



AIM Data Checklist

BEGINNING OF YEAR VERIFICATION

- ___ 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- ___ Enter End Date and End Status for withdrawn students.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 [Beginning of Year Verification Guide](#) to:
 - ___ Create/verify calendars, terms, and grade levels for new school year.
 - ___ Modify previous years’ student enrollments for summer transfers.
 - ___ Modify previous years’ student enrollments for summer graduates.
 - ___ Assign/locate state IDs for new students.
 - ___ Create enrollments for new students.
 - ___ Request record transfers for new students (required for Special Ed students).
- ___ End date PK enrollments from the previous year. (See pages 14 of [AIM New User Guide](#))
- ___ End date in AIM for any staff members who have left. ([Creating & Modifying Users](#))
- ___ To prepare for Fall Count, confirm that all American Indian students are identified. “*Index>Student Information>Reports>Enrollment Summary*”
- ___ Verify data using State Published Ad Hoc Reports:
“*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Kindergarteners with N Service Type; and >student ALL Students with N Service Type – Not PK; and >student All Preschoolers Not with an N Service Type*”
- ___ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT End of Year ADA (District Edition or MT Edition Value Added users only).

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 Contacts 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 or 1-877-424-6681.**