

AIM Newsletter ~ May, 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

AIM User Groups

The **AIM Montana Edition User Group** met on May 11th. Three districts attended the meeting in Helena and nine attended online. The next meeting is set for July 20th from 9:00 to Noon.

The Ad Hoc Presentation from Infinite Campus included a link to [Campus Community Student Filter Fields for Ad Hoc Reporting](#). This turned out to be a very popular resource, so we thought we'd share it here. It can also be found on the [AIM Website](#) in the **AD HOC REPORTS** section of the **AIM User Guides by Topic or Function**.

The **AIM District Edition User Group** will meet on Thursday, June 22nd, 2017. We should have an agenda out for that meeting soon.

If you have suggestions for presentations at this meeting or are interested in participating please email Candi Standall at cstandall@mt.gov so she can make the arrangements and get you hooked up!



Early Warning System (EWS)

~ by [Eric Meredith at the OPI](#)

Eric is currently working with Bozeman (PowerSchool user) to develop a script that schools will be able to use in order to pull the data needed to use the EWS. The script may need some slight changes from school to school, but should mostly be transferrable.

The EWS is located in GEMS Secure site. The GEMS public site is found here:

<http://gems.opi.mt.gov/StudentCharacteristics/Pages/EarlyWarningSystemOverview.aspx>

There is more useful information there, including the GEMS access request form to get a login to the secure version, the EWS Manual which explains all the reports and data upload process in detail, and the data file template needed to upload data into the EWS.

There is also a Teacher Learner Hub course for the EWS that covers everything from uploading the data into the EWS to explaining the reports the EWS produces. It can be found here:

<http://learninghub.mrooms.net/>

Even if districts are not participating in the EWS, most likely at least one student at their school has EWS results they can look at because most schools have at least one student in them that previously attended a school that is uploading data into the EWS. If they get access into the EWS they will be able to see what the reports look like if they have at least one student with data.

Eric Meredith is a Data Analyst at the Office of Public Instruction. Email: emeredith@mt.gov Phone: 406-444-3642

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.

- ✓ [End of Year Collection Checklist](#) (May 8th – June 16th)
- ✓ [Program Participation Checklist](#) (May 8th – June 16th)
- ✓ [Average Daily Attendance \(ADA\) Checklist](#) (June 1st – June 30th)

Infinite Campus Version Update Schedule

2016-17 School Year:	
Scheduled Update (weekend of)	Versions
July 7, 2017	1717
2017-2018 School Year	
August 18, 2017	1721, 1725

Springtime in AIM Means it is Time To...

- ✓ Verify that all 12th graders have a Cohort Date by running the new state published ad hoc: *"Index>Ad Hoc Reporting>>+State Published>Student Information>student ALL Cohort Missing Date First Entered 9th Grade*
- ✓ Follow the [Average Daily Attendance Collection Guide](#) to
- ✓ Enter data for ADA-# Days Present and ADA-#Days Enrolled.
- ✓ Verify Data using State Published Ad Hoc Reports:
 - *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present (is greater than)Days Enrolled (or greater than 180); and >student ADA Missing Days Present or Days Enrolled*
- ✓ ReSync enrollment data after uploading files (MT Edition users only) and/or running a process such as MT End of Year ADA (District Edition or MT Edition Value Added users only).
- ✓ Notify the OPI of any changes to grade levels, ranges of grades, school names, new schools or school closings. This requires a letter, on District letterhead, detailing the change(s) to: Nica Merala, School Finance – OPI, PO Box 202501, Helena MT 59620-2501

Did You Know?



- There is a new state published ad hoc report entitled 'student ALL Cohort Missing Date First Entered 9th Grade.' This will generate a list of the students in grade levels 9-12 that are missing their 'Date First Entered the 9th Grade' (located on the Graduation tab.) Please fix those students who are on this list by going to their Graduation tab and entering their 'Date First Entered the 9th Grade.' When this is saved, it will automatically populate the student's 'NCLB Cohort End Year.' It will also update the 'State Graduation Record,' which is the top section of the Graduation record. **IMPORTANT NOTE:** Please wait until the next day to see the corrected results in this ad hoc report.
 - ✓ Completing this data will help to wrap-up your student data for the end of the year. It will also give you a good start on your AIM Previous Year Dropout Graduate and Cohort verification and certification process in the fall.
 - ✓ Here is a list of other State Published Ad Hoc Reports to run at the End Of Year (EOY) for Graduates:
 - » student EOY Graduates by Name Not Foreign Exchange - Lists students in current year who have a 400 (graduated) enrollment end status and are not marked as a foreign exchange student.
 - » student EOY Graduates Excluded as Foreign Exchange - Lists students in current year with a 400 enrollment end status who are also marked as foreign exchange.
 - » student EOY Graduates Missing Diploma Information - Lists students in current year with a 400 enrollment end status who are missing either Diploma Date, Diploma Type or Diploma Period..

Questions or Suggestions?

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

Thank you!!

Meet the OPI AIM Support Team



Gail Harms

AIM Data Resource Administrator

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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: opiainhelp@mt.gov.



Jennifer Straw

AIM Data Control Specialist

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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.