



AIM Data Checklist

PREVIOUS YEAR GRADUATE, COHORT & DROPOUT VERIFICATION & CERTIFICATION

- ___ 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- ___ Enter End Date and End Status for withdrawn students.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 [Graduate Cohort and Dropout Verification Guide](#) to:
 - ___ Verify Graduation data “*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Graduates by Name and >student BOY Graduates Missing Diploma Information*”
 - ___ Certify Graduates ([OPI Reporting Center](#)).
 - ___ Verify Dropouts data “*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Dropouts by Grade Level, Name.*”
 - ___ Certify Dropouts ([OPI Reporting Center](#)).
 - ___ Certify Cohorts ([OPI Reporting Center](#)).

All AIM guides and documents referred to in this checklist are available at
[OPI AIM Webstie](#)

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
opiaimhelp@mt.gov or 1-877-424-6681.**