
Quick Reference Guide:

Job Corps, MT Youth ChalleNGe, MT Digital Academy Participants

This guide will explain the process for enrolling students in the district for each of these programs.

Topics covered in this Quick Reference Guide include:

- *Job Corps*
- *MT Youth ChalleNGe*
- *MT Digital Academy*



Students participating in the programs Job Corp, MT Youth ChalleNGe, or MT Digital Academy must be properly enrolled in AIM to receive ANB funding for these students. Follow the guidelines below create enrollments in AIM for these students.



Before beginning, consider the following:

1. Which students can I enroll in AIM for the purposes of collecting ANB funding?

- Students must be enrolled first with the district before they may be counted as enrolled for ANB funding purposes. Please check the individual guidelines for each program. *page 2*

2. How do I enroll these students in AIM?

- Students must first have an enrollment in the district, then a corresponding enrollment in AIM. Students in Job Corps or Youth ChalleNGe must also have a program enrollment in AIM. *page 3*

3. What process is followed if the student exits one of these programs?

- Students no longer participating in Job Corps or Youth ChalleNGe are either re-enrolled in the district or counted as dropouts. MT Digital Academy students continue their district enrollment or return to their original school. *page 4*

4. How do I indicate their participation in these programs for ANB purposes?

- Students participating in these programs must have appropriate Aggregate Hours entered to be counted for ANB purposes. Each program has different accounting practices. *page*

MT PROGRAM GUIDELINES

MT has three distinct programs that students may be enrolled in, concurrent with their high school enrollment: Job Corps, MT Youth Challenge and MT Digital Academy. Enrollment in these programs is designed to lead to a student's high school graduation. Students in Job Corps and MT Youth Challenge must meet the following requirements:

Students participating in the Job Corps Program or MT Youth Challenge Academy must meet **all** of the following criteria to be counted as enrolled in a district:

- ✓ the student must be enrolled in a public school in the student's district of residence, **and**
- ✓ the credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, **and**
- ✓ the credits meet the resident district's requirements for graduation at a school in the district, **and**
- ✓ the credits must be taught by an instructor who has a current Montana high school certification, **and**
- ✓ the credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district.

For more information, see Sections 20-9-707 and 20-9-311(12), MCA

Students participating in MT Digital Academy courses must enroll in the courses through their local public school (district of residence). Districts enrolling students who are not residents of their district are not eligible for ANB for the student. *MCA 20-7-118*

EXITING STUDENTS

Students discontinuing their enrollment in the Job Corps or MT Youth Challenge **OR** students who are requesting to sit for the GED must have their enrollment ended in AIM. The *End Date* is their last date of enrollment in the program, or the date of the request to sit for the GED.

If the student does not continue their enrollment in the public school, they must be coded as a dropout.

Bieber, Justin D
Grade:12 DOB:03/01/1993 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Save Delete Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	11-12 Cascade High School	08/31/2011	
	11	P	10-11 Cascade High School	08/23/2010	06/03/2011
	10	P	09-10 Cascade High School	08/31/2009	06/04/2010

General Enrollment Information

Calendar: 11-12 Cascade High School Schedule (read only): Main

*Grade: 12 Class Rank Exclude:

*Start Date: 08/31/2011 No Show: End Date: 09/23/2011

*Start Status: 02: Continued enrollment same school, no interruption

End Action: End Status: 330: Withdrew to enroll in non-diploma program

Dropout Reason: 18: GED (Pursuing)

Start Comments: End Comments:

Bieber, Justin D
Grade:12 DOB:03/01/1993 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript

New

Program Participation Editor Note: one curriculum program allowed per student

Program	Start Date	End Date	User Warning
Job Corp	08/31/2011	09/23/2011	

Enter the student's *End Date* on the **Programs** tab.

MT Digital Academy students who complete or drop courses must also have their enrollment ended. The *End Status* should reflect their return to their original school.

Students taking courses to complement their district enrollment continue their enrollment.

Iglesias, Enrique
Grade:10 DOB:05/09/1996 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Cred

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	10	S	11-12 Cascade High School	08/31/2011	09/06/2011

Start Status: 09 Transfer from home school within the state
End Status: 170 Transfer to a home school in the state

AGGREGATE HOURS

Students enrolled in Job Corps should have their *Aggregate Hours* set to *F: 720+ hours*. They count as full-time students for ANB purposes.

Bieber, Justin D
Grade:12 DOB:03/01/1993 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Save Delete Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	11-12 Cascade High School	08/31/2011	09/23/2011
	11	P	10-11 Cascade High School	08/23/2010	06/03/2011
	10	P	09-10 Cascade High School	08/31/2009	06/04/2010

General Enrollment Information

Calendar: 11-12 Cascade High School
Schedule (read only): Main
*Grade: 12
Class Rank Exclude:
*Start Date: 08/31/2011
No Show:
End Date:
End Action:
*Service Type: P. Primary
*Start Status: 02: Continued enrollment same school, no interruption
End Status:
Dropout Reason:
Start Comments:
End Comments:

Future Enrollment

Next Calendar:
Next Schedule Structure:
Next Grade:

State Reporting Fields

State Exclude:
Serving District:
Resident District:

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst.: F: 720+ hours
Fall Absent: 0.000
Exclude Fall ANB - 10 Day Rule:

Spears, Brittany
Grade:11 DOB:08/06/1994 Gender:F

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Save Delete Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	11-12 Cascade High School	08/31/2011	

General Enrollment Information

Calendar: 11-12 Cascade High School
Schedule (read only): Main
*Grade: 11
Class Rank Exclude:
*Start Date: 08/31/2011
No Show:
End Date:
End Action:
*Service Type: P. Primary
*Start Status: 02: Continued enrollment same school, no interruption
End Status:
Dropout Reason:
Start Comments:
End Comments:

Future Enrollment

Next Calendar:
Next Schedule Structure:
Next Grade:

State Reporting Fields

State Exclude:
Serving District:
Resident District:

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst.: H: 360 to 539 hours
Fall Absent: 0.000
Exclude Fall ANB - 10 Day Rule:

Students in MT Youth Challenge should have their *Aggregate Hours* set to *H: 360 to 539* hours. They count as half-time students for ANB purposes.

MCA 20-9-311(12)

Students enrolled in MT Digital Academy classes should have their *Aggregate Hours* calculated as if the student were enrolled in the district for the same course.

If the student is enrolled in regular district courses (in addition to the MT Digital Academy courses), the course is added to the student's regular schedule (e.g., six regular district courses + one MTDA course = seven regular district courses for ANB purposes).

If the student is only enrolled in MT Digital Academy courses, calculate the ANB as if the student were enrolled in that course through the district.

Example:

A home school student takes one MTDA course. The district's course is 50 minutes, 180 days per year. Aggregate Hours = 150 hours (*N: 0-179 hours*). The student takes two courses, Aggregate Hours = 300 hours (*Q: 180-359 hours*).

Iglesias, Enrique
 Grade: 10 DOB: 05/09/1996 Gender: M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit Summary

Save Delete Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	10	S	11-12 Cascade High School	08/31/2011	09/06/2011

General Enrollment Information

Calendar: 11-12 Cascade High School Schedule (read only): Main End Date: 08/31/2011 *Grade: 10 Class Rank Exclude: *Start Date: 08/31/2011 No Show: End Date: *End Action: End Status: *Service Type: S: Partial

*Start Status: 09: Transfer from home school within the state

Dropout Reason: End Comments: Start Comments: Two MTDA Courses

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State Exclude: Serving District: Resident District:

Attendance and Enrollment Information

Fall Attendance Count

Fall Aggregate Hours of Inst.: Q: 180 to 359 hours Fall Absent: 0.000 Exclude Fall ANB - 10 Day Rule: