



AIM Data Checklist

FALL CAREER & TECHNICAL EDUCATION (CTE) 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- ___ Enter End Date and End Status for withdrawn students.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 OPI [Fall CTE Collection Guide](#) to:
 - ___ Enter CTE Post Grad Status and Date Contacted for each student identified as a CTE Concentrator the previous year.
- ___ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student CTE Concentrators; and >CTE Missing Post Grad Status or Date Contacted"
- ___ ReSync enrollment data after uploading files (MT Edition users only) or running certain processes or wizards (for 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 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
opiaimhelp@mt.gov or 1-877-424-6681.