



AIM Data Checklist

TEST WINDOW PROGRAM PARTICIPATION COLLECTION

- ___ 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- ___ Enter End Date and End Status for withdrawn students.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 [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:
 - ___ Update Military Connected Status (once checked, leave checked for the school year).
 - ___ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by
Type, Title I Part A Neglected, Title I Part D Delinquent).
 - ___ Enter/Verify data for Supplemental Education Services (SES).
 - ___ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
 - ___ Enter/Verify data for 21st Century participants.
 - ___ Enter/Verify for Foreign Exchange students.
 - ___ Enter/Verify data for Gifted/Talented students.
 - ___ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied
Youth).
 - ___ Enter/Verify data for Section 504 students.
 - ___ Enter/Verify FRAM status ([FRAM Guide](#))
 - ___ Enter/Verify LEP status for students new to the program or transfer students
(include Home Primary Language and Language of Impact). ([LEP Tool Guide](#))
 - ___ Enter/Verify LEP status for continuing students.

- ___ Verify Data using State Published Ad Hoc Reports:
“*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless;
>student All Title I Part A; >student ALL Title 1 Part D; >student LEP”; >student FALL Special Ed
Status – Unlocked IEP; >etc.*”
- ___ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as
MT Count Date Attendance (District Edition or MT Edition Value Added users only).

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

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