
Quick Reference Guide:

MAEFAIRS & AIM VERIFICATION

This guide will explain the basic processes for entering enrollment data in AIM and verifying the data between the AIM and MAEFAIRS systems.

Topics covered in this Quick Reference Guide include:

- *AIM Enrollments*
- *Special Programs*
- *Aggregate Hours & Absent Counts*
- *Data Sync*
- *Data Verification*
- *MAEFAIRS Imports*



The Fall MAEFAIRS collection is a snapshot of enrollments as of October 3rd, 2011. Enrollments are entered in AIM, then imported into MAEFAIRS. In order for students to be correctly counted in MAEFAIRS, the student must be enrolled in AIM with the correct Service Type and Aggregate Hours.



Before beginning this process, there are a few considerations:

1. What students count as "enrolled"?

- Any student enrolled in a district's academic or special education program should be enrolled in AIM, regardless of the number of hours of service. *page 2*

2. What other programs count for enrollment and what are the stipulations?

- Students enrolled in Job Corp, MT Youth Challenge or MT Digital Academy may count as enrolled students for ANB purposes, if certain conditions are met. *page 3*

3. What is the difference between the three Service Types?

- Service Types indicate the kind of service the student is getting from the district. P is Primary, S is Partial and N is Special Ed Only. *page 5*

4. What do Aggregate Hours mean and how are they calculated?

- Aggregate hours are the annualized hours of instruction a student is expected to participate in for a particular course or schedule. They are based on the number of hours per class, times the number of classes. *page 5*

5. How do I know that my data is correct and will import to MAEFAIRS?

- Verify the information in AIM using Student Information and Ad Hoc Reports prior to importing enrollment data into MAEFAIRS. *page 6*

6. I have data correct in AIM, how do I import to MAEFAIRS?

- Data from AIM is imported into MAEFAIRS by the district enrollment clerk. The enrollment clerk will need to work with the district's AIM staff to ensure accurate data reporting. *page 12*

AIM ENROLLMENTS

Only students with an active enrollment record on October 3rd, 2011 will import into MAEFAIRS.

Students who are receiving any services from a public school district, regardless of the type of service or the number of hours of service, must be enrolled in AIM.

Refer to the AIM/MAEFAIRS enrollment handbook for specific information about student enrollments.

Brooks, Garth
Grade:KF #12 DOB:09/12/2006 Gender:M

Demographics | Identities | Households | Relationships | **Enrollments** | District Employment | District

Print Enrollment History | New | New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	KF	P	11-12 Cascade School 2	08/31/2011	

Start Status: 01 First time receiving educational services
End Status:

Students who are enrolled only in Special Education Services (they primarily attend another type of school – home school, private school) must be enrolled in AIM. Their Service Type is *N: Special Ed Only* and their *Aggregate Hours* should reflect the annualized number of hours of service the district provides to the student.

Brooks, Kix
Grade:PK DOB:05/08/2007 Gender:M

Demographics | Identities | Households | Relationships | **Enrollments** | District Employment | District

Print Enrollment History | New | New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	PK	N	11-12 Cascade School 2	08/31/2011	

Start Status: 01 First time receiving educational services
End Status:

These students are not included in the MAEFAIRS ANB counts, but are included in Child Count. Students must be enrolled in AIM to be pulled into the Child Count application.

*****NEW:** PK students who are 5 **will not** generate ANB. Students who are age 5, but receiving services in a PK setting must be enrolled in Kindergarten to be eligible for ANB.

Students who are partially enrolled in educational programs at the district, but have a primary enrollment in another type of school (home school, private school), must be enrolled in AIM. Their Service Type is *S: Secondary/Partial* and their *Aggregate Hours* should reflect the annualized number of hours of coursework in which the student is enrolled.

Shelton, Blake
Grade:05 #56 DOB:12/04/2000 Gender:M

Demographics | Identities | Households | Relationships | **Enrollments** | District Employment | District

Print Enrollment History | New | New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	05	S	11-12 Cascade School 2	08/31/2011	

Start Status: 08 Transfer from a private school within the state Enrolled for Band and PE
End Status:

OTHER PROGRAMS

MT recognizes the enrollment of some students into other programs, if the district meets certain conditions.

These programs include Job Corp, MT Youth Challenge and MT Digital Academy. Students enrolled in Job Corp or MT Youth Challenge will have additional AIM data entry requirements.



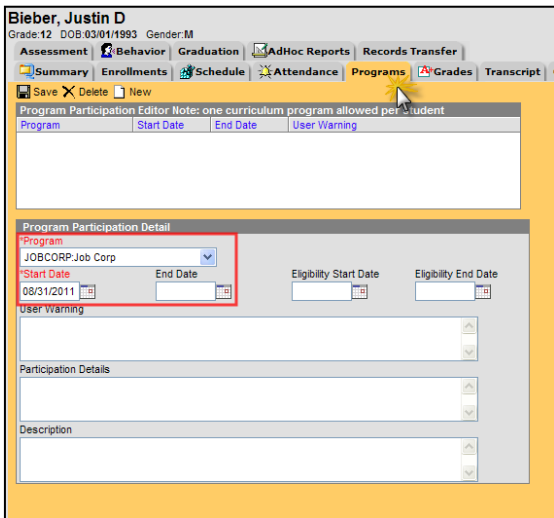
National
Guard Youth
Challenge
Program



Students in Job Corp or MT Youth Challenge may be counted as enrolled for ANB purposes if they meet certain requirements.

- The student must be enrolled in their district of residence
- The credits taken at the institution must be approved by the school
- The credits taken must meet district graduation requirements
- The credits taken must be taught by a MT high school certified instructor
- The credits must be reported back to the student's resident district

Additionally, the district must have an inter-local agreement signed with the Job Corp or Youth Challenge program to participate.



In addition to the student's enrollment in AIM, they must have an enrollment in the specific program (Youth ChalleNGe and Job Corps only).

Click the **Search** tab. *Search for a: Student.* Enter the student's last name and click **Go**. Click the name of the student.

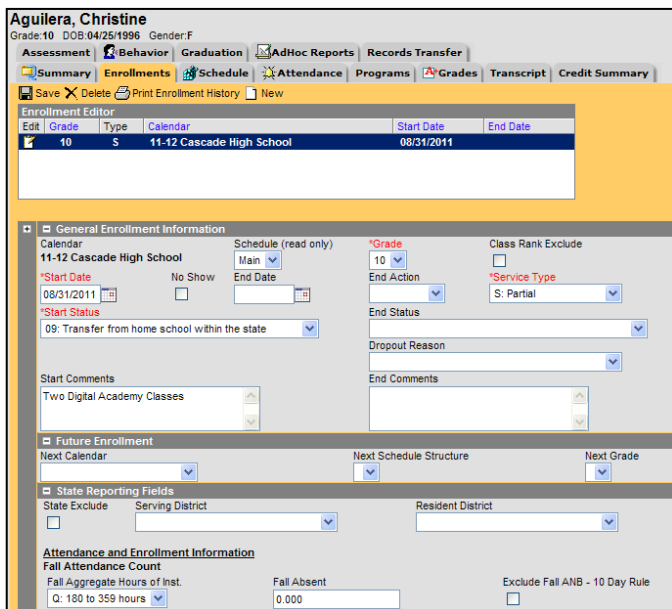
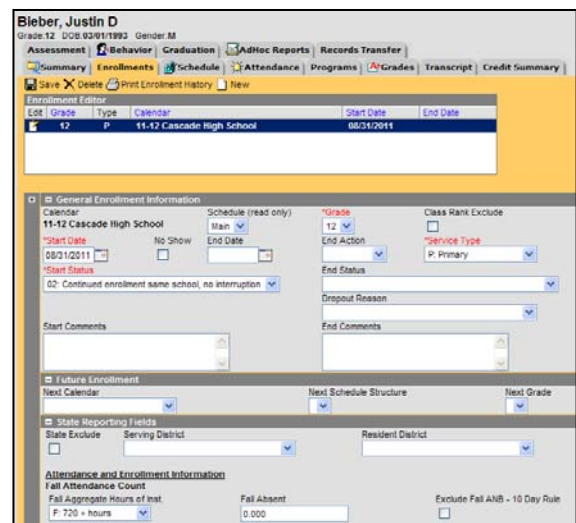
Select the **Programs** tab. Click **New**.

Enter the *Start Date* (the first date of enrollment into the program). Click **Save**.

Select the **Enrollments** tab. Open the student's current enrollment record.

Under **Attendance and Enrollment Information**, *Fall Aggregate Hours of Instruction*, select **F: 720+ hours** for Job Corp and **H: 360 to 539 hours** for MT Youth ChalleNGe.

Click **Save**.



MT Digital Academy students who are primarily enrolled in either home school or private school should have a partial enrollment in AIM (Service Type - S: *Partial*).

Aggregate Hours are calculated as if the student were taking the same course at the district level (50 min class periods x 180 days/ 60 minutes = 150 hours).

Service Types are used to define the enrollment status of a student.

P: Primary – indicates a student's primary enrollment into a district

S: Partial – indicates a student's secondary or partial enrollment enrollment in a district – used only if a student has a primary enrollment in another district or type of school (e.g., private or home school).

N: Special Ed Only – indicates a student's enrollment only into Special Education Services – these students are typically PK or have an enrollment in another type of school (e.g., private or home school). This Service Type is not used for students in a self-contained Special Education classroom.

Aggregate Hours further define the enrollment status of a student.

Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district. 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).

Students can be enrolled full-time (F: 720+), $\frac{3}{4}$ time (T: 540-718), $\frac{1}{2}$ time (H: 360-539), $\frac{1}{4}$ time (Q: 180-359) or 0 (N: 0-179).

State Reporting Fields		
State Exclude <input type="checkbox"/>	Serving District [Dropdown]	Resident District [Dropdown]
Attendance and Enrollment Information		
Fall Attendance Count		
Fall Aggregate Hours of Inst. F: 720 + hours [Dropdown]	Fall Absent 0.500	Exclude Fall ANB - 10 Day Rule <input type="checkbox"/>

Absent Counts are used in the calculation of AYP (Attendance Rate).

Students who are absent for any portion of the day should be marked.

0.000 indicates the student was present for the full day. 1.000 indicates the student was absent for the full day. 0.500 indicates the student was absent for one-half of the day.

DATA VERIFICATION

Data Verification is a process that begins at the district level. If the data in the district's SIS 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.



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** and the **Ad Hoc Reporting Tool**.

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 list by school list 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
 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 schl under NCLB schll 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

End Status: All
 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 schll under NCLB schll choice
 140: Transfer to public schll in another district in MT
 150: Transfer to a MT state-funded school
 160: Transfer to a private school in the state
 170: Transfer to a home school in the state

Print in HTML format

Generate Report

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 generated using Federal Race/Ethnicity designations or State Race/Ethnicity values. If your state values for Race/Ethnicity, the Tall report format is recommended. Students with enrollments flag not included in this report.

Enrollment Effective Date* 10/03/2011

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

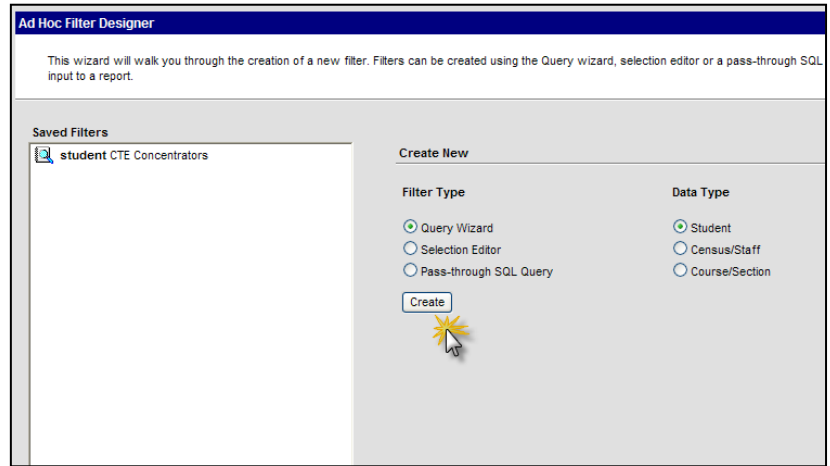
AD HOC REPORTING

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

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

From **Create New**, select Filter Type: **Query Wizard** and Data Type: **Student**.

Click **Create**.

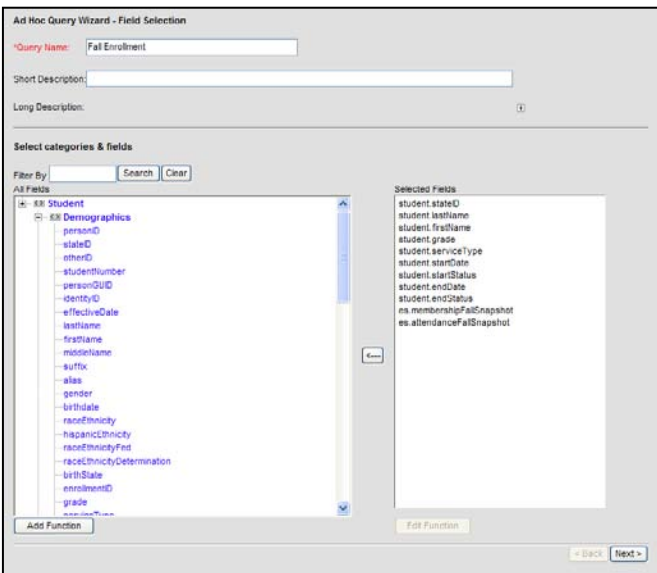


Enter *Query Name*.

Expand **Demographics** by clicking the plus (+) sign.

Select *stateID*, *lastName*, *firstName*, *grade*, *serviceType*, *startDate*, *startStatus*, *endDate*, *endStatus*.

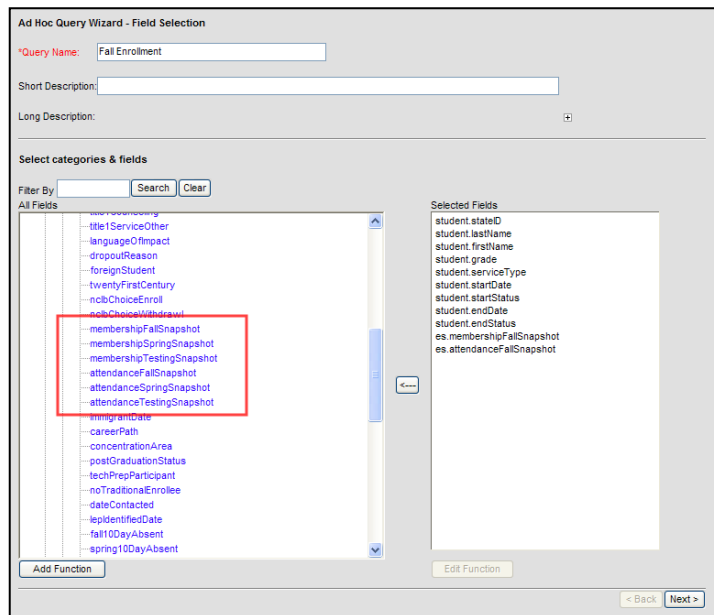
Close **Demographics** by clicking the minus (-) sign.



Expand **Learner**, then **State Localized Elements**, by clicking the plus (+) sign.

Select *membershipFallSnapshot* and *attendanceFallSnapshot*.

Click **Next**.



Filter the data

Field	Operator	Value
student.stateID		
student.lastName		
student.firstName		
student.grade		
student.serviceType		
student.startDate	BETWEEN	DATE 08/31/2011 THROUGH DATE 10/03/2011
student.startStatus		
student.endDate		
student.endStatus		
es.membershipFallSnapshot		
es.attendanceFallSnapshot		

Save To: User Account
Folder: /

User Groups

Save Save & Test

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Under **Field**, find *student.startStatus*. In **Operator**, select BETWEEN. In **Value**, enter the **DATE** first day of school THROUGH DATE 10/03/2011.

Click **Next**.

The report may be sorted by any of the chosen fields.

To sort by *Grade*, find field *student.grade*. In the **Sort** field, enter "1" and choose "Ascend".

Click **Next**.

Ad Hoc Query Wizard - Output Formatting

*Query Name: Fall Enrollment

Short Description:

Long Description:

Format the output file/report.

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.stateID							
student.lastName							
student.firstName							
student.grade		1	Ascend				
student.serviceType							
student.startDate							
student.startStatus							
student.endDate							
student.endStatus							
es.membershipFallSnapshot							
es.attendanceFallSnapshot							

Save To: User Account
Folder: /

User Groups

Save Save & Test

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Ad Hoc Query Wizard - Grouping and Aggregation

*Query Name: Fall Enrollment

Short Description:

Long Description:

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	student.grade	Ascending
Tier 2		Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

Aggregate/Sub Total by	Aggregate Type
student.stateID	Record Count

Save To: User Account
Folder: /

User Groups

Save Save & Test

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To obtain a count of students by grade, under Tier 1, select Group by: student.grade. Under **Aggregate/Sub Total by** select *student.stateID* and **Aggregate Type** Record Count.

Click **Save**.

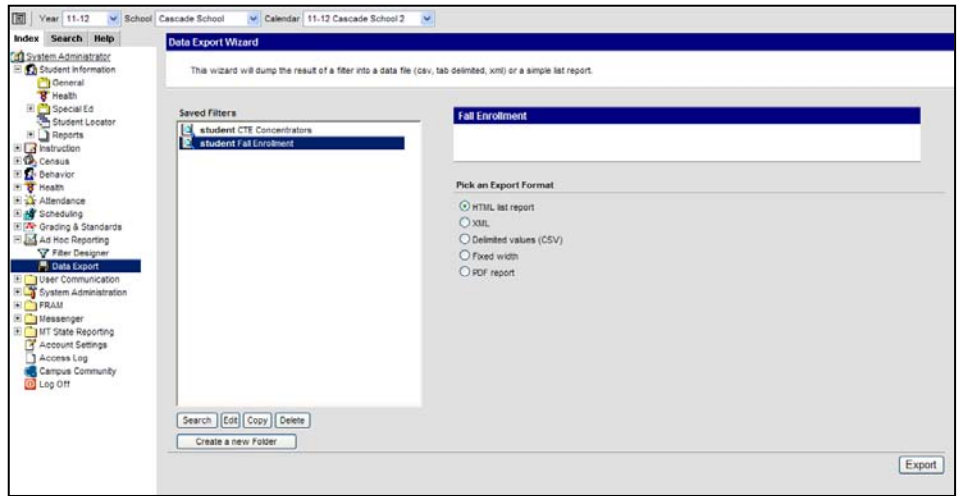
To access existing Ad Hoc Reports, from the **Index**, expand **Ad Hoc Reporting**. Select **Data Export**.

Choose the correct *Year, School* and *Schedule* (if applicable). *All Schools* will generate the report for all schools in the district.

Select the name of the report to export and choose an **Export Format**.

Click **Export**. The report will open in a new window.

NOTE: Students who have exited prior to the Count Date must be subtracted from the total enrollment count.



Fall Enrollment Total Records:79

All Records

student.stateID	student.lastName	student.firstName	student.grade	student.serviceType	student.startDate	student.startStatus	student.endDate	student.endStatus	es.membershipFallSna
915598503	Allen	Gary	01	P	08/31/2011	02			
249933695	Bentley	Dierks	01	P	08/31/2011	02			
940720696	Evans	Sara	01	P	08/31/2011	02			
728782770	Greenwood	Lee	01	P	08/31/2011	02	09/30/2011	140	
169888022	Judd	Wynonna	01	P	08/31/2011	02			
272803455	LeDoux	Chris	01	P	08/31/2011	02			
185480102	McCoy	Neal	01	P	08/31/2011	02			
597879764	Milsap	Ronnie	01	P	08/31/2011	02			
838462930	Tillis	Mel	01	P	08/31/2011	02			
732407464	Twain	Shania	01	P	08/31/2011	02			
student.grade 01 Records: 10									
student.stateID	student.lastName	student.firstName	student.grade	student.serviceType	student.startDate	student.startStatus	student.endDate	student.endStatus	es.membershipFallSna
282231671	Brown	Zac	02	P	08/31/2011	02			
418053910	Cash	Roseanne	02	P	08/31/2011	02			
213132731	Chesney	Kenny	02	P	08/31/2011	04			
416039365	Hill	Faith	02	P	08/31/2011	02			
757186009	Lynn	Loretta	02	P	08/31/2011	02			
726894439	Nelson	Willie	02	P	08/31/2011	02			
296640218	Paisley	Brad	02	P	08/31/2011	02			
328956075	Perry	Neil	02	P	08/31/2011	02			
student.grade 02 Records: 8									
student.stateID	student.lastName	student.firstName	student.grade	student.serviceType	student.startDate	student.startStatus	student.endDate	student.endStatus	es.membershipFallSna
327444245	Carter	June	03	P	08/31/2011	02			
105292304	Cash	Johnny	03	P	08/31/2011	02			
129626125	Ingram	Jack	03	P	08/31/2011	02			
578671753	Loveless	Patty	03	P	08/31/2011	02			
551534089	McBride	Martina	03	P	08/31/2011	02			
977808847	Montgomery	John	03	P	08/31/2011	02			
849015446	Perry	Kimberly	03	P	08/31/2011	02			

Subtract one from the total - students enrolled on the Count Date = 9

RACE VERIFICATION

The Fall MAEFAIRS collection is used to generate the district's American Indian Student Achievement Gap (SAG) payment.

Verify the district's American Indian Student population BEFORE submitting the MAEFAIRS student counts for ANB.

To verify the count of American Indian students, create an Ad Hoc Report using the instructions above and the fields below:

American Indian Students				
<i>This Ad Hoc report shows all students indicated as American Indian or Alaska Native.</i>				
SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics		stateID		
Demographics		lastName		
Demographics		firstName		
Demographics		grade		
Demographics		startDate	BETWEEN	1 st day of school and 10/03/2011
Demographics		endDate		
Demographics	Federal Race	americanIndian	=	1

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	student.grade	Ascending
Tier 2		Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

Aggregate/Sub Total by	Aggregate Type
student.stateID	Record Count

To obtain a count of students indicated as "American Indian or Alaska Native", **Group by student.grade**, then **Aggregate/Sub Total by student.stateID** with **Aggregate Type Record Count**.

Subtract students who have exited prior to the Count Date.

MAEFAIRS IMPORT

The district's MAEFAIRS registered user will be able to import records from AIM into MAEFAIRS at any time, but will not be able to submit their report until on or after October 3, 2011.

Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

The AIM specialist is encouraged to communicate with the MAEFAIRS registered user to facilitate the reconciliation of enrollment numbers.