



# AIM Data Checklist

## ASSESSMENT REGISTRATION COLLECTION

- \_\_\_ Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.*”
- \_\_\_ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes.](#))
- \_\_\_ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- \_\_\_ Verify that all completed Special Education ERs and IEPs are locked.
- \_\_\_ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs: Job Corps & MTDA](#) and/or [MT Programs: Youth Challenge](#))
- \_\_\_ Follow the [Assessment Registration Collection Guide](#) to:
  - \_\_\_ Populate “Sort By” field, if applicable.
  - \_\_\_ Modify enrollments to reflect semester grade level changes.
  - \_\_\_ ReSync enrollment data after entering data and/or uploading files.

All AIM guides and documents referred to in this checklist are available at the [OPI AIM Website.](#)

### More Helpful AIM Links:

- \_\_\_ Review the [AIM Collection Schedule.](#)
- \_\_\_ Review the [AIM New User Guide.](#)
- \_\_\_ Submit an [AIM District Contact Update Form.](#)
- \_\_\_ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Email Subscriptions.](#)

**For further assistance, contact the AIM Help Desk at  
[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-877-424-6681.**