



# AIM Entry Scenarios and Examples

This guide is designed to provide examples of students entering school and the appropriate enrollment end date and status that should be used in AIM

These scenarios are intended to provide general guidance on how to enter the appropriate start date and status. Many scenarios are not covered here. Please contact the AIM Help Desk at 1-877-424-6681 or email [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) with specific questions.

Scenario	Example	Action
1. Student is enrolling in Kindergarten (KF) or Preschool (PK). Student has never been enrolled in another Montana public school (including public preschool).	Student is age 5 by September 10. Enrolling in KF for the first time.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 01: First time receiving educational services. <b>Note:</b> Students who are not age 5 by September 10 <sup>th</sup> must be enrolled with Board approval or they are not eligible to be counted for ANB purposes.
2. Student is enrolling in Kindergarten. Student was enrolled previously in Pre-K at the same or another Montana district (or from another state).	Student was receiving SPED services as a Pre-K student prior to enrollment in Kindergarten.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 02: Continued enrollment same school, no interruption or 04: Transfer from another public school in district or state (or 06: Transfer from an out of state school) Students attending a private PK program or Head Start should be coded as 01: First time receiving educational services.
3. Student is enrolling in 1 <sup>st</sup> grade. Student was not enrolled in any type of Kindergarten program.	Student did not attend Kindergarten for religious purposes. Student is attending 1 <sup>st</sup> grade as the student's first enrollment into school.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 01: First time receiving educational services.
4. Student was enrolled in the previous year in the same school and is returning this year.	Student is moving from grade 01 to grade 02 in the same school.	<i>Start Date</i> is first day of attendance. <i>Start Status</i> is 02: Continued enrollment, same school, no interruption.

Scenario	Example	Action
5. Student completed the highest grade level at one school in the previous year and is moving to another school in the same district (or school system).	Student is moving from Elementary school to Middle school in the same district, or moving from Middle school (grade 08) to High school (grade 09) in the same school system.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 04: <i>Transfer from public school in district or state.</i>
6. Student was enrolled at one school within the district (or school system) in the previous year and is moving to another this year.	District has two K-6 schools and the student moves from one school to another between grades 04 and 05.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 04: <i>Transfer from public school in district or state.</i>
7. Student was enrolled in a Montana district last year and has moved to a new school in another district (or school system).	Student moves from Helena to Missoula.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 04: <i>Transfer from public school in district or state.</i>
8. Student comes to a Montana public school district from another type of school (private, home school, out-of-state, state funded, etc).	Student moves to Montana district from Colorado.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is the appropriate code reflecting the transfer (in this example 06: <i>Transfer from an out of state school</i> ).
9. Student completed previous year in grades PK-5, but did not appear in the new school year.	Student finished the previous school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received.	<b>DO NOT CREATE</b> a new enrollment record for the new school year (only create new enrollment records for students who attend one or more days of class in the new year.) Modify <i>End Status</i> for the student's previous year's enrollment record to 260: <i>Unknown (grades PK-6)</i> . <b>Should delete any previously created enrollment in the new year.</b> <b>DO NOT CHECK THE NO SHOW BOX</b>
10. Student completed previous year in grades 6-11, but did not appear in the new school year.	Student finished the previous school year with the intent of re-entry in the fall, but the student does not show, and no request for records is received (and student is considered to be a dropout.)	<i>Start and End Date</i> is the first day of school. <i>Start Status</i> is 02: <i>Continued enrollment, same school, no interruption, with a 300 End Status and appropriate Dropout Reason.</i> <b>DO NOT CHECK THE NO SHOW BOX</b>

Scenario	Example	Action
<p>11. Student completed the previous year in 6-11, but a records request is received from another school over the summer or at the start of school (student will not attend in New Year.)</p>	<p>Student moves from a Montana school to another school out of state.</p>	<p><b>DO NOT CREATE</b> a new enrollment record for the new school year (only create new enrollment records for 7-12 students who attend one or more days of class in the new year, unless the student doesn't show – <i>see above</i>). Modify the <i>End Status</i> for the student's previous year's enrollment record to reflect the student's transfer. (In this example <i>180: Transfer to a school out of state</i>)</p>
<p>12. Student completed the previous year, was in grade 12, but did not graduate or complete graduation requirements prior the beginning of the school year.</p>	<p>Student returns in the New Year and needs to attend High School for another year to complete graduation requirements</p>	<p><i>Start Date</i> is the first day of attendance. <i>Start Status</i> is <i>02: Continued enrollment, same school, no interruption</i>. If the student is NOT continuing with educational services, the <i>Start and End Dates</i> are the first day of school with a <i>300 End Status</i> and appropriate <i>Dropout Reason</i>.</p>
<p>13. Student was in grade 12 last year, but did not graduate. Graduation requirements were met over the summer (prior to the start of the school year).</p>	<p>Student attended and completed summer school to earn credits toward graduation. All of the graduation requirements were met prior to the first day of school.</p>	<p>No new enrollment record is created for the new school year (only create new enrollment records for students who attend one or more days of class in the new year, unless the student is a no-show – <i>see above</i>). Modify the <i>End Status</i> for the student's previous year's enrollment record to reflect the student's graduation (enter <i>Diploma Date</i>, <i>Diploma Type</i> and <i>Diploma Period</i> on the <b>Graduation</b> tab).</p>

Scenario	Example	Action
14. Student re-enrolls into a school after a period of absence from school.	11 <sup>th</sup> grade student left school in April, returns to school in September.	<p><i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 03: <i>Re-entry to the same school after withdrawal</i> (only use this code if a student was not enrolled in any other type of school during absence). Change the student's previous year's dropout enrollment record <i>End Status</i> to 295: <i>Dropped out, subsequent re-enrollment</i> and remove the <i>Dropout Reason</i> – that student is no longer counted as a dropout in that district.</p> <p><b>NOTE:</b> Students who leave during the year must re-enroll prior to the October Count Date of the following year to lose their dropout status.</p>
15. The OPI notifies a district (or school system) that a student marked as a dropout has returned to school in another district	11 <sup>th</sup> grade student leaves school for a period of time before re-enrolling into a different school.	<p>Change the student's dropout enrollment record <i>End Status</i> to 295: <i>Dropped out, subsequent re-enrollment</i> and remove the <i>Dropout Reason</i> – that student is no longer counted as a dropout in that district.</p> <p><b>NOTE:</b> Students who leave during the year must re-enroll prior to the October Count Date of the following year to lose their dropout status.</p>
16. Student comes to a district from a treatment facility (other than Yellowstone Boys/Girls Ranch grades K-8 or a MT State Funded school) – was not previously enrolled in this district.	Student was at Helena Public Schools, transfers to Shodair Children's Hospital, then enrolls at MT City Schools.	<p><i>Start Date</i> is the first day of school of attendance. <i>Start Status</i> is 08: <i>Transfer from a private school in state</i>.</p>
17. Student returns to school from treatment at Yellowstone Boys/Girls Ranch, grades K-8.	Student receives treatment at Yellowstone Boys/Girls Ranch, grades K-8, then returns to public school.	<p><i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 04: <i>Transfer from public school in district or state</i>.</p>

Scenario	Example	Action
18. Student returns to school from a MT State Funded school.	Student returns to public school from Riverside Youth Correctional Facility.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 10: Transfer from a MT state-funded school.
19. Student returns to school from a non-accredited alternative program.	Student attends Job Corps then returns to school.	<i>Start date</i> is the first day of attendance. <i>Start Status</i> is 03: Re-entry to same school after withdrawal. Change the student's previous dropout enrollment record <i>End Status</i> to 295: Dropped out, subsequent re-enrollment and remove the <i>Dropout Reason</i> (if the student left for the alternative program prior to the last day of school, the student must re-enroll prior to the October Count Date of the following year to lose their dropout status).
20. Student returns to school from Montana Youth Challenge Academy.	Student attends Montana Youth Challenge then returns to school.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 20: Transfer from Montana Youth Challenge.
21. Student enrolls in public school district for the purposes of taking Montana Digital Academy Courses – student is enrolled in another type of school (private/home school).	Student is home schooled. Student enrolls in district for three MTDA courses.	<i>Start Date</i> is the start date for MTDA courses. <i>Service Type</i> is S: Partial. <i>Start Status</i> reflects the student's primary enrollment (in this example, 09: Transfer from home school in state).
22. Student comes to a school and their parent/guardian is military connected.	Student's parent/guardian is active duty military and has been transferred from a base in Germany where the student attended school or was home schooled.	<i>Start Date</i> is the first day of attendance. <i>Start Status</i> is 80: Military Connected Transfer from a school out of the country.