

Data Collection Schedule 2016-2017 School Year

<u>Start Date</u>	<u>End Date</u>	<u>Event</u>	<u>Action Needed</u>	<input checked="" type="checkbox"/> User Guides & <input type="checkbox"/> Upload Templates (for MT Edition Districts)
8/15/16	10/7/16	<i>Previous Year Wrap-up and New Year Preparation</i>	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ End of Year Guide ✓ Average Daily Attendance (ADA) Guide ✓ Graduate Cohort & Dropout Verif. & Certif. Guide ✓ Beginning of Year Verification Guide ○ Student Demographic Template ○ Student Enrollment Template ○ Average Daily Attendance Template
9/6/16	10/14/16	<i>Previous Year Dropout, Graduate and Cohort Verification and Certification</i>	<ul style="list-style-type: none"> ✓ Review and submit verified counts through the OPI Reporting Center starting on 10/3/16 (Fall Count Date). 	<ul style="list-style-type: none"> ✓ Graduate Cohort & Dropout Verif. & Certif. Guide
10/1/16	12/31/16	<i>Fall CTE (Career and Technical Education)</i>	<ul style="list-style-type: none"> ✓ Enter date contacted and post grad status for each CTE concentrator who graduated in spring 2016. 	<ul style="list-style-type: none"> ✓ Fall CTE Guide ○ CTE Template
10/3/16	10/14/16	<i>Fall Count: Enrollment, Aggregate Hours & Count Date Absence</i> NEW!	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ Fall Attendance & Aggregate Hours Guide ✓ AIM & MAEFAIRS Verification Guide ○ Fall Attendance Template ○ NAEP Guidance
10/3/16	10/28/16	<i>Fall Program Participation</i>	<ul style="list-style-type: none"> ✓ 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. 	<ul style="list-style-type: none"> ✓ Program Participation Guide ✓ Program Participation Verification Guide ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ LEP Template ○ FRAM Import Template
10/31/16	10/31/16	<i>ELP (English Language Proficiency) Testing Labels</i>	<ul style="list-style-type: none"> ✓ <i>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)</i> 	<ul style="list-style-type: none"> ○ Student Demographic Template ○ Student Enrollment Template ○ Program Participation Template ○ LEP Template

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

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