*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*
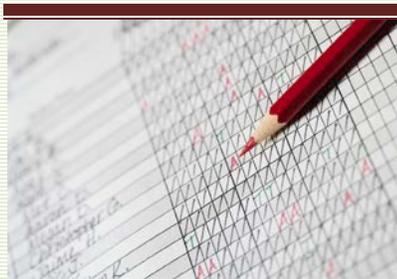
The Fall Enrollment Collection is used to collect Aggregate Hours of Instruction and Count Date Absences for all students enrolled on the Fall Count Date. Student data from AIM will then be imported into the MAEFAIRS system to determine the count of students in calculating Average Number Belonging (ANB) 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.

Fall Enrollment Count

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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**.

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.)

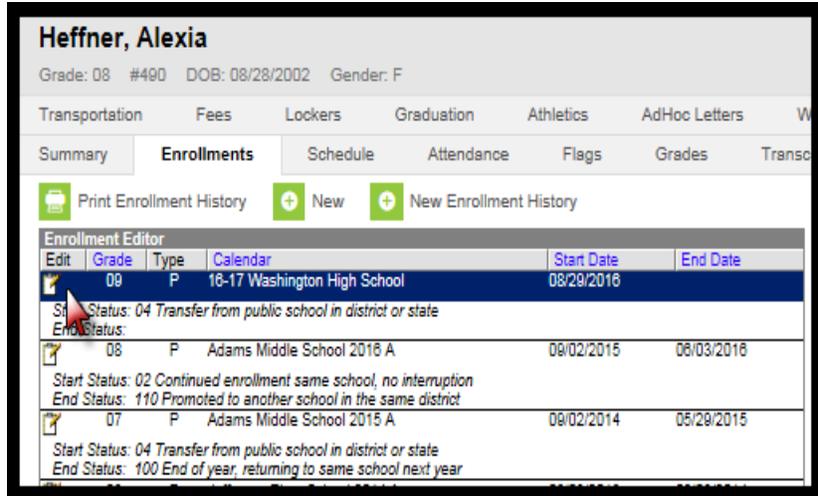**METHOD #2:** (District Edition or MT Edition) Enter Aggregate Hours and Attendance by Student using Direct Entry.

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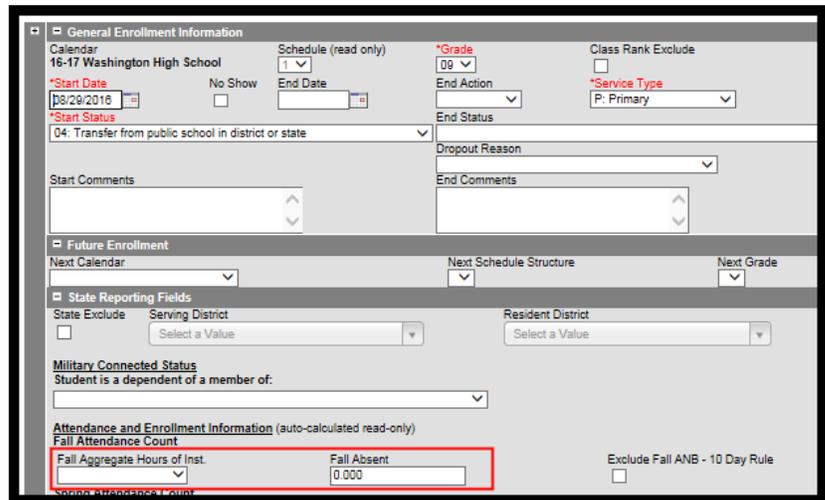
Checking the *Exclude Fall ANB – 10 Day Rule* box will exclude the student from the Fall ANB count. Mark this box if the student was absent more than 10 days prior to and including the Count Date *and* your district has not requested an exception.

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).

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*.

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.

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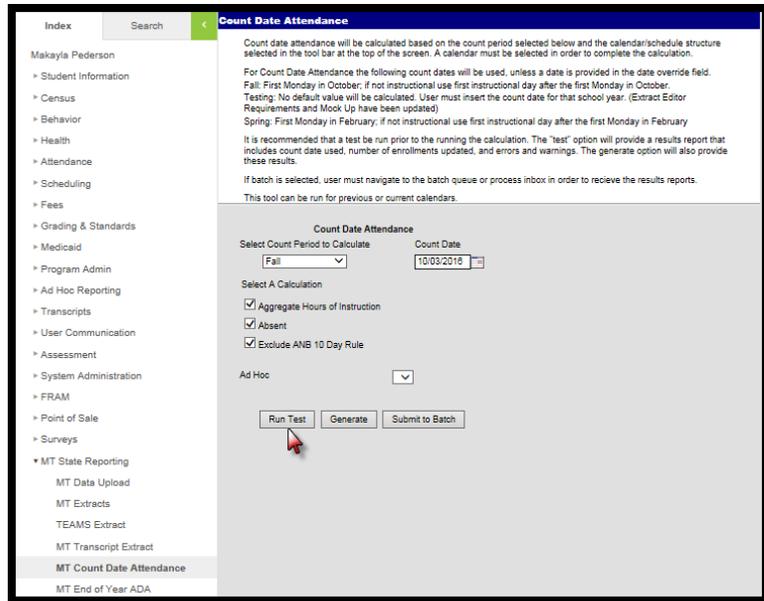
From **Select Count Period to Calculate**, choose *Fall*. All other options will calculate automatically. Click *Run Test*.

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.

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.

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.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or opiaimhelp@mt.gov for assistance.