

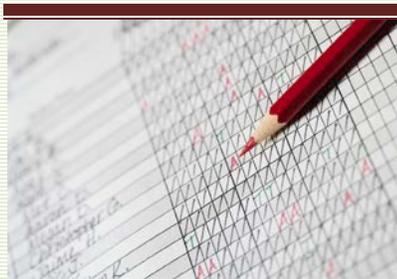
**AIM Data Collection Guide:**

**FALL  
ENROLLMENT,  
AGGREGATE  
HOURS & COUNT  
DATE ABSENCE  
COLLECTION**

*This guide explains the basic process for entering Fall Count Date Absences and Aggregate Hours information into AIM.*

*Topics covered in this Quick Reference Guide include:*

- *Four ways to enter absences and aggregate hours information*
- *Resync State Data*
- *Validation with State Published Ad Hoc Reports*



The Fall Enrollment Collection is used to collect Aggregate Hours of Instruction and Count Date Absences for all students enrolled on the Fall Count Date. Student data from AIM will then be imported into the MAEFAIRS system to determine the count of students in calculating Average Number Belonging (ANB) for school funding. The Student Achievement Gap payment is determined by the student's race as it is imported into MAEFAIRS.



The Fall Enrollment data must be accurate **as of October 3, 2016**. If there are no classes held on October 3, 2016, use the next regularly scheduled school day. The collection is **due by October 14, 2016**.

There are **four basic methods** of entering this data. Before beginning the process, there are a few considerations in choosing the most appropriate method for your district:

- 1. All of our attendance data is stored on a third party student information system – which method should I use to enter Attendance information?**
  - Most student information systems have automated extracts to upload attendance information in a format that will upload to AIM. (Method #1)
- 2. Our district only has a few students – which method should I use to enter Attendance information?**
  - Districts with only a handful of students may find the direct entry method of entering student attendance (Method #2) most convenient.
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter Attendance information?**
  - Districts who maintain paper ledgers may want to default all students to full-time (Method #3) and use the direct entry method to modify select students and enter Absent Counts.
- 4. Our district uses the MT Edition application (or District Edition) to collect student attendance information – which method should I use to enter Attendance information?**
  - Districts who maintain attendance information in their MT Edition or District Edition application can use the MT Count Date Attendance tool (Method #4) to auto-calculate their Fall Attendance data.

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## ENTERING ATTENDANCE INFORMATION INTO AIM –

**METHOD #1: (MT Edition Only)** Export Fall Attendance data from your Student Information System.

Create an export file from your Student Information System. Save the file in either \*.txt or \*.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, *Attendance – Fall Count*, and **Work to Perform**, *Validate and Test*. Browse for the file and click **Upload**.

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

**Import Options**

Import Type: Attendance - Fall Count

Work to Perform: Validate and Test File

File: C:\Documents and Settings\lcp8823\Desktop\AF\_0420\_09 [Browse...] [Upload]

Or

Result File: [ ] [Load]

**Results:**

File Name: AF\_0420\_09272010.tsv  
Processing Started Time: Mon Sep 27 11:48:21 EDT 2010.  
Processing Finished Time: Mon Sep 27 11:48:23 EDT 2010.  
Total Time To Process File: 1.328 seconds.

0 Records Inserted.  
0 Records Changed.  
0 Records Deleted.  
0 Records No Changes.

**Error Count:192**  
**Warning Count:0**

**Error Detail:**

Line Number	Error Message	Content
2	There is no calendar with number (0).	AF[0420]0356[0]466561935[1]15048[
3	There is no calendar with number (0).	AF[0420]0356[0]969186302[1]15049[

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to *Load Partial File*. Click **Upload**.

*(Be sure to resync the data-see page 7.)*

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - **CAUTION** Data imported from this file will **replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

**Import Options**

Import Type: Attendance - Fall Count

Work to Perform: Load Partial File

File: C:\Documents and Settings\lcp8823\Desktop\AF\_0420\_09 [Browse...] [Upload]

Or

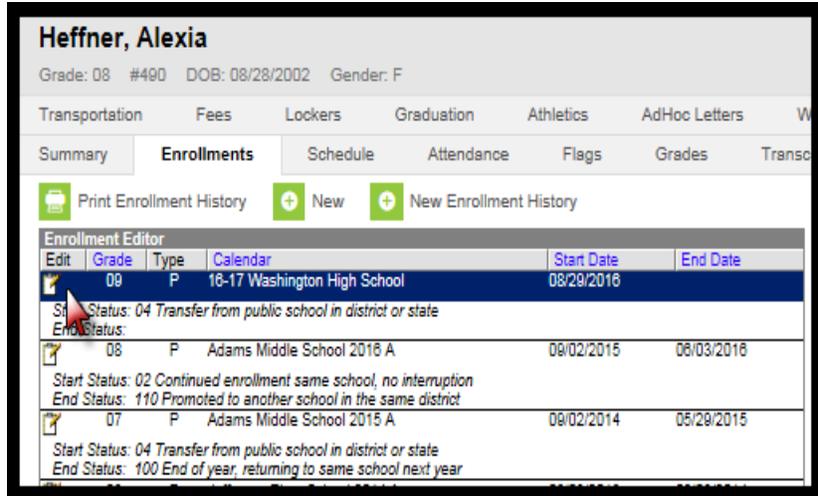
Result File: [ ] [Load]

METHOD #2: (District Edition or MT Edition) Enter Aggregate Hours and Attendance by Student using Direct Entry.

Select Year 16-17 and a School.

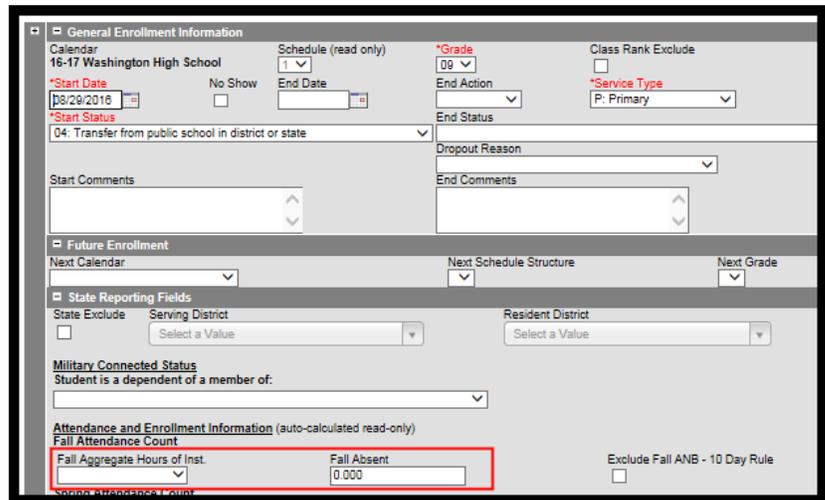
Click the **Search** tab. *Search for Student.* Click **Go**.

Click a Student's name and select the **Enrollments** tab.



Open the current 16-17 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under *Fall Aggregate Hours*, select the appropriate hours. Enter *Fall Absent* (portion of the day the student was absent on the Count Day). A value of 0.000 indicates the student was present the entire day.



Checking the *Exclude Fall ANB – 10 Day Rule* box will exclude the student from the Fall ANB count. Mark this box if the student was absent more than 10 days prior to and including the Count Date **and** your district has not requested an exception.

Click **Save**.

Continue for every student enrolled on October 3, 2016.

**METHOD #3: (District Edition or MT Edition) Default Aggregate Hours to Full-time and Enter Attendance.**

From the **Index**, select **MT State Reporting/MT Extracts**.

Select **Extract Type, Attendance – Fall Count** and **Format, State Format (TSV)**. Select the **Calendar(s)**.

Click **Generate Extract**.

Save the file to a convenient location (i.e., the desktop).

Year: 16-17 | School: Washington High School

**MT State Extracts**

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Attendance - Fall Count  
Format: State Format(TSV)

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

15-16  
Adams Middle School 2016 A  
Jefferson Elem School 2016 A  
Washington High School 2016 A

Generate Extract

CTRL-click or SHIFT-click to select multiple

From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select **Attendance – Fall Count** and **Work to Perform, Load Partial File**.

Click **Upload**.

- All students will now be marked as **F: 720+** with **Fall Absent** at **0.000**.

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

- Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
- Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

**Import Options**

Import Type: Attendance - Fall Count

Work to Perform: Load Partial File

File: C:\Documents and Settings\cp8823\Desktop\AF\_0516\_09 [Browse...] [Upload]

Or

Result File: [ ] [Load]

Adjust the individual student record for a student who was absent or has different *Aggregate Hours* (other than *F: 720+*). Follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Edit	Grade	Type	Calendar	Start Date	End Date
	09	P	16-17 Washington High School	08/29/2016	
	08	P	Adams Middle School 2016 A	09/02/2015	09/03/2016
	07	P	Adams Middle School 2015 A	09/02/2014	05/29/2015

Open the current 16-17 school year enrollment. Scroll down under the **Attendance and Enrollment Information** section.

If the *Aggregate Hours* are different, select the appropriate number of hours.

Enter *Fall Absent* (portion of the day the student was absent on the Count Day).

If it applies, check the *Exclude Fall ANB – 10 Day Rule* box to exclude the student from the Fall ANB count. Mark this box if:

- Student was absent more than 10 days prior to the Count Date **and** your district has not requested an exception. OR
- Student is attending a Day Treatment program as of the count date. (See [Day Treatment – Reporting Students in AIM](#) for more information.)

Click **Save**.

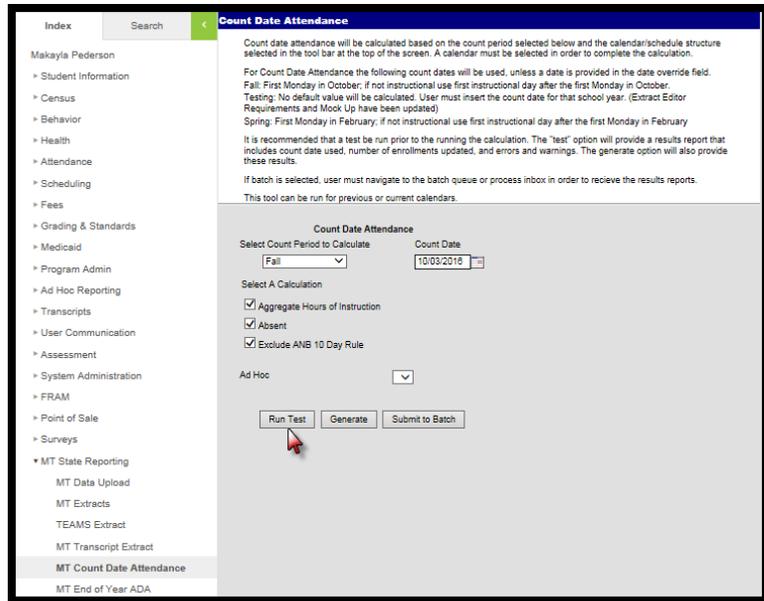
**Be sure to resync the data – see page 8.**

**METHOD #4: (District Edition or MT Value Added) Districts using Infinite Campus to Record Attendance**

Districts who record daily attendance in MT Edition or District Edition do not need to enter *Aggregate Hours* and *Absent Count* data for individual students. This information will be calculated automatically from the attendance data entered in Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the Index, expand **MT State Reporting**. Select **MT Count Date Attendance**.



From **Select Count Period to Calculate**, choose *Fall*. All other options will calculate automatically. Click **Run Test**.

These results were generated in TEST mode and no data has been inserted into the database.

**Result Report**

Count Date(s)		
Calendar Name	Schedule Structure	Count Date
15-16 Granite High School	All	09/29/2015

Aggregate Hours of Instruction	
Field	Number of Enrollments Update
Fall	59
Spring	0
Testing	0

Absent	
Field	Number of Enrollments Update
Fall	1
Testing	0

10 Day Rule	
Field	Number of Enrollments Update
Fall	0
Spring	0

Open the Results Report.

Check the warnings/errors and make corrections as needed.

Index Search < **Count Date Attendance**

Makayla Pederson

- > Student Information
- > Census
- > Behavior
- > Health
- > Attendance
- > Scheduling
- > Fees
- > Grading & Standards
- > Medicaid
- > Program Admin
- > Ad Hoc Reporting
- > Transcripts
- > User Communication
- > Assessment
- > System Administration
- > FRAM
- > Point of Sale
- > Surveys
- > MT State Reporting
  - MT Data Upload
  - MT Extracts
  - TEAMS Extract
  - MT Transcript Extract
  - MT Count Date Attendance**
  - MT End of Year ADA

Count date attendance will be calculated based on the count period selected below and the calendar/schedule structure selected in the tool bar at the top of the screen. A calendar must be selected in order to complete the calculation.

For Count Date Attendance the following count dates will be used, unless a date is provided in the date override field.  
 Fall: First Monday in October; if not instructional use first instructional day after the first Monday in October.  
 Spring: First Monday in February; if not instructional use first instructional day after the first Monday in February

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report that includes count date used, number of enrollments updated, and errors and warnings. The generate option will also provide these results.

If batch is selected, user must navigate to the batch queue or process inbox in order to retrieve the results reports.  
 This tool can be run for previous or current calendars.

**Count Date Attendance**

Select Count Period to Calculate:  Count Date:

Select A Calculation

- Aggregate Hours of Instruction
- Absent
- Exclude ANB 10 Day Rule

Ad Hoc:

Return to the **MT Count Date Attendance** tool.

Click **Generate**.

Repeat for each **School/Calendar**.

**Note:**

The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

**\*\* Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.**

## RESYNC STATE DATA

When using any of the above methods, it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**.

Set the *Year* to 16-17.

Check the box for **Enrollment**. All associated boxes will automatically populate. At the bottom, click **Request Resync**.

A data resync is required for all file uploads and recommended before data collection due dates.

Batch Resync		Selective Sync			
<input checked="" type="checkbox"/> Check dependencies					
<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status	Legend
<input checked="" type="checkbox"/>	<input type="checkbox"/> District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input checked="" type="radio"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	CourseSection				
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	Day				
<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	BehaviorType				
<input type="checkbox"/>	BehaviorResolutionType				
<input type="checkbox"/>	BehaviorResponseType				
<input type="checkbox"/>	Behavior				
<input type="checkbox"/>	CensusContactSummary				
<input type="checkbox"/>	ContactLog				
<input type="checkbox"/>	Employment				
<input type="checkbox"/>	EmploymentAssignment				
<input type="checkbox"/>	EmploymentBackground				
<input type="checkbox"/>	EmploymentCredential				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>	
<input type="checkbox"/>	Evaluation				

## VALIDATION WITH STATE PUBLISHED AD HOC FILTERS

A state published ad hoc filter is available to help verify fall attendance data.

Under Ad Hoc Reporting, Filter Designer, State Published is: **FALL Missing Aggregate Hours** which searches for all student records that are missing fall aggregate hours.

When using ad hoc filters, remember to set **Year** to 16-17 at the top of the screen and set **School** to the school or schools to be searched.

Saved Filter	
<input type="checkbox"/>	student AS Spec Ed. Students Taking Alternate St
<input type="checkbox"/>	student BOY Dropouts by Grade Level, Name
<input type="checkbox"/>	student BOY Graduates by Name Not Foreign Excl
<input type="checkbox"/>	student BOY Graduates Excluded as Foreign Excl
<input type="checkbox"/>	student BOY Graduates Missing Diploma Informat
<input type="checkbox"/>	student CTE Concentrators
<input type="checkbox"/>	student CTE Missing Post Grad Status or Date Co
<input type="checkbox"/>	student EOY 2015-16 Missing End Date or Status
<input type="checkbox"/>	student EOY SES Students 2015-2016
<input checked="" type="checkbox"/>	student FALL Aggregate Hours Missing 2016
<input type="checkbox"/>	student FALL Aggregate Hours Not Full Time 201
<input type="checkbox"/>	student FALL American Indian Student Count
<input type="checkbox"/>	student FALL FRAM Students
<input type="checkbox"/>	student FALL Job Corps Students
<input type="checkbox"/>	student FALL MT Youth Challenge Students
<input type="checkbox"/>	student FALL Section 504
<input type="checkbox"/>	student FALL Spec Ed Status - Unlocked IEP
<input type="checkbox"/>	student Gifted and Talented

**Contact the OPI AIM Helpdesk at 1-877-424-6681 or [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) for assistance.**

