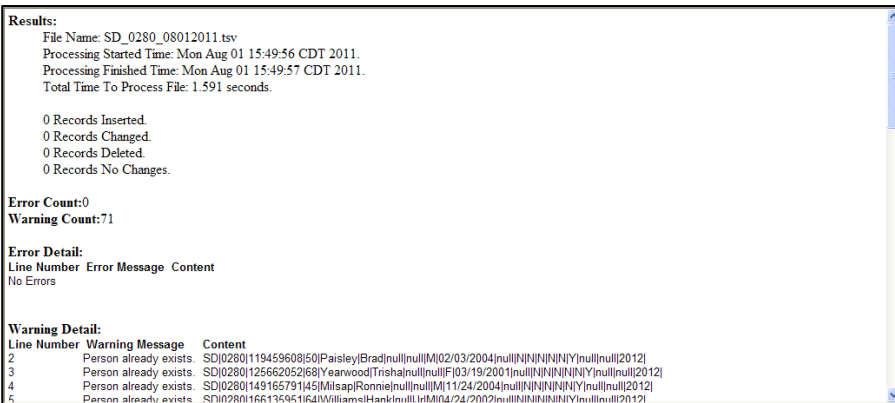
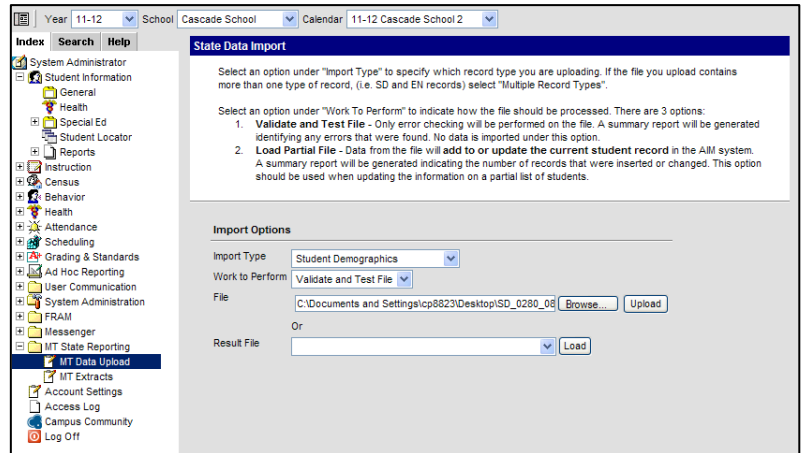
Enrollment **Start Status** codes should accurately reflect the last active enrollment of a student. If a student was previously enrolled in a home school, the **Start Status** for the student is *09: Transfer from a home school in state*. If the student was previously enrolled in a private school in Michigan, the **Start Status** for the student is *06: Transfer from an out of state school*. Students should only have an *01: First time receiving educational services* **Start Status** if they have never been enrolled in any type of school. Kindergarten students are always *01: First time receiving educational services*, unless they were enrolled in a public school's PK program for Special Education services or they are repeating Kindergarten.

Service Types should accurately reflect the type of service the student is receiving from the district. Students who are regularly enrolled in the district should have a **Service Type** of *P: Primary*, regardless of the programs they are enrolled in at the district. Students who are only getting Special Education Services (PK students or students concurrently enrolled at a private or home school) should have a **Service Type** of *N: Special Ed Only*. Students who are primary enrolled outside of the district, but participate in an accredited educational program at the district should be enrolled with a **Service Type** of *S: Partial*.

FILE UPLOAD (OPTION 1)

The first option for using the File Upload method is to do an extract from the district's Student Information System. Create an upload file in the *.tsv or *.txt format. Districts using this method will first need to do the Student Demographic file upload, followed by the Enrollment file upload.

From the **Index**, expand **MT State Reporting/ MT Data Upload**. From **Import Type**, select **Student Demographics**. Under **Work to Perform**, select **Validate and Test**. Browse for the *.tsv or *.txt file. Click **Upload**.



Check the **Import Results Summary** for **Errors** and **Warnings**. The **Errors** must be corrected before uploading. The **Warnings** are messages about potential issues with uploading students – please check these thoroughly before changing the **Work to Perform** to **Load Partial File**.

When all **Errors** have been cleared and **Warnings** checked, change the **Work to Perform** to **Load Partial File**. The **Import Type** should be **Student Demographics**. Browse for the file and click **Upload**.

FILE UPLOAD (OPTION 2)

The templates for **Student Demographics** and **Enrollments** are available on the OPI AIM Webpage. From the AIM Webpage, navigate to **File Specifications/Excel Templates**. Save the **Student Demographic** and **Student Enrollment Templates**.

Open the **Student Demographic Template**. Enter the required information (shown in red) for each student.

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and insert the header row (HD tab date tab time tab MT9.1). Save the file.

Follow the instructions to upload the file (see Option 1 above). Repeat for the **Student Enrollment Template**.

| Record Type (SD) | District Number | Student's State ID | Student's Local ID | Last Name | First Name | Middle Name | Suffix | Gender | Birth Date | Father | Hispanic/Latino? | American Indian or Alaska Native? | Asian? | Black or African American? | Hawaiian or Other Pacific Islander? | Ethnicity Determination | Header |
|------------------|-----------------|--------------------|--------------------|------------|------------|-------------|--------|--------|------------|--------|------------------|-----------------------------------|--------|----------------------------|-------------------------------------|-------------------------|--------|
| HD | 08/01/2011 | | 15:48:21 | MT9.1 | | | | | | | | | | | | | |
| SD | 0280 | 119459608 | | Paisley | Brad | | | M | 02/03/2004 | | | | | | | | |
| SD | 0280 | 125662052 | | Yearwood | | | | F | 03/19/2001 | Trisha | | | | | | | |
| SD | 0280 | 149165791 | | Millsap | Ronnie | | | M | 11/24/2004 | | | | | | | | |
| SD | 0280 | 166135951 | | Williams | Hank | | | Jr | 04/24/2002 | | | | | | | | |
| SD | 0280 | 180731107 | | Lynn | Loretta | | | F | 12/20/2005 | | | | | | | | |
| SD | 0280 | 188415691 | | Seals | Dan | | | M | 02/22/2006 | | | | | | | | |
| SD | 0280 | 193009537 | | Brooks | Garth | | | M | 09/05/2006 | | | | | | | | |
| SD | 0280 | 195259033 | | Gill | Vince | | | M | 04/23/2001 | | | | | | | | |
| SD | 0280 | 196400321 | | Rich | Charlie | | | M | 01/09/2002 | | | | | | | | |
| SD | 0280 | 210904318 | | Carter | June | | | F | 08/10/2003 | | | | | | | | |
| SD | 0280 | 212117740 | | Judd | Wynonna | | | F | 05/10/2005 | | | | | | | | |
| SD | 0280 | 214063709 | | Harris | Emmylou | | | F | 10/27/2001 | | | | | | | | |
| SD | 0280 | 218199532 | | Pickler | Kellie | | | F | 12/05/2005 | | | | | | | | |
| SD | 0280 | 223236465 | | Krauss | Allison | | | F | 11/15/2005 | | | | | | | | |
| SD | 0280 | 240183925 | | Brown | Zac | | | M | 03/10/2004 | | | | | | | | |
| SD | 0280 | 250939665 | | Montgomery | John | Michael | | M | 02/12/2003 | | | | | | | | |
| SD | 0280 | 281099467 | | McCoy | Neal | | | M | 11/27/2004 | | | | | | | | |
| SD | 0280 | 282085655 | | Carey | Mariah | | | F | 10/03/2001 | Allen | | | | | | | |
| SD | 0280 | 287077795 | | Coe | David | | | M | 10/29/2005 | | | | | | | | |
| SD | 0280 | 309840957 | | Parton | Dolly | | | F | 06/18/2002 | | | | | | | | |
| SD | 0280 | 319271424 | | Loveless | | Patty | | F | 06/27/2003 | | | | | | | | |
| SD | 0280 | 320736361 | | Cline | Patsy | | | F | 07/29/2000 | | | | | | | | |
| SD | 0280 | 327929992 | | Cash | Johnny | | | M | 07/21/2003 | | | | | | | | |
| SD | 0280 | 355046078 | | Allen | Gary | | | M | 04/26/2005 | | | | | | | | |
| SD | 0280 | 380621902 | | Aldan | Jason | | | M | 07/22/2001 | | | | | | | | |
| SD | 0280 | 406454610 | | Nelson | Willie | | | M | 12/28/2003 | | | | | | | | |
| SD | 0280 | 409788325 | | wynette | Tammy | | | F | 12/16/2000 | | | | | | | | |
| SD | 0280 | 438092924 | | Wilson | Gretchen | | | F | 05/31/2003 | | | | | | | | |
| SD | 0280 | 443872856 | | Hartman | Lisa | | | F | 07/17/2006 | | | | | | | | |
| SD | 0280 | 512717076 | | Greenwood | Lee | | | M | 10/04/2004 | | | | | | | | |
| SD | 0280 | 520296697 | | Cash | Roseanne | | | M | 02/14/2001 | | | | | | | | |
| SD | 0280 | 527660468 | | Bryan | Luke | | | M | 09/29/2003 | | | | | | | | |
| SD | 0280 | 526379128 | | Cagle | Chris | | | M | 06/28/2001 | | | | | | | | |
| SD | 0280 | 530885456 | | Crow | Sheryl | | | F | 08/31/2002 | | | | | | | | |
| SD | 0280 | 536935907 | | Evans | Sara | | | F | 02/13/2005 | | | | | | | | |
| SD | 0280 | 551339745 | | Tillis | Pam | | | F | 04/08/2003 | | | | | | | | |
| SD | 0280 | 566836766 | | Ingram | Jack | | | M | 10/22/2002 | | | | | | | | |
| SD | 0280 | 580791329 | | Messina | Jo | Dee | | F | 08/22/2002 | | | | | | | | |
| SD | 0280 | 584565751 | | Denver | John | | | M | 01/02/2001 | | | | | | | | |
| SD | 0280 | 650867586 | | Tillis | Mel | | | M | 04/05/2005 | | | | | | | | |
| SD | 0280 | 662040892 | | Atkins | Rodney | | | M | 07/28/2000 | | | | | | | | |
| SD | 0280 | 662890660 | | Church | Eric | | | M | 07/24/2002 | | | | | | | | |
| SD | 0280 | 676476074 | | Cyrus | Billy | Ray | | M | 09/12/2001 | | | | | | | | |

Only students that attend at least one day of school during the 11-12 school year should have an enrollment record created in AIM.

If students were rolled from the 10-11 year to the 11-12 year (either in AIM or the district's Student Information System), but transfer prior to the beginning of the school year, those students should not have an 11-12 year record in AIM. First change the record in your SIS to reflect the transfer (delete the 11-12 enrollment and change the *End Status* for the 10-11 year), then make those changes in AIM.

If a student does not show up for school as expected, and no notice is given or transfer request received, create a one-day enrollment record in both the district's SIS and in AIM (*Start and End Date* the first day of school, *End Status* either 260: *Unknown (grades PK-6)* or 340: *Unknown/17: Unknown (grades 7-12)*). If the district receives notice or a transfer request is received, change the record as described above for a transfer student.

RECORDS TRANSFER

Records transfers are only required for students who have Special Education records in the prior school district. Districts may also use the Records Transfer to view student enrollment dates.

Please refer to the guides for Records Transfer on the OPI AIM Webpage (Reference Guides/Quick Reference Guides/Records Transfer.pdf).

Church, Eric
Grade:04 DOB:07/24/2002 Gender:M

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary
Assessment Behavior Graduation AdHoc Reports Records Transfer

New State Transfer Request

| Transfers | | | | |
|--------------|--------------|---------|------------------------|--------------------|
| Request Date | Name | Status | Requesting District | Releasing District |
| 08/01/2011 | Church, Eric | request | Cascade Public Schools | |

DATA VERIFICATION

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

The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific program staff (e.g., Title I Director, SPED Director, lunch staff, etc).



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

Enrollment numbers may be verified using the **Student Information Reports** or the **Ad Hoc Reporting** tools.

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?
 Grade
 Ad Hoc Filter

Which calendar(s) would you like to include in the report?
 active year last by school last by year

Enrollment Add Date: From [] To []
 Enrollment Drop Date: From [] To []

Display Options: Start Date End Date

How would you like the report sorted?
 Alpha Grade Student Number

Which enrollment status would you like to include in the report?
 Start Status: [All Students] End Status: [All]

Print in HTML format

STUDENT INFORMATION REPORTS

From the **Index**, expand **Student Information/Reports**.

The **Enrollment Status** report lists students by name, according to set criteria.

The **Enrollment Summary** report gives a count of students by *School, Grade, Race/Ethnicity* and *Gender* as of a specific date.

Enrollment Summary Report

This report will list a breakdown of enrollments grouped by school, grade, gender and race/ethnicity. The report can be generated using Federal Race/Ethnicity designations or State Race/Ethnicity values. If your state has many different values for Race/Ethnicity, the Tall report format is recommended. Students with enrollments flagged as "No Show" are not included in this report.

Enrollment Effective Date* [08/29/2011]

Which schools would you like to include in the report?
 [All Schools]
 Cascade 7-8
 Cascade High School
 Cascade School

Which Race/Ethnicity values would you like to use?
 Federal Race/Ethnicity Values
 State Race/Ethnicity Values

How would you like to format the report?
 Original Format: Race/Ethnicities across the top and Grade Levels vertically
 Tall Format: Grade Levels across the top and Race/Ethnicities vertically

What types of enrollments would you like to include in the report?
 P.Primary
 S.Partial
 N.Special Ed Services

Report Options:
 Observe State Exclude (Do not include enrollments marked as state exclude)
 Only print Race/Ethnicities in which there is at least one student with that value
 Print in HTML format

Generate Report

AD HOC REPORTING

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

From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

To create a new filter, select **Create a new Filter using the Query Wizard** and **Data Type Student**.

Click **Create**.

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through input to a report.

Saved Filters

Create New

| Filter Type | Data Type |
|---|--|
| <input checked="" type="radio"/> Query Wizard | <input checked="" type="radio"/> Student |
| <input type="radio"/> Selection Editor | <input type="radio"/> Census/Staff |
| <input type="radio"/> Pass-through SQL Query | <input type="radio"/> Course/Section |

Create

Search Edit Copy Delete Export

Create a new Folder

Ad Hoc Query Wizard - Field Selection

*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
 - Demographics
 - personID
 - stateID
 - otherID
 - studentNumber
 - personGUID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - raceEthnicity
 - hispanicEthnicity
 - raceEthnicityFed
 - raceEthnicityDetermination
 - birthState
 - enrollmentID
 - grade

Selected Fields

- student.stateID
- student.lastName
- student.firstName
- student.gender
- student.birthState
- student.grade
- student.startDate
- student.startStatus
- student.endDate
- student.endStatus

Add Function Edit Function

< Back Next >

Select the fields to include in the report. Expand /contract the field groups by clicking the plus (+) or minus (-) signs. To move a field to the **Selected Fields** box, just click the name of the field.

To search for fields, type in all or part of the field name in the *Filter By* box.

Once the fields are all in the **Selected Fields** box, click **Next**.

Give the query a name, a short description (optional) and enter any applicable filter data. Click **Next**.

Ad Hoc Query Wizard - Filter Parameters

*Query Name: Enrollment Query

Short Description: Shows enrollments for all students enrolled

Long Description:

Filter the data

| Field | Operator | Value |
|---------------------|----------|-------|
| student.stateID | | |
| student.lastName | | |
| student.firstName | | |
| student.gender | | |
| student.birthState | | |
| student.grade | IN | 01 |
| student.startDate | | |
| student.startStatus | | |
| student.endDate | | |
| student.endStatus | | |

Save To: User Account
Folder: /

User Groups

Save Save & Test

< Back Next >

If additional sequencing or sorting is desired, enter the information into the corresponding fields. Click Next.

Ad Hoc Query Wizard - Output Formatting

*Query Name: Enrollment Query

Short Description: Shows enrollments for all students enrolled

Long Description:

Format the output file/report.

| Field | OutputSeq | Sort | Direction | Column Header | Alignment | Formatting | Length |
|---------------------|-------------------------------------|------|-----------|---------------|-----------|------------|--------|
| student.stateID | <input checked="" type="checkbox"/> | | | | | | |
| student.lastName | <input checked="" type="checkbox"/> | 1 | Ascend | | | | |
| student.firstName | <input checked="" type="checkbox"/> | 2 | Ascend | | | | |
| student.gender | <input checked="" type="checkbox"/> | | | | | | |
| student.birthState | <input checked="" type="checkbox"/> | | | | | | |
| student.grade | <input checked="" type="checkbox"/> | | | | | | |
| student.startDate | <input checked="" type="checkbox"/> | | | | | | |
| student.startStatus | <input checked="" type="checkbox"/> | | | | | | |
| student.endDate | <input checked="" type="checkbox"/> | | | | | | |
| student.endStatus | <input checked="" type="checkbox"/> | | | | | | |

Save To: User Account
Folder: /

User Groups

Save Save & Test

< Back Next >

To group students by a selected identifier, choose the correct grouping.

Click **Save**.

To use Ad Hoc Filters, expand **Ad Hoc Reporting** and select **Data Export**.

Choose the **Saved Filter** and **Export Format**.

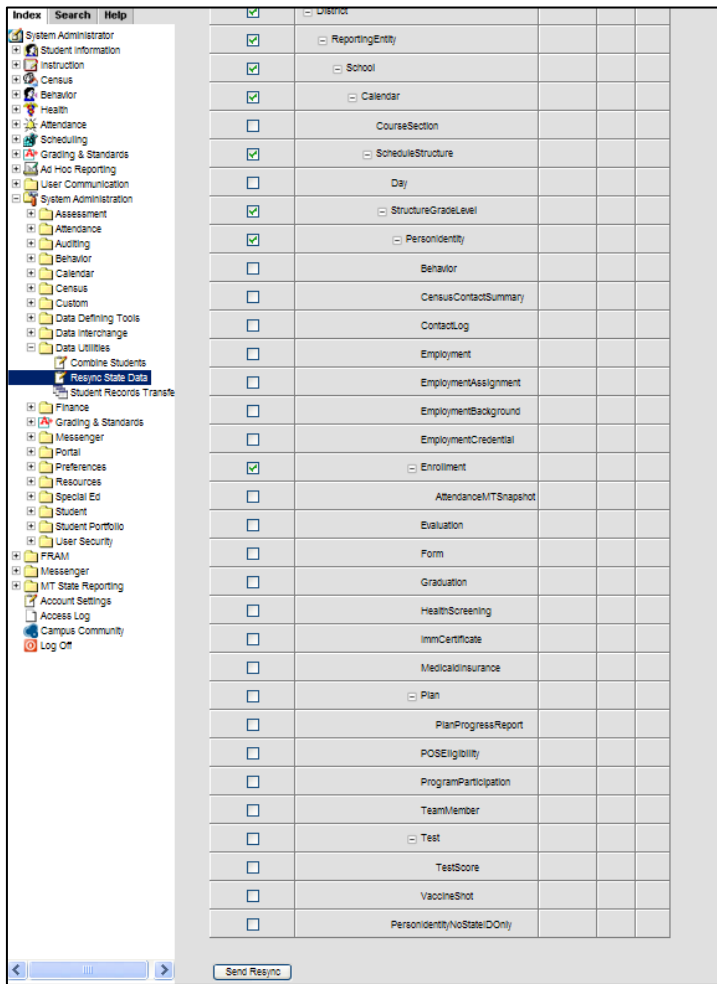
Click **Export**.

Ad Hoc filters can also be used with an Advanced Search.

Choose a *Year* and *School*. Click the **Search** tab. Click **Advanced Search**.

Choose a **Saved Filter** and click **Search**.

The results will display under search results.



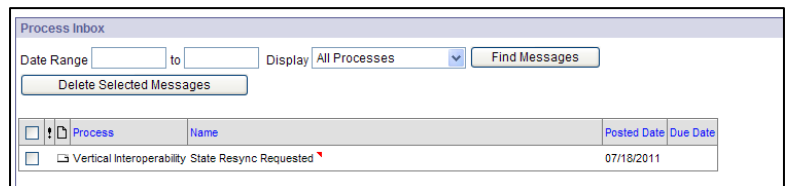
DATA SYNC

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. If syncing data from the 11-12 year, set the *Year* to 11-12. If syncing data from the 10-11 year, set the *Year* to 10-11.

To sync **Enrollments** check the box for *Enrollment*. All connected data elements will automatically populate. At the bottom, click **Send Resync**.

A data sync is required for all file uploads and recommended before data collection due dates.

The green radio buttons indicate a successful resync of data, and a message will appear in the **Process Inbox**.



Enrollment Verification Report

This report will communicate with the state edition server to compare local enrollments with the data that exists at the state, it will then generate a report that summarizes any differences.

Select Which Enrollments To Include

Selected School Year: 2011

Schools:

- All Schools
- Cascade 7-8
- Cascade High School
- Cascade School

State Grade:

- All Students
- KF
- KH
- P1
- PK
- 01

Exclude Enrollments Matching Any Of These Additional Criteria

Calendar Excluded

No Show

State Excluded

State Exclude Grade Levels

State Unmapped Grade Levels

Select The Enrollment Fields To Compare Between District And State Edition

State Grade Level Service Type
 Start Date End Date
 Start Status End Status

Report Display Options

Show Summary Totals

Show Enrollments Missing At State

Identify students missing at state due to overlap prevention

Show Enrollments Missing At District

Show Enrollments With A Field Difference

Show Value At District And State Of Each Difference

DATA VERIFICATION REPORTS

A new report is available that checks the differences between data entered in the MT Edition application and data that has synced to the State.

From the **Index**, expand **Student Information/Reports**. Select State **Enrollment Verification**.

There are a number of options and fields to choose from. Choose the items to verify, and click **Generate Report**.

The Verification Report will show differences between records at in the district's MT Edition application and the AIM State Edition.

If differences do not resolve after a resync, contact the OPI AIM Helpdesk at 1-877-424-6681 or opiainhelp@mt.gov for assistance.

| 0280 Cascade Public Schools District Generated on 07/18/2011 03:47:43 PM Page 1 | | Enrollment Verification Report Comparison of District Enrollment Data With State Data Cascade Public Schools Verified: 07/18/2011 15:47 | | | |
|--|----------------|---|------------------|---------------------|-----------------------|
| District Verification Summary | | | | | |
| Total | District Count | State Count | Missing At State | Missing At District | With Field Difference |
| Cascade Public Schools - ALL | 356 | 354 | 2 | 0 | 0 |
| 10-11 Cascade 7-8 | 43 | 43 | 0 | 0 | 0 |
| 10-11 Cascade High School | 147 | 146 | 1 | 0 | 0 |
| 10-11 Cascade School | 166 | 165 | 1 | 0 | 0 |

