Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

AIM Data Checklist

All guides and documents referred to in this checklist are available at
http://opi.mt.gov/Reports-Data/AIM/

New to AIM?

____ Locate the OPI AIM Website.
____ Submit an AIM Specialist Update Form.
____ Review the AIM New User Guide.
____ Subscribe to the AIM Mailing List (and other lists of interest) at: OPI Newsletter Subscriptions.
____ Plan to attend an AIM New User Trainings – Posted at Aim Trainings.

Routine Data Checks ~ To Be Done During All Collection Periods:

____ Verify that all students have an enrollment and no overlaps: "*Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.*"
____ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or Enrollment End Status Codes.)
____ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
____ Verify that all completed Special Education ERs and IEPs are locked.
____ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. (MT Programs: Job Corps & MTDA and/or MT Programs: Youth Challenge)

PREVIOUS YEAR WRAP-UP AND NEW YEAR PREPARATION – Due in October:

____ Complete all checks under the **Routine Data Checks** section above.
____ Follow the Beginning of Year Verification Guide to:
- _____ Create/verify calendars, terms, and grade levels for new school year.
- _____ Modify previous years' student enrollments for summer transfers.
- _____ Modify previous years' student enrollments for summer graduates.
- _____ Assign/locate state IDs for new students.
- _____ Create enrollments for new students.
- _____ Request record transfers for new students (required for Special Ed students).
- ____ ReSync enrollment data after entering data and/or uploading files. (Page 19 of Guide)

_____ End date PK enrollments from the previous year. (See pages 15-16 of AIM New User Guide)
_____ End date in AIM for any staff members who have left. (Creating & Modifying Users)
_____ To prepare for Fall Count, confirm that all American Indian students are identified. *"Index>Student Information>Reports>Enrollment Summary"*
_____ Verify data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Kindergarteners with N Service Type; and >student ALL Students with N Service Type – Not PK; and >student All Preschoolers Not with an N Service Type"
____ ReSync enrollment data after entering data and/or uploading files.

PREVIOUS YEAR GRADUATE, COHORT & DROPOUT VERIFICATION & CERTIFICATION) - Due in October:

____ Follow the Graduate Cohort and Dropout Verification Guide to:

- ____ Verify Graduation data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Graduates by Name and >student BOY Graduates Missing Diploma Information"*
- ____ Certify Graduates (OPI Reporting Center).
- ____ Verify Dropouts data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published> student BOY Dropouts by Grade Level, Name."*
- ____ Certify Dropouts (OPI Reporting Center).
- ____ Certify Cohorts (OPI Reporting Center).

FALL CAREER & TECHNICAL EDUCATION (CTE) DATA – Due in December:

____ Follow the OPI Fall CTE Collection Guide to:

- ____ Enter CTE Post Grad Status and Date Contacted for each student identified as a CTE Concentrator the previous year.

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student CTE Concentrators; and >CTE Missing Post Grad Status or Date Contacted"

____ ReSync enrollment data after entering data and/or uploading files.

FALL COUNT – ENROLLMENT, ABSENCES AND AGGREGATE HOURS DATA – Due in October:

NOTE: Absences **ARE** entered for the Fall Count and Fall Enrollment Count **IS** used for ANB funding.

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Fall Attendance and Aggregate Hours Collection Guide to:

- ____ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (enter new students, exit students no longer in attendance.)
- ____ Check the "Exclude Fall ANB - 10 Day Rule" box for:
  - ____ Any student absent 11 or more consecutive days prior to and including the count date.
  - ____ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
  - ____ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.
- ____ Check Service Type for all students and assure Aggregate Hours match accordingly.
- ____ Enter Aggregate Hours and Absences for all students.
- ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

____ Follow the MT Programs: Job Corps & MTDA or MT Programs: Youth Challenge guides to:

- ____ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students
- ____ Verify continued participation and grade level for continuing Job Corps Students
- ____ Create Flags for Job Corps and MT Youth ChalleNGe students.

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL Missing Aggregate Hours; >student *FALL American Indian Student Count*" (no changes allowed after December 31st) and other "*FALL*" or "ALL" ad hoc reports.

____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

FALL PROGRAM PARTICIPATION DATA - Due in October:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Program Participation Collection Guide and/or Program Participation Verification Guide to:

- ____ Update Military Connected Status (once checked, leave checked for the school year).
- ____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
- ____ Enter/Verify data for Supplemental Education Services (SES).
- ____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
- ____ Enter/Verify data for 21st Century participants.
- ____ Enter/Verify for Foreign Exchange students.
- ____ Enter/Verify data for Gifted/Talented students.
- ____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
- ____ Enter/Verify data for Section 504 students.
- ____ Enter/Verify FRAM status (FRAM Guide)
- ____ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). (LEP Tool Guide)
- ____ Enter/Verify LEP status for continuing students.
- ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).
- ____ Verify Data using State Published Ad Hoc Reports:
  "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."

ASSESSMENT REGISTRATION COLLECTION – Due in January:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Assessment Registration Collection Guide to:

- ____ Populate "Sort By" field, if applicable.
- ____ Modify enrollments to reflect semester grade level changes.
- ____ ReSync enrollment data after entering data and/or uploading files.

For assistance, please contact the AIM Help Desk at
1-877-424-6681
OR
opiaimhelp@mt.gov

SPRING COUNT - ENROLLMENT AND AGGREGATE HOURS DATA – Due in February:

NOTE: Absences are **NOT** entered for the Spring Count and the Spring Count **IS** used for ANB funding.

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Spring Enrollment & Aggregate Hours Collection Guide to:

- ____ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (enter new students, exit students no longer in attendance.)
- ____ Absences are not entered for the Spring Count.
- ____ Check the "Exclude Fall ANB - 10 Day Rule" box for:
  - ____ Any student absent 11 or more consecutive days prior to and including the count date.
  - ____ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
  - ____ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.
- ____ Check Service Type for all students and assure Aggregate Hours match accordingly.
- ____ Enter Aggregate Hours for all students (if District Edition check these after running ReSync).
- ____ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
- ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

____ Follow the MT Programs: Job Corps & MTDA or MT Programs: Youth Challenge guides to:

- ____ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students
- ____ Verify continued participation and grade level for continuing Job Corps Students.
- ____ Create Flags for Job Corps and MT Youth ChalleNGe students.
- ____ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student SPRING Missing Aggregate Hours" and other "SPRING" and "ALL" ad hoc reports."*
- ____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

SPRING CAREER & TECHNICAL EDUCATION (CTE) DATA – Due in April:

____ Follow the Spring CTE Collection Guide to:

- ____ Enter data for 12th grade CTE students (CTE Concentrator, Area of Concentration, Student is Single Parent)

____ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>> +State Published>student CTE Concentrators*

____ ReSync enrollment data after entering data and/or uploading files. (MT Edition users only)

TEST WINDOW (TW) COUNT – ENROLLMENT, ABSENCE AND AGGREGATE HOURS DATA – Due in March/April:

NOTE: Absences **ARE** entered for the TW Count. TW Enrollments are **NOT** used for ANB funding.

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Test Window Enrollment & Aggregate Hours Collection Guide to:

- ____ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (enter new students, exit students no longer in attendance.)
- ____ Check Service Type for all students and assure Aggregate Hours match accordingly.
- ____ Enter Aggregate Hours and Absences for all students.
- ____ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
- ____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

____ Follow the MT Programs: Job Corps & MTDA or MT Programs: Youth Challenge guides to:

- ____ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students
- ____ Verify continued participation and grade level for continuing Job Corps Students
- ____ Create Flags for Job Corps and MT Youth ChalleNGe students.

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student TW Missing Aggregate Hours" and other "TW" and "ALL" ad hoc reports."

____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only)

TEST WINDOW (TW) PROGRAM PARTICIPATION DATA - Due in March/April:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Program Participation Collection Guide and/or Program Participation Verification Guide to:

- ____ Update Military Connected Status (once checked, leave checked for the school year).
- ____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
- ____ Enter/Verify data for Supplemental Education Services (SES).
- ____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
- ____ Enter/Verify data for 21st Century participants.
- ____ Enter/Verify for Foreign Exchange students.
- ____ Enter/Verify data for Gifted/Talented students.
- ____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
- ____ Enter/Verify data for Section 504 students.
- ____ Enter/Verify FRAM status (FRAM Guide)
- ____ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). (LEP Tool Guide)
- ____ Enter/Verify LEP status for continuing students.

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."

____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

END OF YEAR: CURRENT YEAR WRAP-UP AND NEW YEAR DATA PREPARATION – Due in June:

____ Notify State if any grade levels at a school are changing for next year.

____ Follow the OPI End of Year Collection Guide to:

- _____ Create calendars for next year.
- _____ Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as part of the Beginning of Year Collection.)
- _____ End all current year enrollments.
- _____ Verify Graduation data (Diploma type, Diploma date and Diploma period).

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status."

____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

END OF YEAR PROGRAM PARTICIPATION DATA - Due in June:

____ Complete all checks under the **Routine Data Checks** section above.

____ Follow the Program Participation Collection Guide and/or Program Participation Verification Guide to:

- ____ Update Military Connected Status (once checked, leave checked for the school year).
- ____ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
- ____ Enter/Verify data for Supplemental Education Services (SES).
- ____ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
- ____ Enter/Verify data for 21st Century participants.
- ____ Enter/Verify for Foreign Exchange students.
- ____ Enter/Verify data for Gifted/Talented students.
- ____ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
- ____ Enter/Verify data for Section 504 students.
- ____ Enter/Verify FRAM status (FRAM Guide)
- ____ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). (LEP Tool Guide)
- ____ Enter/Verify LEP status for continuing students.

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."

____ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

AVERAGE DAILY ATTENDANCE (ADA) DATA – Due in June:

____ Follow the Average Daily Attendance Collection Guide to:

- ____ Enter data for ADA-# Days Present and ADA-#Days Enrolled.
- ____ Verify ADA data.
- ____ ReSync enrollment data after entering data and/or uploading files.

____ Verify Data using State Published Ad Hoc Reports:

"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present> Days Enrolled; and >student ADA Missing Days Present or Days Enrolled

____ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).