

AIM Newsletter ~ March, 2017

Welcome to the OPI Achievement in Montana (AIM) Newsletter. The AIM Newsletter is published several times during the year to announce important student data collection news and events. It provides up-to-date information necessary for the administration of statewide student information and the accompanying data collections.

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Work In Progress

ESSA Chronic Absenteeism

The Every Student Succeeds Act requires that the state report Chronic Absenteeism. The OPI staff are working to determine how this information might be gathered from AIM/Infinite Campus. Early indications are that there will need to be a separate process to calculate the ESSA Chronic Absenteeism.

Infinite Campus State Discipline Reporting Process

Also in line with our efforts to minimize the number of different applications needed to collect data, the OPI is working on customizing the behavior module of Infinite Campus so that it can be used for state discipline reporting.

Infinite Campus Dropouts, Graduates & Cohorts Data Certification Process

In our ongoing efforts to minimize the number of different applications needed to collect data, the OPI is working on a process inside Infinite Campus for districts to use to validate and certify their dropouts, graduates and cohorts.



Current & Upcoming Collection Checklists

We have taken the AIM Data Collection Checklist and broken it up into smaller and easier to digest individual Checklists for each AIM Data Collection. Listed below are links to the current or upcoming AIM Data Collection Checklists. These checklists are available on the [AIM Website](#) under AIM Data Collection Guides.

- ✓ [Spring CTE Collection Checklist](#) (March 1st – April 28th)
- ✓ [Test Window Count Checklist](#) (March 21st – April 4th)
- ✓ [Test Window Program Participation Checklist](#) (March 21st – April 11th)

Infinite Campus Version Update Schedule

2016-17 School Year:	
Scheduled Update (weekend of)	Versions
Feb. 24, 2017	1649, 1701
April 29, 2017	1705, 1709
July 7, 2017	1713, 1717



How To....

➤ **Subscribe to the AIM Announcement Emails:**

- ✓ Go to: <http://opi.mt.gov/Subscriptions/> enter your email address, click on AIM (as well as any others you might want to see), enter the numbers/letters into the box at the bottom of the list and click Subscribe. You will get an email asking you to confirm. Once you confirm, you're signed up!
- ✓ To unsubscribe, you'll need to click on the "Manage Your Subscription" link at the bottom of one of the emails you receive.
- ✓ To see the archive of AIM Emails, go to: [AIM Email Archives](#)

➤ **Update your District's AIM Contacts information:**

- ✓ Go to the [AIM Website](#) and click on the [AIM DISTRICT CONTACTS UPDATE FORM](#) link next to the AIM Star. You can fill out this form online and click the **Submit** button at the bottom and an email to opiamhelp@mt.gov should pop up with the form attached. If not, you can print it out and fax it to the number given at the top of the form. *(Some system's firewalls prevent the email from popping up.)*

➤ **Resync State Data in AIM/Infinite Campus:**

- ✓ **Index Tab>System Administration>Data Utilities>Resync State Data>>check box next to Enrollment>scroll to bottom of screen and click Send Resync button.** Resyncing state data needs to be completed after the following:
 - Completing a MT Data Upload into Infinite Campus (Montana Edition users only)
 - Completing a process inside Infinite Campus such as the calculations for aggregate hours using the MT Count Date Attendance for the Fall/Spring or Test Window Count Dates; or the calculation of #Days Enrolled and #Days Present with the MT End of Year ADA (District Edition or MT Value Added users only)

➤ **Change a student’s name (or other demographic info) in AIM/Infinite Campus:**

- ✓ **Select Search Tab>select Student search criteria>enter student’s last name, first name>click Go.** Once the right student is found and is in the work space on the right:
 - **Select Index Tab>Census>People>>Identities Tab.**
 - **Click New.** This is to create an additional/new identity.
 - **Make corrections as need and enter notes in the comments box if applicable.**
 - **Click Save.**
- ✓ It is important to create a new identity record (and not make changes on the demographics screen) as the new identity record will allow for the student’s previous information to be searched on and it maintains historical records.



Did You Know?

- If you “hover” your mouse pointer over a student’s name inside the Student Locator box in Infinite Campus, it will tell you where the student is currently or was last enrolled within the state.
- Emails can bounce around the globe before getting to their destination. And while the servers at each end might be secure, the journey in between is not. This is why we ask that there be no personally identifiable student information included in emails to and from the OPI. This includes anything that could reasonably be used to identify a student: name, gender, date of birth, state identity number or grade. Please call the AIM help desk with individual student data questions or use the secure [ePass Montana](#) File Transfer Service to make sure your student data is secure.

Questions or Suggestions?

Please feel free to contact the OPI AIM Help Desk at 877-424-6681 or opiainhelp@mt.gov with any questions or suggestions you might have!

Meet the OPI AIM Support Team



Gail Harms

AIM Data Resource Administrator

406-444-3494

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Gail has been at the OPI as the Achievement in Montana (AIM) System Manager since 2014. As the AIM system manager she manages the AIM unit staff and the statewide student information system. She manages new projects for AIM and maintains timelines for the annual AIM data collections. She also coordinates Infinite Campus software version updates and system testing.



Candi Standall

AIM Data Control Specialist

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Candi has been with the AIM Unit at the OPI since September, 2014. As the lead Data Control Specialist, she provides technical assistance to school districts with respect to using Infinite Campus to submit student data for state reporting. Candi works to keep the AIM user guides up to date and is usually the first person to answer the AIM help desk phone calls and emails: opiaimhelp@mt.gov.



Jennifer Straw

AIM Data Control Specialist

406-444-0714

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Jennifer has been with OPI since August 2016. She provides assistance to make sure the AIM data is accurate by reviewing daily verification reports for syncing issues, combining duplicate students and analyzing the data and calling districts to resolve data discrepancies such as overlapping enrollments, Kindergarten under 5, inappropriate age for grade level, and resolving discrepancies between MAEFAIRS and AIM.



Andy Boehm

Research Specialist

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Andy has been with OPI since June 2002. As a Research Specialist for OPI he is a “de facto” member of the AIM team answering AIM Help Desk phone calls and making phone calls to make sure that the AIM data is the best that it can be. His emphasis is in dropout and graduation quality control, collection and reporting. He also is involved in the collection of enrollment data and puts out the yearly Facts About Montana Education pamphlets.

