



## AIM Data Checklist

### END OF YEAR 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- \_\_\_ Enter End Date and End Status for withdrawn students.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](#))
  
- \_\_\_ Notify State if any grade levels at a school are changing for next year.
- \_\_\_ Follow the OPI [End of Year Collection Guide](#) to:
  - \_\_\_ Create calendars for next year.
  - \_\_\_ Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as part of the Beginning of Year Collection.)
  - \_\_\_ End all current year enrollments.
  - \_\_\_ Verify Graduation data (Diploma type, Diploma date and Diploma period).
- \_\_\_ Verify Data using State Published Ad Hoc Reports:  
*"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status."*
- \_\_\_ 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 Contact 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](mailto:opiainhelp@mt.gov) or 1-877-424-6681.**