

MAEFAIRS
Student Count for ANB
and
AIM Enrollment
Reporting Instructions
School Year 2022-2023



Table of Contents

Welcome	3
AIM and MAEFAIRS	3
Official MAEFAIRS Count Dates	3
Official AIM Data Collection Schedule	3
Student Count for ANB in the MAEFAIRS System	3
AIM & MAEFAIRS Comparison	4
MAEFAIRS Student Count for ANB	4
Enrollment data as reported in AIM	4
Aggregate Hours of Instruction	5
Concurrent Enrollments	6
Part-time Students	6
Pre-School (PK) Students	6
Kindergarten	7
Grades P1-12	8
Step-by-Step Instructions - MAEFAIRS Student Count For ANB	10
Glossary	11

Welcome

Enrollment collected by the Office of Public Instruction (OPI) in the Achievement in Montana (AIM) student information system and imported to the MAEFAIRS system is used for calculation of ANB for school funding. Auditors are required to compare the reported data to supporting documentation and note discrepancies in their audit report. Therefore, care and accuracy is very important when completing the reports and maintaining adequate backup documentation.

AIM and MAEFAIRS

In the 2022 – 2023 school year, student enrollment data will be collected on the first Monday in October and the first Monday in February. AIM will be used to collect student enrollment, attendance on official count dates, aggregate hours, and student demographic information. MAEFAIRS will import the minimum enrollment information necessary to determine a school district's Average Number Belonging (ANB) for the FY 2023 – 2024 budget year, and student demographic information including race data used to determine the Student Achievement Gap payment.

Official MAEFAIRS Count Dates

For the 2021-22 school year:

The official count date for **fall** is **Monday, October 3, 2022** (first Monday in October).

The official count date for **spring** is **Monday, February 6, 2023** (first Monday in February).

Official AIM Data Collection Schedule

See the OPI AIM Webpage at [AIM Data Collection Schedule](#)

Student Count for ANB in the MAEFAIRS System

Enrollment data imported into the MAEFAIRS system is used to calculate Average Number Belonging (ANB). MAEFAIRS captures the grade-by-grade enrollment count, part-time enrollment data, and other special enrollment data (19-year-old students eligible for ANB, Indian Language Immersion Program, Job Corps, MT Youth Challenge Academy, MT Digital Academy, early graduates, and private/homeschool students participating in extra-curricular activities).

AIM & MAEFAIRS Comparison

Student data is collected in the AIM system and imported into MAEFAIRS. DATA ELEMENT	AIM	MAEFAIRS
Enrollment Count by Grade	X	X
Part Time Enrollment Data	X	X
19-Year-Old Enrollment	X	X
19+ Year-Old Special Ed ANB Eligible Enrollment	X	X
Indian Language Immersion Program (ILIP)	X	X
Job Corps Enrollment	X	X
MT Youth ChalleNGe	X	X
MT Digital Academy	X	X
Early Graduation (spring only)	X	X
Pre-Kindergarten Enrollments (Special Education)	X	
Kindergarten Enrollments	X	X
Exclude Fall & Spring ANB – 10 day rule	X	
Student Achievement Gap (SAG) Payment (fall only)	X	X
Aggregate Hours	X	X
Count Date Attendance	X	
Program Participation Data	X	
Extracurricular Activities (MF's in FY23)	X	X

MAEFAIRS Student Count for ANB

Enrollment data as reported in AIM

- **To be included in the MAEFAIRS Student Count For ANB, students must:**
 - ✓ Be enrolled on the count date
 - ✓ Have aggregate hours marked (F, T, H, or Q)
 - ✓ Have a service type of Primary or Secondary for grades K-12
 - ✓ Not marked as Extra Curricular Only for the current school year
 - ✓ Not marked as Exclude ANB

- **This includes:**
 - ✓ Special education students [grades K-12] receiving regular education services from the district
 - ✓ Homebound students qualifying under ARM 10.20.102
 - ✓ 19/20-year-old ANB eligible students
 - ✓ Students participating in the Indian Language Immersion Program (ILIP)
 - ✓ Students attending Job Corps (see Job Corps section)
 - ✓ Students attending MT Youth ChalleNGe Academy (see Youth ChalleNGe section)
 - ✓ Students taking classes through the MT Digital Academy
 - ✓ Part-time students or students attending school for any portion of the school day (example, count as enrolled a home-schooled student that attends the district for one class per day)
 - ✓ Students attending the school from out-of-district with a completed Student Attendance Agreement
 - ✓ Private and homeschool students participating in extracurricular activities (School Year 2021-2022)

- **Students NOT included in the MAEFAIRS Student Count For ANB are:**
 - ✓ Students absent for 11 or more consecutive days prior to and including the count date.
 - ✓ Students who will not resume attendance pursuant to notice given to district
 - ✓ Students otherwise unable to continue in attendance for any reason
 - ✓ Students who are residents of the district, but are attending an out-of-district school
 - ✓ Pre-school (PK) students
 - ✓ 19-year-olds (age as of September 10) or older not ANB eligible

- **Students included in the Other Enrollment section consist of:**
 - ✓ 19-year-old (age as of September 10) or older
 - ✓ Job Corps Program participants
 - ✓ MT Youth ChalleNGe Academy participants
 - ✓ Early Graduates (spring counts only)
 - ✓ Private and homeschool students participating in extracurricular activities (FY22)
 - ✓ 19/20-year-old ANB eligible students

Students Identified as American Indian for the Achievement GAP Payment

Students identified as American Indian in their AIM system identity record as of the MAEFAIRS fall count date will generate funding in the SAG payment for the ensuing year. **Changes to this designation will be accepted only through December 31st.** See ARM 10.21.205 in the Glossary.

Part-time Enrollment

Aggregate hours in AIM determine if a student is enrolled full or part-time. For more information on part-time enrollment, see the 'Part-time' student topic.

Transition First

A Pre-1st/Transition program is a full day program that is designed to ease the transition into first grade, and often results in a two-year program between kindergarten and second grade. These students are enrolled in AIM with a grade level of P1 (Transition 1st). Aggregate hours should reflect their actual participation in an educational program.

Aggregate Hours of Instruction

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by 20-1-301, MCA. This designation determines a student's status as full or part-time enrolled.

- 0 <179 aggregate hours = 0 enrolled or N in AIM
- 180 to 359 aggregate hours = ¼ enrolled or Q in AIM
- 360 to 539 aggregate hours = ½ enrolled or H in AIM
- 540 to 719 aggregate hours = ¾ enrolled or T in AIM
- > 720 aggregate hours = full time enrolled or F in AIM

Pupil instruction does not include lunchtime or unstructured recess.

Aggregate Hours Calculation Example

The tricky part of calculating annualized aggregate hours of instruction is calculating the hours for a student whose schedule changes during the school year. Consider this example: Assume that Bobby Q. Public is enrolled in 12th grade in your district, and he attends school pursuant to the following schedule (55 minute class periods):

<u>Count</u>	<u>Total Pupil Instruction Days</u>	<u>Student Schedule</u>	<u>Calculation</u>	<u>Annualized Hours</u>
Fall	180	5 classes/day	(5x55x180)/60	825 aggregate hours
Spring	180	3 classes/day	(3x55x180)/60	495 aggregate hours

How is Bobby's enrollment reported to OPI? Answer:

Fall count: Bobby's aggregate hours are entered as F or 720+. He is full-time enrolled because the annualized hours for his program as of the fall count date would be 825 aggregate hours.

Spring count: Bobby's aggregate hours are entered as H or 360-539. He is half time enrolled because the annualized hours for his program as of the spring count date would be 495 aggregate hours.

Look at how many annualized hours of instruction would be provided for the program the student is following as of the current count date, independent from the hours accumulated under a program he/she followed on another count date.

A school district may include in its calculation of ANB a pupil who is enrolled in a program providing fewer than the required aggregate hours of pupil instruction if the pupil has demonstrated proficiency in the content ordinarily covered by the instruction as determined by the school board using district assessments. The ANB must be converted to an hourly equivalent based on the hours of instruction ordinarily provided for the content over which the student has demonstrated proficiency. 20-9-311(4)(d), MCA

Concurrent Enrollments

A pupil in kindergarten through grade 12 who is concurrently enrolled in more than one public school, program or district may not be counted as more than one full-time pupil for ANB purposes. Schools that share student enrollments with other schools should contact the school with the secondary enrollment and decide how students will be reported in AIM and MAEFAIRS.

F – 720+ hours = 1 enrollment

Q – 180-359 hours = .25 enrollment

T – 540-719 hours = .75 enrollment

N – 0-179 hours = 0 enrollment

H – 360-539 hours = .5 enrollment

Accurate Data Reporting: School A reports the student as T – 540-719 hours, School B reports the student Q – 180-359 hours, for a total of 1 enrollment.

Inaccurate Data Reporting: School A reports the student as F – 720+ hours, School B reports the student as Q – 180-359 hours, for a total of 1.25 enrollment.

Part-time Students

Part-time data is collected by the OPI for the purpose of adjusting a district's enrollment count for students who do not attend full-time. The key in determining part-time status is to look at annual aggregate hours of instruction in a pupil's education program. See example at the end of this section.

AIM allows for the entry of part-time enrollments. Students are assigned a level of aggregate hours that reflects their actual participation in an educational program on the count date.

720+ aggregate hours	F	Full time enrolled
540-719 aggregate hours	T	Three quarter time enrolled
360-539 aggregate hours	H	Half time enrolled
180-359 aggregate hours	Q	Quarter time enrolled
0-179 aggregate hours	N	Less than quarter time enrolled, Not counted

Pre-School (PK) Students

State law does not provide ANB for pre-school (PK) students; therefore, pre-school (PK) students are not imported into MAEFAIRS. However, all pre-school (PK) students that are receiving special education services must be in AIM for state-reporting purposes.

Special Education kindergarten students who have turned 5 years of age by September 10 and whose IEP requires services in the pre-school (PK) setting must be enrolled in kindergarten in AIM to receive ANB.

Kindergarten

Counting Kindergarten Pupils for Enrollment

- **5-year-olds** - A pupil who reaches age 5 on or before September 10 of the current school year or has been enrolled by special permission of the Board of Trustees, pursuant to 20-7-117, MCA, may be counted as a Kindergarten student if both of the following criteria are satisfied:
 - ✓ the pupil is enrolled in an accredited 5-year-old schooling program**AND**
 - ✓ the accredited 5-year-old schooling program is providing a minimum of 360 hours of pupil instruction per year
- Students who transfer during the year from another in-state school or from out of the state and are (or were) not age 5 on or before September 10 also require board approval before enrollment to be counted for ANB.

NOTE: Students enrolled in kindergarten who are receiving services in a pre-school (PK) setting, pursuant to an Individualized Education Program (IEP), and reach age 5 by September 10 of the current school year, should be enrolled in AIM in the kindergarten grade level, with a service type of P. Aggregate Hours and Attendance are required for these students. These kindergarten students should also be enrolled into any other programs, in which they participate, including Free/Reduced lunch, LEP, etc.

Kindergarten-Half Time Program (Grade = KH)

KH is only utilized by districts with schools that do not have an approved full-time kindergarten program. If the pupil's current instructional program provides:

- Less than 180 aggregate hours of instruction time per year
 - ✓ Student is enrolled in AIM in grade KH with aggregate hours of N. Enrollment in a program intended to provide less than 180 hours of pupil instruction per school year may not be included for ANB purposes.
- At least 180 aggregate hours but less than 360 aggregate hours
 - ✓ Student is enrolled in AIM in grade KH with aggregate hours of Q. The student is counted as one-quarter time enrolled for purposes of ANB.
- Greater than or equal to 360 hours of aggregate hours of instruction time per year
 - ✓ Student is enrolled in AIM in grade KH with aggregate hours of H, T or F. The student is only counted as one-half time enrolled for purposes of ANB.

Kindergarten Full Time program (Grade = KF)

KF is utilized by districts with schools that have an approved full-time kindergarten program, regardless of hours of instruction. If the pupil's current instructional program provides:

- Less than 180 aggregate hours of instruction time per year
 - ✓ Student is enrolled in AIM in grade KF with aggregate hours of N. Enrollment in a program intended to provide less than 180 hours of pupil instruction per school year are not included for ANB purposes.
- At least 180 aggregate hours but less than 360 aggregate hours
 - ✓ Student is enrolled in AIM in grade KF with aggregate hours of Q. The student is counted as one-quarter time enrolled for purposes of ANB.
- At least 360 aggregate hours but less than 540 aggregate hours
 - ✓ Student is enrolled in AIM in grade KF with aggregate hours of H. The student is counted as one-half time enrolled for purposes of ANB.

- At least 540 aggregate hours but less than 720 aggregate hours
 - ✓ Student is enrolled in AIM in grade KF with aggregate hours of T. The student is counted as three- quarter time enrolled for purposes of ANB.
- 720 aggregate hours or more
 - ✓ Student is enrolled in AIM in grade KF with aggregate hours of F. The student is counted as full time enrolled for purposes of ANB.

Grades P1-12

Students in grades P1 thru 12 should be enrolled in the AIM system in the appropriate grade level as determined by the district. If these students meet the criteria for Student Count For ANB, they will be counted at the level designated. Full-time or part-time status of the student is based on their aggregate hours of instruction as reported in AIM.

Number of Students

Students Who are Enrolled

Each student included in the numerical count of students must be enrolled as defined in ARM 10.15.101:

(24) 'Enrolled student' means a high school student assigned to receive organized instruction in an education program described in ARM 10.55.904 that is offered by a public school and can be applied towards the graduation requirements of ARM 10.55.905, or an elementary student assigned to receive organized instruction in an education program described in ARM 10.55.901 through 10.55.902, or an elementary or high school student in a course of instruction agreed to in an Individualized Education Program (IEP). ARM 10.15.101

Students who are absent 11 or more consecutive days prior to and including the count date

- For the Fall and Spring counts, **include** a student who is absent on the count date, unless the student has been absent for 11 or more consecutive pupil instruction days immediately prior to and including the official count date. (b) A school district may not count as enrolled on the count date a student who has enrolled in another public school district; will not resume attendance according to notification received by the district; has had records transferred to another school; or is otherwise unable to continue in attendance. (ARM 10.20.102)
- For the Fall and Spring counts, do not include students in the enrollment count if they have been absent for 11 or more consecutive pupil instruction days immediately prior to and including the official count date, unless they qualify as homebound students under ARM 10.10.102. Students who have been absent 11 or more consecutive pupil instruction days immediately prior to the official count date must resume attendance on or before the count date to be considered enrolled.
- ARM 10.20.102(10), provides an **exception** to students who do not otherwise meet the criteria for inclusion in the ANB count. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB count, should be submitted to the Superintendent of Public Instruction by the districts authorized representative **prior to the official enrollment count date**. The OPI will notify the district if the student may be included in the ANB count.

In the 'Enrollment Counts' section of the student's AIM enrollment record, students who are absent 11 or more consecutive days prior to and including the Fall or Spring count date should have the 'Exclude ANB' box checked, and the Absent count set to 1.000.

Job Corps Program and MT Youth Challenge Academy Students

Under certain circumstances, a district may include in its Student Count For ANB, students participating in the Job Corps Program or the Montana Youth Challenge Academy. For the students to be eligible for inclusion in the count, the district must have entered an interlocal cooperative agreement (Title 7, Chapter 11, Part 1, MCA) with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools or interlocal cooperative agreement with the

Montana Youth ChalleNGe Academy.

Requirements for ANB-eligibility of Job Corps or MT Youth ChalleNGe Academy students

- ✓ the student must be enrolled in a public school in the student's district of residence, **and**
- ✓ the credits taken at the Job Corps or MT Youth ChalleNGe Academy require approval by the resident school district, **and**
- ✓ the credits meet the resident district's requirements for graduation at a school in the district, **and**
- ✓ the credits must be taught by an instructor who has a current Montana high school certification, **and**
- ✓ the credits must be reported by the Job Corps or MT Youth ChalleNGe Academy to the student's resident school district.

For more information, see § 20-9-707 and § 20-9-311(12), MCA.

Job Corp and Montana Youth ChalleNGe Academy participants that meet the above requirements should continue their enrollments in the student's resident district as reported in AIM. To be counted for participation, the students must also have the appropriate program (Job Corp or MT Youth ChalleNGe) marked on the Flags tab (Student Information>General>Flags). Students that do NOT meet all the above requirements should have their enrollment record ended with a 175: Transfer to Montana Youth Challenge end status.

For Detailed instructions on how to report these students in the AIM system, click on this link: [AIM User Guides](#).

Montana Digital Academy Students

Students participating in MT Digital Academy courses must enroll in the courses through their local public school (district of residence). Students enrolled in MTDA classes should have their aggregate hours calculated as if the student were enrolled in the district for the same course.

For Detailed instructions on how to report these students in the AIM system, click on this link: [AIM User Guides](#).

Extracurricular Activity Participation

Private and homeschool students participating in extracurricular activities may be eligible for ANB. Students are enrolled in the current school year and included in the following year's ANB counts. Students are enrolled in AIM in the prior school year and included in the ensuing year ANB count. To be eligible for ANB, the student must be a resident of the school district, not enrolled or not enrolled full time, and complete an extracurricular activity with a duration of at least 6 weeks. Students may be eligible for one-sixteenth enrollment for each completed activity of 6 weeks for more or one-eighth enrollment for each completed activity lasting longer than 18 weeks, not to exceed one full-time enrollment.

For Detailed instructions on how to report these students in the AIM system, click on this link: [AIM User Guides](#).

Day Treatment Students

Students placed by the district in day treatment under an approved Individual education plan (IEP) at a private non- sectarian school must be reported in AIM enrollment and excluded from the ANB count.

The district may apply for additional DSA funding at the end of the year. Contact School Finance for more information at OPISchoolFinance@mt.gov.

Step-by-Step Instructions - MAEFAIRS Student Count For ANB

Data Verification

Prior to importing the ANB count into MAEFAIRS the district should use the Data Validation tools in AIM to verify the districts information. In AIM, navigate to Data Integrity Tools>Data Validation>Data Validation Report>Fall ANB Validation. Data issues must be corrected in AIM before being imported into MAEFAIRS.

Prior to submitting the districts ANB count in MAEFAIRS, the district should run the Student Count for ANB reports, including the District Summary, Students Imported from AIM Not In Student Count Or ANB, and Students Imported From AIM in SAG (Fall Only).

Follow these instructions to complete enrollment. Log into MAEFAIRS at the following link: [MAEFAIRS Login](#)

From the MAEFAIRS menu screen:

1. Import Student Count For ANB Data from AIM
 - a. Data Entry>Student Count For ANB>Step 1: Import Student Count For ANB From AIM
 - b. Select a district and click "Import Student Count For ANB". When the data has imported you will get the message, "The data was successfully imported for..."

Note: You may import as many times as necessary. You **must** import on or after October 4, 2022, for the fall count and February 7, 2023 for the spring count, in order to submit the data.

2. View imported data in MAEFAIRS Student Count For ANB reports.
 - a. Reports>Student Count For ANB>School Summary or District Summary
 - b. Select a district and click Print To PDF
 - If the Student Count For ANB numbers on the report just printed (including part time and other enrollment) match the information in AIM, return to Data Entry. Choose Student Count For ANB>Step 2: Submit to OPI.
 - If the Student Count For ANB numbers on the report just printed **do not** match the information in AIM proceed to Step 3.
3. To check the students imported or not imported into MAEFAIRS use the following reports:
 - a. Reports>Student Count For ANB>Students Imported from AIM in Student Count For ANB or
 - b. Reports>Student Count For ANB>Students Imported from AIM Not in Student Count For ANB
4. To check the students imported from AIM and identified as American Indian use the following report:
 - a. Reports>Student Count For ANB>Students Imported from AIM in SAG

NOTE: If a student appears incorrect in MAEFAIRS, but is correct in AIM, contact School Finance at OPISchoolFinance@mt.gov

5. Print Final Report
 - a. Reports>Student Count For ANB>School Summary and District Summary

Questions:

For MAEFAIRS questions, or to correct data once it has been submitted, please contact [Andrea Mohammadi](#) at 406-444-1960

For AIM questions, including corrections to student information, please contact:

The AIM Helpdesk at 1-877-424-6681, locally at 406-444-3800 or by email at opiaimhelp@mt.gov

Glossary

19 year-olds (or older)

Students who turned 19 years of age on or before September 10 of the current school year:

- are included in regular enrollment counts
- are included in attendance counts
- are reported under Other Enrollment (High School Only)
- are not included in part-time counts
- are not included in the ANB calculation

19+ year-olds

Students 19 and 20 years of age on or before September 10 of the current school year are included in the enrollment counts for ANB if:

- the student has not graduated
- the student is eligible for special education services and likely to be eligible for adult ed services
- the IEP has transition goals for preparation for living and working after graduation or the student's disability has increased in significance after age 16

Aggregate Hours of Instruction

Annual Aggregate Hours of Instruction are the hours of pupil instruction for which a school course or program is offered or for which a pupil is enrolled as defined by 20-1-301, MCA. This designation determines a student's status as enrolled full or part-time.

- 0 < 179 aggregate hours = 0 enrolled or N in AIM 180
- to 359 aggregate hours = ¼ enrolled or Q in AIM 360
- to 539 aggregate hours = ½ enrolled or H in AIM 540
- to 719 aggregate hours = ¾ enrolled or T in AIM
- > 720 aggregate hours = full time enrolled or F in AIM

Pupil instruction does not include lunch time or unstructured recess.

ARM 10.21.204

AMERICAN INDIAN ACHIEVEMENT GAP PAYMENTS - GENERAL FUND

(1) The Superintendent of Public Instruction will determine and report the American Indian achievement gap payment for each school district by March 1 for the ensuing school year.

(2) The number of students used to determine the payment for FY 20XX+1 will be the number of American Indian students enrolled in the district in grades K-12 as reported on the fall enrollment count submitted by the district to the Superintendent of Public Instruction in FY 20XX. Students reported as not enrolled but receiving special education services and students who were aged 19 or older on or before September 10 of the school year of the count date will not be counted for purposes of this payment.

(3) The Superintendent of Public Instruction will provide an opportunity for district officials to review the enrollment information submitted on the fall enrollment report. **Changes to the enrollment report information used for the American Indian achievement gap payment will not be accepted after December 31 except in cases of significant reporting error, as determined by the Superintendent of Public Instruction.**

(4) Payments will be distributed to school districts by the Superintendent of Public Instruction on the schedule for BASE aid distributions provided in [20-9-344, MCA](#).

Average Number Belonging (ANB)

Average number belonging (ANB) means a student count for each school district that is used for school funding purposes. The statutory definition, pursuant to [20-1-101\(2\), MCA](#), is ‘the average number of regularly enrolled, full-time pupils attending the public schools of a district.’

Calculating Average Number Belonging (ANB)

The Average Number Belonging (ANB) for the ensuing school fiscal year is the average adjusted enrollment of the current school year, by budget unit, multiplied by 187, divided by 180. Use the [ANB Calculation Spreadsheet](#) to estimate ANB.

Average Adjusted Enrollment

Average adjusted enrollment is the average of the October and February enrollment adjusted for part-time students and students reported as “other enrollment”, as calculated on page 14.

Budget Unit

Budget unit means the unit for which the ANB of the district is aggregated for all enrolled students according to [20-9-311, MCA](#). (A.R.M. 10.15.101(10))

Early Graduates

Students that graduated from high school early, at the end of their 7th semester.

Reporting early graduates is only required if the district is applying for increased ANB pursuant to [20-9-313\(6\), MCA](#) and ARM 10.20.102(11).

Early graduates are mid-year graduates who meet the following criteria:

1. The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school but WAS NOT enrolled on the first Monday of February of the CURRENT school year.
2. The student completed graduation requirements on or before the end of the first semester of the CURRENT school year.
3. The student completed graduation requirements in SEVEN semesters or less.
4. The student had not reached the age of 19 on or before September 10 of the CURRENT school year.
5. Early graduates must be entered into AIM. The student's enrollment record must have an End Date prior to the February count date, an End Status of 400: Graduated. Additionally, the graduation tab needs to be completed including Diploma Date, Diploma Type, and a Diploma Period.

Ensuing Year

First school year succeeding the current year.

Fiscal Year

Fiscal year of data. For example, fiscal year 2023 is July 1, 2022 to June 30, 2023.

Fiscal year 2023 can also be called:

Fiscal year 2022-23

Fiscal year 2022-2023

FY23

FY 2023

Grade

The assigned education level of a student in Pre-K through 12.
Pre-Kindergarten is also called Pre-K and Preschool (PK in AIM)
Half-time and full-time Kindergarten (KH and KF in AIM)
Transition First (P1 in AIM)

Homebound Students

Those students who are receiving instructional services who were in the education program and due to medical reasons, certified by a medical doctor, are unable to be present for pupil-instruction.

(ARM 10.15.101)

Criteria for counting Homebound students (ARM 10.20.102(8)):

- (8) *Homebound students, as defined in ARM 10.15.101, and students who are confined to a treatment, medical, or custodial facility may be counted as enrolled for ANB purposes if the student:*
- (a) *is enrolled as defined in ARM 10.15.101 and is currently receiving organized and supervised pupil instruction as defined in [20-1-101, MCA](#);*
 - (b) *is in a home or facility which does not offer a regular educational program; and*
 - (c) *has instructional costs during the absences which are financed by the school district general fund.*

Individualized Education Program (IEP)

Refers to a written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA) which includes:

- Statement of present level of academic achievement and functional performance of a child;
- Statement of annual goals;
- Statement of specific education services to be provided and the extent to which the child will be able to participate in regular educational programs;
- Projected date for initiation and anticipated duration of services;
- Schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Kindergarten

A program for children in the district who will be 5 years old on or before September 10 of the school year for which the program is to be conducted or have been enrolled by special permission of the board of trustees. The trustees of a district must either establish a kindergarten program or make a program available to all children in the district who meet the 5-year-old age requirement. The program is taught during the year preceding first grade. [20-7-117, MCA](#)

A **half time** kindergarten program must provide a minimum of 360 aggregate hours of instruction per year.

A **full-time** kindergarten program must provide a minimum of 720 aggregate hours of instruction per year.

Pre-Kindergarten (Pre-K or Preschool)

A free program for children between the ages of 3 and 5 years, offered at the discretion of the trustees of an elementary district. The program is offered during the year(s) preceding Kindergarten.

Service Type

This field in AIM indicates the type of educational services a student receives from the district.

P: Primary – A student receives primary educational services from this school

S: Partial (Secondary) – A student who receives some educational services from this school but holds a primary enrollment in another school.

N: Special Education Services Only – A student who is receiving ONLY special education services from this school and whose primary enrollment is in another school or students who are not yet eligible for public

school services (i.e., pre-school students). This does not include students in a self-contained classroom.

Special Education Eligible

A student having an Individualized Education Program (IEP) under the Individuals with Disabilities Act (IDEA) and who is receiving special education services.

Transition First

A Pre-1st/Transition program is a full day program that is designed to ease the transition into first grade, and often results in a two-year program between kindergarten and second grade.