
Quick Reference Guide:

Program Participation Data Verification

This guide will explain how to verify the various Program Participation data elements entered into AIM.

Topics covered in this Quick Reference Guide include:

- *Creating Student Information Reports*
- *Creating Ad Hoc Reports*
- *Using Ad Hoc Reports*
- *Data Corrections*
- *Step-by-Step Guide to Data Elements*
- *FRAM*



Data Verification is an important process at the district level. Verifying the data allows the district to compare the data they have in their own Student Information System (SIS) with the data entered into AIM.

Data verification should be done prior to the final due date for the Program Participation Collection – October 14, 2011.



Before beginning this process, there are a few considerations:

- 1. Which reports are available in Infinite Campus to help verify data?**
 - Student Information Reports can be used to verify enrollment numbers. *page 2*
- 2. What are Ad Hoc Reports?**
 - Ad Hoc Reports are custom reports created by districts to verify specific data elements. *page 3*
- 3. How are Ad Hoc Reports created?**
 - Ad Hoc Reports are created by selected specific data elements. Districts may then choose to filter those results. *page 3*
- 4. Once I've created Ad Hoc Reports how do I use them?**
 - Ad Hoc Reports can be printed, exported to Excel, or used to generate custom searches in Infinite Campus. *page 7*
- 5. How do I make changes if I find an error in my data?**
 - Errors may be corrected directly in the student's enrollment record or a district may re-upload the Program Participation Data. *page 9*
- 6. What data elements do I need to verify?**
 - *The Step-by Step Guide to Data Elements* will give a list of all data elements and how to verify their accuracy. *Page 10*
- 7. What is FRAM and how do I use it?**
 - FRAM is the new data entry method for Free/Reduced meal status in AIM. Students may be entered either using direct entry or a file upload. *page 23*

STUDENT INFORMATION REPORTS

From the **Index**, expand **Student Information/Reports**.

The **Enrollment Status** report lists students by name, according to set criteria.

The **Enrollment Summary** report gives a count of students by *School, Grade, Race/Ethnicity* and *Gender* as of a specific date.

NOTE:

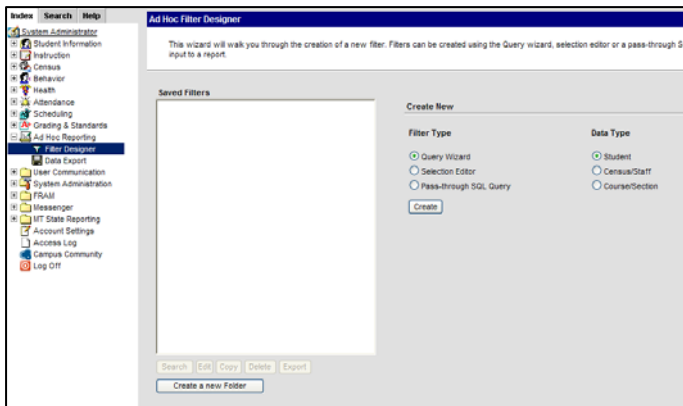
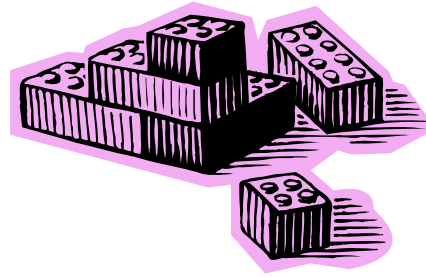
The Enrollment Summary Report may not give an accurate accounting of students by Race/Ethnicity. Please see Step-By-Step Guide to Data Elements below for more accurate ways to verify Race/Ethnicity data.

AD HOC REPORTING

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

Ad Hoc (from the Merriam-Webster online dictionary) means "formed or used for a specific or immediate problems or needs".

These are "on the fly" reports generated to verify a particular data element. They are built by a district user and may be shared with other district users.



From the **Index**, expand **Ad Hoc Reporting**. Select **Filter Designer**.

To create a new filter, under Create New, select **Filter Type Query Wizard** and **Data Type Student**.

Click **Create**.

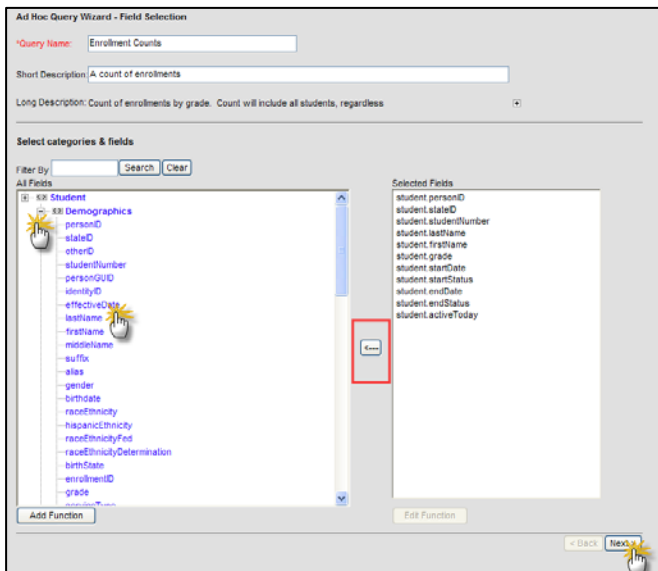
Give the Query a name. Enter a *Short* and *Long Description* if desired.

Ad Hoc Query Wizard - Field Selection

*Query Name:

Short Description:

Long Description:



Expand/close sections by clicking the plus (+) and minus (-) signs next to the name.

Select data elements by clicking the field names. Data elements can be removed by selecting the field name from *Selected Fields* and then clicking the back arrow between *All Fields* and *Selected Fields*.

Click **Next**.

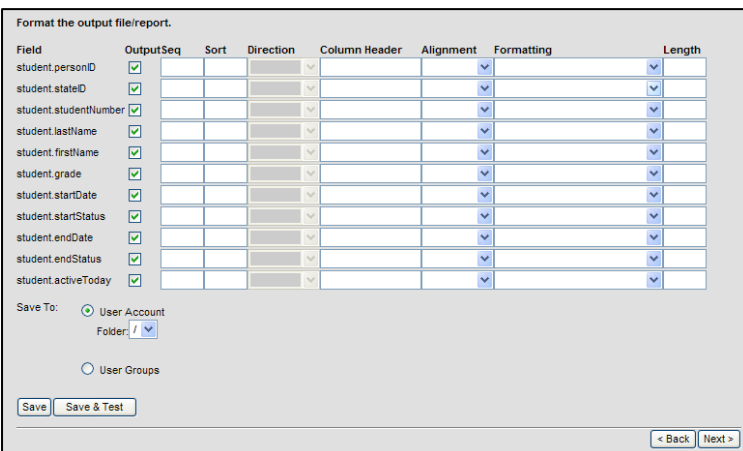
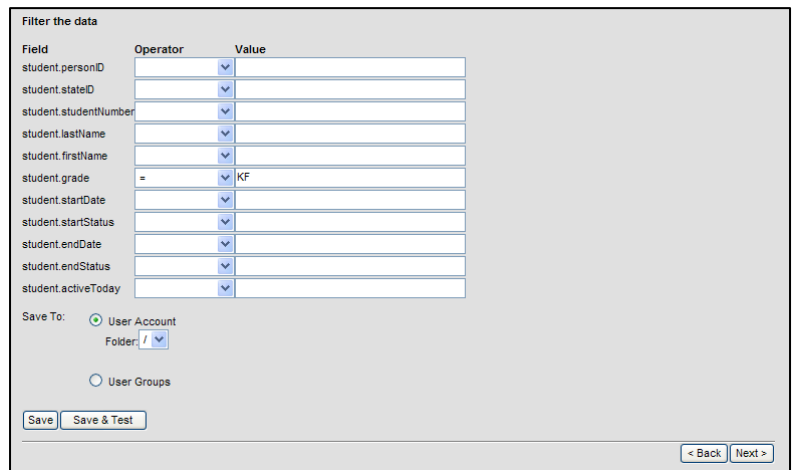
Filter the Data

To set filters, select the type of filter from the Operator field and enter the Value.

Example:

To create a report for Kindergarten enrollment, select *equals (=)* from the **Operator** and enter *KF* in the **Value** field.

Click **Next**.



Format the Output File/Report

The next screen establishes the format of the report. Formatting is most important when printing in PDF format, or if the report is being used for a presentation.

Output

If the Output box is checked, a data element will appear on data export.

Example:

If the report is titled *Grade KF Enrollment*, the element may be needed to filter for grade KF, but does not have to appear on the actual printed report.

Field	Output
student.personID	<input checked="" type="checkbox"/>
student.stateID	<input checked="" type="checkbox"/>
student.studentNumber	<input checked="" type="checkbox"/>
student.lastName	<input checked="" type="checkbox"/>
student.firstName	<input checked="" type="checkbox"/>
student.grade	<input type="checkbox"/>
student.startDate	<input checked="" type="checkbox"/>
student.startStatus	<input checked="" type="checkbox"/>
student.endDate	<input checked="" type="checkbox"/>
student.endStatus	<input checked="" type="checkbox"/>
student.activeToday	<input checked="" type="checkbox"/>

Format the output file/report.		
Field	OutputSeq	
student.personID	<input checked="" type="checkbox"/>	
student.stateID	<input checked="" type="checkbox"/>	
student.studentNumber	<input checked="" type="checkbox"/>	
student.lastName	<input checked="" type="checkbox"/>	
student.firstName	<input checked="" type="checkbox"/>	
student.grade	<input type="checkbox"/>	
student.startDate	<input checked="" type="checkbox"/>	1
student.startStatus	<input checked="" type="checkbox"/>	2
student.endDate	<input checked="" type="checkbox"/>	
student.endStatus	<input checked="" type="checkbox"/>	
student.activeToday	<input checked="" type="checkbox"/>	

Sequence

Sequence determines the order of the data elements in the report. Enter a "1" in the field that should be listed first, "2" in the second, etc.

NOTE: If only "1" and "2" are entered, the rest of the elements will appear in the order they are listed.

Sort

The Sort field determines how the report should be sorted. Enter a number "1" in the first Sort field, "2" in the second, etc, then indicate the sort direction (ascending or descending).

Format the output file/report.				
Field	OutputSeq	Sort	Direction	
student.personID	<input checked="" type="checkbox"/>			
student.stateID	<input checked="" type="checkbox"/>			
student.studentNumber	<input checked="" type="checkbox"/>			
student.lastName	<input checked="" type="checkbox"/>	1	Ascend	
student.firstName	<input checked="" type="checkbox"/>	2	Ascend	
student.grade	<input type="checkbox"/>			
student.startDate	<input checked="" type="checkbox"/>	1		
student.startStatus	<input checked="" type="checkbox"/>	2		
student.endDate	<input checked="" type="checkbox"/>			
student.endStatus	<input checked="" type="checkbox"/>			
student.activeToday	<input checked="" type="checkbox"/>			

Format the output file/report.					
Field	OutputSeq	Sort	Direction	Column Header	
student.personID	<input checked="" type="checkbox"/>				
student.stateID	<input checked="" type="checkbox"/>			State ID	
student.studentNumber	<input checked="" type="checkbox"/>				
student.lastName	<input checked="" type="checkbox"/>	1	Ascend		
student.firstName	<input checked="" type="checkbox"/>	2	Ascend		
student.grade	<input type="checkbox"/>				
student.startDate	<input checked="" type="checkbox"/>	1			
student.startStatus	<input checked="" type="checkbox"/>	2			
student.endDate	<input checked="" type="checkbox"/>				
student.endStatus	<input checked="" type="checkbox"/>				
student.activeToday	<input checked="" type="checkbox"/>				

Column Header

What is entered in Column Header changes the name of the field on the export file. For example, entering a Column Header in the second line will change student.stateID to State ID on the export file.

Alignment

Alignment determines the justify of the column header – left, right or center.

Format the output file/report.

Field	OutputSeq	Sort	Direction	Column Header	Alignment
student.personID	<input checked="" type="checkbox"/>				Center
student.stateID	<input checked="" type="checkbox"/>			State ID	Center
student.studentNumber	<input checked="" type="checkbox"/>				Center
student.lastName	<input checked="" type="checkbox"/>	1	Ascend		Center
student.firstName	<input checked="" type="checkbox"/>	2	Ascend		Center
student.grade	<input type="checkbox"/>				
student.startDate	<input checked="" type="checkbox"/>	1			Center
student.startStatus	<input checked="" type="checkbox"/>	2			Center
student.endDate	<input checked="" type="checkbox"/>				Center
student.endStatus	<input checked="" type="checkbox"/>				Center
student.activeToday	<input checked="" type="checkbox"/>				Center

Formatting and Length

Formatting is how the column will appear on the report. Zero padding adds zeros to a number to make it a set length.

Length is how many characters the field should be. Setting the length at 2, with Zero Padding selected, will make the grade appear as 01, 02, 03, etc.

Click **Next**.

Format the output file/report.

Field	OutputSeq	Sort	Direction	Column Header	Alignment	Formatting	Length
student.personID	<input checked="" type="checkbox"/>				Center		
student.stateID	<input checked="" type="checkbox"/>			State ID	Center		
student.studentNumber	<input checked="" type="checkbox"/>				Center		
student.lastName	<input checked="" type="checkbox"/>	1	Ascend		Center		
student.firstName	<input checked="" type="checkbox"/>	2	Ascend		Center		
student.grade	<input checked="" type="checkbox"/>					Zero Pad	2
student.startDate	<input checked="" type="checkbox"/>	1			Center		
student.startStatus	<input checked="" type="checkbox"/>	2			Center		
student.endDate	<input checked="" type="checkbox"/>				Center		
student.endStatus	<input checked="" type="checkbox"/>				Center		
student.activeToday	<input checked="" type="checkbox"/>				Center		

Grouping and Aggregation

Grouping and Aggregation allows the user to group results by type and produces a count of that type.

Example:

To group by grade, choose Grouping, Tier 1, **Group by:** *student.grade* and **Group Order,** *Ascending*, then **Aggregate/Sub Total by:** *student.state ID* and **Aggregate Type,** *Record Count*.

Group the data into sections that can have aggregates/sub-totals

Grouping	Group by	Group Order
Tier 1	student.grade	Ascending
Tier 2		Ascending
Tier 3		Ascending
Tier 4		Ascending
Tier 5		Ascending

Aggregate/Sub Total by	Aggregate Type
student.stateID	Record Count

Save To: User Account
Folder: /

User Groups

Save Save & Test

Using Ad Hoc Reports

Ad Hoc reports are useful for comparing data between the district's source data and the MT Edition of AIM. If the district does not have a Student Information System, Ad Hoc reports can be used to verify data with district staff.

Exporting Ad Hoc Reports

Once filters are created, they can be exported in a variety of formats.

The three most common types of formats are HTML list report, Delimited values (CSV) and PDF report.

Enrollment Counts Total Records:71
All Records

student_grade 01						
student_startDate	student_startState	student_personID	State ID	student_studentNumber	student_LastName	student_firstName
08/31/2011	02	839	355046078	3	Allen	Gary
08/31/2011	02	845	807787521	9	Bentley	Dierks
08/31/2011	02	862	536935907	26	Evans	Sara
08/31/2011	02	865	512717076	29	Greenwood	Lee
08/31/2011	02	903	212117740	67	Judd	Wynonna
08/31/2011	02	875	787682308	39	LeDoux	Chris
08/31/2011	02	879	281099467	43	McCoy	Neal
08/31/2011	02	881	149165791	45	Millsap	Ronnie
08/31/2011	02	895	650867586	59	Tillis	Mel
08/31/2011	02	898	765625916	62	Twain	Shania

student_grade 01 Records: 10

student_grade 02						
student_startDate	student_startState	student_personID	State ID	student_studentNumber	student_LastName	student_firstName

The HTML list report view opens in a new internet window. It cannot be sorted and does not print well. It is best used for viewing results on screen or copying into a spreadsheet (Ctrl A, Ctrl C, then Ctrl V into an Excel spreadsheet).

The Delimited Values (CSV) format exports the report to Excel. It is the best format for sorting, but may require modification to print well. It is best used for advanced reporting or combining with additional data.

	A	B	C	D	E	F	G	H	I	J
1	student.startDate	student.st	student.p	State ID	student.st	student.la	student.fi	student.g	student.e	student.e st
2	8/31/2011	2	839	355046078	3	Allen	Gary	1		
3	8/31/2011	2	845	807787521	9	Bentley	Dierks	1		
4	8/31/2011	2	862	536935907	26	Evans	Sara	1		
5	8/31/2011	2	865	512717076	29	Greenwo	Lee	1		
6	8/31/2011	2	903	212117740	67	Judd	Wynonna	1		
7	8/31/2011	2	875	787682308	39	LeDoux	Chris	1		
8	8/31/2011	2	879	281099467	43	McCoy	Neal	1		
9	8/31/2011	2	881	149165791	45	Millsap	Ronnie	1		
10	8/31/2011	2	895	650867586	59	Tillis	Mel	1		
11	8/31/2011	2	898	765625916	62	Twain	Shania	1		
12	8/31/2011	2	906	240183925	70	Brown	Zac	2		
13	8/31/2011	2	855	520296697	19	Cash	Roseanne	2		
14	8/31/2011	2	868	716111477	32	Hill	Faith	2		
15	8/31/2011	2	877	180735107	41	Lynn	Loretta	2		
16	8/31/2011	2	884	406454610	48	Nelson	Willie	2		
17	8/31/2011	2	886	119459608	50	Paisley	Brad	2		
18	8/31/2011	2	843	828671391	7	Perry	Neil	2		

11-12 Cascade School 321 Central Ave W, Cascade MT 59421 Generated on 08/02/2011 09:12:48 AM Page 1 of 3		Enrollment Cou Print field name Total Records					
All Records							
student.grade 01							
startDate	startStatus	personID	State ID	studentNumber	lastName	firstName	grade
08/31/2011	02	839	355048078	3	Allen	Gary	01
08/31/2011	02	845	807787521	9	Bentley	Dierks	01
08/31/2011	02	862	538935907	26	Evans	Sara	01
08/31/2011	02	865	512717076	29	Greenwood	Lee	01
08/31/2011	02	903	212117740	67	Judd	Wynonna	01
08/31/2011	02	875	787852308	39	LeDoux	Chris	01
08/31/2011	02	879	281099467	43	McCoy	Neal	01
08/31/2011	02	881	149165791	45	Milsap	Ronnie	01
08/31/2011	02	895	650887598	59	Tillis	Mel	01
08/31/2011	02	898	765625916	62	Twain	Shania	01
student.grade 01 Records: 10							
student.grade 02							

The PDF report format exports the report to Adobe. It is the best format for viewing, but does not allow additional sorting. It is best used for printing reports for verification or presentation of data.



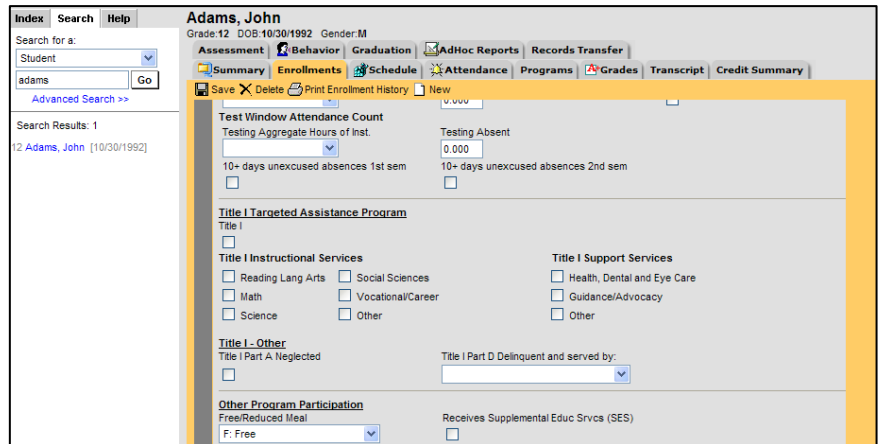
It is important to note that Ad Hoc reporting results are determined by the *Year*, *School*, and/or *Calendar* selected. Reports do not have to be re-created for each calendar year – simply select the *Year* and *School* you wish to view data for. If a field such as "End Year" is selected, and a filter entered for a particular year, the results may be skewed if a different year is selected on the User Interface.

CORRECTING DATA

Program Participation data can be corrected either through Direct Entry or by File Upload.

To correct a student's Program Participation data through Direct Entry, first verify that the information is correct in the District's Student Information System. Then, navigate to the student's enrollment record (click **Search**, *Search for a: Student*, enter the student's last name, and click **Go** – click the student's name and the **Enrollments** tab).

Open the enrollment record and scroll to the **State Reporting Fields**. Change the incorrect data element and click **Save**.



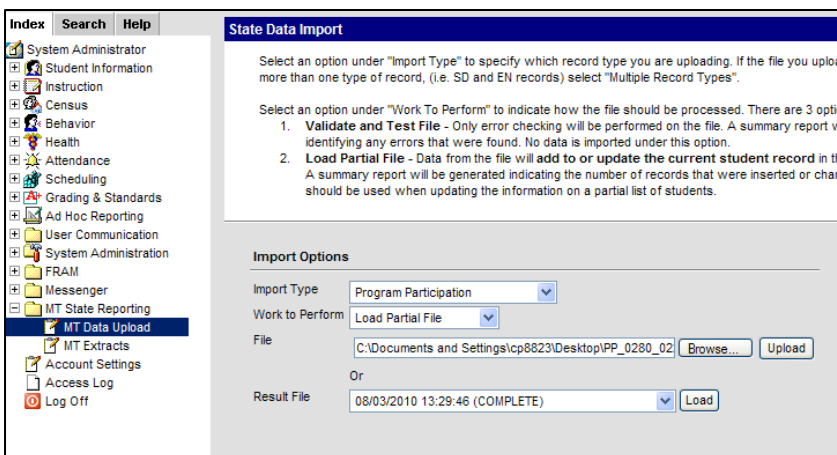
The screenshot shows the 'Adams, John' student record in the 'Enrollments' tab. The 'State Reporting Fields' section includes:

- Test Window Attendance Count: Testing Aggregate Hours of Inst. (0.000), Testing Absent (0.000), 10+ days unexcused absences 1st sem, 10+ days unexcused absences 2nd sem.
- Title I Targeted Assistance Program: Title I.
- 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.
- Other Program Participation: Free/Reduced Meal (F: Free), Receives Supplemental Educ Svcs (SES).

To correct a student's Program Participation data using the File Upload method, first verify that the information is correct in the District's Student Information System.

Export the Program Participation file from the District's Student Information System. Navigate to **MT State Reporting/MT Data Upload**. Choose **Import Type, Program Participation** and **Validate and Test File**.

Verify the errors, then **Load Partial File**. Resync the data to ensure it transfers to the State.



The 'State Data Import' interface includes the following 'Import Options':

- Import Type: Program Participation
- Work to Perform: Load Partial File
- File: C:\Documents and Settings\cp8823\Desktop\IPP_0280_02
- Result File: 08/03/2010 13:29:46 (COMPLETE)

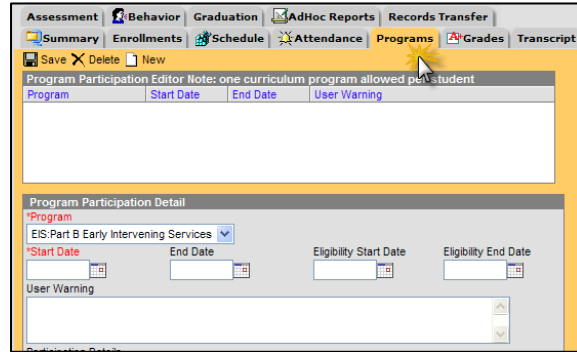
STEP BY STEP GUIDE TO DATA ELEMENTS and VERIFICATION

This section of the Quick Reference Guide will go through each data element required for the Program Participation Collection, give a quick definition of the element, show where it's entered in Infinite Campus, and list the fields necessary for an Ad Hoc Report (for the major data elements).

PART B Early Intervening Services Start and End Date

The **Part B Early Intervening Services** only applies to districts who have been mandated to provide these services. Please check with your SPED Administrator to see if this program applies to your district.

NOTE: This program is no longer part of the Program Participation file upload and must be entered manually into each student's record.



Title I Targeted Assistance Program			
Title I			
<input checked="" type="checkbox"/>			
Title I Instructional Services		Title I Support Services	
<input checked="" type="checkbox"/> Reading Lang Arts	<input type="checkbox"/> Social Sciences	<input type="checkbox"/> Health, Dental and Eye Care	
<input checked="" type="checkbox"/> Math	<input type="checkbox"/> Vocational/Career	<input type="checkbox"/> Guidance/Advocacy	
<input type="checkbox"/> Science	<input type="checkbox"/> Other	<input type="checkbox"/> Other	

Title I Participation

Students who participate in a **Targeted Title I** program need to have the **Title I Participation** box checked, along with the **Title I Programs** in which the student participates. If the school has been designed as Schoolwide Title I, **no students** should be marked as **Title I Participants**.

Title I Students					
<i>This Ad Hoc report shows all currently enrolled students who are flagged as Title I Targeted Assistance Program participants (students in schools with Schoolwide Title I should not be flagged as Title I participants).</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Learner	Active Enrollment	State Reporting elements	title1	=	1
Learner	State Localized Elements		title1Reading		
Learner	State Localized Elements		title1Math		
Learner	State Localized Elements		title1Science		
Learner	State Localized Elements		title1Civics		
Learner	State Localized Elements		title1Career		
Learner	State Localized Elements		title1InstructionalOther		
Learner	State Localized Elements		title1Health		
Learner	State Localized Elements		title1Counseling		
Learner	State Localized Elements		title1ServiceOther		
Demographics			activeToday	=	1

Title I Part A Neglected

Students who reside in a local neglected facility should have the **Title I Part A Neglected** box checked – regardless of whether or not the district has a program grant to provide services. These facilities include group homes and other residential facilities.

Title I - Other
Title I Part A Neglected

Title I Part D Delinquent

If a student meets the criteria for **Title I Part A Neglected**, above, **Title I Part D Delinquent** lists the type of program in which the student participates (if the district is providing services).

Title I Part D Delinquent and served by:

▼

01: Local Delinquent Program

02: Local At Risk Program

03: State Agency Delinquent Facility

01: Local Delinquent Program – student is in a local detention center or correctional facility – student may attend school or school is providing service at the facility.

02: Local At-Risk Program – student is a returning dropout or at risk for being a dropout and the school is providing additional educational services.

03: State Agency Delinquent Program – Students in Pine Hills or Riverside Correctional Center but still enrolled in a local school.

Title I Part A Neglected and Title I Part D Delinquent					
<i>This Ad Hoc report shows all currently enrolled students who are flagged as Title I Part A Neglected and Title I Part D Delinquent.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Learner	State Localized Elements		neglected	=	1
	State Localized Elements		delinquent		
Demographics			activeToday	=	1

Foreign Exchange

Foreign Exchange students are residents of another country who come to a US school for short-term educational purposes. These students should have the **Foreign Exchange** box checked.

Foreign Exchange

Foreign Exchange

This Ad Hoc report shows all currently enrolled students who are flagged as Foreign Exchange.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Learner		State Localized Elements	foreignStudent	=	1
Demographics			activeToday	=	1

<p>Gifted/Talented</p> <input type="checkbox"/>

Gifted/Talented

Districts should indicate students identified as Gifted/Talented, even if the students are not participating in a district program.

Gifted & Talented

This Ad Hoc report shows all currently enrolled students who are flagged as Gifted/Talented.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Learner	Active Enrollment	State Reporting elements	giftedTalented	=	1
Demographics			activeToday	=	1

21st Century Participants

Students who participate in a 21st Century program activity any time during the program year should be marked as a **21st Century Participant**.

21st Century Participant

21st Century Participants

This Ad Hoc report shows all currently enrolled students who are flagged as 21st Century Participants.

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			activeToday	=	1
Learner	State Localized Elements		twentyFirstCentury	TRUE	

Homeless

Students who are homeless at any time during the school year should be marked as **Homeless**, regardless of whether or not the district is the recipient of a McKinney Vento grant. Students who are Homeless must have a **Night Time Residence** indicated (*01: Shelters, 02: Doubled up – living with another family, 03: Unsheltered – cars, parks, campgrounds, or 04: Hotels*). If the student is living on their own (they do not reside with a parent or other legal guardian), mark **Unaccompanied Youth**.

The codes 05: Other and 06: Unknown should not be used. If the district has a grant, mark McKinney-Vento.

NOTE: Do not mark **Homeless Night Time Residence, McKinney-Vento or Unaccompanied Youth** unless the **Homeless** box is marked first.

Homeless <input type="checkbox"/>	Homeless Night Time Residence [Dropdown Menu]	McKinney-Vento <input type="checkbox"/>	Unaccompanied Youth <input type="checkbox"/>
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Homeless Students					
<i>This Ad Hoc report shows all students who are flagged as Homeless.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Learner	Active Enrollment	State Reporting elements	homeless	=	1
Learner	State Localized Elements		homelessResidence		
Learner	State Localized Elements		mckinneyVento		
Learner	State Localized Elements		unaccompaniedYouth		

Limited English Proficient (LEP)

Students who have been identified as Limited English Proficient, or have previously been identified as Limited English Proficient, should be identified in AIM.

Students who are currently identified as Limited English Proficient should have a **Date 1st Identified as LEP** (date first identified by any school or district), **Language of Impact** (the language that interferes with a student's ability to learn in English – either spoken or cultural) and a **Primary Home Language** (the primary language spoken in the child's home) marked.

If the district has a Title III grant, and that grant is being used to fund a program the student participates in, mark the **Title III** box.

Reference for identification of LEP Students:

<http://opi.mt.gov/pdf/Bilingual/10JanLEPCriteria.pdf>

LEP	Date 1st Identified as LEP	
01: Current LEP	08/26/2007	
Primary Language	Language Of Impact	Title III
eng: English	22: Navajo	<input checked="" type="checkbox"/>

LEP	Date 1st Identified as LEP	Date English Proficient
02: Former LEP	08/26/2007	03/08/2010
Primary Language	Language Of Impact	Title III
eng: English	22: Navajo	<input type="checkbox"/>

A student who was previously identified as LEP should be marked as **Former LEP** in AIM (for up to 4 years).

Once the district determines the student "Proficient", the **Date English Proficient** should be entered. The **Date English Proficient** is not the date of the ELP test (if used as a means of determining proficiency), but rather the date the determination was made by the district.

LEP Students

This Ad Hoc report shows all currently enrolled students who are flagged as 01: Current or 02: Former LEP (Limited English Proficient).

SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Demographics			raceEthnicity		
Learner	Active Enrollment	State Reporting elements	lep	IN	01,02
Learner	State Localized Elements		languageOfImpact		
Learner	Active Enrollment	State Reporting elements	language		
Learner	State Localized Elements		lepIdentifiedDate		
Learner	Active Enrollment	State Reporting elements	englishProficiencyDate		
Learner	Active Enrollment	State Reporting elements	title3		
Demographics			activeToday	=	1

Immigrant

Students who have attended a US school for less than 3 full academic years (enrollment does not have to be continuous) are considered to be *Immigrant*. Immigrant students should be marked in AIM (**Immigrant** box checked, **Date Immigrant Entered US School** entered, and **Primary Home Language** selected).

Primary Language fre: French	Language Of Impact	Title III <input type="checkbox"/>
Migrant <input type="checkbox"/>	Immigrant <input checked="" type="checkbox"/>	Date Immigrant Entered US School 08/25/2010

Immigrant Students					
<i>This Ad Hoc report shows all currently enrolled students who are flagged Immigrants.</i>					
SECTION	SUB-SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics			stateID		
Demographics			studentNumber		
Demographics			lastName		
Demographics			firstName		
Demographics			grade		
Learner	Active Enrollment	State Reporting elements	immigrant		
	State Localized Elements		immigrantDate		
Demographics			activeToday	=	1

Supplemental Educational Services (SES)

Select schools are required to offer Supplemental Educational Services to students depending upon their Title I Status and prior year's AYP results. A complete list of those schools required to offer SES Services can be found here:

Receives Supplemental Educ Srvcs (SES)

http://www.opi.mt.gov/pdf/TitleI/SES/11_12_SESEligSchools.pdf

Students who are receiving SES Services should have the box **Receives Supplemental Educ Srvcs** checked in the student's enrollment record in AIM.

School Choice

Schools which participate in Title I for 2 consecutive years and do not meet AYP for a second year (ImYr1) must offer Choice if another school making AYP is available. Medium sized school districts may be configured so that one building teaches K-2, another 3-4, another 5-6, and finally another 7-8. Accordingly, these schools cannot offer Choice since they are no other schools available to receive students. Choice is usually only offered in the very large districts with several elementary schools. However, schools may enter into tuition and interlocal agreements to provide Choice.

A complete list of those schools required to offer Choice can be found here:

http://www.opi.mt.gov/pdf/TitleI/SES/11_12_SESEligSchools.pdf

Students who have transferred schools because of Choice should have an **End Status** of 130: *Transfer to a public schl under NCLB schl choice* and a **Start Status** into the new school of 05: *Transfer from a public schl under NCLB schl choice*.

Kennedy, John F
 Grade:12 DOB:05/29/1993 Gender:M

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	10-11 Cascade High School TST	08/25/2010	
<i>Start Status: 05 Transfer from public schl under NCLB schl choice</i> <i>End Status:</i>					
	11	P	09-10 Cascade High School	08/31/2009	06/04/2010
<i>Start Status: 04 Transfer from public school in district or state</i> <i>End Status: 130 Transfer to public schl under NCLB schl choice</i>					

Race/Ethnicity (Edit)

State Race/Ethnicity: [dropdown]

Federal Designation: 6:White

Race(s): White

Hispanic/Latino: N:No

Race/Ethnicity Determination:

Race/Ethnicity

*Is the individual Hispanic/Latino?
Y: Yes [dropdown]

*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 [dropdown]

Race/Ethnicity Determination [dropdown]

Race/Ethnicity Reporting

Federal Race/Ethnicity reporting is now required for all students. The first question is **Is the student Hispanic/Latino?* and the second question is **Is the student from one or more of these races?**. Both questions **are required** and multiple races may be selected. Neither **Race Ethnicity** (the old State Race code) nor **Race/Ethnicity Determination** are required.

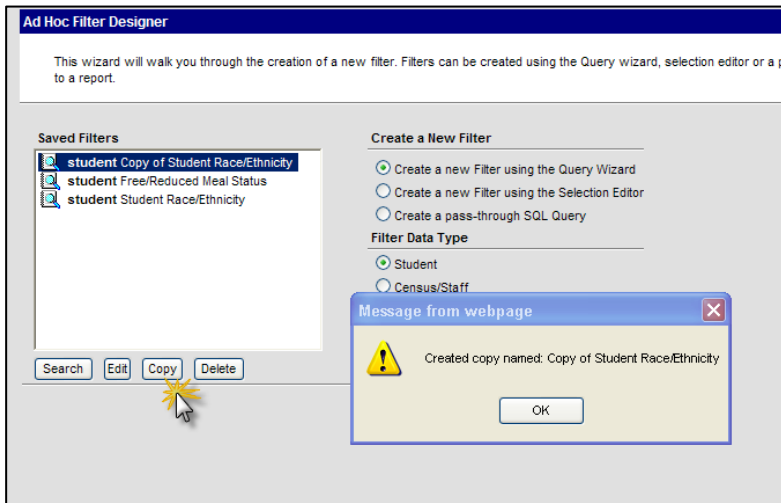
NOTE: If the answer to the first question is Yes, at least one race must be selected. Hispanic is no longer considered a race, but an ethnicity.

For additional guidance, please refer to the following:

http://www.opi.mt.gov/Reports&Data/AIM/Index.html#gpm1_5

To verify the Race/Ethnicity of students create separate Ad Hoc Reports for each of the minority races in the district. The easiest way to create these reports is to create one report with all the races included, then copy the report and change the name and filter.

First, set up a general **Race/Ethnicity** report following the general Ad Hoc Report instructions.

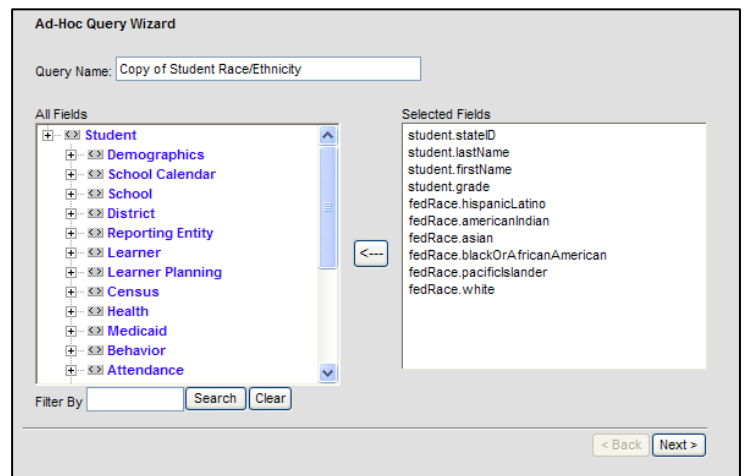


Create a copy of the report.

Under **Saved Filters**, select the general Race/Ethnicity report. Click **Copy**.

Select the copy of the report from **Saved Filters** and click **Edit**.

A list of **All Fields** and **Selected Fields** will appear. Click **Next**.

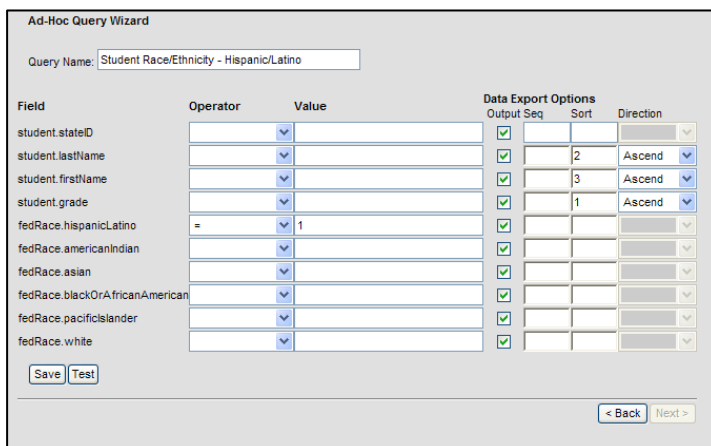


Change the name of the Report to either *Hispanic/Latino* or one of the Races.

Under **Operator**, set *fedRace.hispanicLatino* (or any of the following Race codes) to "=" and **Value** to "1". Choose the **Sort** criteria (to sort by grade, name, etc).

Click **Save**.

Repeat for all other Race codes.



General Race/Ethnicity

This Ad Hoc report shows all currently enrolled and their Race/Ethnicity.

SECTION	SUB-SECTION	FIELD	OPERATOR	VALUE
Demographics		stateID		
Demographics		lastName		
Demographics		firstName		
Demographics		grade		
Demographics	Federal Race	hispanicLatino		
Demographics	Federal Race	americanIndian		
Demographics	Federal Race	asian		
Demographics	Federal Race	blackOrAfricanAmerican		
Demographics	Federal Race	pacificIslander		
Demographics	Federal Race	white		
Demographics		activeToday	=	1

**Operator and Value are set to "=" and "1" for each race queried*

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.

Aldean, Jason
Grade:05 #2 DOB:07/22/2001 Gender:M

Eligibility

New

Eligibility Editor					
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.

Eligibility Detail

*Eligibility

*Certified Type

Application Name

*School Year

*Start Date

*EndDate

Reference Number

State Eligibility Code
No State Code

Eligibility is the status of the student:

F: Free

R: Reduced

P: Paid

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

Eligibility Detail

*Eligibility

*Certified Type

Application Name

*Start Date

*EndDate

Reference Number

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**.

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.