



# AIM Data Checklist

## AVERAGE DAILY ATTENDANCE (ADA) 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- \_\_\_ Enter End Date and End Status for withdrawn students.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 [Average Daily Attendance Collection Guide](#) to  
\_\_\_ Enter data for ADA-# Days Present and ADA-#Days Enrolled.
  
- \_\_\_ Verify Data using State Published Ad Hoc Reports:  
“*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present>Days Enrolled; and >student ADA Missing Days Present or Days Enrolled*”
  
- \_\_\_ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT End of Year ADA (District Edition or MT Edition Value Added users only).

All guides and documents referred to in this checklist are available at the [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**  
[opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov) or 1-877-424-6681.