
Quick Reference Guide:

Dropout, Graduate, and Cohort Verification and Certification

This guide will explain:

Step 1 - Verification - The basic process for verifying students counted as graduates and dropouts for the 2015-16 year (page 2-7); and

Step 2 - Certification - The process for submitting the graduate, dropout, and cohort certifications using the OPI Reporting Center (page 8-17).

Topics covered in this Quick Reference Guide include:

- Dropouts
- Graduates
- Cohorts



The Graduate and Dropout Verification prepares districts to certify/submit the graduate and dropout data reported for the 2015-16 school year. Districts should verify the Diploma Date, Diploma Type, Diploma Period and Date First Entered 9th Grade for all graduates and Race/Ethnicity data for dropouts. After verifying the accuracy of data, districts certify and submit the data using the OPI Reporting Center.



Before beginning, consider the following:

1. What information is required for graduates?

- Diploma Date, Diploma Type, Diploma Period and Date First Entered the 9th Grade is required for each graduate. *page 3*

2. How do I verify graduates?

- Use Ad Hoc Reporting to check the accuracy of Graduation data reported in AIM. *page 2*

3. What criteria are used to identify dropouts?

- Dropout data is only collected for grades 7-12. Dropouts are students in grades 7-12 who are no longer continuing their education in a K-12 setting. The last district of enrollment counts the student as a dropout, regardless of the duration of enrollment. *page 4*

4. How do I verify dropouts?

- Use Ad Hoc Reporting to check the accuracy of Dropout data reported in AIM. *page 4*

5. What if the district thinks a student is not a dropout?

- A student in grades 7-12 can be considered not to be a dropout when the district has positively identified the education program where the student is currently enrolled, or if the exit reason has been corrected based on the district's knowledge of current non-drop out status. Notice of these cases should be provided to OPI before the data collection deadline. *page 6*

6. How do I certify and submit my data? When is it due?

- Certify/submit the data to OPI using the OPI Reporting Center after October 3rd (Fall Count Date) and no later than the due date of October 14th. *page 6-13*

STEP 1: GRADUATE AND DROPOUT VERIFICATION

Graduate Verification

Students with an End Status of 400: Graduated are counted as graduates. For each graduate, districts must report the Diploma Date, Diploma Type, Diploma Period, and Date First Entered the 9th Grade.

The screenshot shows the 'Campus Search' interface. At the top, 'Year' is set to '15-16' and 'School' is 'Absarokee High School'. The 'Search' tab is active. On the left, there are search options: 'Student' (selected), 'Search Student', and 'Advanced Search'. The 'Search Results' section shows '0'. The main area contains a 'Student Search' form with fields for Last Name, First Name, Student Number, SSN, Grade, Birth Date, Gender, StateID, Person ID, Locker Number, Special Ed, Status, Setting, and Disability. A 'Search' button is at the bottom of the form. To the right, a 'Saved Filter' list is visible, with 'State Published' selected and highlighted by a red arrow.

Ad Hoc Reports

Use Ad Hoc Reports to verify: 1) all graduates are appropriately marked in AIM; and 2) each graduate record contains the required data.

Set Year to 15-16 and select a high school.

From the **Search** tab, click *Advanced Search*.

Under Saved Filter, click to expand the list of **State Published** reports.

Are graduates appropriately marked in AIM?

This screenshot shows the 'Saved Filter' list expanded. A red arrow points to a blue callout box with the text 'Double Click' pointing to the filter 'BOY Graduates by Name Not Foreign Exchange'. Other filters in the list include 'ALL Military Connected Students', 'ALL NAEP 4th Grade as of 1/5/15', 'ALL NAEP 8th Grade as of 1/5/15', 'ALL NOT Homeless but has Night Time Residence', 'ALL Preschoolers Not with N Service Type', 'ALL Spec Ed Status - Unlocked IEP Currently', 'ALL Spec Ed Status - Unlocked IEP Previously', 'ALL Title I', 'ALL Title II', 'AS Spec Ed Status - Unlocked IEP Currently', 'BOY Dropouts by Grade Level, Name', 'BOY Graduates Excluded as Foreign Exchange', 'BOY Graduates Missing Diploma Information', 'CTE Concentrators', and 'CTE Missing Post Grad Status or Date Contacted'.

Select and double-click the State Published report: **BOY Graduates by Name Not Foreign Exchange**. (BOY = Beginning of Year since this is being done at the beginning of a year for previous year grads.)

A list appears to the left under the Search Tab. This lists all students identified as graduates in AIM for 2015-16 for the selected school.

Verify the list is complete. If any graduate is missing, search for and modify that student's enrollment records to add graduation data.

Does each graduate record contain the required data?

Select and double-click State Published report: **BOY Graduates Missing Diploma information.** (BOY = Beginning of Year since this is being done at the beginning of a year for previous year grads.)

This lists only the 2015-16 graduate records with missing data fields.

Click on student's name and Graduation tab to correct missing information. Each graduate record must have), *Diploma Date, Diploma Type, Diploma Period* and *Date First Entered the 9th Grade*. For each error, modify the student's Graduation Record to add graduation data (see directions below).

To correct Graduate data:

Click student's name on list, Click the **Graduation** tab. Make corrections to the data as needed. Click **Save**.

NOTE: Students entering from another school (public, private, home school) or from out-of-state may not have a *Date First Entered the 9th Grade*. The district will need to research that date from prior transcripts.

Dropout Verification

Dropouts are students who are no longer continuing their K-12 education. A dropped student may be enrolled in a non-diploma program, working toward a HiSET (formerly GED) or no longer enrolled in any type of school. A student will be counted as a dropout in the 15-16 year if the student did not complete the 15-16 year and did not re-enroll by 10/3/16.

Students are identified as dropouts in AIM using an End Status of 300, 310, 320, 330 or 340 and a corresponding Dropout Reason. When a student no longer attends his or her last school of enrollment, the student is considered a dropout – regardless of the length of enrollment in that school.

The following steps show how to use Ad Hoc Reporting to verify the accuracy of Dropout and Race/Ethnicity information reported in AIM and make corrections if needed.

Ad Hoc Reports

Use Ad Hoc Reports to verify the dropout students are accurately identified in AIM.

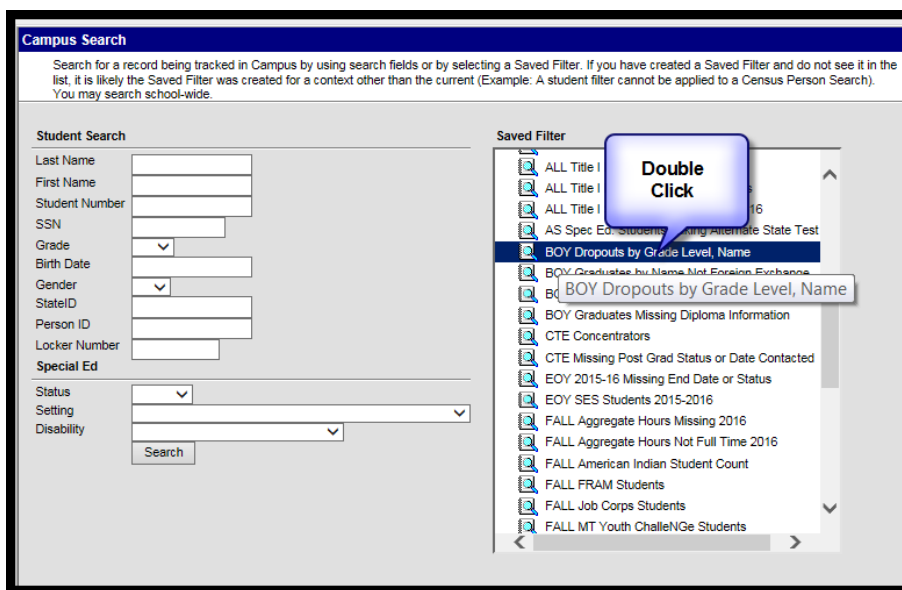
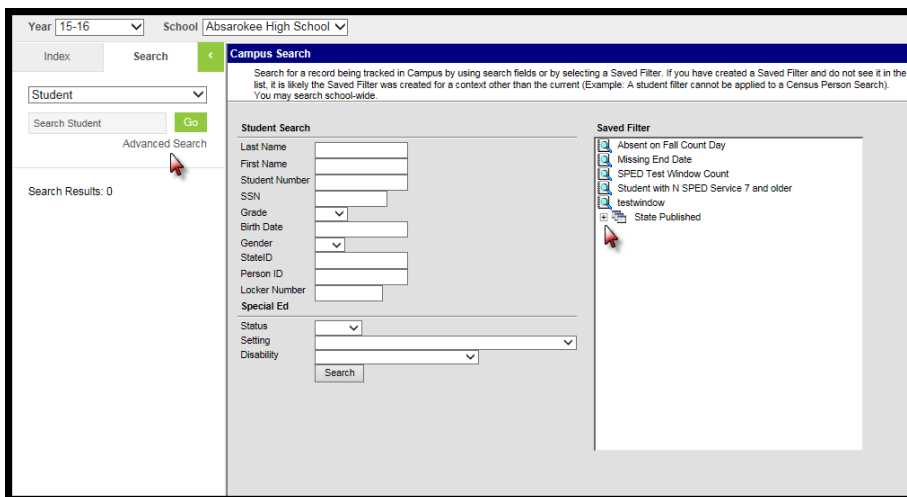
Set Year to 15-16 and select a high school or other school having grades 7-8. (Verify the data for each school having grades 7-12.)

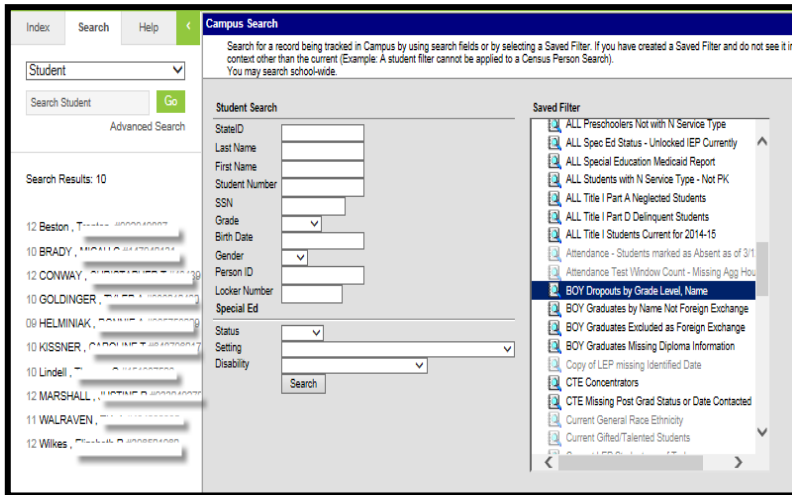
From the **Search** tab, click *Advanced Search*.

Under Saved Filter, click to expand the list of **State Published** reports.

Select State Published report: **BOY Dropouts by Grade Level, Name**. (BOY = Beginning of Year since this is being done at the beginning of a year for previous year grads.)

Double-click on the filter.

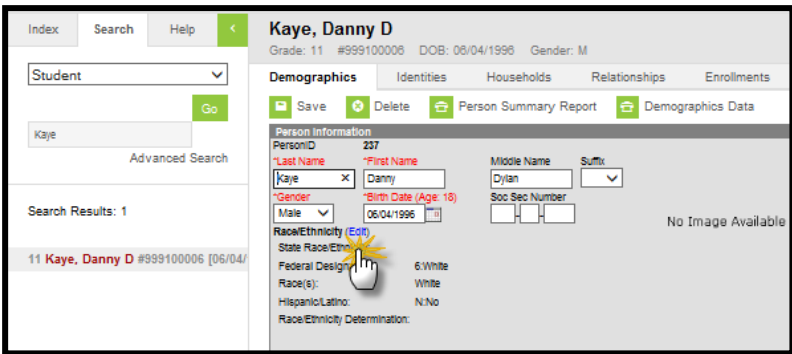




The results will appear under the Search tab on the left. This lists all students identified as dropouts in AIM for 2015-16 for the selected school.

Click each student's name to go to their Enrollments and/or Demographics tabs to verify or correct their data.

Demographics tab is at Index>Census>People

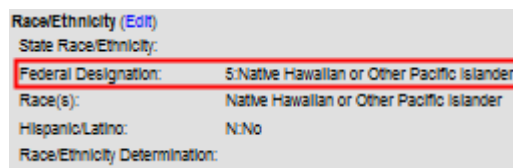
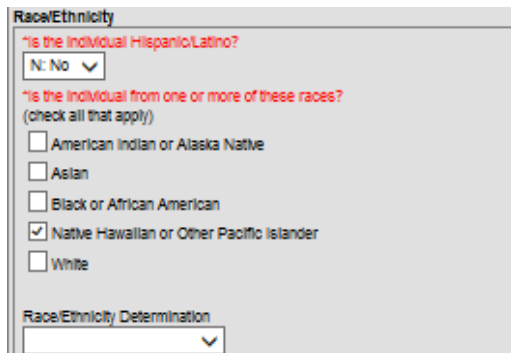


If Race/Ethnicity data is incorrect, make the appropriate changes.

Click the student's name. On their Demographics tab, locate the Race/Ethnicity section. Click **Edit**.

Make changes to the Race/Ethnicity. Click **Save**.

Note: Is the individual Hispanic/Latino? and Is the individual from one or more of these races? are the only two required race fields. Federal Designation is calculated from data entered in these two fields.



Note: Repeat the steps on pages 3-5 to review data for each school serving grades 7-12.

Dropout or Not a Dropout?

Dropout data accuracy is very important. Before reporting dropouts, make every possible effort to determine if the student has continued enrollment in any K-12 educational program leading to high school graduation. If the student enrolls in another school in accordance with rule, the End Status and Dropout Reason may be changed to reflect the student's new enrollment status. Here are some examples:

Example #1: Student completes the 15-16 year, but does not return to school at the beginning of the 15-16 year. If the student re-enrolls by 10/3/2016, do not count the student as a dropout. If the student does not re-enroll by 10/3/2016, create a one day enrollment for the first day of school year 15-16 with an enrollment End Status of 340: Unknown. **Note:** *Colony students who have completed the 8th grade and do not register with the County Superintendent as home school students are counted as dropouts.*

Example #2: Student does not complete the 15-16 year (drops out in April 2016), but re-enrolls at the beginning of the 16-17 year. Change the *End Status* of the 15-16 enrollment to 295: *Dropped out, subsequent re-enrollment* and leave the *Dropout Reason* blank.

Example #3: Student does not complete the 15-16 year (drops out in April 2016), and does not re-enroll at the beginning of the 16-17 year. If the student does not re-enroll by 10/3/2016, the student is a dropout in 15-16.

Contact the AIM Help Desk at 1-877-424-6681 if you need assistance in determining dropout status.

STEP 2: DROPOUT, GRADUATE, AND COHORT CERTIFICATION

This section gives guidance for creating certification reports for dropouts, graduates, and cohorts and for submitting the reports to OPI using the online OPI Reporting Center. OPI will send a notice to AIM specialists in September to provide a username and password to the OPI Reporting Center.

See Dropout Certification instructions on page 8, Graduate Certification instructions on page 9, and Cohort Certification instructions on page 11.

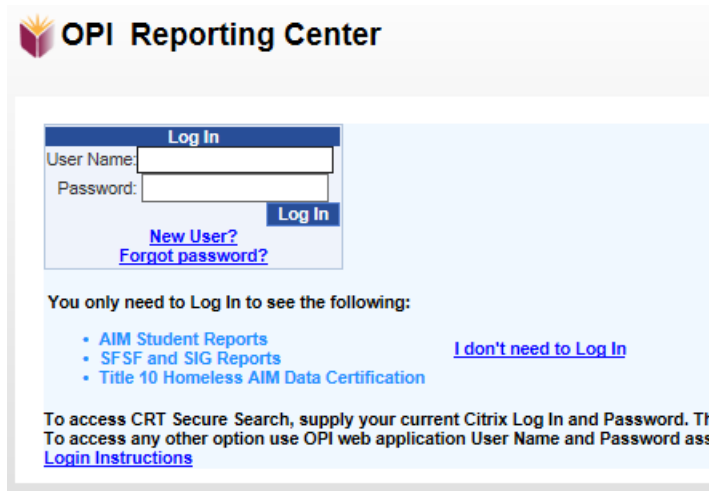
Login to the OPI Reporting Center

- Navigate to the OPI Reporting Center by clicking on this link:
<https://data.opi.mt.gov/opireportingcenter/>

Click the **Login** tab.



Enter your User Name and password. User Name is provided by OPI in a letter to AIM Specialists in September. Passwords expire every 60 days, so it is common for passwords to expire between reporting sessions throughout the year. Whenever needed, ask for a new password and then personalize it for your own. To request a new password, click **Forgot your Password?** in the Log In box. Enter the User Name and select Submit. A new password will be sent to the email account the OPI AIM staff currently has on record for you.



When you receive the password by email, highlight it with your mouse and right-click, select Copy, return to the OPI Reporting Center Log In page, enter your User Name, right-click in the Password field and select Paste. **You can use the Forgot Your Password link each time you log in, if necessary.**

After logging in, reset a personalized password by selecting the Administration tab and click Change Password. Your new password remains active for 60 days. After 60 days, the system will prompt you to change your password when you try to log in.

Dropout Certification

High schools and all schools with grades 7-8 must submit the Dropout Certification report for grades 7-12.

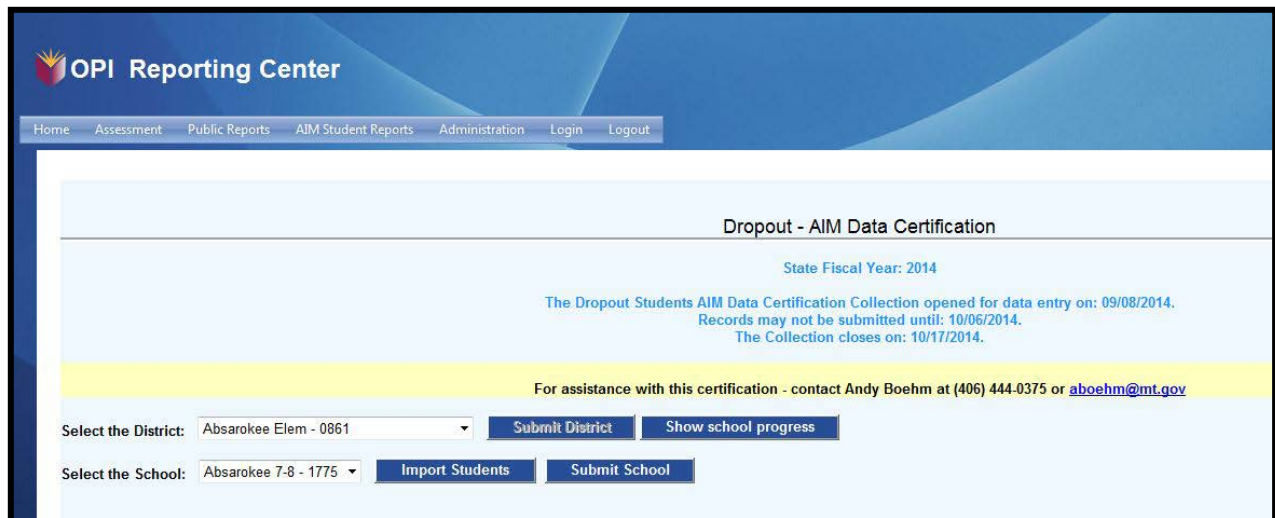
Steps for Dropout Certification

1. Login to the OPI Reporting Center. (See "Login to the OPI Reporting Center" on page 8.)
2. Under AIM Student Reports, Certification reports, select the Dropout Certification report.



The screenshot shows the OPI Reporting Center homepage. The navigation menu is open, and the 'AIM Student Reports' section is expanded. Under 'AIM Student Reports', the 'Certification Reports' sub-menu is open, and 'Dropout Certification' is highlighted. Other options in the 'Certification Reports' sub-menu include 'Graduate Certification' and 'Cohort Certification'. The main content area displays the Montana Office of Public Instruction logo and the name of the State Superintendent, Denise Juneau. There are also links for 'School Directory' and 'Special Education District Public Reporting Information System (SPRIS)'. A login prompt is visible, stating 'To see secure data, Press the 'Login' menu option above.'

3. Select the dropout report for each high school and 7-8 school, and follow these steps for each school. Click "Import Students".



The screenshot shows the 'Dropout - AIM Data Certification' page. The page title is 'Dropout - AIM Data Certification' and the state fiscal year is '2014'. A message states: 'The Dropout Students AIM Data Certification Collection opened for data entry on: 09/08/2014. Records may not be submitted until: 10/06/2014. The Collection closes on: 10/17/2014.' Below this, there is a contact information for Andy Boehm. At the bottom, there are two dropdown menus: 'Select the District:' with 'Absarokee Elem - 0861' selected, and 'Select the School:' with 'Absarokee 7-8 - 1775' selected. There are buttons for 'Submit District', 'Show school progress', 'Import Students', and 'Submit School'.

4. Scroll down and review the list at the bottom of the page. These students are currently marked in AIM as dropouts. Verify the enrollment end status and dropout reason are correct.

If the list of students on this screen is complete and correct, go to step 7.

5. If the dropout student list is incorrect, make changes in AIM. Log in to the AIM system (MT Edition or District Edition) to edit the data presented. All changes should also be made in the district's SIS.

If an individual record is modified, the amended data is sent to the state when you click "Save".

If multiple records are modified using the File Upload option, upload the program participation file, then go to Index >System Administration >Data Utilities >Resync State Data > check Enrollment > click Send Resync.

6. If you changed the student dropout data as directed in step 4, return to the Dropout Certification report. Click "Import Students" again. Continue with steps 3 through 6 until the list of students is correct.

If the changes in AIM do not show after you re-import the student records, wait 30 minutes. It may take some time for the data to sync to the state. If you have questions or problems, call the AIM Helpdesk at 444-3800 or 1-877-424-6681.

7. When the list of dropout students is correct, click "Submit School". If no students are listed when you click "Submit"; your dropout count will be zero (0) for this school.

8. Repeat the process for each school.

9. When all schools are correct and submitted, click "Submit District".

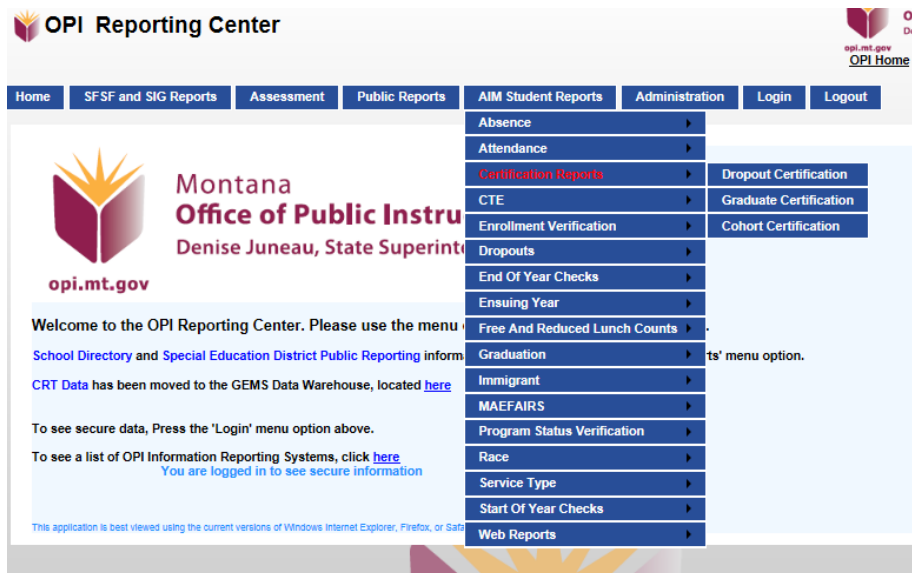
Graduate Certification

All high school districts must submit the Graduate Certification Report, even if they had no graduates during the 2015-16 school year.

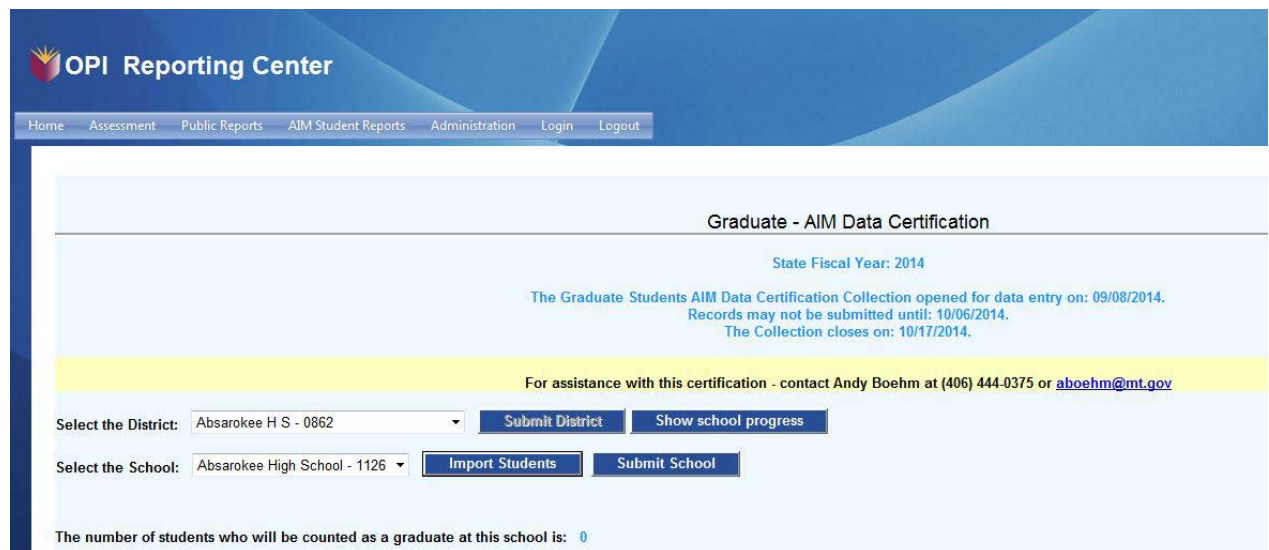
Schools with only grades K-8 do not submit the Graduate Certification report, as it is only for High School districts.

Steps for Graduate Certification:

1. Login to the OPI Reporting Center. (See "Login to the OPI Reporting Center" on page 8.)
2. Under AIM Student Reports, Certification Reports, select the Graduate Certification report.



3. Select the high school. If there is more than one high school, follow these steps to report for each high school. Click "Import Students".



4. Scroll down and review the list at the bottom of the screen. The list shows students who are currently marked in AIM as graduates. Verify that the enrollment end status, diploma type, diploma period, and diploma date are correct.

If the list of students on this screen is correct and complete, go to step 7.

5. Make changes in AIM if the student list is incorrect. Log in to the AIM system (MT Edition or District Edition) to make changes to the data presented. All changes should also be made in your district's SIS. If modifying an individual record, amended data is sent to the state when you click "Save."

If modifying multiple records using the File Upload option, upload the program participation file, then go to Index >System Administration >Data Utilities >Resync State Data > check Enrollment > click Send Resync.

6. If you changed the student graduation data as directed in step 5, then return to the Graduation Certification report and click "Import Students" again. Continue with steps 3 through 5 until the list of students is correct.

If the changes made in AIM do not show after you re-import students, wait 30 minutes. It may take some time for the data to sync to the state. If you have questions or problems, call the AIM Helpdesk at 444-3800 or 1-877-424-6681.

7. When the list of students is correct, click "Submit School".

If no students are listed when you select "Submit", your graduate count will be zero (0) for this school.

8. Repeat the process for each school.

9. When all schools are correct and submitted, select "Submit District".

Cohort Certification

All high school districts must submit the Cohort Certification Report, even if they had no graduates during 2015-16.

Schools with only grades K-8 do not submit the Cohort Certification report, as it is only for high schools.

Steps for Cohort Certification

1. Login to the OPI Reporting Center. (See "Login to the OPI Reporting Center" on page 8.)
2. Under AIM Student Reports, Certification Reports, select the Cohort Certification report.

3. Select the high school. If there is more than one high school, follow these steps to report for each high school. Click "Import Students".

4. Scroll down and review the list at the bottom of the screen. These are the students that are currently marked in AIM as cohort members. Verify that the enrollment end status and graduate reason are correct.

If the students are correctly listed on this report, go to step 7.

5. If the student list is incorrect, make changes in AIM. Log in to the AIM system (MT Edition or District Edition) to edit the data presented. All changes should also be made in your district's SIS.

If modifying an individual record, amended data is sent to the state when you click "Save."

If modifying multiple records using the File Upload option, upload the program participation file, then go to Index >System Administration >Data Utilities >Resync State Data > check Enrollment > click Send Resync.

6. If you changed student cohort data as directed in step 5, return to the Cohort Certification report and click "Import Students" again. Continue with steps 3 through 5 until the list of students is correct.

If the changes made in AIM do not show after you re-import your students, wait 30 minutes. It may take some time for the data to sync to the state. If you have questions or problems, call the AIM Helpdesk at 444-3800 or 1-877-424-6681.

7. When the list of students is correct, click "Submit School".

If no students are listed when you select "Submit", your cohort graduate count will be zero (0) for this school.

8. Repeat the process for each school.

9. When all schools are correct and submitted, click "Submit District".

Data is locked upon submission. To change data after submitting,
contact:

Andy Boehm at aboehm@mt.gov or 1-406-444-0375 for assistance.

OR

OPI AIM Help Desk: opiaimhelp@mt.gov or 1-877-424-6681