Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

Achievement In Montana

Data Collection Schedule 2016-2017 School Year

Start Date	End Date	Event	Action Needed	✓ User Guides & o Upload Templates (for MT Edition Districts)
8/15/16	**10/7/16**	*Previous Year Wrap-up and New Year Preparation*	✓ Modify enrollment end status for re-enrolled/no-show students. ✓ Verify ADA is entered for every student enrollment record in 2015-16. ✓ Complete data entry for summer graduates and 2015-16 dropouts and verify the data. ✓ Verify calendars, terms, grade levels. ✓ Assign/locate state ID for new students. ✓ Enter 2016-17 enrollment record for each student. ✓ Verify student enrollments, modify enrollments for summer transfers.	✓ **End of Year Guide** ✓ **Average Daily Attendance (ADA) Guide** ✓ **Graduate Cohort & Dropout Verif. & Certif. Guide** ✓ **Beginning of Year Verification Guide** o Student Demographic Template o Student Enrollment Template o Average Daily Attendance Template
9/6/16	**10/14/16**	*Previous Year Dropout, Graduate and Cohort Verification and Certification*	✓ Review and submit verified counts through the OPI Reporting Center starting on **10/3/16** (Fall Count Date).	✓ **Graduate Cohort & Dropout Verif. & Certif. Guide**
10/1/16	**12/31/16**	*Fall CTE* (Career and Technical Education)	✓ Enter date contacted and post grad status for each CTE concentrator who graduated in spring 2016.	✓ **Fall CTE Guide** o CTE Template
10/3/16	**10/14/16**	*Fall Count: Enrollment, Aggregate Hours & Count Date Absence* NEW!	✓ Fall Count Date - Enter aggregate hours and absence data for all students enrolled on **10/3/16**. Import AIM enrollment data into MAEFAIRS (for ANB funding). ✓ NAEP selected schools: Verify 4th & 8th grade enrollment data for extraction from AIM	✓ **Fall Attendance & Aggregate Hours Guide** ✓ **AIM & MAEFAIRS Verification Guide** o Fall Attendance Template o NAEP Guidance
10/3/16	**10/28/16**	*Fall Program Participation*	✓ Enter and verify FRAM (free/reduced meal status), LEP (Limited English Proficient), Immigrant, Homeless, Gifted & Talented, 21st Century, Title I, Job Corps, Youth ChalleNGe, Military Connected and other program counts. ✓ Verify Race data (used in MAEFAIRS American Indian Student Achievement Gap payment). ✓ Verify accuracy of data for students receiving Special Education services as of **10/3/16** for accurate child count reporting. Verify evaluations and IEPs are locked.	✓ **Program Participation Guide** ✓ **Program Participation Verification Guide** o Student Demographic Template o Student Enrollment Template o Program Participation Template o LEP Template o FRAM Import Template
10/31/16	**10/31/16**	*ELP (English Language Proficiency) Testing Labels*	✓ *Test Bar Code Label data is extracted from AIM and sent to testing contractor for test labels for LEP students (ELP Test window is 12/1/16 to 1/26/17)*	o Student Demographic Template o Student Enrollment Template o Program Participation Template o LEP Template

Questions – Contact the AIM Help Desk at 1-877-424-6681 or 406-444-3800 or Email opiaimhelp@mt.gov

Start Date	End Date	Event	Action Needed	✓ User Guides & o Upload Templates (for MT Edition Districts)
12/1/16	**12/30/16**	*Winter NAEP Enrollment Verification* NEW!	✓ NAEP selected schools: Verify 4th & 8th grade enrollment data for extraction from AIM on **1/6/17**.	✓ NAEP Guidance
1/4/17	**1/22/17**	*Assessment Registration:* **CRT Science & Science ALT test booklet barcode labels are generated for students in grades 4, 8 & 10.* ** Data for the online Smarter Balanced ELA & Math tests for students in grades 3-8 & 11 will be extracted **1/26/17** and sent to Measured Progress.* ** ACT test booklet barcode labels will be generated for students in grade 11.*	✓ Enter/modify enrollment records for students who have entered or exited. ✓ Modify enrollments to reflect semester grade level changes. ✓ Verify enrollment data for data to be extracted from AIM. ✓ Students must be entered into AIM prior to **1/26/17** when initial registration data is sent to Measured Progress; however, the OPI will continue to send subsequent updated files to Measured Progress and testing requirements apply for students enrolled after **1/26/17**.	✓ **Assessment Registration Guide** o Student Demographic Template o Student Enrollment Template
2/6/17	**2/10/17**	*Spring Count:* *Enrollment & Aggregate Hours*	✓ Enter enrollment and aggregate hours data for all students enrolled on **2/6/17**. Import AIM enrollment data into MAEFAIRS (for ANB funding).	✓ **Spring Count Guide** ✓ **AIM & MAEFAIRS Guide** ✓ Student Demographic Template ✓ Student Enrollment Template ✓ Spring Attendance Template
3/1/17	**4/28/17**	*Spring CTE* (Career and Technical Education)	✓ Identify and enter 12th grade CTE Concentrators and mark an Area of Concentration for each.	✓ **Spring CTE Guide** o CTE Template
3/21/17	**4/4/2017**	*Test Window Count:* *Enrollment, Aggregate Hours & Count Date Absence*	✓ Enter aggregate hours and attendance data for all students enrolled on **3/21/17.** ✓ Used for AYP Attendance rate.	✓ **Test Window Attendance & Aggregate Hours Guide** o Test Window Attendance Template
3/21/17	**4/11/2017**	*Test Window Program Participation*	✓ Enter/modify enrollment records for students who have entered or exited. ✓ Enter and verify meal status (FRAM), Limited English Proficient, Immigrant, Homeless, Gifted and Talented, 21st Century, Title I, Job Corps, Youth ChalleNGe, Military Connected and other program counts. ✓ Student data must be accurate as of test window count date **3/21/17**. ✓ Verify that completed Special Education ERs and IEPs are locked.	✓ **Program Participation Guide** ✓ **Program Participation Verification Guide** o Student Demographic Template o Student Enrollment Template o Program Participation Template o LEP Template o FRAM Import Template
5/8/17	**6/16/17**	*End of Year: Current year wrap-up and New Year Preparation*	✓ Create 2017-18 calendars and roll students forward. ✓ End all 2016-17 enrollments. ✓ Report 2016-17 graduate data.	✓ **End of Year Guide** o Student Demographic Template o Student Enrollment Template
5/8/17	**6/16/17**	*End of Year Program Participation*	✓ Verify FRAM (free/reduced meal status), Limited English Proficient, Immigrant, Homeless, Gifted & Talented, 21st Century, Title I, Job Corps, Youth ChalleNGe, Military Connected data and other program counts for 2016-17. ✓ Verify that completed Special Education evaluations and IEPs are locked.	O **Program Participation Guide** O **Program Participation Verification Guide** o Student Demographic Template o Student Enrollment Template o Program Participation Template o LEP Template o FRAM Import Template
6/1/17	**6/30/17**	*Average Daily Attendance (ADA) – 2016-17*	✓ Enter ADA (#Days Present and # Days Enrolled) for each student's enrollment in 16-17.	✓ **Average Daily Attendance Guide** O Average Daily Attendance Template