*AIM Data Collection Guide:*

# SPRING ENROLLMENT & AGGREGATE HOURS COLLECTION

*This guide explains the basic process for entering Spring Aggregate Hours information into AIM/Infinite Campus.*

*Topics covered in this Quick Reference Guide include:*

- *Four ways to enter absences and aggregate hours information*
- *Early Graduates*
- *Resync State Data*

The Spring Enrollment Count Collection is used to collect the Aggregate Hours of Instruction for all students enrolled on the Spring Count Date. Student data from AIM will then be imported to the MAEFAIRS system to determine the count of students to be used in the calculation of Average Number of Belonging (ANB) which is used for school funding.

The Spring Enrollment data must be accurate for **enrollments as of February 6, 2017**. If there are no classes held on that date use the next regularly scheduled school day. **This collection absolutely ends February 10, 2017.**

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 most convenient. (Method #2)
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 and use the direct entry method to modify select students and enter Absent Counts. (Method #3)
4. **Our district uses Infinite Campus to record student attendance information – which method should I use to enter Attendance information?**
   - Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Spring Attendance data. (Method #4)

*Spring Enrollment Count*

# Table of Contents

# ENTERING AGGREGATE HOURS INFORMATION INTO AIM/INFINITE CAMPUS

**METHOD #1:** *(MT Edition)* Export Spring Attendance Data from Your Student Information System Then Upload Into AIM/Infinite Campus**.**

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 – Spring 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:** (MT Edition) Direct Entry of Aggregate Hours and Attendance into Infinite Campus.

Select *Year* 16-17 and a *School*.

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

Enter criteria (or leave blank to get list of all students)

Click *Go*.

Click 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 *Spring Attendance Count*, select the appropriate Spring Aggregate Hours of Inst.

Checking the *Exclude Spring ANB – 10 Day Rule*



box will exclude the student from the Spring ANB count. Mark this box if the student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception.

Click **Save**.

Continue for every student enrolled on **February 6, 2017**.

**METHOD #3**: (MT Edition) Default All Aggregate Hours to Full-Time.

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

Select **Extract Type**, *Attendance – Spring 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 – Spring Count* and **Work to Perform**, *Load Partial File*.

Click **Upload**.

All students' Spring Aggregate Hours will now be marked as *F: 720+*

Adjust the individual student record for a student who has *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 State Reporting Fields section to the **Attendance and Enrollment Information** section.

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

If it applies, check the *Exclude Spring ANB – 10 Day Rule* box to exclude the student from the Spring 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 data to the state level – see page 9.*



METHOD #4:  (District Edition and MT Edition Value Added) Automatic Calculation for Districts who Record Attendance in Infinite Campus

Districts who record daily attendance in MT Edition Value Added 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 *Spring*. All other options will populate automatically. Click *Run Test*.





Open the Results Report.

Check the warnings/errors and make corrections as needed.

**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 |

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

Click *Generate*.

Repeat for each **School**/**Calendar**.

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**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

State published ad hoc filters are available to help verify aggregate hours as of the count date.



Select the appropriate year and school. Under the **Search** tab, click ***Advanced Search*** and in the ***Saved Filter*** window expand ***+State Published*** list and select either ***SPRING Aggregate Hours Missing*** or ***SPRING Aggregate Hours Not Full Time***. Click on the ***Search*** button and the search results will be listed on the left. This will allow you to select the student and adjust aggregate hours if necessary.

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

*Spring*

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