



AIM Reference Guide

Setup and Enrollments for Students Attending Two Schools

(District Edition/MT Edition Value Added Users Only)

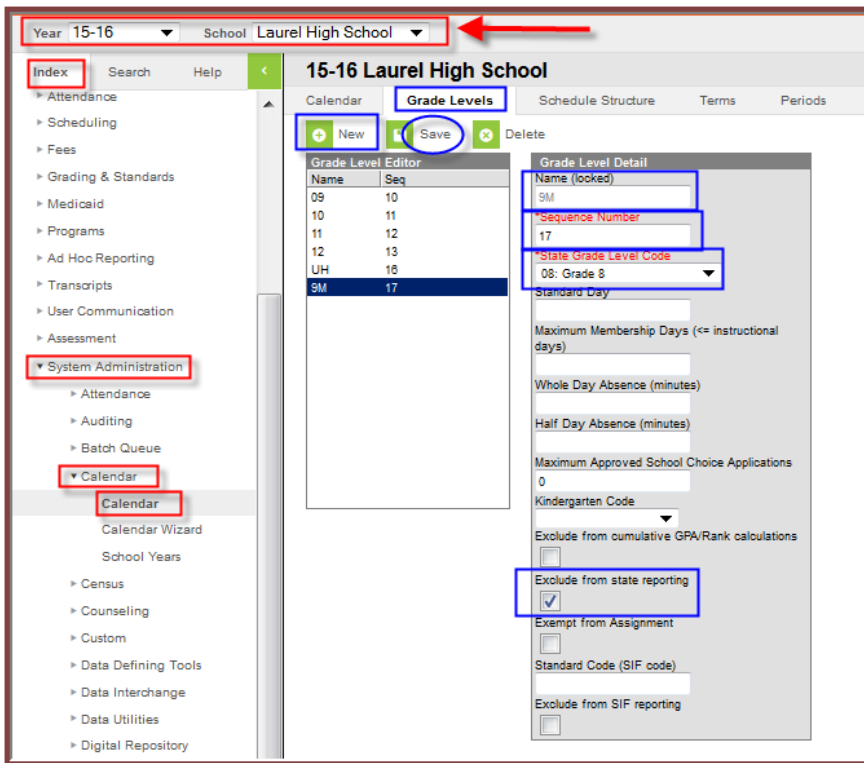


To assist District Edition/MT Edition Value Added users with the enrollment of students between schools (e.g., middle school students taking high school courses), the OPI has developed the following guidance.

This guidance will allow districts to enroll the students in the higher level school for the purposes of using the grade book and attendance, while preventing duplicate counts in MAEFAIRS, early indication of cohort for students not yet in 9th grade, and inclusion of additional students in class ranks.

Section A: One-Time Set-up.

1. Create a new grade level at the higher level school (*where student will be enrolled as a partial service type "S"*) that will be:
 - Named so it stands out, e.g. "9M" or "9MS" or "9AP" (This helps prevent confusion and prevents inclusion in the regular class ranks);
 - Sequenced at the highest level (assures that at rollover, students will be properly placed into the next highest grade);
 - Coded with a *state grade level code* less than grade 09, e.g., "08: Grade 8" (prevents the cohort indication and inclusion in the 9th grade class ranks); AND
 - Marked "Exclude from state reporting" (prevents syncing at the state level and being counted in MAEFAIRS for all students enrolled in this grade).
2. Create a new course in the school of the student's primary enrollment as a "schedule filler" to assure that the student is counted as a full-time when calculating aggregate hours.
3. Add a section for each period/term so that any student can be scheduled into, or out of, this "filler" course as they would any other course in their primary school. The course may be a full year course or match the configuration of existing courses in the school.



Step 1: Create new grade level at the higher level school.

Select appropriate *Year* and *School*

Go to: **Index>System Administrator>Calendar >Calendar**

Select the **Grade Levels** tab

Select **New**

Enter *Name*, *Sequence Number*, *State Grade Level Code* and check the *Exclude from state reporting* box.

Click **Save**

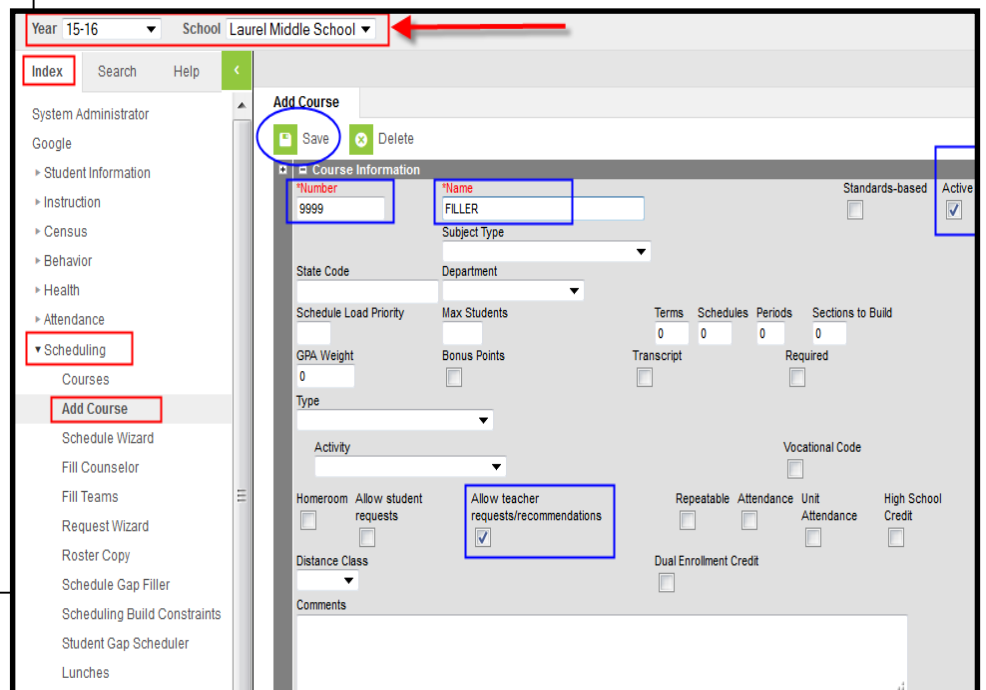
Step 2: Create “filler” course in the school that contains the primary enrollment.

Select appropriate *Year* and *School*

Go to: **Index>Scheduling>Add Course**

Enter *Number*, *Name* check *Active* and *Allow teacher requests/recommendations*

Click **Save**



Year 15-16 School Laurel Middle School

Index Search Help <

9999 High School Course

Course Rules Fees Build Constraints Assessments

Course Sections Grading Tasks Standards Composite Grading

Course/Section
9999 Go
Advanced Search

Search Results: 1 Courses
9999 High School Course

Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group
Edit 1	Any Teacher		Q1-Q4	Bell Schedule	Period 1	(0/)	
Edit 2	Any Teacher		Q1-Q4	Bell Schedule	Period 2	(0/)	
Edit 3	Any Teacher		Q1-Q4	Bell Schedule	Period 3	(0/)	
Edit 4	Any Teacher		Q1-Q4	Bell Schedule	Period 4	(0/)	
Edit 5	Any Teacher		Q1-Q4	Bell Schedule	Period 5	(0/)	
Add a Section							

Step 3: Add a section for each period of the day for the “filler” course. This “filler” course must be available in every period/term so that it may be selected for any student’s schedule.

(For further help with Sections, please refer to Campus Community within Infinite Campus or contact the OPI AIM Help Desk)

Section B: Enrolling students in both schools.

Once you have completed **Section A** (above), you are ready to enroll the student into both schools.

The first screenshot below shows what the two enrollments will look like. Subsequent screenshots show details for each Enrollment.

NOTE: Add the filler course to the student’s schedule in the school of primary enrollment to correspond with the courses taken at the higher level school.

Year 15-16 School Laurel Middle School

Index Search Help <

Student
mater Go
Advanced Search

Search Results: 1
08 Mater, Tow [04/07/2000]

Mater, Tow
Grade: 08 DOB: 04/07/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

[Print Enrollment History](#) [New](#) [New Enrollment History](#)

Edit	Grade	Type	Calendar	Start Date	End Date
✎	9M	S	15-16 Laurel High School	11/01/2015	
Start Status: 04 Transfer from public school in district or state End Status:					
✎	08	P	15-16 Laurel Middle School	08/26/2015	
Start Status: 06 Transfer from an out of state school End Status:					

Mater, Tow
Grade: 08 DOB: 04/07/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	9M	S	15-16 Laurel High School	11/01/2015	
	08	P	15-16 Laurel Middle School	08/26/2015	

General Enrollment Information

Calendar: 15-16 Laurel High School

Schedule (read only): Main

*Grade: 9M

Class Rank Exclude:

*Start Date: 11/01/2015

No Show:

End Date: [Calendar Icon]

End Action: [Dropdown]

*Service Type: S: Partial

*Start Status: 04: Transfer from public school in district or state

Dropout Reason: [Dropdown]

End Status: [Dropdown]

End Comments: [Text Area]

Start Comments: [Text Area]

Mater, Tow
Grade: 08 DOB: 04/07/2000 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers Graduation

Athletics AdHoc Letters Waiver Records Transfer Required Forms Report Comments

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	9M	S	15-16 Laurel High School	11/01/2015	
	08	P	15-16 Laurel Middle School	08/26/2015	

General Enrollment Information

Calendar: 15-16 Laurel Middle School

Schedule (read only): Main

*Grade: 08

Class Rank Exclude:

*Start Date: 08/26/2015

No Show:

End Date: [Calendar Icon]

End Action: [Dropdown]

*Service Type: P: Primary

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

Dropout Reason: [Dropdown]

End Status: [Dropdown]

End Comments: [Text Area]

Start Comments: [Text Area]

For more information, contact the AIM Help Desk at 1-877-464-6681
or opiainhelp@mt.gov.