



## AIM Data Checklist

### TEST WINDOW (TW) COUNT: ENROLLMENT, ABSENCE AND AGGREGATE HOURS 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- \_\_\_ Enter End Date and End Status for withdrawn students.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](#))

**NOTE:** Absences **ARE** entered for the TW Count. TW Enrollments are **NOT** used for ANB funding.

- \_\_\_ Follow the [Test Window Enrollment & Aggregate Hours Collection Guide](#) to:
  - \_\_\_ Check Service Type for all students and assure Aggregate Hours match accordingly.
  - \_\_\_ Enter Aggregate Hours and Absences for all students.
  - \_\_\_ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
- \_\_\_ Verify Data using State Published Ad Hoc Reports:  
*"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student TW Missing Aggregate Hours" and other "TW" and "ALL" ad hoc reports."*
- \_\_\_ Follow the [MT Programs: Job Corps & MTDA](#) or [MT Programs: Youth Challenge](#) guides to:
  - \_\_\_ Enter End Dates and/or Start Dates for MT Youth Challenge Students
  - \_\_\_ Verify continued participation and grade level for continuing Job Corps Students
  - \_\_\_ Create Flags for Job Corps and MT Youth Challenge students.
- \_\_\_ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users only).

All AIM 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 AIM Mailing List](#).

**For further assistance, contact the AIM Help Desk  
at [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov) or 1-877-424-6681.**