

# **MPDG**

# **AIM User Guide**

**For**  
**Montana Preschool Development Grant**  
**(MPDG)**  
**~ Head Start Grantees ~**

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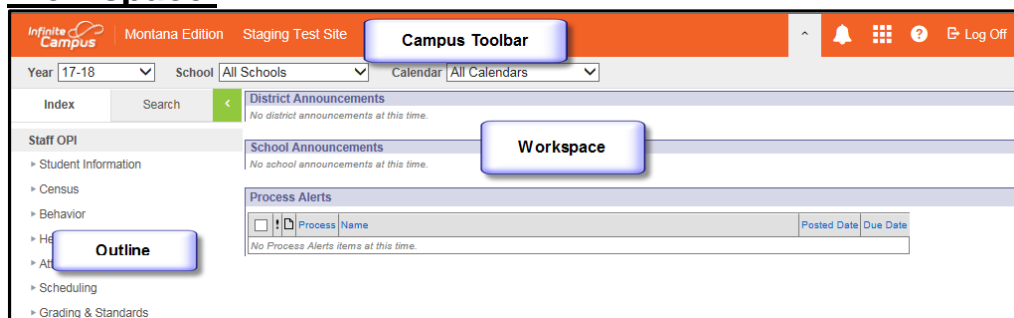
## NAVIGATION BASICS

AIM MT Edition of Infinite Campus is a web-based application. A secure user name and password are required to log-in and use the system. The user name and password are supplied and maintained by your District's System Administrator.

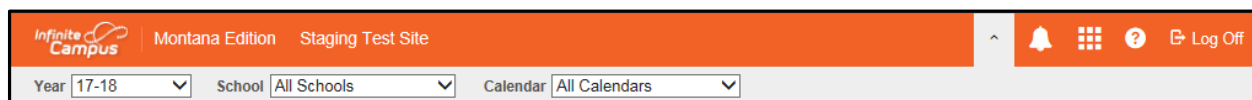
To access the AIM MT Edition:

1. Open a web browser
2. Enter the district's URL
3. Enter the user name and password

After you get logged in, the screen area in the Infinite Campus application is divided into three parts, the **Campus Toolbar**, the **Outline** and the **Workspace**.

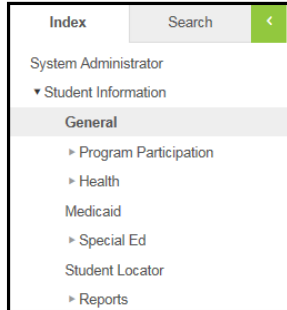


## **CAMPUS TOOLBAR**



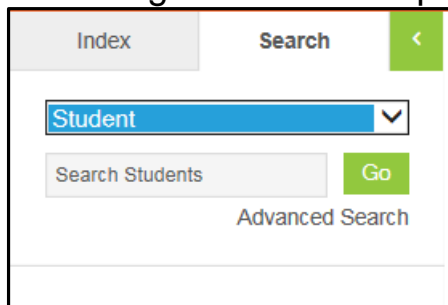
The Campus Toolbar is the area that defines the Year and Calendar. To find a child, the correct Year and Calendar must be selected. The tools on the far right end of the toolbar provide quick access to hide or see calendars, to switch between applications or go to Campus Community, to get or search for help and to log off.

# OUTLINE



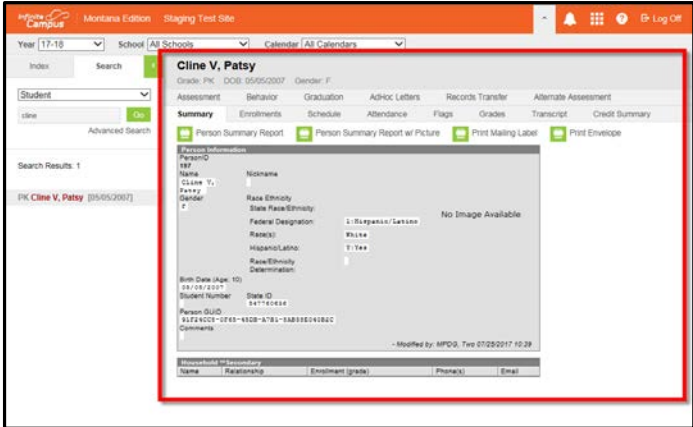
The Outline is composed of two tabs: Index and Search. The Index tab is divided into modules. Modules are groups of similar tools. The Student Information module, for example, contains tools that help find information about children (General, Student Locator, Reports). To expand any module, click on the arrow (▶) sign. To select a tool, click on the tool name.

The Search tab allows the user to search for different types of information in Campus. The types of searches available to a user depend on the rights given by the System Administrator. To search, select a search type from the drop-down list and enter search criteria in the box. See page 17 for further details on searching in Infinite Campus.



# WORKSPACE

The Workspace contains the specific record or tool that is being used.



# CREATING ENROLLMENTS

All children who attend preschool in an MPDG funded program are to be enrolled in AIM/Infinite Campus. Children attending an MPDG classroom are to be enrolled into the corresponding MPDG Calendar. Each MPDG classroom should have its own calendar. There may more than one MPDG classroom/calendar. All Pre-K children attending non-MPDG classes will be enrolled into the non-MPDG calendar. There will be only one non-MPDG calendar. Calendar names follow a naming convention which includes the school year, school, and classroom identifier. Here are examples of the different calendar names:

- MPDG Calendars: 17-18 CMHS1 MPDG  
17-18 CMHS2 MPDG
- Non-MPDG Calendar: 17-18 CMHS non-MPDG

# STUDENT LOCATOR

*Path: Index/Student Information/Student Locator*

The screenshot shows the 'Student Locator' web application. At the top, there is a blue header with the text 'Student Locator'. Below the header, there is a section titled 'Student Search' with a small paragraph of instructions: 'Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. To create a new student, click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new student.' Below this text are several input fields: 'Last Name', 'First Name', 'Gender' (a dropdown menu), 'Birth Date' (with a calendar icon), 'Middle Name', 'SSN #' (with three separate boxes for digits and dashes), and 'State ID'. A 'Search-->' button is located below these fields. To the right of the search fields is a large table with a header row containing the following columns: 'Name', 'State ID', 'Gender', 'Birth Date', and '%'. The table body is currently empty. At the bottom of the page, there is a 'Create New Student >' button.

The Student Locator is the preferred method for enrolling new children into AIM MT Edition. The Student Locator searches the state database for children previously enrolled in a Montana school district. Using the Student Locator decreases the chances of creating a duplicate State Student ID.

The child's Last Name, First Name and Gender are required for a search. A child should always be entered with their legal name. If a child has been previously enrolled in a Montana school district, but a match is not generated, try commonly used last names, nicknames, switch first and last names, or vary the gender. If a match is still not generated, contact the OPI AIM Staff for assistance (1-877-4AIMMT1 or 1-877-424-6681).

Tips for Success:

- No periods on Jr and Sr suffixes.
- If the first name is two names (e.g., Mary Ann) try the combined name as well as the first name only under first name.

If a match is generated, verify the child's birthdate. Hovering over the child's name will show their last enrollment and grade level. If those match the enrolling child, click on the child's name. From the Student Information screen use the Direct Entry Method (page 9) to create a new enrollment.

**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 order to search. The user must or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new per

Last Name:       Name      State ID      Gender      Birth Date      %  
 First Name:             657371011      M      06/17/2001      100  
 Gender:         
 Birth Date:         
 Middle Name:         
 SSN #:  -  -         
 State ID:      

Locally Enrolled Student, shortcut to their local records  
 Last Enrolled: (08/29/2013-) in grade 07 Cascade Public  
 Schools 13-14 Cascade 7-8  
 Guardian Names:


If the child has not been previously enrolled in a Montana school district, click Create New Student. A message will pop up, warning the user that this process will create a new State Student ID. Click OK.

**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 order to search. The user must enter the State ID or click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new person.

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

**Message from webpage**

 **WARNING:** This process will create a new State ID for the student in the MT state system. This should ONLY be used if the student has NEVER been enrolled in MT. Continue?

1. Person Info: *Optional* - Enter the Student Number (local ID). If this is a new student, the State ID will populate when the record is saved.

**Person Info**

Student Number:        Generate Number

State ID:

2. Identity Info: Enter the required information (red font, marked with a red asterisk (\*)).

**Identity Info**

\*Last Name: Bradbury    \*First Name: Ray    Middle Name:    Suffix:   
 \*Gender: Male    \*Birth Date: 10/10/1996    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 Determination:

3. Enrollment Detail. Enter the child's:  
 Start Date: First day in attendance.  
 Start Status: 01 or 04 (usually)  
 Grade: PK  
 Service Type: P: Primary

**Enrollment Detail**

\*Calendar: 17-18 CMHS1    \*Schedule: Main    \*Grade: PK    Class Rank Exclude:     External LMS Exclude:

\*Start Date: 08/31/2017    No Show:     End Date:    End Action:    \*Service Type: P: Primary

\*Start Status: 01: First time receiving educational services    End Status:   
 Dropout Reason:   
 Start Comments:   
 End Comments:

Click Save.



# DIRECT ENTRY METHOD FOR PREVIOUSLY ENROLLED CHILDREN

*Path: Index/Student Information/General*

Children who were previously enrolled in a school of the district can be enrolled in the next year by creating a new enrollment.

After pulling up a student's General Information screen (click on the Search tab, enter the last name and click Go):

- Enrollments tab.
- Select the Year and select a School in the Calendar bar.
- Click New.
- Enter the *Start Date*, *Start Status*, *Grade Level*, *Service Type* and *Comments* (if applicable).
- Click Save.
- If the child is transferring in from another district in the state of Montana, a records request will have to be initiated:
  - Click on the Records Transfer Tab, then select New State Transfer Request. (see page 13).

## REQUIRED ENROLLMENT INFORMATION

*Path: Index/Student Information/General/Enrollments*

The child's enrollment contains much of the information needed for state and federal reporting. Once a child is enrolled, this information will need to be entered into their enrollment.

After pulling up a child's General Information screen (Search tab, enter last name, click Go), click the Enrollments tab. Click on the first line of the current year's enrollment.

The screenshot shows a software interface for a student named Sky, Luke. At the top, the student's name is displayed in a grey header. Below the name, the student's details are shown: Grade: PK, DOB: 02/28/2011, Gender: M. A navigation bar contains several tabs: Assessment, Behavior, Graduation, AdHoc Letters, Records Transfer, Summary, Enrollments (which is the active tab), Schedule, Attendance, Flags, and Grades. Below the navigation bar, there are three buttons: Print Enrollment History, New, and New Enrollment History. The main area is titled 'Enrollment Editor' and contains a table with columns for Edit, Grade, Type, Calendar, Start Date, and End Date. The first row of the table is highlighted in blue and contains the following data: PK, P, 17-18 CMHS1, and 08/31/2017. Below the table, there are two lines of text: 'Start Status: 01 First time receiving educational services' and 'End Status:'. A mouse cursor is pointing at the first row of the table.

Edit	Grade	Type	Calendar	Start Date	End Date
	PK	P	17-18 CMHS1	08/31/2017	

Start Status: 01 First time receiving educational services  
End Status:

This opens up the General Enrollment Information screen. The data elements noted below are required to be entered on each enrollment. All other data elements on the enrollment should be left blank.

**Cline V, Patsy**  
Grade: PK DOB: 05/05/2007 Gender: F

Assessment Behavior Graduation AdHoc Letters Records Transfer Alternate Assessment

Summary **Enrollments** Schedule Attendance Flags Grades Transcript Credit Summary

Save Delete Print Enrollment History New New Enrollment History

**General Enrollment Information**

Calendar: 17-18 CMHS MPDG 4  
Schedule (read only): Main  
Grade: PK  
Class Rank Exclude:   
External LMS Exclude:

\*Start Date: 09/04/2017 No Show:  End Date: 11/17/2017  
End Action:  \*Service Type: P: Primary

\*Start Status: 140: Military Connected: Transfer from public school in district or state  
End Status: 145: Military Connected: Transfer to public school in another district in MT  
Dropout Reason:

Start Comments: Golden-voiced country singer.  
End Comments:

**Future Enrollment**

Next Calendar:  Next Schedule Structure:  Next Grade:

**State Reporting Fields**

State Exclude:  Serving District:  Residency:

**Military Connected Status**  
Student is a dependent of a member of:  
02: Active Duty National Guard

**Attendance and Enrollment Information (auto-calculated read-only)**

**Fall Attendance Count**  
Fall Aggregate Hours of Inst: F: 720 + hours  
Fall Absent: 0.000  
Exclude Fall ANB - 10 Day Rule:

**Spring Attendance Count**  
Spring Aggregate Hours of Inst: F: 720 + hours

**Test Window Attendance Count**  
Testing Aggregate Hours of Inst: F: 720 + hours  
Test Window: 0.000  
ADA - #Days Present: 0  
ADA - #Days Enrolled: 0  
10+ days unexcused absences 1st sem:   
10+ days unexcused absences 2nd sem:

**Title I - Other**

Title I Part A Neglected:  Title I Part D Delinquent:

**Other Program Participation**

Receives Supplemental Educ Svcs (SES):   
Migrant:  Immigrant:  Date Immigrant Entered US School:   
21st Century Participant:  Foreign Exchange:   
Homeless:  Homeless Nighttime Residence: 02: Doubled-up (Living with another family)  
Section 504:  Income Eligible MT PreK Dev Grant: 08/31/2017

**Optional**

Sort By:

**CTE Concentrator**

**Special Ed Fields**

Special Ed Status: N: No  
Special Ed Setting: 23: Reg/Comp-0-10hrs/wk rving svcs IN ECSETTING  
Primary Disability: OH: Other Health Impairment

Exit Date:  Exit Reason:

**Callout Boxes:**

- If student is Military Connected, select the appropriate Status and go back up to the Start Status and/or End Status to select the appropriate Military Connected codes there.
- Fall, Spring and Test Window Aggregate Hours should all be set to "F: 720+hours"
- If student is Homeless, check the Homeless box and select a Homeless Nighttime Residence.
- If student is an Immigrant, check the Immigrant box and enter Date Immigrant First Entered US School.
- Enter Date Income Eligible for MT PreKDev Grant. This can match the Start Date above. NOTE: Not all students will have this date entered, as not every student in the MPDG classroom must be income eligible. Leave this blank for all non-MPDG calendar enrollments.
- Special Ed Status: Yes (only if known)  
Special Ed Setting:  
> 23 If services provided onsite  
> 24 If services provided offsite.  
Primary Disability: Only if known.  
Exit Date and Exit Reason: Leave blank.

## ENROLLMENT START AND END STATUS CODES

*Path: Index/Student Information/General/Enrollments*

The child's Start and End Status codes are a reflection of where the child came from and where the child is going. For State reporting purposes, it is important that these codes be as accurate as possible.

**Cline V, Patsy**  
 Grade: PK DOB: 05/05/2007 Gender: F

Assessment Behavior Graduation AdHoc Letters Records Transfer Alternate Assessment

Summary **Enrollments** Schedule Attendance Flags Grades Transcript Credit Summary

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	PK	P	17-18 CMHS MPDG 4	09/04/2017	09/08/2017

**General Enrollment Information**

Calendar: 17-18 CMHS MPDG 4 Schedule (read only): Main \*Grade: PK Class Rank Exclude:  External LMS Exclude:

\*Start Date: 09/04/2017 No Show:  End Date: 11/17/2017 End Action: \*Service Type: P: Primary

\*Start Status: 40: Military Connected: Transfer from public school in district or state End Status: 145: Military Connected: Transfer to public school in another district in MT

Dropout Reason: End Comments:

Future Enrollment

## Start Status Codes:

- 01: First time receiving educational services
- 02: Continued enrollment same school, no interruption
- 03: Re-entry to the same school after withdrawal
- 04: Transfer from public school in district or state
- 05: Transfer from public schl under NCLB schl choice
- 06: Transfer from an out of state school
- 07: Transfer from a school from out of the country
- 08: Transfer from a private school within the state
- 09: Transfer from home school within the state
- 10: Transfer from a MT state-funded school
- 20: Transfer from Montana Youth Challenge
- 40: Military Connected: Transfer from public school in district or state
- 60: Military Connected: Transfer from an out of state school
- 80: Military Connected: Transfer from a school out of the country

## End Status Codes:

- 100: End of year, returning to same school next year
- 105: Change in grade level during regular school year
- 110: Promoted to another school in the same district
- 120: Transfer to a public school in the same district
- 130: Transfer to public schl under NCLB schl choice
- 140: Transfer to public schl in another district in MT
- 145: Military Connected: Transfer to public school in another district in MT
- 150: Transfer to a MT state-funded school
- 155: Military Connected: Transfer to a school out of the country
- 160: Transfer to a private school in the state
- 170: Transfer to a home school in the state
- 175: Transfer to Montana Youth Challenge
- 180: Transfer to a school out of state
- 185: Military Connected: Transfer to a school out of state
- 190: Transfer out of the country
- 210: Medical care or treatment, eligible to return
- 220: Enrolled in a foreign exchange program
- 230: Enrolled in an early admissions college program
- 240: Withdrawn, under age for compulsory school att
- 250: Expelled, eligible to return
- 260: Unknown (grades PK-8)
- 295: Dropped out, subsequent re-enrollment
- 300: Withdrew for personal or academic reasons
- 310: Exceeded age requirement set by district policy
- 320: Removed or Expelled, without option to return
- 330: Withdrew to enroll in non-diploma program
- 340: Unknown
- 400: Graduated
- 500: Student died

See [Appendix A](#) for definitions of Enrollment Start Status codes.  
See [Appendix B](#) for definitions of Enrollment End Status codes.

## SERVICE TYPE

*Path: Index/Student Information/General/Enrollments*

The Service Type is a partial indicator of a child's enrollment status. There are three choices for Service Type:

1. **P: Primary** – the Primary Service Type indicates that the child is primarily enrolled in this school or district for educational services.
2. **S: Partial** – the Partial Service Type indicates that the child is enrolled primarily at another school or district, but receives some educational services from this school or district. (e.g., a home school child who takes a math class at the local high school or an 8<sup>th</sup> grade student with a primary enrollment at the middle school but taking a math class at the high school).
3. **N: Special Ed Services** – the Special Ed Services Service Type indicates that the only services a child receives from the school or district is Special Education services. This Service Type applies to children who receive their educational services from another type of school (e.g., home school or private school), but comes to the school or district for Special Education services. This Service Type applies most often to Pre-Kindergarten children who receive Special Education services (including speech).

A child may have a Primary enrollment at one school and a Secondary or Special Ed enrollment in another. However, a child can **never** have two primary enrollments with overlapping dates.

# LEGAL NAMES/NAME CHANGES

Path: Index/Census/People/Identities

The screenshot shows the 'Identities' tab for a child named Bell, Alexander G. The interface includes a table of identities and a form for identity information.

Identity	Current	Effective Date	Birth Date	District
Bell, Alexander G	X	08/11/2014	10/10/1996	Phillipsburg K-12 Schools

Identity Information

Person ID: 580

\*Last Name: Bell

\*First Name: Alexandre

Middle Name: Graham

Suffix: [Dropdown]

\*Gender: Male

\*Birth Date (Age: 17): 10/10/1996

Soc Sec Number: [Input]

Race/Ethnicity (Edit):

State Race/Ethnicity:

Federal Designation: 3:Asian

The AIM system is designed so that each child has only one State Student ID that stays with a child from the first enrollment into public school through graduation from high school. To prevent duplication, it is highly recommended that legal names are used in AIM. The AIM system allows multiple identities to be attached to a single State Student ID, to accommodate necessary legal name changes.

Simple corrections of typographic errors in the child's name or changes to the child's birthdate, race/ethnicity, and gender should be made on the Demographics tab.

However, if a child's legal name changed or if the child was entered with a name that is not the legal name, create a new identity on the Identities tab.

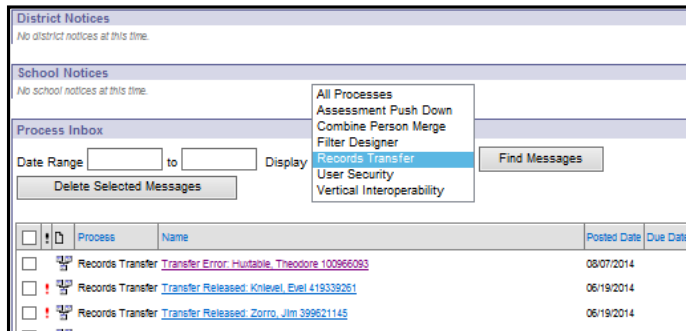
On the Identities tab, click New. Change the child's name. Click Save. The child's records will be attached to this name with a historical tie to the previous name.

## RECORDS TRANSFER

The Records Transfer tool in the AIM MT Edition is used mainly to facilitate the transfer of Special Education records. The Records Transfer tool can also be used to reconcile enrollment overlaps and provide child transfer information such as LEP data.

When a child that is new to the district is enrolled using the Student Locator, the Records Transfer Wizard opens automatically to generate a request immediately. If a child is enrolled using the direct entry method, the administrator must manually generate a Records Transfer request. The next sections explain how to enter a manual Records Transfer request and view the status of all requests.

## PROCESS INBOX



The Process Inbox allows a user to view the status of each Records Transfer request made through AIM.

The Process Inbox is located on the user's main page. To access the Process Inbox, click on the user's name on the Index tab. Use the pull-down menu to select Records Transfer. Click Find Messages.

The list shows the current status of all records transfer requests. Click a message to open the record and view details. Details look like this:

The screenshot shows the 'Student Records Transfer' details page. It features a blue header with the title 'Student Records Transfer'. Below the header, there is a section for 'Records Release' with a descriptive sentence. The main content is titled 'Records Transfer Zorro, Jim #' and is organized into several sections: 'Student' information (Last Name, Gender, Grade, First Name, Birthdate, School, Middle Name, SSN, Start Date), 'Enrollment Type' (Primary), 'Requesting District & User' (District, Request Date, Name, Work Phone, Username, Email, Comments), and 'Releasing District & User' (District, Release Date, Name, Work Phone, Username, Email, Comments).

Student					
Last Name	Zorro	First Name	Jim	Middle Name	
Gender	M	Birthdate	01/01/2000	SSN	
Grade	05	School	12-13 Cascade School	Start Date	01/24/2013

Enrollment Type: Primary

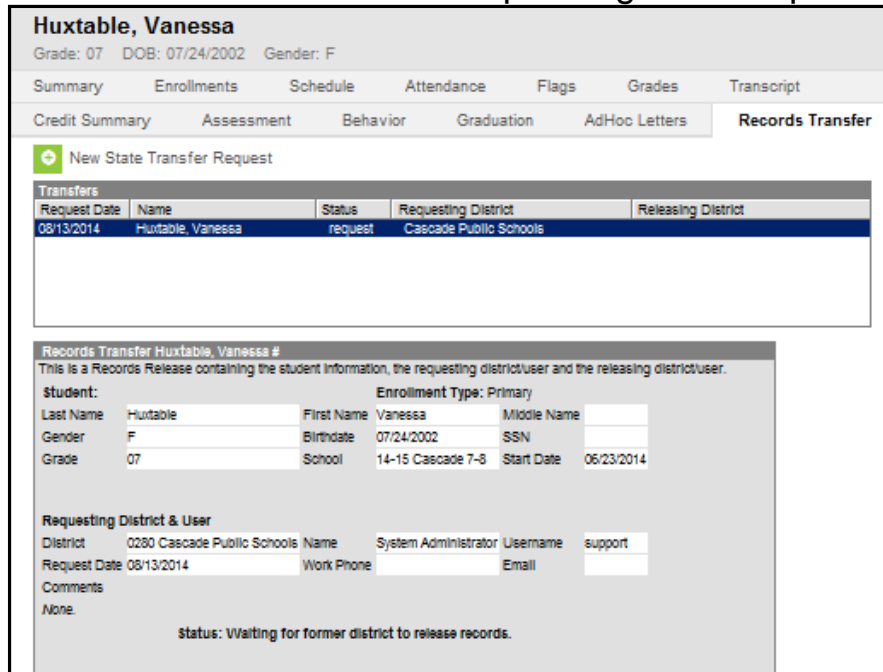
Requesting District & User					
District	0280 Cascade Public Schools	Name	System Administrator	Username	support
Request Date	06/18/2014	Work Phone		Email	
Comments	None.				

Releasing District & User					
District	0556 Phillipsburg K-12 Schools	Name	System Administrator	Username	support
Release Date	06/19/2014	Work Phone		Email	
Comments	None.				

# RECORDS TRANSFER TAB

Path: Search/Student/(enter child name and click Go)/Records Transfer

On the enrollment record for a particular child, the Records Transfer tab contains information about all pending and completed transfer requests.



**Huxtable, Vanessa**  
Grade: 07 DOB: 07/24/2002 Gender: F

Summary Enrollments Schedule Attendance Flags Grades Transcript  
Credit Summary Assessment Behavior Graduation AdHoc Letters **Records Transfer**

+ New State Transfer Request

Request Date	Name	Status	Requesting District	Releasing District
08/13/2014	Huxtable, Vanessa	request	Cascade Public Schools	

**Records Transfer Huxtable, Vanessa #**  
This is a Records Release containing the student information, the requesting district/user and the releasing district/user.

**Student:** Enrollment Type: Primary

Last Name	Huxtable	First Name	Vanessa	Middle Name	
Gender	F	Birthdate	07/24/2002	SSN	
Grade	07	School	14-15 Cascade 7-8	Start Date	06/23/2014

**Requesting District & User**

District	0280 Cascade Public Schools	Name	System Administrator	Username	support
Request Date	08/13/2014	Work Phone		Email	

Comments  
None.

**status:** Waiting for former district to release records.

The Transfers section shows the Request Date, the child's name, Status, Requesting District and Releasing District. Open the record by clicking on the child's name. The detail screen is shown below.

To manually request records from a child's former district, click New State Transfer Request.

**NOTE:** When a child who has never been enrolled in the district is entered using the Student Locator, this step is not necessary as a records request will be sent automatically. If the child was previously enrolled in the district at any time, the screen will not automatically produce a records request, so it must be manually entered.

# PROCESSING REQUESTS

## Transfer into a District - Entering a Records Transfer Request

If the child is enrolled using the direct entry method - OR - if the child was entered using the Student Locator but was previously enrolled in the district at some time in the past, the district must manually enter a records request.

To enter a manual records request, enter the Year and School. From the Search tab, enter the child's last name and click Go. The child's enrollment record opens. Click the Records Transfer tab and click New State Transfer Request.

**Banks, Tyra**  
Grade: 08 DOB: 05/13/1998 Gender: F

Summary Enrollments Schedule Attendance Flags Grades Transcript  
Credit Summary Assessment Behavior Graduation AdHoc Letters **Records Transfer**

New State Transfer Request

Request Date	Name	Status	Requesting District	Releasing District
--------------	------	--------	---------------------	--------------------

**Records Transfer Banks, Tyra #**  
Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

Student: Enrollment Type: Primary

Last Name	Banks	First Name	Tyra	Middle Name	
Gender	F	Birthdate	05/13/1998	SSN	
Grade	08	School	14-15 Cascade 7-8	Start Date	08/25/2014

**Requesting District & User**

District	0280 Cascade Public Schools	Name	System Administrator	Username	support
Request Date	08/13/2014	Work Phone		Email	

Comments

Click Submit Request to initiate a transfer request. The status of a request can be verified on the Process Inbox or in the Records Transfer tab of the child's record.



**Student Records Transfer**

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

---

**Records Transfer Knlevel, Evel #**

**Student:** Enrollment Type: Primary

Last Name	Knlevel	First Name	Evel	Middle Name	
Gender	M	Birthdate	09/09/2003	SSN	
Grade	09	School	13-14 Cascade High School	Start Date	01/13/2014

**Requesting District & User**

District	0280 Cascade Public Schools	Name	System Administrator	Username	support
Request Date	01/13/2014	Work Phone		Email	

Comments  
None.

**Releasing District & User**

District	0556 Phillipsburg K-12 Schools	Name	System Administrator	Username	support
Release Date	01/13/2014	Work Phone		Email	

Comments  
None.

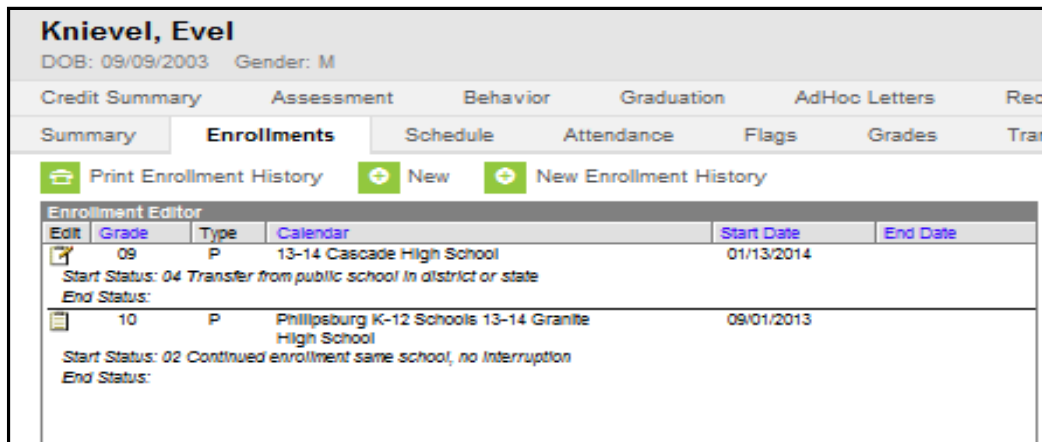
**Status: Records released.**

Transfer Documents		Data imports
<a href="#">Transcript</a>	<a href="#">IEP</a>	<a href="#">Transcript import Wizard</a>
<a href="#">Census Contact Summary</a>	<a href="#">MT Supplemental</a>	<a href="#">Extended Census import Wizard</a>
<a href="#">Extended Census Summary</a>	<a href="#">Special Ed Evaluation</a>	<a href="#">Enrollment History import Wizard</a>
<a href="#">Enrollment History</a>	<a href="#">IEP Documents</a>	<a href="#">Assessment import Wizard</a>
<a href="#">Schedule</a>	<a href="#">PLP</a>	<a href="#">Immunization import Wizard</a>
<a href="#">Attendance Period Detail</a>	<a href="#">PLP Documents</a>	<a href="#">Health Condition import Wizard</a>
<a href="#">Assessment Summary</a>	<a href="#">LEP</a>	<a href="#">Health Screening import Wizard</a>
<a href="#">Behavior Summary</a>	<a href="#">LEP Services</a>	<a href="#">IEP import Wizard</a>
<a href="#">Health Condition Summary</a>	<a href="#">LEP Accommodations</a>	<a href="#">MT Supplemental Documents import Wizard</a>
<a href="#">Health Screening Summary</a>		<a href="#">Special Ed Evaluation import Wizard</a>
<a href="#">Health Immunization Summary</a>		<a href="#">Special Ed Documents import Wizard</a>
		<a href="#">PLP import Wizard</a>
		<a href="#">PLP Documents import Wizard</a>
		<a href="#">LEP import Wizard</a>

AIM processes the request and gathers records from the previous school district. Once the record has been processed by the former district, a "Transfer Released" message will appear in the Process Inbox or on the child's Records Transfer tab. Click on the child's name. A list of available documents and imports will be listed below the transfer information.

Transfer Documents are PDF records that can be printed and added to a child's paper file. Data Imports are wizards that import data directly into the district's AIM MT Edition database.

To open a document or activate a wizard, click on the link. Documents that are not available for import will be listed in strikethrough text.

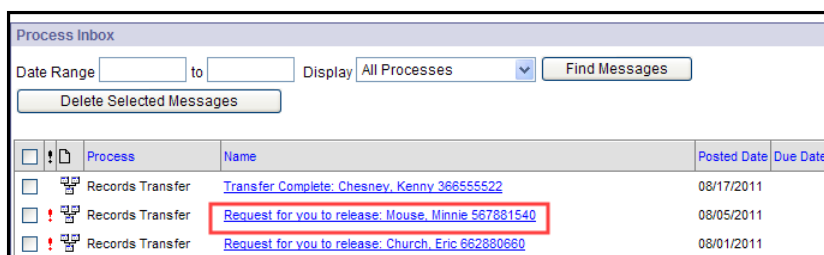


To import a child's enrollment history, click the Data Import called Enrollment History Import Wizard. The Wizard will display the child's enrollment history in the releasing district. Click Save to import the data. The enrollment history record will now display in the new district's database.

## Transfer out of District

When a child transfers out of the district, a transfer message will be generated by the new district when they enroll the child. (Using the Student Locator, the message was generated automatically; using the direct entry method, the district must have entered a transfer request manually.)

The message "Request for you to release:" will appear in the Process Inbox (or click on the child's Records Transfer tab). Click on the underlined link to open the request.



There are three options on the Student Records Transfer.

1. **Release records** – an acknowledgement that this child has left the district and enrolled into the receiving district. The records in the database will transfer to the new school.

2. **Reject Request** – this should only be used if the child has not actually left the district or if there is a legal reason to withhold the records. In the case of common names, the new district may have accidentally enrolled the wrong child. Please call the receiving district or the OPI AIM Staff to resolve the overlap.
3. **Ignore Request** – this should never be used. If there is not time to process the request, click on another module or tool in the application and come back to it later. The request may contain important information that the receiving district needs for the child.

## END DATES AND OVERLAPS

**Student Records Transfer**

**Release or Reject a Request for Transfer Records**  
 An external district is requesting the release of your district's records of a student. The request has come in through the Infinite Records Exchange and so the student is now in your district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment overlaps.

Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request has been authenticated and authorized to make the request. You may accept or reject this request, but you are encouraged to call the requesting district to verify the user's identity.

---

**Records Transfer Church, Eric #**

<b>Student:</b>		<b>Enrollment Type:</b> Primary	
Last Name	Church	First Name	Eric
Gender	M	Birthdate	07/24/2002
Grade	04	School	11-12 Cascade School 2
		Start Date	08/31/2011
		Overlap Edit (08/31/2011-06/30/2012) 11-12 Philipsburg School Grade: 04	

**Requesting District & User**

District	0280 Cascade Public Schools	Name	System Administrator	Username	admin1
Request Date	08/01/2011	Work Phone		Email	
Comments	None.				

**Releasing District & User**

District	0556 Philipsburg K-12 Schools	Name	System Administrator	Username	admin1
Release Date	08/17/2011	Work Phone		Email	
Comments					

The Records Transfer tool can aid in reconciling enrollment overlaps. When a child transfers to a new district, the transfer request shows the child's Start Date in the new district. If there is an overlap in enrollment, the Records Transfer request will appear with a warning.

Click Edit to return to the Enrollments tab and correct the error. Once the enrollment overlap has been fixed, return to the Process Inbox or Records Transfer tab and complete the records transfer.

The End Date for a child should always be the last date the child was in attendance at a school, not the date the records request is received. If a child leaves without notice a school may carry the child according to district policy. Once the child has been located (either receives a Records

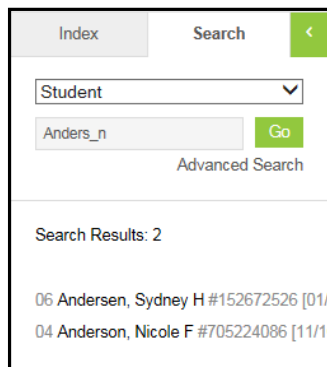
Transfer request in AIM, a records request from the receiving district, notice from OPI, the parent or another reliable source), enter the End Date as of the last day of actual attendance (if the district has already ended the child's enrollment according to district policy, the End Date may need to be changed to reflect the child's last day of actual attendance).

## **SEARCHING IN CAMPUS**

There are two levels of search in Infinite Campus, the basic and advanced search.

### **BASIC SEARCH**

The basic search is used for finding data that already exists in your district/school with limited or open criteria. To use a basic search, click on the Search tab in the Outline. Select the specific data type and enter the criteria in the search box (last name, first name). Click Go.



The screenshot shows the search interface in Infinite Campus. At the top, there are two tabs: 'Index' and 'Search', with a green arrow pointing left. Below the tabs is a dropdown menu with 'Student' selected. Underneath is a search box containing the text 'Anders\_n' and a green 'Go' button. Below the search box is a link for 'Advanced Search'. The search results section shows 'Search Results: 2' and lists two results: '06 Andersen, Sydney H #152672526 [01/11/11]' and '04 Anderson, Nicole F #705224086 [11/11/11]'. The results are truncated on the right side.

Wildcard searches can also be combined with a basic search.

The underscore ( ) replaces one character. For example, when searching for Anderson/Andersen, use the \_ to replace the o/e: Anders\_n. The search will return matches for both Anderson and Andersen.

Index Search <

Student

b%, k% Go

Advanced Search

Search Results: 3

11 Bancroft, Kirsten B #726771620 [08/11

12 Bouldin, Kymberlee M #610753455 [04

12 Brabender, Kyra M #343950190 [03/07

The percentage symbol (%) replaces multiple characters. It can be used for all - % alone, for after – b% returns all names whose last name begins with b, or for between b%n returns all names that begin with b and end with n. Searching with just a % symbol (or no entry) will return all results.

## ADVANCED SEARCH

Index Search <

Student

b%, k% Go

Advanced Search

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is cannot be applied to a Census Person Search). You may search school-wide.

**Student Search**

Last Name

First Name

Student Number

SSN

Grade

Birth Date

Gender

StateID

Person ID

Locker Number

**Special Ed**

Status

Setting

Disability

Search

**Saved Filter**

- Fall Absences
- State Published

The advanced search combines a variety of data pieces to yield a more specific search result. To use the advanced search, click on the Search tab in the Outline, then click Advanced Search.

In addition to the Student Search filters there is a Saved Filter window which displays saved searches drawn from the AD Hoc Filter tool and “State Published” reports created by OPI.

**Note:** Each AIM user can create their own Ad Hoc filters so the items displayed in the Saved Filter window will likely vary from one user to another.

## **OPI AIM HELPDESK**

For further assistance, contact the AIM Help Desk:

- » 1-877-424-6681 – Option 1
- » 406-444-3800 – Option 1
- » Email [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov)