END OF YEAR ENROLLMENT & PROGRAM PARTICIPATION COLLECTION CHECKLIST

Must be completed after the last day of school and certified no later than Friday, June 21, 2024.
Corrections may be requested through June 30, 2024

The Enrollment & Program Participation Collection Certification includes full year enrollment (7/1/2023 through 6/30/2024) and student participation in both state and federal programs (a full list of programs is identified at the end of this guide). Program participation is also used to generate subgroups for other collections related to End of Year data, including Attendance, Graduate, Dropout & Cohort collections (certified in October), and CTE participation.

STEP ONE: IDENTIFY A CERTIFIER

End of Year Attendance Collection Setup
PATH (OL): Data Integrity Tools>Data Certification>Setup
PATH (NL): Reporting>Data Certification>Type Membership Setup

1. Identify a Certifier for the End of Year Enrollment & Program Participation Collection – Type: *Full Year Attendance*.
2. To remove a Certifier: Select the Certifier. Uncheck Active.
3. To modify a Certifier: Select the Certifier. Toggle between Primary and Secondary.

==*It is recommended that a district have only one Primary Certifier. If more than one Primary Certifier is indicated, all Primary Certifiers must certify before a collection is considered "certified".==

STEP TWO A: ENTER ENROLLMENT DATA

PATH (OL): Student Information> General>Enrollments/System Administration>Student>Enrollment End Batch
PATH (NL): Student Information>General>Enrollments/Student Information>General Student Administration>Enrollment End Batch Wizard

1. Single Enrollment End Date
    a. Open the student's 23-24 enrollment record. Enter End Date, Local End Status and Dropout Reason (required for enrollments with a *3xx Local End Status).
    b. Click Save.
    c. If End Status is 400: Graduated, enter Diploma Date, Diploma Type and Diploma Period on the Graduation tab.
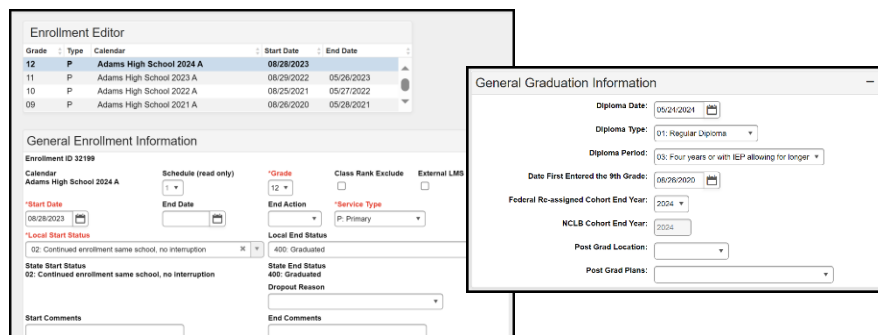
2. Batch End Date Student Enrollments
   a. Select a Calendar (or multiple Calendars – if students have the same End Date and End Status), Grade

STEP TWO B: ENTER PROGRAM PARTICIPATION DATA

PATH (OL): Student Information>Program Participation/Student Information>General>Enrollments/FRAM> Eligibility

PATH (NL): Student Information>Program Participation/Student Information>English Learners/General> Enrollments/FRAM> Application Processing>Eligibility

3. Program Participation: Section 504
   a. Click New or select an existing record.
   b. Enter Start Date and/or End Date (plan dates can cross school years – e.g., 11/5/2023 Start Date and 11/4/2024 End Date). End Date is only required if End Date is known (set in plan) or plan has ended.
   c. Click Save.
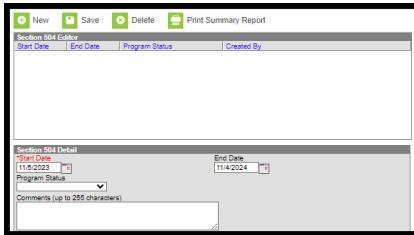
4. Program Participation: English Learners (EL)
   a. Enter Program Status (EL/Exited EL).
   b. Enter Identified Date.
   c. Enter Program Exit Date (if Program Status is Exited EL).

Note: Home Primary Language and Language of Impact must be entered on Demographics tab before an EL record may be saved.
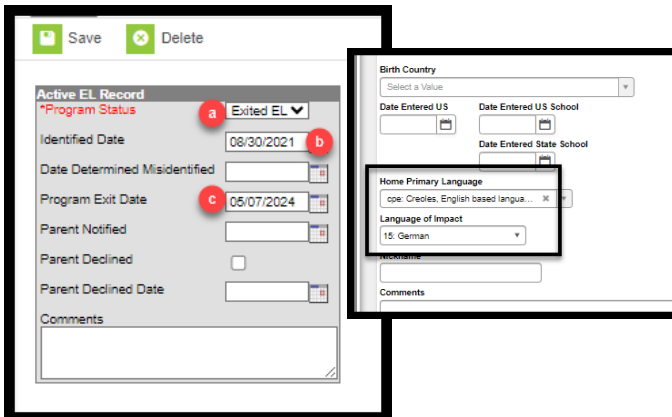
5. Enrollments: Title I, Title I Part A, Title I Part D, Immigrant, 21st Century, Foreign Exchange, Gifted and Talented (Evaluated and Identified), and Homeless.
   a. Title Programs – check Title I for students participating in a Targeted Title I Program,

along with corresponding Instructional or Support Services (students in a Schoolwide Title I program are automatically reported as Title I), check Title I Part A for students receiving neglected youth services, and/or select Title I Part D Service.

b. Immigrant – Check the box for Immigrant students and enter Date Immigrant entered US School (will need to enter Home Primary Language on the student's Demographics tab first).

c. 21st Century Participant – Check the box for students participating in 21st Century programs between June 1, 2023, and June 30, 2024. Students participating in a 21st Century summer program that begins on or after June 15, 2024, should be reported as 21st Century participants for the 24-25 school year.

d. Foreign Exchange – Check the box for students who are in the United States school as Foreign Exchange students.

e. Gifted and Talented Evaluated/Identified – Check the box(es) for students who are or have been evaluated and/or identified for gifted and talented programs (once evaluated/identified students should remain marked throughout their school career).

f. Homeless – Check the box to identify Homeless students and indicate Nighttime Residence. Check Unaccompanied Youth if it applies to the homeless student.

g. Military Connected Status – Select an appropriate status for students with military connections.

6. FRAM Eligibility:
   a. Click New or select an existing eligibility record.
   b. School Year is 23-24.
   c. Enter Start Date and End Date (End Date should be no more than 30 days into the following school year).
   d. Select Eligibility Type (Meal), Eligibility (Free, Reduced, Paid), and Certified Type.
   e. If the eligibility determination is the result of a direct certification file, check Direct.
   f. Click Save.
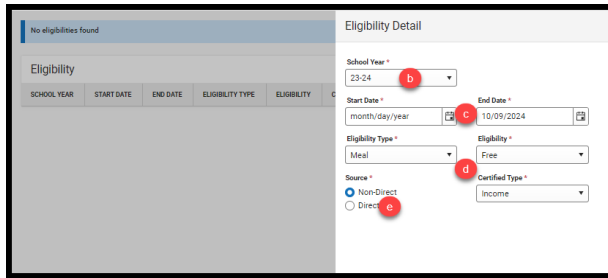
STEP TWO C: UPLOAD ENROLLMENT AND PROGRAM PARTICIPATION
PATH (OL): MT State Reporting> MT Data Upload
PATH (NL): Reporting>MT State Reporting>MT Data Upload

Create an upload file from your Student information System Vendor or using the Student Demographic Template, Student Enrollment Template, Program Participation Template, Section 504 Template, English Learners (EL) Template and Free Reduced Application Management (FRAM) Import Template. Upload the files in *.tsv format.

1. MT Data Upload: Student Demographics, Student Enrollments, Program Participation, Section 504, and English Learners (EL).
   a. Select either Validate and Test File or Upload File (recommend using Validate and Test File prior to upload for data validation purposes).
   b. Choose file and Submit to Batch.
   c. The upload results will show under Batch Queue List. Review the report and correct errors by repeating the steps above or using Step Two A to hand enter corrections/omissions.
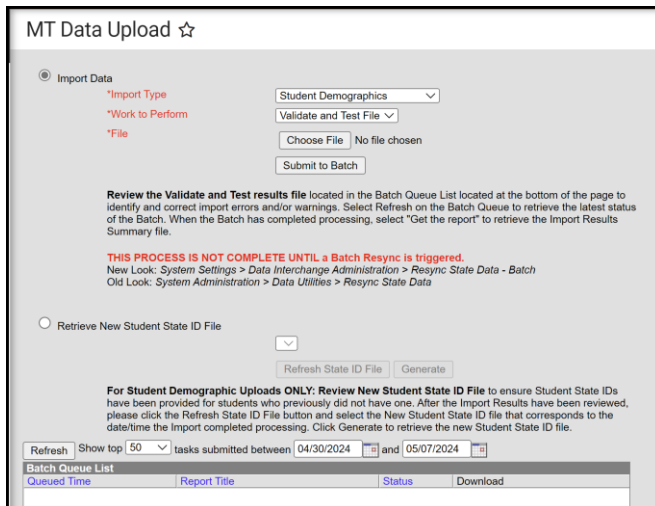
2. FRAM Eligibility Import Wizard

Use the FRAM Eligibility Import Wizard guide to upload FRAM data.

STEP THREE: RESYNC DATA
PATH (OL): System Administration>Data Utilities>Resync State Data
PATH (NL): System Settings>Data Interchange Administration>Resync State Data - Batch

Before continuing with Step 4 do a complete resync of data to ensure full sync with the state.

STEP FOUR: VALIDATE DATA
PATH (OL): Data Integrity Tools>Data Validation>Validation Groups OR Data Validation Reports
PATH (NL): Reporting>Data Validation>Validation Groups OR Data Validation Reports

1. Search for "End of Year Enrollment". Select the End of Year Enrollment Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more user groups). This group contains the following reports:
   a. <u>ALL More Than One Identity – Same Effective Date</u>: Students with more than one Identity record with the same Effective Date. Review other records: Delete errors and/or change Effective Date to previous day for valid records.
   b. <u>End of Year Enrollment Count End Date or End Status Missing</u>: Count of students missing End Date and/or End Status.
   c. <u>End of Year Enrollment Missing End Date or End Status</u>: Students missing End Date and/or End Status.
   d. <u>End of Year Enrollment Count of Students by School</u>: A count of students by school enrolled in the calendar year, excluding Extracurricular Only students.
   e. <u>End of Year Enrollment Count of Students by Race Ethnicity by School</u>: A count of students by school enrolled in the calendar year by Federal Race/Ethnicity, excluding Extracurricular Only students.
   f. <u>End of Year Enrollment List of Students by School</u>: A list of students by school enrolled in the calendar year, excluding Extracurricular Only students.
   g. <u>End of Year Enrollment List of Students by Race Ethnicity by School</u>: A list of students by school enrolled in the calendar year by Federal Race/Ethnicity, excluding Extracurricular Only students.
   h. <u>Graduate Missing Diploma Information</u>: Students who are missing Diploma Date, Diploma Type or Diploma Period.
   i. <u>Graduate Count</u>: Count of students that are graduates (excludes Foreign Exchange)
   j. <u>Graduate Not Grade 12</u>: Students who have a 400 End Status but are not grade 12.
   k. <u>Graduate Excluded as Foreign Exchange</u>: Students with graduate End Status who will be excluded due to identification as Foreign Exchange.
   l. <u>Graduate List</u>: List of students with 400 or 410 End Status, Diploma Type
2. Search for "End of Year Program Participation Validation – Student Counts". Select the End of Year Program Participation Validation – Student Counts Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more user groups). This group contains the following reports:
   a. <u>End of Year EL (English Learner) Count</u>: Count of students identified as EL (English

Learner) or exited EL in the last 6 academic years.
   b. <u>End of Year EL (English Learner) Count by Status</u>: A count of EL students by status.
   c. <u>End of Year EL (English Learner) Count with Assessment Support</u>: Students identified as EL with Assessment Accommodations.
   d. <u>End of Year Program Count Foreign Exchange</u>: Count of enrollments identified as foreign exchange.
   e. <u>End of Year Program Count Foreign Exchange Invalid Grade</u>: Count of foreign exchange not in grades 9-12.
   f. <u>End of Year Program Count Foreign Exchange Invalid Start Status</u>: Count of foreign exchange with a Start Status other than 07.
   g. <u>End of Year Program Count Foreign Exchange Indicator Not Checked</u>: A count of students with Start Status 07 (and no prior enrollment) that may be foreign exchange, but foreign exchange is not checked.
   h. <u>End of Year FRAM Meal Status Count</u>: Count of students with FRAM Free/Reduced eligibility status.
   i. <u>End of Year FRAM Meal Status Count by Free and Reduced Status</u>: A count of FRAM eligibility identified as Free/Reduced.
   j. <u>End of Year Program Count Gifted & Talented</u>: Count of students identified as gifted and talented.
   k. <u>End of Year Program Count Gifted & Talented Evaluated NOT Identified</u>: Count of students marked Gifted and Talented Evaluated, but not Identified.
   l. <u>End of Year Program Count Gifted & Talented Identified NOT Evaluated</u>: Count of students marked Gifted and Talented Identified, but not Evaluated.
   m. <u>End of Year Program Count Homeless</u>: Count of students identified as Homeless.
   n. <u>End of Year Program Count Homeless Unaccompanied Youth</u>: Count of students identified as Homeless and Unaccompanied Youth.
   o. <u>End of Year Program Count Homeless Error – Not Homeless with Nighttime Residence</u>: Count of students with a Nighttime Residence not identified as Homeless.
   p. <u>End of Year Program Count Immigrant</u>: Count of students identified as Immigrant.
   q. <u>End of Year Program Count Immigrant Date Older than 3 Years</u>: Count of students identified as Immigrant with date older than 3 academic years.
   r. <u>End of Year Program Count Military Connected</u>: Count of students identified as military connected.
   s. <u>End of Year Program Count Section 504</u>: Count of students with active 504 record in the 23-24 school year.
   t. <u>End of Year Program Count Section 504 with Assessment Accommodations</u>: A count of students identified as Section 504 with Assessment accommodations.
   u. <u>End of Year Program Count Title I</u>: Count of students identified as Targeted Title I (do not mark students receiving Schoolwide Title I services).
   v. <u>End of Year Program Count Title I Part A Neglected</u>: Count of students identified as Neglected.
   w. <u>End of Year Program Count Title I Part D Delinquent</u>: Count of students identified as Delinquent.
   x. <u>End of Year Program Count Twenty First Century</u>: Count of students enrolled in the 21st Century program.
3. Search for "End of Year Program Participation Validation – Student Lists". Select the End of Year Program Participation Validation – Student Counts Validation Group or Validation Report (to add a Validation Group to the list of Validation Reports, assign the Validation Group to one or more

user groups). This group contains the following reports:

 a. <u>End of Year Program EL (English Learner)</u>: List of students identified as EL (English Learner) or exited EL in the last 6 academic years, sorted by Status – with active EL listed first.

 b. <u>End of Year Program Foreign Exchange</u>: List of students identified as foreign exchange.

 c. <u>End of Year Program Foreign Exchange with Invalid Grade</u>: List of foreign exchange students not in grades 9-12.

 d. <u>End of Year Program Count Foreign Exchange Invalid Start or End Status</u>: List of foreign exchange students with a Start Status other than 07 and an End Status other than 190.

 e. <u>End of Year Program Foreign Exchange Not Checked – Possible Foreign Exchange</u>: Students with Start Status 07 (and no prior enrollment) that may be foreign exchange, but foreign exchange is not checked.

 f. <u>End of Year Program FRAM with Free or Reduced Eligibility Status</u>: List of students with FRAM Free/Reduced eligibility status.

 g. <u>End of Year Program Gifted & Talented</u>: List of students identified as gifted and talented.

 h. <u>End of Year Program Gifted & Talented Evaluated but NOT Identified as Gifted & Talented</u>: List of students marked Gifted and Talented Evaluated, but not Identified.

 i. <u>End of Year Program Gifted & Talented Identified NOT Evaluated</u>: List of students marked Gifted and Talented Identified, but not Evaluated.

 j. <u>End of Year Program Homeless</u>: List of students identified as Homeless.

 k. <u>End of Year Program Homeless Unaccompanied Youth</u>: List of students identified as Homeless and Unaccompanied Youth.

 l. <u>End of Year Program Homeless Error Nighttime Residence Checked but NOT Homeless</u>: List of students with a Nighttime Residence not identified as Homeless.

 m. <u>End of Year Program Immigrant</u>: List of students identified as Immigrant.

 n. <u>End of Year Program Immigrant with Immigrant Date Older than 3 Academic Years</u>: List of students identified as Immigrant with date older than 3 academic years.

 o. <u>End of Year Program Count Military Connected</u>: List of students identified as Military Connected.

 p. <u>End of Year Program Section 504</u>: List of students with active 504 record in the 23-24 school year.

 q. <u>End of Year Program Title I</u>: List of students identified as Targeted Title I (do not mark students receiving Schoolwide Title I services).

 r. <u>End of Year Program Title I Part A Neglected</u>: List of students identified as Neglected.

 s. <u>End of Year Program Title I Part D Delinquent</u>: List of students identified as Delinquent.

 t. <u>End of Year Program Twenty First Century</u>: List of students enrolled in the 21st Century program.

4. Once all errors and warnings have been checked, run the above Validation Group as a Validation Report with the Run at State option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat Step 3 and re-run the Validation Report at the state.


STEP FOUR: CERTIFY DATA
PATH (OL): Data Integrity Tools>Data Certification>Event Certification
PATH (NL): Reporting> Data Certification>Event Certification
==It is recommended that you wait at least 60 minutes after a complete resync before certifying data==

1. From the Event Dashboard, select End of Year Enrollment & Program Participation Certification 2023-24.
2. Select Certify & Submit.
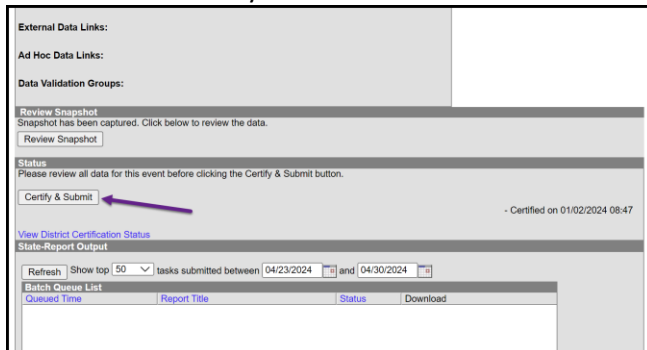
If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

Enrollment Notes
- Districts may not remove a student from the cohort (marked as a transfer) unless the district follows the process outlined below. If the district does not have the required documentation to support a student transfer the student must be counted as a dropout:
  - To remove a student from the cohort, a school or LEA must confirm, in writing, that the student transferred out, emigrated to another country, transferred county juvenile detention facility, or is deceased. To confirm that a student transferred out, the school or LEA must have official written documentation that the student enrolled in another school or in an educational program that culminates in the award of a regular high school diploma. A student who is retained in grade, enrolls in a HiSet program, is incarcerated in an adult prison or jail, or leaves school for any other reason may not be counted as having transferred out for the purpose of calculating graduation rate and must remain in the adjusted cohort (ESEA sections 1111(h)(1)(C)(iii)(II) and 8101(23), (25) (20 USC 6311(h)(1)(C)(iii)(II) and 7801(23), (25))). The district should have a process in place to verify that a student has enrolled in the school they have transferred to. Examples include:
    - In state transfers - Obtain official written documentation that the student has enrolled and attended (the student should have an active AIM enrollment in the new school);
    - Out of state transfers - Obtain official written documentation that the student has enrolled and attended (the school must offer an educational program that will result in a regular high school diploma);
    - Out of county transfers - Document that the student left the country, not necessarily that the student enrolled in another educational program (out of country programs may not be equivalent to US programs);
    - Homeschool transfers - Obtain official written documentation from the county superintendent that the student completed the registration process for homeschool on or after the student's last day of attendance in the district (a prior year homeschool record is not sufficient);

- ▪ Private school transfers - Obtain official written documentation that the student has enrolled and attended (the student should have an active AIM enrollment in the new school for transfers to a state accredited private school);
      - ▪ Student died - Obtain local confirmation from the family or an obituary. A death certificate is not required.
- There are new options for student graduation. Please see [Alternative Graduation Options](#) on the AIM Webpage for more information.

Program Participation List
- Section 504 – Section 504 is a plan developed to provide services and/or accommodations for a regular education student so the student may have an equal opportunity to participate in the educational program, including extra-curricular activities.
- English Learner (EL) – Students who are not achieving academically due to the level of their English language proficiency.
- Title I – Federal program to provide additional academic support and learning opportunities to help low-achieving children master challenging curricula and meet state standards in core academic subjects. Only Targeted Title I students are identified in AIM. The OPI automatically counts all students in Schoolwide Title I schools as Title I participants.
- Title I Part A – Student must be enrolled in a school receiving Title I Part A funds and a local Neglected Program. The students identified should be receiving services provided by a public or private residential facility (other than a foster home).
- Title I Part D – Student must be enrolled in a school receiving Title I Part A funds. The students identified should be receiving services provided by a public or private residential facility that is operated primarily for the care of children who have been adjudicated as delinquent or in need of supervision. This also includes students in an adult correctional institution.
- Immigrant – And Immigrant student is a student aged 3 through 21, was not born in any State; and has not been attending one or more schools in any one or more states for more than 3 full academic years.
- 21st Century
- Foreign Exchange - A Foreign Exchange student is a student who maintains residency and citizenship in a foreign country, which the student has no intention of abandoning and is qualified to pursue a full course of study.
- Gifted & Talented - Children of outstanding abilities who are capable of high performance and require differentiated educational services beyond those normally offered in public schools to fully achieve their potential contribution to self and society. The children so identified include those with demonstrated achievement or potential ability in a variety of worthwhile human endeavors. Students who are evaluated/identified must be marked evaluated in every subsequent enrollment.
- Homeless – A student is considered homeless if they lack a fixed, regular, and adequate nighttime residence, including shared housing (due to loss of housing, economic hardship, or other similar reason), are living in motels, hotels, trailer parks or campgrounds due to lack of adequate alternative accommodations, are living in emergency or transitional shelters, or are awaiting foster care placement.
- Military Connected – Military Connected student means a student enrolled in a school district who is a dependent of an active-duty member of: The United States Military (Army, Navy, Air Force, Marines, or Coast Guard), Active-Duty National Guard, Active-Duty Reserve Force of the US Military, or transitioning out of Active-Duty to National Guard or Reserve

- FRAM – Students may receive free or reduced-price meals if household income is within the limits on the Federal Income Eligibility Guidelines or the household receiving benefits from Supplemental Nutrition Assistance Program (SNAP) enrolled in school's Head Start program or determined to be homeless, foster, runaway or migrant.

AIM Unit Contact Information
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