
Quick Reference Guide:

FALL ATTENDANCE

This guide will explain the basic process entering Fall Attendance information into AIM.

Topics covered in this Quick Reference Guide include:

- *Four ways to enter attendance information*



The Fall Attendance Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the Fall Count Date. Student data from AIM will then be imported to the MAEFAIRS system to determine the count of students used in the calculation of Average Number of Belonging (ANB) used for school funding. The Student Achievement Gap payment is determined by the student's race as it is imported into MAEFAIRS.



The Fall Attendance data must be accurate as of October 3, 2011. If there are no classes held on October 3, 2011, use the next regularly scheduled school day.

There are four basic methods of entering this data. Before beginning this process, there are a few considerations in choosing the most appropriate method for your district:

- 1. All of our attendance data is stored on a third party student information system – which method should I use to enter Attendance information?**
 - Most student information systems have automated uploads to extract attendance information in a format that will upload to AIM. *page 2*
- 2. Our district only has a few students – which method should I use to enter Attendance information?**
 - Districts with only a handful of students may find the direct entry method of entering student attendance most convenient. *page 3*
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter Attendance information?**
 - Districts who maintain paper ledgers may want to default all students to full-time and use the direct entry method to modify select students and enter Absent Counts. *page 3*
- 4. Our district uses the MT Edition application to collect student attendance information – which method should I use to enter Attendance information?**
 - Districts who maintain attendance information in their MT Edition application can use the Re-Sync feature to auto-calculate their Fall Attendance data. *page 5*
- 5. Our school purchased the District Edition of Infinite Campus. Which method should we use?**
 - District Edition users should follow the directions sent from Infinite Campus. These users will also use the Re-Sync feature. *page 5*

METHOD #1

Export Fall Attendance data from your Student Information System.

Create an export file from your Student Information System. Save the file in either *.txt or *.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, **Attendance – Fall Count**, and **Work to Perform**, **Validate and Test**. Browse for the file and click **Upload**.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Options

Import Type: Attendance - Fall Count

Work to Perform: Validate and Test File

File: C:\Documents and Settings\cp8823\Desktop\AF_0420_09 [Browse...] [Upload]

Or

Result File: [] [Load]

Results:

File Name: AF_0420_09272010.tsv
Processing Started Time: Mon Sep 27 11:48:21 EDT 2010.
Processing Finished Time: Mon Sep 27 11:48:23 EDT 2010.
Total Time To Process File: 1.328 seconds.

0 Records Inserted.
0 Records Changed.
0 Records Deleted.
0 Records No Changes.

Error Count:192
Warning Count:0

Error Detail:

Line Number	Error Message	Content
2	There is no calendar with number (0).	AF 0420 0356 0 466561935 115048
3	There is no calendar with number (0).	AF 0420 0356 0 969186302 115049

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to **Load Partial File**. Click **Upload**.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Import Options

Import Type: Attendance - Fall Count

Work to Perform: Load Partial File

File: C:\Documents and Settings\cp8823\Desktop\AF_0420_09 [Browse...] [Upload]

Or

Result File: [] [Load]

METHOD #2

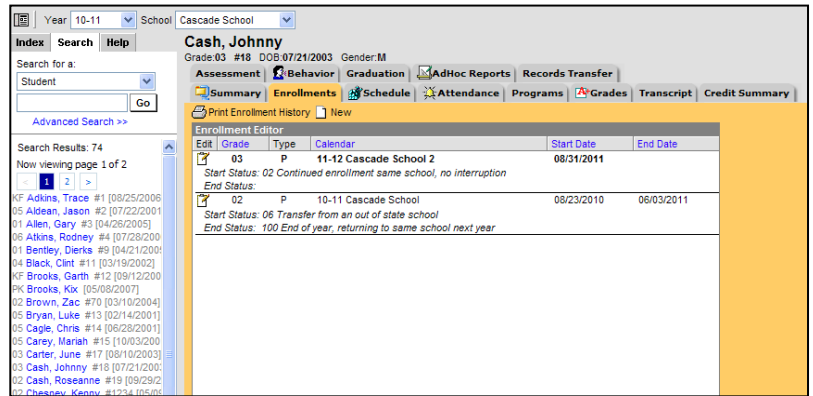
Enter Aggregate Hours and Attendance by Student.

Select *Year 11-12* and a *School*.

Click the **Search** tab. *Search for a: Student*.

Click **Go**.

Click a Student's name and select the **Enrollments** tab.

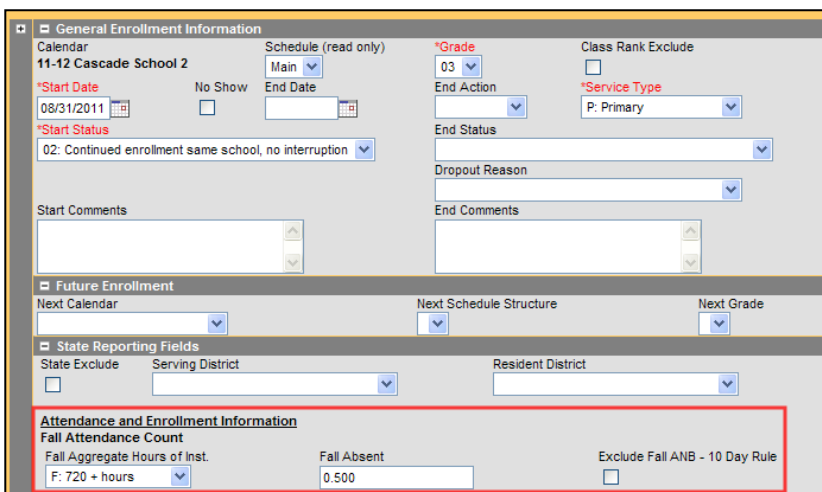


Open the current 11-12 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under *Fall Aggregate Hours*, select the appropriate hours. Enter *Fall Absent* (portion of the day the student was absent on the Count Day). A value of 0.000 indicates the student was present the entire day. Checking the *Exclude Fall ANB – 10 Day Rule* box will exclude the student from the Fall ANB count. Mark this box if the student was absent more than 10 days prior to the Count Date **and** your district has not requested an exception.

Click **Save**.

Continue for every student enrolled on October 3, 2011.



METHOD #3

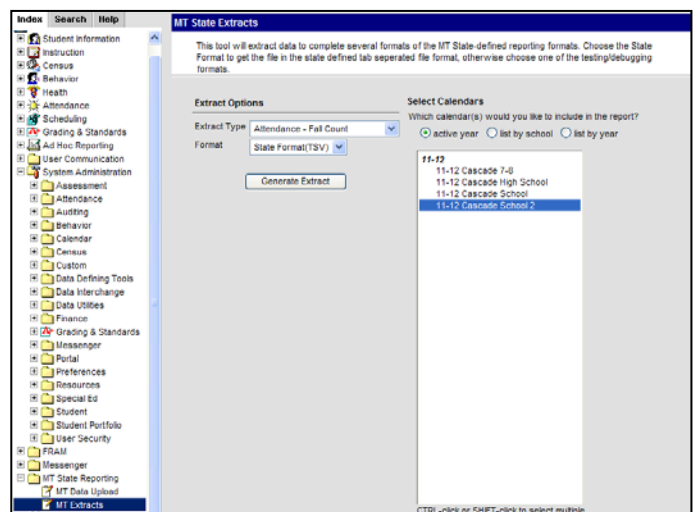
Default Aggregate Hours to Full-time and enter Attendance.

From the **Index**, select **MT State Reporting/MT Extracts**.

Select **Extract Type**, *Attendance – Fall Count* and **Format**, *State Format (TSV)*. Select the *Calendar(s)*.

Click **Generate Extract**.

Save the file to a convenient location (i.e., the desktop).



From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select *Attendance – Fall Count* and **Work to Perform**, *Load Partial File*.

Click **Upload**.

All students will now be marked as *F: 720+* with *Fall Absent* at *0.000*.

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

Import Options

Import Type: Attendance - Fall Count

Work to Perform: Load Partial File

File: C:\Documents and Settings\cp8823\Desktop\AF_0516_08 [Browse...] [Upload]

Or

Result File: [] [Load]

If a student was absent or has different *Aggregate Hours* (other than *F: 720+*), follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Harris, Emmylou
Grade: 04 #31 DOB: 10/27/2001 Gender: F

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
<input type="checkbox"/>	04	P	11-12 Cascade School 2	08/31/2011	

Start Status: 04 Transfer from public school in district or state
End Status:

Open the current 11-12 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Enter *Fall Absent* (portion of the day the student was absent on the Count Day).

If the *Aggregate Hours* are different, select the appropriate number of hours.

Click **Save**.

Harris, Emmylou
Grade: 04 #31 DOB: 10/27/2001 Gender: F

Assessment | Behavior | Graduation | AdHoc Reports | Records Transfer

Summary | Enrollments | Schedule | Attendance | Programs | Grades | Transcript | Credit Summary

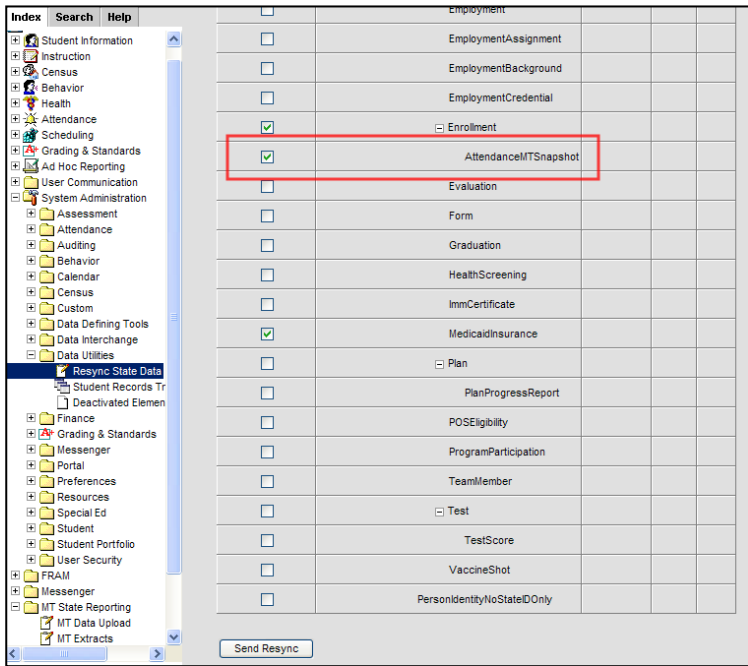
Save | Delete | Print Enrollment History | New

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: 0.250
Exclude Fall ANB - 10 Day Rule:



METHOD #4

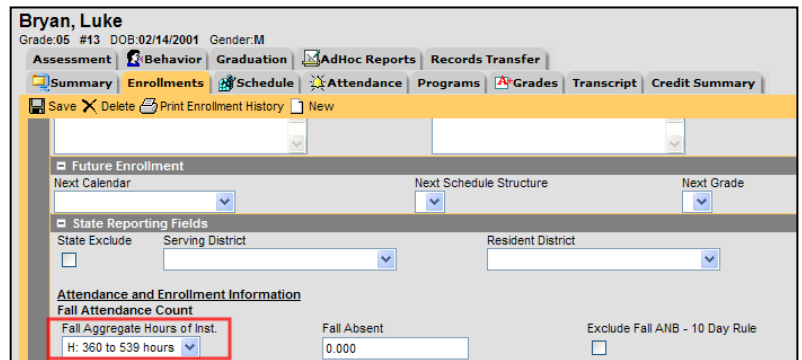
Districts using the MT Edition or the Infinite Campus District Edition application to record attendance will not have to enter Aggregate Hours and Absent Count data for individual students. This information will be calculated automatically from the attendance data entered.

From the Index, expand System Administration and Data Utilities. Select Resync State Data. Click AttendanceMTSnapshot (other boxes will check automatically).

Scroll to the bottom and click Send Resync.

NOTE: This must be done after attendance has been taken on the Count Date or up to two weeks later.

If any of the *Aggregate Hours* calculate incorrectly for a student, or the student has *Aggregate Hours* different from that of his/her schedule, navigate to the student's record and change the *Aggregate Hours*.



Note:

The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

** Individual corrections will be overridden if any subsequent re-sync of state data with the AttendanceMTSnapshot object selected is issued during October.