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**Quick Reference Guide:**

# **Montana Programs - Youth ChalleNGe Academy**

*This guide explains the process for enrolling students in the district who attend the Montana Youth ChalleNGe Academy (MYCA).*



Follow the guidelines below to create enrollments in AIM for students participating in the Montana Youth ChalleNGe Academy. Districts can choose to either enroll the student for ANB funding purposes or withdraw the student using a non-dropout end status.



Before beginning, consider the following:

- 1. I received notice from the Montana Youth ChalleNGe Academy that one of our students will be attending next session. May I count the student for ANB?**
  - Yes. Students must first be enrolled with the district before they can be counted as enrolled for ANB funding purposes. Some restrictions apply, see *page 2*
- 2. How are MYCA students enrolled in AIM?**
  - All enrolled MYCA students should have a service type of *P: Primary*. For students currently enrolled, no change to the enrollment is needed. If not previously enrolled in the district, see further instructions on *page 2*
- 3. What happens when the MYCA student wants to take the HiSet?**
  - The district will end the student's enrollment in AIM as of the request date using a non-dropout end status. *page 4*
- 4. What happens when the MYCA student drops out of the program?**
  - If the student was enrolled for ANB funding purposes and does not return to school immediately, they are considered a drop out. If the student was withdrawn as a transfer to MYCA, no change is needed. *Pages 4 & 5*

**Montana Youth Challenge Academy (MYCA)** is a program in which students may be enrolled by a district concurrently during high school. When a student enters MYCA, districts may choose to either, enroll the student and collect ANB funding, or withdraw the student using the non-dropout End Status of 175: Transfer to Montana Youth Challenge.

Students participating in the MYCA must meet **all** of the following criteria in order to be counted as enrolled in a district in the AIM system and receive ANB funding:

- ✓ the student must be enrolled in a public school in the student’s district of residence, **and**
- ✓ the credits taken at the MYCA require approval by the resident school district, **and**
- ✓ the credits meet the resident district’s requirements for graduation at a school in the district, **and**
- ✓ the credits must be taught by an instructor who has a current Montana high school certification; **and**
- ✓ the credits must be reported by the MYCA to the student’s resident school district.

For more information see 20-9-707 and 20-9-311, MCA

**AIM ENROLLMENT**

Follow these steps to enroll an eligible student:

- 1) All MYCA students should have a Service Type of P: Primary.
- 2) For students currently enrolled, no change to the enrollment is needed.
- 3) For students with no current district enrollment:
  - a) MYCA summer session - For students who start MYCA during the summer session enter a new enrollment, using the Start Date of the first day of school in the district.
  - b) MYCA winter session - For students who start MYCA during the winter session, enter a new enrollment, using the MYCA program start date.

**Hendrix, Jenny M**  
 Grade: 10 #816373131 DOB: 06/08/2000 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	15-16 Granite High School	09/02/2015	
	09	P	14-15 Granite High School	09/02/2014	05/29/2015
	08	P	13-14 Philipsburg 7-8	09/03/2013	06/06/2014
	07	P	12-13 Philipsburg 7-8	09/04/2012	05/31/2013

**General Enrollment Information**

Calendar: 15-16 Granite High School Schedule (read only): Main \*Grade: 10 Class Rank Exclude:

\*Start Date: 01/19/2016 No Show:  End Date: End Action: \*Service Type: P: Primary

\*Start Status: 04: Transfer from public school in district or state End Status: Dropout Reason: End Comments:

Start Comments: MYCA

**Gamgee, Samwise**  
 Grade: 10 #289911882 DOB: 10/08/1999 Gender: M

Credit Summary Assessment Behavior Graduation Ad-Hoc Letters Records Transfer

Summary Enrollments Schedule Attendance **Flags** Grades Transcript

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	User Warning
MT Youth Challenge	01/19/2016		

Student Flag Detail

\*Flags  
 YthChllng MT Youth Challenge

\*Start Date 01/19/2016 End Date Eligibility Start Date Eligibility End Date

User Warning

Participation Details

Description

## AIM FLAGS TAB

An AIM enrollment for a student participating in MYCA must also have an entry on the **Flags** tab.

Click the **Flags** tab (path: **Student Information/General/Flags**).

Click **New**. Select the *Flag* for MYCA and enter the Start Date (first day of enrollment in the program).

Click **Save**.

## AGGREGATE HOURS

Set Aggregate Hours to *F: 720+ hours* for students in MYCA. MYCA Students count as half-time students for ANB purposes, but the MAEFAIRS program will make the funding adjustment within the MAEFAIRS system.

Districts using the **MT Count Date Attendance** wizard should verify the Aggregate Hours are *F: 720+ hours* after running the wizard.

**Montana, Conny M**  
 Grade: 10 #816373131 DOB: 06/08/2000 Gender: F

Credit Summary Assessment Behavior Graduation Ad-Hoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	15-16 Granite High School	09/02/2015	
	09	P	14-15 Granite High School	09/02/2014	05/29/2015
	08	P	13-14 Philipsburg 7-8	09/03/2013	06/06/2014
	07	P	12-13 Philipsburg 7-8	09/04/2012	05/31/2013

General Enrollment Information

Calendar 15-16 Granite High School Schedule (read only) Main \*Grade 10 Class Rank Exclude

\*Start Date 09/02/2015 No Show End Date End Action \*Service Type P: Primary

\*Start Status 02: Continued enrollment same school, no interruption End Status

Dropout Reason

Start Comments End Comments MYCA

Future Enrollment

Next Calendar Next Schedule Structure Next Grade

State Reporting Fields

State Exclude Serving District Resident District

Military Connected Status

Student is a dependent of a member of:

Attendance and Enrollment Information (auto-calculated read-only)

Fall Attendance Count

Fall Aggregate Hours of Inst. F: 720 + hours Fall Absent 0.000 Exclude Fall ANB - 10 Day Rule

Spring Attendance Count

## EXITING MYCA STUDENTS TO BE COUNTED FOR ANB IN AIM:

These instructions are for those cases where the district chooses to count the student for ANB in AIM.

**1) When an MYCA student requests to sit for the HiSET** (formerly GED), the district should end the students enrollment in AIM as of the request date. The End Status should be the non-dropout code of 175 – Transfer to Montana Youth Challenge.

**Hendrix, Jenny M**  
Grade: 10 #816373131 DOB: 06/08/2000 Gender: F

Credit Summary Assessment Behavior Graduation Ad-Hoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
✖	10	P	15-16 Granite High School	09/02/2015	12/18/2015
✖	09	P	14-15 Granite High School	09/02/2014	05/29/2015
✖	08	P	13-14 Phillipsburg 7-8	09/03/2013	06/06/2014
✖	07	P	12-13 Phillipsburg 7-8	09/04/2012	05/31/2013

**General Enrollment Information**

Calendar: 15-16 Granite High School Schedule (read only): Main \*Grade: 10 Class Rank Exclude:

\*Start Date: 09/02/2015 No Show:  End Date: 12/18/2015 End Action: End Status: 175: Transfer to Montana Youth Challenge \*Service Type: P: Primary

\*Start Status: D4: Transfer from public school in district or state Dropout Reason: MYCA

Start Comments:

The MYCA Flag End Date should correspond to the enrollment End Date.

**Hendrix, Jenny M**  
Grade: 10 #816373131 DOB: 06/08/2000 Gender: F

Grades Transcript Credit Summary Assessment

Behavior Graduation AdHoc Letters Records Transfer

Summary Enrollments Schedule Attendance **Flags**

Save Delete New

**Student Flag Editor**

Flag	Start Date	End Date	User Warning
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**Student Flag Detail**

\*Flags: YthChling:MT Youth Challenge

\*Start Date: 09/02/2015 End Date: 12/18/2015 Eligibility Start Date: User Warning:

**2) If the student completes the MYCA program without sitting for the HiSet** and returns to school immediately upon completion of the MYCA program, the district should continue the student's enrollment. The MYCA Flag End Date should correspond to the program end date.

**3) If the student drops out of the MYCA program without sitting for the HiSET** and does not immediately return to school, the district should enter a dropout End Status and Dropout Reason. The MYCA Flag End Date should correspond to the enrollment End Date.

**EXITING MYCA STUDENTS NOT TO BE COUNTED FOR ANB IN AIM:**

These instructions are for those cases where the district chooses **not** to count the student for ANB funding.

**\*\*IMPORTANT NOTE:** No change to any 2014-15 enrollments should be made. The following instructions only pertain to enrollments in the 2015-16 year (or beyond).

1) For students starting at MYCA in the summer session: If the student completed the previous year **OR** dropped their enrollment on or after the previous year’s October count date, the district should change the prior year’s End Status to the non-dropout code of **175 – Transfer to Montana Youth Challenge**.

**Clooney, George J**  
Grade: 11 #855538486 DOB: 03/03/1999 Gender: M

Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transcript

Save | Delete | Print Enrollment History | New | New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	15-16 Granite High School	09/02/2015	06/03/2016
	10	P	14-15 Granite High School	09/02/2014	05/29/2015
	09	P	13-14 Granite High School	09/03/2013	06/06/2014
	08	P	12-13 Phillipsburg 7-8	09/04/2012	05/31/2013

**General Enrollment Information**

Calendar: 15-16 Granite High School | Schedule (read only): Main | \*Grade: 11 | Class Rank Exclude:

\*Start Date: 09/02/2015 | No Show:  | End Date: 06/03/2016 | End Action:  | \*Service Type: P: Primary

\*Start Status: 02: Continued enrollment same school, no interruption

Start Comments:

Future Enrollment: Next Calendar:

State Reporting Fields: State Exclude:  | Serving District:

End Status: 175: Transfer to Montana Youth Challenge

Dropout Reason:

End Comments: MYCA

2) For students starting at MYCA in the winter session: If the student completed the prior year **and** the district created a one day enrollment in the current school year, **OR** if the student has discontinued enrollment at any time during the current school year, the district should change the current year’s End Status to the non-dropout code of **175 – Transfer to Montana Youth Challenge** and remove the Dropout Reason code (if entered).

**Hendrix, Jenny M**  
Grade: 10 #816373131 DOB: 06/08/2000 Gender: F

Summary | Enrollments | Schedule | Attendance | Flags | Grades | Transcript

Save | Delete | Print Enrollment History | New | New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	15-16 Granite High School	09/02/2015	09/03/2015
	09	P	14-15 Granite High School	09/02/2014	05/29/2015
	08	P	13-14 Phillipsburg 7-8	09/03/2013	06/06/2014
	07	P	12-13 Phillipsburg 7-8	09/04/2012	05/31/2013

**General Enrollment Information**

Calendar: 15-16 Granite High School | Schedule (read only): Main | \*Grade: 10 | Class Rank Exclude:

\*Start Date: 09/02/2015 | No Show:  | End Date: 09/03/2015 | End Action:  | \*Service Type: P: Primary

\*Start Status: 02: Continued enrollment same school, no interruption

Start Comments:

Future Enrollment: Next Calendar:

State Reporting Fields: State Exclude:  | Serving District:

End Status: 175: Transfer to Montana Youth Challenge

Dropout Reason:

End Comments: MYCA

**ENROLLING STUDENTS RETURNING TO SCHOOL FROM MYCA:**

If a student was withdrawn to attend MYCA and subsequently returns to school, a new enrollment should be created using the Start Status code 20: Transfer from Montana Youth Challenge.

**Hendrix, Jenny M**  
Grade: 10 #816373131 DOB: 06/08/2000 Gender: F

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	10	P	15-16 Granite High School	09/02/2015	
	09	P	14-15 Granite High School	09/02/2014	05/29/2015
	08	P	13-14 Philipsburg 7-8	09/03/2013	06/06/2014
	07	P	12-13 Philipsburg 7-8	09/04/2012	05/31/2013

**General Enrollment Information**

Calendar: 15-16 Granite High School Schedule (read only): Main \*Grade: 10 Class Rank Exclude:

\*Start Date: 01/08/2016 No Show:  End Date: End Action: \*Service Type: P: Primary

**\*Start Status:** 20: Transfer from Montana Youth Challenge

End Status: Dropout Reason: End Comments:

For assistance please contact the OPI AIM Help Desk at [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-877-424-6681.