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**Quick Reference Guide:**

# **Program Participation Data Verification**

*This guide explains 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 and Verification*
- *Race/Ethnicity*
- *Job Corp, Youth ChalleNGe, MT Digital Academy*
- *Special Education*
- *FRAM*



Data Verification is an important process at the district level to ensure the data entered into AIM is the same as the data in the district's Student Information System (SIS). Program Participation Data Verification must be done prior to the final due date for the Fall, Test Window, and End of Year Program Participation Collections.



Before beginning this process, here are a few considerations:

- 1. When should I verify the program participation data?**
  - Fall Program Participation Collection reports participation of students enrolled **as of 10/3/2016 (Fall Count Date)** and must be completed **by October 14, 2016.**
  - Test Window Program Participation Collection reports participation of students enrolled **as of 3/21/2017 (Test Window Count Date)** and must be completed **by April 4, 2017.**
  - End of Year Program Participation Collection reports participation of students enrolled **as of the last day of school** and must be completed **by June 16, 2017.**
- 2. Which reports are available in AIM to help verify data?**
  - Several canned reports are available within Infinite Campus to verify student data. *page 2*
- 3. What are Ad Hoc Reports? How are they created?**
  - Ad Hoc Reports are custom reports created by districts to verify specific data elements. This guide explains how to create specific Ad Hoc reports to verify participation data. *page 3*
- 4. Once I've created Ad Hoc Reports, how do I use them?**
  - Ad Hoc Reports can be saved, printed, exported to Excel, or used to generate custom searches in AIM. *page 8*
  - Ad Hoc reports can either be saved for use only by the creator of the filter or can be shared with other district users. *page 9*
- 5. How do I make a change 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 11*
- 6. What data elements should I verify?**
  - *The Step-by-Step Guide to Data Elements* explains data elements and how to verify each one. *page 12*
- 7. What is FRAM and how do I use it?**
  - FRAM is the module for Free/Reduced meal status in AIM. Data can be entered into FRAM either using direct entry or a file upload. *page 33*

Index Search

Makayla Pederson

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## Student Information Reports

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

Many of these reports are useful for verifying enrollment data. For example: The Student **Enrollment Status** report lists students by name, according to set criteria. You can choose parameters for the report.

The **Enrollment Status** report lists students by name, according to set criteria. You can choose parameters for the report.

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

The **Enrollment Summary Details** report is a detailed version of the Summary report and offers many more filtering options to choose from.

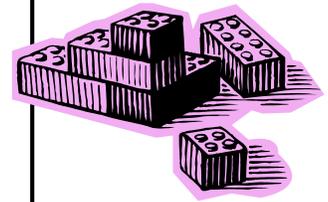
NOTE: If you discover a duplicate student ID, please contact [OPI AIM Help](#) to correct the situation.

## AD HOC REPORTING

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

These are "on the fly" reports generated to verify particular data elements. District users build the reports and may share them with other district users. See the user guide [Ad Hoc Reporting](#) for specific instructions.

OPI staff may also create Ad Hoc Reports and share them with districts. Look for announcements of new reports from OPI in your **Process Inbox**. The location of these reports will be under your Ad Hoc Reporting area in the "State Published" section. See the user guide [State Published Ad Hoc Reports](#) for specific instructions.



## Using Ad Hoc Reports

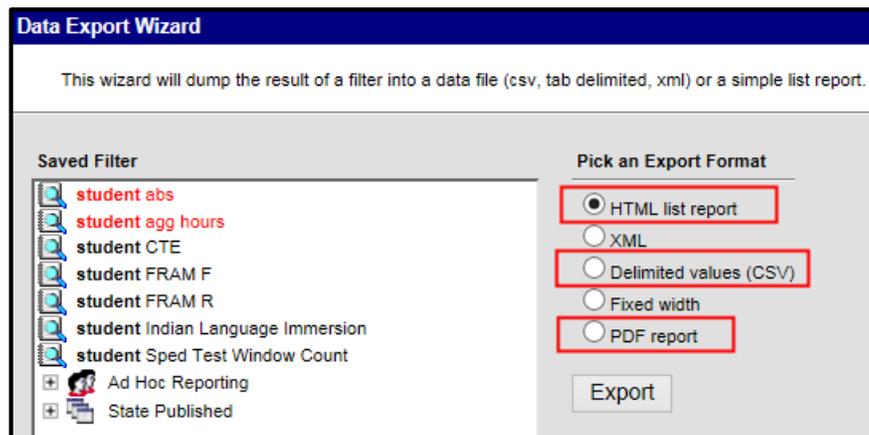
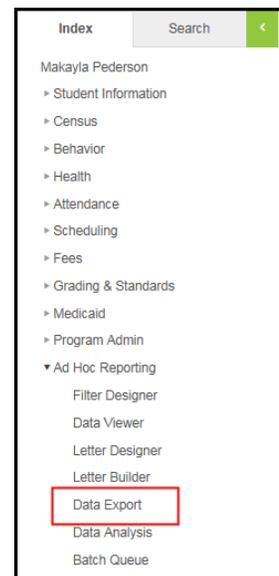
Ad Hoc reports are useful for comparing data between the district's source data and the MT Edition of AIM. If the district does not have a Student Information System, Ad Hoc reports can be used to verify

## Exporting Ad Hoc Reports

Ad Hoc report filters can be exported in a variety of formats. To view the options, under **Index**, *expand Ad Hoc Reporting* and *select Data Export*.

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

Pros and cons for each format are described below.



Enrollment Counts Total Records:71  
All Records

student.grade 01						
student.startDate	student.startStatus	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	Milsap	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.startStatus	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 for viewing results on screen or copying into a spreadsheet (Ctrl A, Ctrl C, then Ctrl V into an Excel spreadsheet).

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

	A	B	C	D	E	F	G	H	I	J
1	student.startDate	student.sl	student.p	State ID	student.sl	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	Greenwood	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	Milsap	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		

15-16 Granite High School 407 Schmagel St. Philipsburg MT 59858 Generated on 10/14/2015 03:53:57 PM Page 1 of 3		ADA 2013-14 Missing I				
State ID	Last Name	First Name	Grade	Service Type	Enrl Start Date	Enrl End Date
813337554	Allen	Gary	09	P	09/02/2015	
494435677	Bentley	Dierks	09	P	09/02/2015	
530628001	Evans	Sara	09	P	09/02/2015	
255742128	Greenwood	Lee	09	P	09/02/2015	
984044774	Judd	Wynonna	09	P	09/02/2015	
396162661	LeDoux	Chris	09	P	09/02/2015	
934302984	McCoy	Neal	09	P	09/02/2015	

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



**Remember:** Ad Hoc reporting results are determined by the *Year, School, and/or Calendar* selected. Reports can be re-used each calendar year – simply select the *Year* and *School* to view data for. However, if specific dates were entered in the filter fields, such as a count date, be aware that these dates will change from year to year and must be updated. If the report contains a field such as "End Year" and a filter was entered for a particular year, the report results will be skewed if a different year is selected on the User Interface.

### Sharing Ad Hoc Reports

Users can allow others within the district to use the Ad Hoc reports they created by adding a user to the Ad Hoc group.

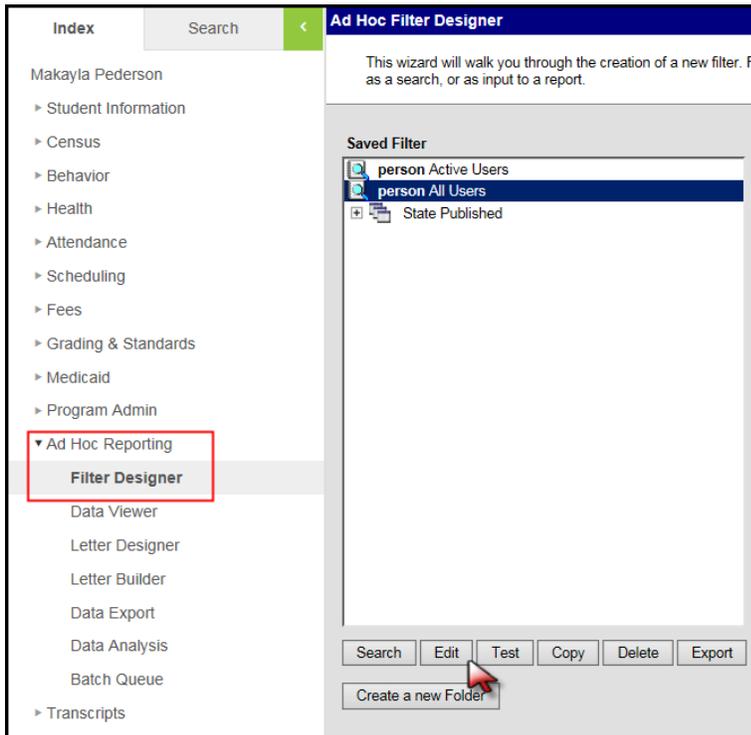
To add a user to an Ad Hoc Group, click the **Search** tab. Select **User** from the pull-down menu. Enter the user's last name (or the user name – e.g., *admin0415*) and click **Go**.

Select the **User Groups** tab. Check the box for Ad Hoc Reporting (or the name of any other group that you want to share reports with). Click **Save**.

The screenshot shows the user management interface for 'User: admin0415'. The user's name is Pederson, Makayla. The 'User Groups' tab is selected, and the 'Ad Hoc Reporting' checkbox is checked and highlighted with a red box. The interface includes a search bar with 'admin' entered, a list of search results, and a grid of user group membership options.

User Group Membership		
<input type="checkbox"/> + AMS Calendar	<input type="checkbox"/> + JES Calendar	<input type="checkbox"/> + WHS Calendar
<input type="checkbox"/> - AMS Calendar	<input type="checkbox"/> - JES Calendar	<input type="checkbox"/> - WHS Calendar
<input type="checkbox"/> 0 AMS Calendar	<input type="checkbox"/> 0 JES Calendar	<input type="checkbox"/> 0 WHS Calendar
<input type="checkbox"/> Ad Hoc Read Only	<input checked="" type="checkbox"/> Ad Hoc Reporting	<input type="checkbox"/> All Users
<input type="checkbox"/> Attendance Staff	<input type="checkbox"/> Counselors	<input type="checkbox"/> Data Health Check
<input type="checkbox"/> Disciplinary Staff	<input type="checkbox"/> FRAM	<input type="checkbox"/> Health Staff
<input type="checkbox"/> Master Schedulers	<input type="checkbox"/> OPI District Support	<input type="checkbox"/> Principals
<input type="checkbox"/> Read Only	<input type="checkbox"/> Records Transfer	<input type="checkbox"/> Registrars (Census)
<input type="checkbox"/> Special Education Admin	<input type="checkbox"/> Special Education Staff	<input type="checkbox"/> Sped Read Only
<input type="checkbox"/> State Reporting Staff	<input type="checkbox"/> Teachers	

Return to **Ad Hoc Reporting/Filter Designer**. Under Saved Filter, select a report. Click **Edit**.

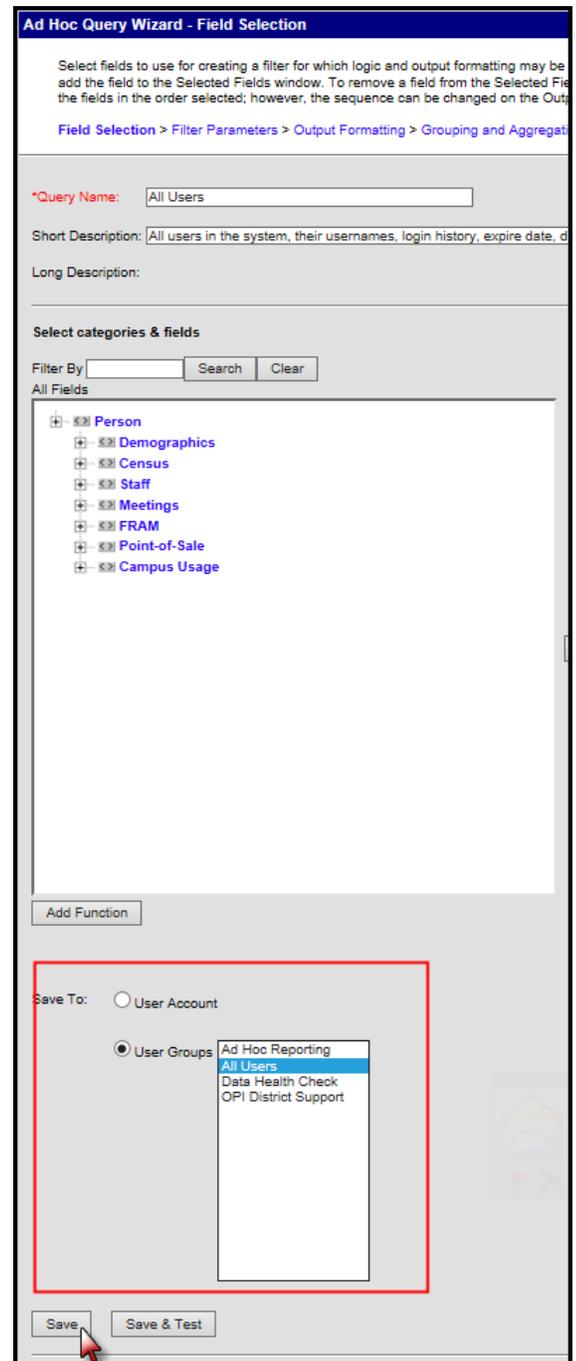


Down in the right lower corner you will find the Back and Next buttons.

Click **Next**.

A section titled *Save To:* will now appear on the bottom of the screen. A report can either be saved to **User Account** (only for the creators use) or to other shared groups (for that group's use). *Click Save*.

**NOTE:** Shared queries can be modified by other users with access to that group. Check the query before running reports!



## 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**, navigate to the student's enrollment record. **Click Search, 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**.

**Kaye, Danny**  
Grade: 11 #736191463 DOB: 08/05/1998 Gender: M

Credit Summary Assessment Behavior Transportation Fees Lockers  
Graduation Athletics AdHoc Letters Waiver Records Transfer Report Comments  
Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

16-17 Washington High School 1 12  
\*Start Date 08/29/2016 No Show End Date End Action \*Service Type P. Primary  
\*Start Status End Status  
02: Continued enrollment same school, no interruption Dropout Reason  
Start Comments End Comments

**Future Enrollment**

**State Reporting Fields**

State Exclude Serving District Resident District  
Select a Value Select a Value

**Military Connected Status**  
Student is a dependent of a member of:

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

**Fall Attendance Count**  
Fall Aggregate Hours of Inst. Fall Absent Exclude Fall ANB - 10 Day Rule  
0.000

**Spring Attendance Count**  
Spring Aggregate Hours of Inst. Exclude Spring ANB - 10 Day Rule

**Test Window Attendance Count**  
Testing Aggregate Hours of Inst. Testing Absent  
0.000

ADA - #Days Present ADA - #Days Enrolled  
0 0  
10+ days unexcused absences 1st sem 10+ days unexcused absences 2nd sem

**Title I Targeted Assistance Program**  
Title I

**Title I Instructional Services** **Title I Support Services**

Reading Lang Arts Social Sciences Health, Dental and Eye Care  
Math Vocational/Career Guidance/Advocacy  
Science Other Other

**Title I - Other**  
Title I Part A Neglected Title I Part D Delinquent and served by:

**Other Program Participation**  
Receives Supplemental Educ Svcs (SES)  
Migrant Immigrant Date Immigrant Entered US School  
21st Century Participant Foreign Exchange Gifted/Talented  
Homeless Homeless Night Time Residence McKinney-Vento Unaccompanied Youth  
Section 504

**Optional**  
Sort By

To correct student Program Participation through **File Upload**, first verify that the information is correct in the District's Student Information System.

Then, **Export Program Participation data from your Student Information System.**

Create an export file from your Student Information System. Save the file in either \*.txt or \*.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload.**

Choose **Import Type**, *Program Participation* and **Work to Perform**, *Validate and Test*.

Browse for the file and click **Upload**.

**Results:**  
 File Name: AF\_0420\_09272010.tsv  
 Processing Started Time: Mon Sep 27 11:48:21 EDT 2010.  
 Processing Finished Time: Mon Sep 27 11:48:23 EDT 2010.  
 Total Time To Process File: 1.328 seconds.

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

**Error Count:**192  
**Warning Count:**0

**Error Detail:**

Line Number	Error Message	Content
2	There is no calendar with number (0).	AF[0420]0356[0]466561935[115048]
3	There is no calendar with number (0).	AF[0420]0356[0]969186302[115049]

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload.**

Change **Work to Perform** to *Load Partial File*. Click **Upload**.



**Program Participation Verification**

## STEP BY STEP GUIDE TO PROGRAM DATA ELEMENTS and VERIFICATION

This section defines each data element required for the Program Participation Collection and shows where it's entered in AIM.

A test symbol (  ) will appear next to each element used in calculating AYP subgroups.

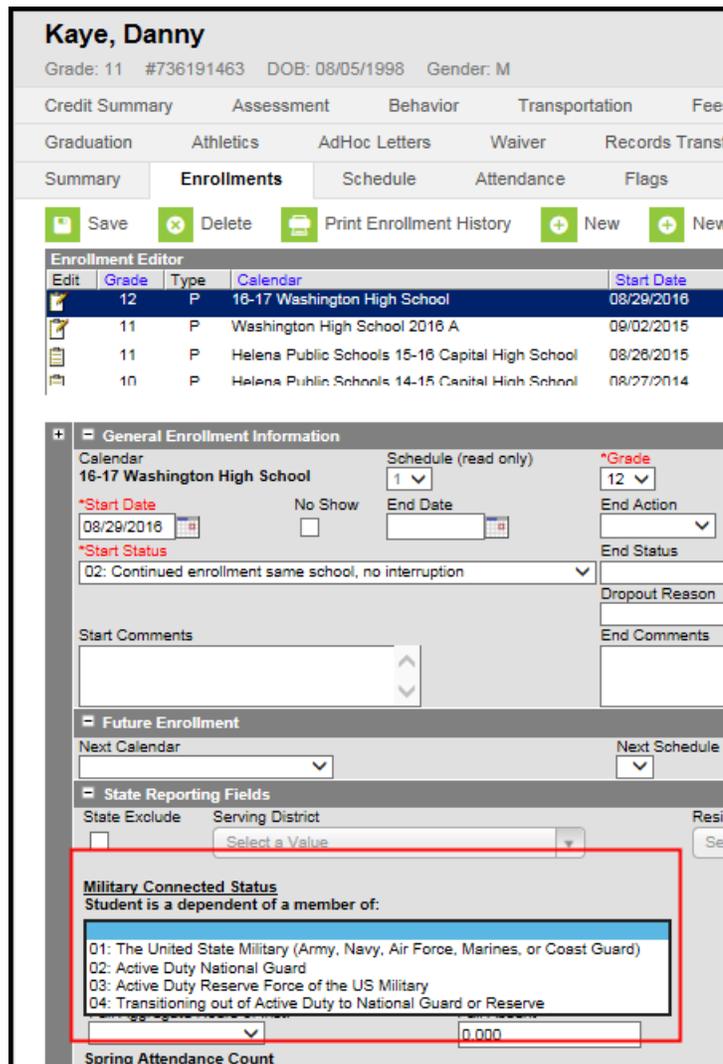
### Military Connected Status

Beginning in school year 2014-15, districts must report the Military Connected Status of enrolled students.

For more information about the data being collected, see [New Military Connected Student Data for 2014-15](#).

The data is reported on the student **Enrollment** tab in the **State Reporting Fields** section.

Once the student has been identified in AIM as Military Connected, do not remove the data for the remainder of the school year.



**Kaye, Danny**  
Grade: 11 #736191463 DOB: 08/05/1998 Gender: M

Credit Summary Assessment Behavior Transportation Fee  
Graduation Athletics AdHoc Letters Waiver Records Trans

Summary **Enrollments** Schedule Attendance Flags

Save Delete Print Enrollment History New New

Edit	Grade	Type	Calendar	Start Date
	12	P	16-17 Washington High School	08/29/2016
	11	P	Washington High School 2016 A	09/02/2015
	11	P	Helena Public Schools 15-16 Capital High School	08/28/2015
	10	P	Helena Public Schools 14-15 Capital High School	08/27/2014

**General Enrollment Information**

Calendar: 16-17 Washington High School Schedule (read only): 1 \*Grade: 12

\*Start Date: 08/29/2016 No Show:  End Date:  End Action:

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

Dropout Reason:

Start Comments:

End Comments:

**Future Enrollment**

Next Calendar:  Next Schedule:

**State Reporting Fields**

State Exclude:  Serving District:

**Military Connected Status**  
Student is a dependent of a member of:

- 01: The United State Military (Army, Navy, Air Force, Marines, or Coast Guard)
- 02: Active Duty National Guard
- 03: Active Duty Reserve Force of the US Military
- 04: Transitioning out of Active Duty to National Guard or Reserve

Spring Attendance Count: 0.000

**Title I Targeted Assistance Program**

Title I

<b>Title I Instructional Services</b>	<b>Title I Support Services</b>
<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

For each student who participates in a **Targeted Title I** program, check the **Title I** box AND check the **Title I Instructional Services** in which the student participates.

- If the school has been designated as School-wide Title I, **no students** should be marked as **Title I Participants**.

### Title I Part A Neglected

For each student who resides in a local neglected facility, check the **Title I Part A Neglected** box – 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 and served by:

01: Local Delinquent Program  
02: Local At Risk Program  
03: State Agency Delinquent Facility

### Title I Part D Delinquent

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

- 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.



### Foreign Exchange

Foreign Exchange students are residents of another country who come to a US school for short-term educational purposes under a recognized foreign exchange program. Check the **Foreign Exchange** box for these students.

- Foreign Exchange students in grade 10 must be tested, but their scores are excluded from AYP calculations.

### Gifted/Talented

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

### 21<sup>st</sup> Century Participants

A student who participates in a 21<sup>st</sup> Century program activity any time during the program year should be marked as a **21<sup>st</sup> Century Participant**.

Once the student is identified as a 21st Century participant, do not un-check the box throughout the remainder of the school year.

### Homeless / Unaccompanied Youth

Mark a student as **Homeless** if the student was homeless at any time during the school. Once a student is marked as Homeless, do not remove the indicator throughout the remainder of the school year, even if the student is no longer homeless.

**Night Time Residence** is a required once Homeless is marked.

- 01: Shelters
- 02: Doubled up (living with another family)
- 03: Unsheltered (cars, parks, campgrounds)
- 04: Hotels/Motels

If the student is living on their own (i.e., they do not reside with a parent or other legal guardian), also mark **Unaccompanied Youth**.

Do not mark **Homeless Night Time Residence** or **Unaccompanied Youth** unless the **Homeless** box is marked first.





## Limited English Proficient (LEP)

Identify any student identified as Limited English Proficient, or previously identified as Limited English Proficient, in AIM.

- [Criteria for LEP Identification](#)

First, if a student is currently identified as Limited English Proficient, enter the **Home Primary Language** (the language that the student first used to communicate at home) and **Language of Impact** (the language other than English that influences the student's English language development) under the Demographics tab (path: Index / Census / People / Demographics).

Under Index, *select Student Information/Program Participation/LEP*. Select *Program Status: LEP*. Enter **Identified Date** using the date on which the student was first identified as LEP by any school or district).



**Kaye, Danny**  
Grade: 11 #736191463 DOB: 08/05/1998 Gender: M

LEP | LEP Assessments | LEP Services | LEP Accommodations

Save Delete

Active LEP Record	Census Information
<p><b>*Program Status</b> LEP</p> <p>Identified Date: 09/23/2016</p> <p>Expected Exit Date: [ ]</p> <p>Program Exit Date: [ ]</p> <p>Parent Notified: [ ]</p> <p>Parent Declined: <input type="checkbox"/></p> <p>Comments: [ ]</p>	<p><b>**To update read only fields, please go to Census-&gt;People-&gt;Identities</b></p> <p>Home Primary Language: eng: English</p> <p>Language of Impact: 15: German</p> <p>First Entered US School: No Data Available</p>

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

Click the **LEP Services** tab. Enter the **Start Date** and **Service Type: Title III**.

Click **Save**.

**Knievel, Evel**  
 DOB: 09/09/2003 Gender: M

LEP    LEP Assessments    **LEP Services**    LEP Accommodations

New   Save   Delete

LEP Services	Start Date	End Date
Service Type		

**LEP Services Detail**

\*Start Date

End Date

\*Service Type  
 01: Title III

Parent Refused Services  
 Date Refused:

Comments

LEP    LEP Assessments    LEP Services

Save   Delete

**Active LEP Record**

\*Program Status: Exited LEP

Identified Date: 08/01/2009

Expected Exit Date:

Program Exit Date: 11/2/2013

Parent Notified: 08/01/2009

Parent Declined:

Comments

A student previously identified as LEP should be marked as *Program Status: Exited LEP* in AIM (for up to 4 years).

Once the district determines the student is "Proficient", the Program Status should be changed to "Exited LEP" and the **Program Exit Date** should be entered. The **Program Exit Date** 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.



## 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*.

To indicate an Immigrant student in AIM, go to **Index/Student Information/General/Enrollments**, select the enrollment record, and scroll to **State Reporting Fields**. Check the **Immigrant** box and enter **Date Immigrant Entered US School**. *Click Save*.

Also go to **Index/Census/People/Demographics** and *enter Home Primary Language and Language of Impact*. *Click Save*.

Immigrant <input checked="" type="checkbox"/>	Date Immigrant Entered US School 01/01/2013
--	--

Date Entered US 01/01/2013	Date Entered US School 01/15/2013
Date Entered State School [Calendar Icon]	
Home Primary Language spa: Spanish; Castilian	
Language of Impact 33: Spanish	



## Section 504

Section 504 is not itself a subgroup for AYP testing, but students identified as 504 participants may be entitled to certain test accommodations. If a student receives test accommodations but is not marked as either Special Education or 504, the test may be invalidated and assigned a score of Novice.

**NOTE:** Do not check a student as 504 if the student does not have an active 504 plan on March 10, 2015 (Test Window Count Date).

Section 504 <input type="checkbox"/>
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## 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: [2014-15 SES and PSC Eligible Schools](#)

In AIM, indicate a student receives SES Services by going to **Index/Student Information/General/Enrollments**, select the enrollment record, and scroll to **State Reporting Fields**. Check the **Receives Supplemental Educ Srvcs (SES)** box.

Receives Supplemental Educ Srvcs (SES) <input type="checkbox"/>
--

## School Choice

Schools which participate in Title I for 2 consecutive years and do not meet Adequate Yearly Progress (AYP) for a second year must offer Public School Choice if another school making AYP is available within the district.

Choice is usually only offered in the very large districts with several elementary schools. Many districts cannot offer Choice since there are no other schools available to receive students. For example, 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. Such schools have only one school that offers a grade level, so they cannot offer Choice since there are no other schools of the district to receive students. However, districts may choose to discretionarily enter into tuition and interlocal agreements to provide Choice, but it is not required.

A complete list of those schools required to offer Choice can be found here: [2014-15 SES and PSC Eligible Schools](#)

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



## 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.

For more information, see: [Race and Ethnicity Guidance to Schools](#)

**Race/Ethnicity**

\*Is the individual Hispanic/Latino?  
 Y: Yes ▾

\*Is the individual from one or more of these races?  
 (check all that apply)

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

Race Ethnicity  
 ▾

Race/Ethnicity Determination  
 ▾

**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.

## MT Extracts

Use MT Extracts to verify Race Ethnicity. From **Index**, expand **MT State Reporting** and select **MT Extracts**. Choose the **Student Demographics** Extract Type, the Format and the Year(s)/School(s). Click Generate Extract. The extract will open in a new window in the format selected.

**MT State Extracts**

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Student Demographics ▾  
 Format: CSV ▾  
 Generate Extract

**Select Calendars**

Which calendar(s) would you like to include in the report?

active year  
 list by school  
 list by year

16-17  
 16-17 Adams Middle School  
 16-17 Jefferson Elem School  
 16-17 Washington High School  
 15-16  
 Adams Middle School 2016 A  
 Jefferson Elem School 2016 A



## SPECIAL EDUCATION

Special Education status is determined by a student’s participation in Special Education services as of March 19, 2015 (Test Window Count Date). Special Ed Participation is determined by the presences of an active IEP and absence of a Special Ed Exit Date/Reason on March 19, 2015.

The Special Education Status in the student’s enrollment record is NOT used for state reporting, rather it is the **presence of a locked IEP that signals a student as being Special Ed**. It is important to remember that only locked IEPs will sync up to the state database.

- Students with unlocked IEPs will not be counted as being in Special Ed for AIM purposes.



## JOB CORPS, YOUTH CHALLENGE AND MT DIGITAL ACADEMY STUDENTS

### Testing

Students in Job Corps or Youth Challenge and in grade 10, and students in MT Digital Academy (MTDA) in grades 3-8 and 10 and enrolled at least quarter time (more than 180 hours) are required to test. Test barcode labels for MT Youth Challenge students were sent directly to the Youth Challenge program (or the designated test coordinator for Youth Challenge) if the students were identified during the Assessment Registration Collection. Contact (406) 444-3656 for more information.

### Identifying Students

Students in Job Corps or Youth Challenge are identified on the Flags tab.

If the student exits the Job Corps or Youth Challenge Program, *enter* the student’s **End Date** on the Flags tab and also enter **End Date** and **End Status** in the Enrollment tab.

Students who take a HiSET test at the Job Corps or Youth Challenge site must be exited in AIM prior to the test date.



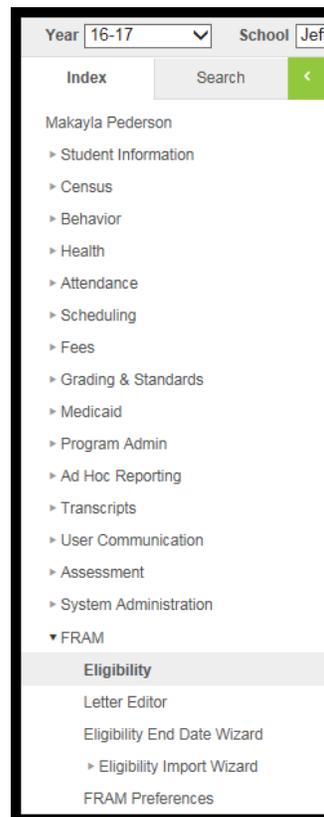
## FRAM MODULE

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

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

The **FRAM** reference guide:

[FRAM Direct Entry and File Upload](#)



**For further assistance, contact the OPI AIM Help Desk at [opiaimhelp@mt.gov](mailto:opiaimhelp@mt.gov) or 1-877-424-6681.**