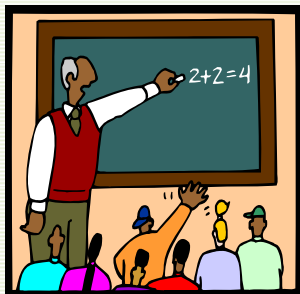

Quick Reference Guide:

Program Participation Collection

This guide will explain the process for entering/updating Fall Program Participation data.

Topics covered in this Quick Reference Guide include:

- *Creating Enrollments*
- *Part-time Students (including MT Youth Challenge, Job Corps, Digital Academy and other enrolled students)*
- *Program Participation Data*
- *Data Verification*



Program Participation data is collected twice – once in the fall and once in the Spring. Fall Program Participation is matched with student enrollments and is used to calculate student participation in state and federal programs – including Title I, Free/Reduced Meals, LEP (Limited English Proficient), Homeless programs, etc.



Before beginning this process, there are a few considerations:

1. Which students need to be enrolled?

- Districts should ensure that all enrollments for all students are properly updated (new students entered and students who have left properly exited) through October 3, 2011. *pages 2 and 7*

2. Do I need to update Program Participation Data?

- Districts should have accurate Program Participation data for all students enrolled on October 3, 2011. *page 4*

3. How are barcodes generated for the ELP (English Language Proficiency) test?

- Students with a current enrollment in the LEP program will have a barcode generated – provided the data is entered prior to November 1, 2011. *page 8*

4. How do I verify that the data I have entered is accurate?

- A Quick Reference Guide has been created specifically for the verification of Program Participation data. *page 11*

STUDENT ENROLLMENTS

Districts should update their enrollments through October 3, 2011 to reflect the movement of students in or out of the district.

Students who have left the district should have an End Date entered, with the appropriate End Status indicated.

Students who have entered the district need to have a Start Date entered and an appropriate Start Status.

Adkins, Trace
Grade: KF #1 DOB: 08/25/2006 Gender: M

Assessment Behavior Graduation AdHoc Reports Records Transfer
Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	KF	P	11-12 Cascade School 2	09/26/2011	

Start Status: 06 Transfer from an out of state school
End Status:

Greenwood, Lee
Grade: 01 #29 DOB: 10/04/2004 Gender: M

Assessment Behavior Graduation AdHoc Reports Records Transfer
Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
<input type="checkbox"/>	01	P	11-12 Cascade School 2	08/31/2011	09/30/2011
<input type="checkbox"/>	KF	P	10-11 Cascade School	08/23/2010	06/03/2011

Start Status: 02 Continued enrollment same school, no interruption
End Status: 140 Transfer to public schl in another district in MT
Start Status: 01 First time receiving educational services
End Status: 100 End of year, returning to same school next year

Year: 11-12 School: Cascade School Calendar: 11-12 Cascade School 2

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the person.

Last Name: First Name: Gender: Birth Date: Middle Name: SSN #: State ID:

Search-->

Name	State ID	Gender	Birth Date	%

DIRECT ENTRY

Using the **Student Locator** is the preferred method to locate State ID's for students who are new to the district.

To use the **Student Locator**, set the **Year** to 11-12 and select the correct school. From the **Index**, expand **Student Information/ Student Locator**.

Enter the student's *Last Name*, *First Name* and *Gender*. Click **Search**.

Use the other identifiers (*Name*, *State ID*, *Gender*, *Birth Date* and *%*) to help identify a match. Hover over the record to see information about the student's last enrollment.

See **Student Locator Notes** on Page 4.

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in firstName and gender. Select a student from the list or click on Create New Student. When doing a SSN-only search, the use person.

Last Name: First Name: Gender: Birth Date: Middle Name: SSN #: State ID:

Search-->

Name	State ID	Gender	Birth Date	%
Spears, Britney	510837342	F	05/09/2001	100

Philpsburg K-12 Schools 11-12 Philpsburg School
Last Enrolled: (09/01/2011-) in grade 05
Guardian Names:

Create New Student >

Save

Person Info
 Student Number Generate Number
 State ID

Identity Info
 *Last Name *First Name Middle Name Suffix
 *Gender *Birth Date Soc Sec Number
 No Image Available

Race/Ethnicity
 *Is the individual Hispanic/Latino?
 N: No
 *Is the individual from one or more of these races?
 (check all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 Race Ethnicity
 Race/Ethnicity Determination

Date Entered US Date Entered US School
 Date Entered State School

Nickname
 Comments

Enrollment Detail
 *Calendar *Schedule *Grade Class Rank Exclude
 *Start Date No Show End Date End Action *Service Type
 *Start Status End Status
 Dropout Reason

If the student already exists, click the student's name. If they are new to the school or to the state, click **Create New Student**.

Enter the *Student Number* (Local ID) – if applicable. Enter the **Identity Info** and **Enrollment Detail**. The fields in red are required.

Click **Save**.

If the student was previously enrolled in another MT district, a **Student Records Transfer** request will automatically appear. When using your personal log-in, your name and phone number (if entered on the **Demographics** tab) will appear under **Requesting District & User**. Enter comments if necessary.

Click **Submit Request**.

For more information on *Student Records Transfer*, see the *Quick Reference Guide on the OPI AIM Webpage under General Information/AIM Help*.

Student Records Transfer

Request a Records Release
 This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

Student: Enrollment Type: Primary
 Last Name First Name Middle Name
 Gender Birthdate SSN
 Grade School Start Date

Requesting District & User
 District Name Username
 Request Date Work Phone Email
 Comments

STUDENT LOCATOR NOTES

A student who has an existing State ID may not show as a match in the **Student Locator** for a variety of reasons.

In this example, the student's first name may be Andrew (Drew is a nickname). Entering Drew instead of Andrew shows "No matches found". Other examples are John vs. Jonathan, Elizabeth vs. Beth.

Another common error is a transposed *First Name/Last Name* or *Gender*. Try a variety of options before creating a new State ID.

If you know a student has an existing State ID, but are unable to find the ID using the **Student Locator**, call the student's prior district or the **OPI AIM Helpdesk** at 1-877-424-6681.

The top screenshot shows a search form with 'Drew' entered in the First Name field. The results table is empty with the message 'No matches found'. The bottom screenshot shows 'Andrew' entered in the First Name field. The results table contains one entry: 'Brees, Andrew Christopher' with State ID 745245345, Gender M, and Birth Date 01/15/1995.

PROGRAM PARTICIPATION DATA

Enter Program Participation data into the student's current enrollment record.

Choose **Year 11-12** and a school. Click the **Search** tab. *Search for a: Student*. Click **Go**.

Choose a student and select the **Enrollments** tab. Open the current enrollment record.

Scroll to the **State Reporting Fields**. The fields required for Fall Program Participation are: *Title I*, *Receives Supplemental Educ Srvcs (SES)*, *LEP (Limited English Proficient)*, *21st Century Participant*, *Foreign Exchange*, *Immigrant*, *Gifted/Talented*, *Homeless* and *Section 504*.

Click **Save**.

NOTE: *Free/Reduced Meals* is no longer collected in the student enrollment record. See **FRAM** below.

The screenshot shows the 'Programs' tab for student 'Adkins, Trace'. The 'State Reporting Fields' section is highlighted with a red box and includes:

- Title I Targeted Assistance Program**: Title I checkbox.
- Title I Instructional Services**: Reading Lang Arts, Math, Science, Social Sciences, Vocational/Career, Other.
- Title I Support Services**: Health, Dental and Eye Care, Guidance/Advocacy, Other.
- Title I - Other**: Title I Part A Neglected, Title I Part D Delinquent and served by: dropdown.
- Other Program Participation**: Receives Supplemental Educ Srvcs (SES) checkbox.
- LEP**: LEP dropdown, Date 1st Identified as LEP, Date English Proficient.
- 21st Century Participant**: 21st Century Participant, Foreign Exchange, Immigrant, Date Immigrant Entered US School, Gifted/Talented.
- Homeless**: Homeless, Homeless Night Time Residence, McKinney-Vento, Unaccompanied Youth.
- Section 504**: Section 504 checkbox.

FILE UPLOAD (OPTION 1)

The first option for using the File Upload method is to do an extract from the district's Student Information System. Following instructions from your vendor, create an upload file in the *.tsv or *.txt format. Districts using this method will first need to do the Student Demographic file upload, followed by the Enrollment file upload and the Program Participation file upload.

From the **Index**, expand **MT State Reporting/ MT Data Upload**. From **Import Type**, select *Student Demographics*. Under **Work to Perform**, select *Validate and Test*. Browse for the *.tsv or *.txt file. Click **Upload**.

Check the **Import Results Summary** for *Errors* and *Warnings*. The *Errors* must be corrected before uploading. The *Warnings* are messages about potential issues with uploading students – please check these thoroughly before changing the **Work to Perform** to **Load Partial File**.

When all *Errors* have been cleared and *Warnings* checked, change the **Work to Perform** to *Load Partial File*. The **Import Type** should be *Student Demographics*. Browse for the file and click **Upload**.

Results:

File Name: SD_1051_08092010.tsv
 Processing Started Time: Mon Aug 09 13:26:29 CDT 2010.
 Processing Finished Time: Mon Aug 09 13:26:29 CDT 2010.
 Total Time To Process File: 0.016 seconds.

0 Records Inserted.
 0 Records Changed.
 0 Records Deleted.
 0 Records No Changes.

Error Count:0
Warning Count:20

Error Detail:

Line Number	Error Message	Content
No Errors		

Warning Detail:

Line Number	Warning Message	Content
2	Person already exists.	SD 1051 234416840 null Gosselin Aaden Jonathan null M 05/10/2004 02
3	Person already exists.	SD 1051 249245234 null Snyder Raina Joy null F 05/27/2000 05
4	Person already exists.	SD 1051 328359463 null Jefferson Thomas null null M 04/13/1999 05
5	Person already exists.	SD 1051 329559735 null Gosselin Hannah Joy null F 05/10/2004 02
6	Person already exists.	SD 1051 430014606 null Hamm Mia null null F 03/17/2002 05
7	Person already exists.	SD 1051 541982647 null Aaron Henry Louis null M 02/05/2000 04
8	Person already exists.	SD 1051 561748786 null Carey Mariah null null F 03/27/2002 05
9	Person already exists.	SD 1051 572794941 null Duggar Jason Michael null M 04/21/2000 05
10	Person already exists.	SD 1051 590947406 null Gosselin Leah Hope null F 05/10/2004 02
11	Person already exists.	SD 1051 683059438 null Duggar James Andrew null M 07/07/2001 05
12	Person already exists.	SD 1051 710472565 null Gosselin Collin Thomas null M 05/10/2004 02
13	Person already exists.	SD 1051 855441672 null Gretzky Wayne null null M 01/26/1999 05
14	Person already exists.	SD 1051 884402582 null Gosselin Madelyn Kate null F 10/08/2000 02
15	Person already exists.	SD 1051 886620058 null Carrell Steve null null M 08/16/1999 05
16	Person already exists.	SD 1051 898581058 null Gosselin Joel Kevin null M 05/10/2004 02
17	Person already exists.	SD 1051 904215744 null Geisel Theodore null null M 03/02/2003 05
18	Person already exists.	SD 1051 906383843 null Duggar Justin Samuel null M 11/15/2002 05
19	Person already exists.	SD 1051 947270957 null Cosby William null null M 07/12/2000 04
20	Person already exists.	SD 1051 975067550 null Gosselin Alexis Faith null F 05/10/2004 02
21	Person already exists.	SD 1051 990562807 null Gosselin Cara Nicole null F 10/08/2000 02

FILE UPLOAD (OPTION 2)

The templates for **Student Demographics** and **Enrollments** are available on the OPI AIM Webpage. From the AIM Webpage, navigate to **File Specifications/Excel Templates**. Save the **Student Demographic**, **Student Enrollment**, and **Student Program Participation Templates**.

Open the **Student Demographic Template**. Enter the required information (shown in red) for each student.

Delete the first three rows of the file and save as a *.tsv or *.txt file. Open the *.tsv or *.txt file and insert the header row (HD tab date tab time tab MT9.1). Save the file.

Follow the instructions to upload the file (see above). Repeat for the **Student Enrollment Template** and **Student Program Participation Templates**.

NOTES ABOUT START STATUS CODES AND ENROLLMENT SERVICE TYPES

Enrollment **Start Status** codes should accurately reflect the last active enrollment of a student. If a student was previously enrolled in a home school, the **Start Status** for the student is **09: Transfer from a home school in state**. If the student was previously enrolled in a private school in Michigan, the **Start Status** for the student is **06: Transfer from an out of state school**. Students should only have an **01: First time receiving educational services Start Status** if they have never been enrolled in any type of school. Kindergarten students are always **01: First time receiving educational services**, unless they were enrolled in a public school's PK program for Special Education services or they are repeating Kindergarten.

Service Types should accurately reflect the type of service the student is receiving from the district. Students who are regularly enrolled in the district should have a **Service Type** of **P: Primary**, regardless of the programs they are enrolled in at the district. Students who are only getting Special Education Services (PK students or students concurrently enrolled at a private or home school) should have a **Service Type** of **N: Special Ed Only**. Students who are primary enrolled outside of the district, but participate in an accredited educational program at the district should be enrolled with a **Service Type** of **S: Partial**.



Job Corps, Youth Challenge and MT Digital Academy

Students enrolled in Job Corps or MT Youth Challenge may be enrolled at the district if they meet certain requirements. Those students must have an enrollment in the district and an enrollment on the Programs tab.

The Start Date is the first date of enrollment in the program. If a student has left Job Corp or Youth Challenge enter the Exit Date.

NOTE: Students who take a GED test at the center must be exited prior to the student's GED test date.

Richie, Lionel
Grade:12 DOB:02/03/1994 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	11-12 Cascade High School	08/31/2011	

Start Status: 02 Continued enrollment same school, no interruption
End Status:

Richie, Lionel
Grade:12 DOB:02/03/1994 Gender:M

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Save Delete New

Program Participation Editor Note: one curriculum program allowed per student

Program	Start Date	End Date	User Warning

Program Participation Detail

*Program
JOBBCORP:Job Corp

*Start Date End Date Eligibility Start Date Eligibility End Date

09/06/2011 [calendar icon] [calendar icon] [calendar icon] [calendar icon]

User Warning

Participation Details

Description

Aguilera, Christine
Grade:10 DOB:04/25/1996 Gender:F

Assessment Behavior Graduation AdHoc Reports Records Transfer

Summary Enrollments Schedule Attendance Programs Grades Transcript Credit

Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	10	S	11-12 Cascade High School	08/31/2011	

Start Status: 09 Transfer from home school within the state Two Digital Academy Classes
End Status:

MT Digital Academy students are enrolled through public school districts, and are enrolled in AIM the same as other students.

Students primarily enrolled in any other type of school (e.g., home school, private school, etc), should have a **Service Type** of *S: Partial*.

For more specific information regarding Job Corps, MT Youth Challenge, and MT Digital Academy, a Quick Reference Guide is available on the OPI AIM Webpage (**Reference Guides/Quick Reference Guides**).

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[MT Programs - Job Corp, Youth Challenge and MTDA.pdf](#)

[Exit Scenarios.pdf](#)

[Entry Scenarios.pdf](#)

[Beginning of Year Verification.pdf](#)

ELP (English Language Proficiency Test)

The ELP test is given to students with a current identification as Limited English Proficient (LEP) by a local school district.

Barcode labels for student test booklets will be sent to districts with identified students prior to November 1, 2011.

Students who are LEP must have a *Date Identified as LEP*, *Language of Impact* and *Primary Language*. *Title III* may be indicated if the district is receiving a grant and the funds are targeted to the student's group (e.g., grade, school, etc).

LEP students determined to be proficient by the district should have a *Date English Proficient* entered. Their status becomes *02: Former LEP*.

FRAM MODULE

The Free/Reduced Meal Status field in the student enrollment record only captured information as of a specified date. If the information changed at any time during the year, no record was created to capture that change.

The new **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

In this example, the **Meal Status** for the 10-11 year shows *R: Reduced*. The **FRAM** module, however, shows the student as *F: Free* for the first semester and *R: Reduced* for the second.

NOTE: Meal Status is no longer entered in the student enrollment. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

Eligibility	State Code	Certified Type	Start Date	End Date	School Year
Paid	N	Income	08/31/2011	09/20/2012	11-12
Reduced	R	Income	01/18/2011	06/03/2011	10-11
Free	F	Income	09/01/2010	01/14/2011	10-11

Districts must enter *Eligibility*, *Certified Type*, *School Year*, *Start Date* and *End Date*. This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file sent to the district by the Department of Public Health and Human Services.

The screenshot shows the 'Eligibility Detail' form with the following fields:

- *Eligibility: A dropdown menu.
- *Certified Type: A dropdown menu.
- Application Name: A text input field.
- *School Year: A dropdown menu.
- *Start Date: A date picker.
- *End Date: A date picker.
- Reference Number: A text input field.
- State Eligibility Code: A text input field with the value 'No State Code'.

Eligibility is the status of the student:

F: Free

R: Reduced

P: Paid

N: Non-reimbursable (not used for state reporting)

This screenshot shows the 'Eligibility' dropdown menu open, displaying the following options:

- Free
- Reduced
- Paid
- Non-reimbursable

Certified Type is a record of how the determination was made.

NOTE: **Certified Type** is not required for State Reporting purposes. The OPI recommends defaulting students to "Income" unless the district chooses to enter **Certified Type**.

This screenshot shows the '*Certified Type' dropdown menu open, displaying a list of categories:

- Direct
- Income
- Categorical
- Override
- Runaway
- Homeless
- Foster
- Migrant
- Temporary/No Income
- Head Start
- RCCI
- Early Childhood
- Declined
- Denied
- Did Not Apply

Eligibility Detail

*Eligibility *Certified Type Application Name

*School Year *Start Date *EndDate Reference Number

City Code State Code

13-14
12-13
11-12
10-11

Year should be set to the current year, **11-12**.

Start Date is the first date of eligibility.

End Date is the last date of eligibility.

For more specific information regarding the entry of **FRAM** data, Quick Reference Guides are available on the OPI AIM Webpage (**Reference Guides/Quick Reference Guides**) for both direct entry and file upload.

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Program Participation

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State Data Resynchronization

This tool will selectively resynchronize data from the district edition to the state edition. The resynchronization will happen asynchronously in your inbox when it completes. The primary uses for this tool include: forcing an initial sync of data to the state after a district information modified outside of the application (i.e., through a SQL query) to the state, and forcing a sync of information at reporting time to ensure accurate and timely information available.

Resync Data For The Next School Year (2011-2012)

Check dependencies

<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	08/31/2011 11:50:39	Processed: 3 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> CourseSection	08/31/2011 11:50:39	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	08/31/2011 11:50:39	Processed: 3 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> Day	08/31/2011 11:50:39	Processed: 0 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	08/31/2011 11:50:39	Processed: 3 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentity	08/31/2011 11:50:39	Processed: 384 Errors: 0	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Enrollment	08/31/2011 11:50:39	Processed: 366 Errors: 0	
<input type="checkbox"/>	<input type="checkbox"/> PersonIdentityNoStateIDOnly	08/31/2011 11:50:39	Processed: 0 Errors: 0	

DATA SYNC

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. Set the **Year** to 11-12.

To sync Enrollment and/or Program Participation data, check the box for **Enrollment**. All associated boxes will automatically populate. At the bottom, click **Send Resync**.

A data sync is required for all file uploads and recommended before data collection due dates.

DATA VERIFICATION

Data Verification is a process that begins at the district level. If the data in the district's Student Information System is incorrect, the data in the AIM MT Edition and AIM State Edition will likely be incorrect as well.

The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific program staff.



Once the data has been verified in the district's SIS and transferred to AIM (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

Please see the corresponding Quick Reference Guide for Verifying Program Participation Data.