

**Quick Reference Guide:**

# SPRING ATTENDANCE

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

*Topics covered in this Quick Reference Guide include:*

- *Four ways to enter attendance information*
- *Early Graduates*



The Spring Attendance Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the Spring 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 Spring Attendance data must be accurate as of February 1, 2012. If there are no classes held on February 1, 2012, 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 4*
- 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 Spring 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*
- 6. Do I need to enter Aggregate Hours for Early Graduates?**
  - Enter Aggregate Hours for Early Graduates using Method #2. *page 3, 6*

## METHOD #1

### Export Spring 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 – Spring 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. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
4. **Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
5. **Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
6. **Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

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#### Import Options

Import Type:

Work to Perform:

File:

Or

Result File:

#### Results:

File Name: AS\_0280\_01052012.tsv  
Processing Started Time: Thu Jan 05 16:37:46 CST 2012.  
Processing Finished Time: Thu Jan 05 16:37:47 CST 2012.  
Total Time To Process File: 0.468 seconds.

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

Error Count:0  
Warning Count:0

Error Detail:  
Line Number Error Message Content  
No Errors

Warning Detail:

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. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
4. **Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
5. **Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
6. **Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

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#### Import Options

Import Type:

Work to Perform:

File:

Or

Result File:

## 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.

The screenshot shows a web application interface for searching students. At the top, 'Year' is set to '10-11' and 'School' is 'Cascade School'. The search results list several students, with 'Cash, Johnny #18' selected. The 'Enrollments' tab is active, showing a table of enrollment records. The first record is for '11-12 Cascade School 2' starting on 08/31/2011. The second record is for '10-11 Cascade School' starting on 08/23/2010 and ending on 06/03/2011.

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

Under *Spring Aggregate Hours*, select the appropriate hours. Enter *Spring 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/0.500 indicates the student was present half-day. Checking the *Exclude Spring ANB – 10 Day Rule* box will exclude the student from the Spring 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 from School Finance prior to the Count Date.

Click **Save**.

The screenshot shows the 'Attendance and Enrollment Information' form for '11-12 Cascade School 2'. The 'Spring Attendance Count' section is highlighted with a red box. It contains fields for 'Spring Aggregate Hours of Inst.' (set to 'F: 720 + hours'), 'Spring Absent' (set to '0.250'), and an 'Exclude Spring ANB - 10 Day Rule' checkbox (unchecked).

## METHOD #3

### Default Aggregate Hours to Full-time and enter Attendance.

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

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

Click **Generate Extract**.

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

The screenshot shows the 'MT State Extracts' tool interface. The 'Extract Options' section has 'Extract Type' set to 'Attendance - Spring Count' and 'Format' set to 'State Format(TSV)'. The 'Generate Extract' button is visible. The 'Select Calendars' section has 'active year' selected. A list of calendars is shown, with '11-12 Cascade School 2' selected.

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

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

Click **Upload**.

All students will now be marked as *F: 720+* with *Spring 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.
3. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
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5. **Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either Y or N will be imported.
6. **Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

**Import Options**

Import Type: Attendance - Spring Count  
Work to Perform: Load Partial File  
File: C:\Documents and Settings\lcp8823\Desktop\AS\_0280\_01 [Browse...] [Upload]  
Or  
Result File: 08/31/2011 14:27:47 (COMPLETE) [Load]

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

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments Schedule Attendance Flags (formerly Programs) Grades

Print Enrollment History [New]

Edit	Grade	Type	Calendar	Start Date	End Date
	04	P	11-12 Cascade School 2	08/31/2011	

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

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.

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

Enter *Spring 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**.

State Reporting Fields

State Exclude:  Serving District: [Dropdown] Resident District: [Dropdown]

**Attendance and Enrollment Information**

**Fall Attendance Count**

Fall Aggregate Hours of Inst. [Dropdown] Fall Absent [Text Box] Exclude Fall ANB - 10 Day Rule

F: 720 + hours [Dropdown] 0.000 [Text Box]

**Spring Attendance Count**

Spring Aggregate Hours of Inst. [Dropdown] Spring Absent [Text Box] Exclude Spring ANB - 10 Day Rule

F: 720 + hours [Dropdown] 0.500 [Text Box]

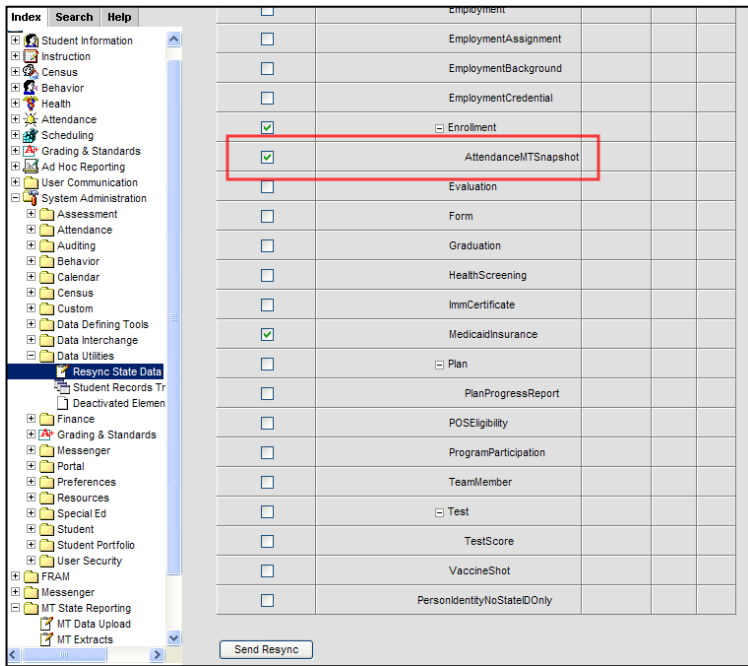
## METHOD #4

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* or *Spring Absent* 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*.

State Reporting Fields			
State Exclude	Serving District	Resident District	
<input type="checkbox"/>			
<b>Attendance and Enrollment Information</b>			
<b>Fall Attendance Count</b>			
Fall Aggregate Hours of Inst.	Fall Absent	Exclude Fall ANB - 10 Day Rule	
F: 720 + hours	0.000	<input type="checkbox"/>	
<b>Spring Attendance Count</b>			
Spring Aggregate Hours of Inst.	Spring Absent	Exclude Spring ANB - 10 Day Rule	
F: 720 + hours	0.500	<input type="checkbox"/>	

### Note:

Campus District Edition users may now edit the Attendance and Enrollment Information fields. If a student was not properly scheduled, it may cause the Aggregate Hours to calculate incorrectly.

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

## EARLY GRADUATES

Enter *Spring Aggregate Hours* and *Spring Absent* data for early graduates (students who graduate at semester, with *Diploma Period 02: Early Graduate – 7 Semesters*).

*Spring Aggregate Hours* should be equal to the number of hours of instruction the student was receiving at the time of graduation. *Spring Absent* should remain at 0.000.

Verify that *Dipoma Date*, *Diploma Type* and *Diploma Period* have been correctly entered on the **Graduation** tab.

See **Method #2** above for specific instructions on the direct entry of student attendance data.

**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: 01/19/2012 | End Action:  | \*Service Type: P. Primary

\*Start Status: 04: Transfer from public school in district or state | End Status: 400: Graduated | Dropout Reason:  | End Comments:

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**Future Enrollment**

Next Calendar:  | Next Schedule Structure:  | Next Grade:

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**State Reporting Fields**

State Exclude:  | Serving District:  | Resident District:

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**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:

**Spring Attendance Count**

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

**Summary | Enrollments | Schedule | Attendance | Flags (formerly Programs) | Grades | Transcript**

**Credit Summary | Assessment | Behavior | Graduation | AdHoc Letters | Records Transfer**

Save

The following fields can only be filled out once a student has entered 9th grade:

Date First Entered the 9th Grade:  | NGA Cohort End Year:  | NCLB Cohort End Year:

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**Graduation Detail: Cascade Public Schools (0280)**

**General Graduation Information**

Diploma Date: 01/19/2012 | Diploma Type: 01: Regular Diploma | Diploma Period: 02: Early Graduate - 7 semesters

Date First Entered the 9th Grade: 08/26/2008 | NGA Cohort End Year: 2012 | NCLB Cohort End Year: 2012

Post Grad Location:  | Post Grad Plans:

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**State Reporting Graduation Fields**

Cohort Grad Year: