

# MISCELLANEOUS ITEMS

- 23-24 Reporting - Accreditation
  - Calendar review
  - TOE
  - Teacher Class
- Review Budget Data Sheets | QEC/Teacher Incentive
- MASBO – June 2024 @ Billings | OPI help/support room

# END OF YEAR REPORTING

## Data Validation & Data Certification – End of Year Collections

- Attendance
- Compensation Expenditure TOE
- CTE
- Enrollment & Program Participation
- Extracurricular
- Mode of Instruction
- Calendar
- Behavior
- Cohort/Graduate/Dropout

[AIM Collection Calendar](#)

EOY Reporting DEADLINE!!!  
June 21, 2024



Putting Montana Students First **A+**

Test Site

# END OF YEAR REPORTING

## Data Validations

- Reports to identify errors/review certification data prior to certifying
- User Groups/User Rights determine access
- Available OPI/State published reports
- Preview limited to 100 rows
- Data Source: Local Dataset vs. State Dataset
- Custom Groups
- COMING SOON: Improved functionality (July 2025??)

# END OF YEAR REPORTING

## Data Certification

- Designated staff click CERTIFY & SUMBIT button for specific collection data (snapshot)
- Setup: Identify Primary/Secondary certifiers
- Multiple Primary requires ALL to certify
- Certification by DISTRICT (at this time)
- Print reports for district record
- COMING SOON: Improved functionality (July 2025??)

# END OF YEAR REPORTING

## Attendance

- Days Present
- Days Enrolled
- ESSA Days Absent
- Use the wizard to populate enrollment record details
- Run validation report, then certify

### END OF YEAR

#### End of Year Attendance Totals

ADA - #Days Present

ADA - #Days Enrolled

ESSA - #Days Absent



# END OF YEAR REPORTING

## Compensation Expenditure TOE

- End of Year staff collection
- Must include ANYONE employed by the district (7/1/2023-6/30/2024)
- Replaces TEAMS Compensation Expenditure TOE
- Communicate with district staff previously responsible (district clerk/business manager?)
- Run validation report, then certify
- Additional separate process in MAEFAIRS for compensation reporting

# END OF YEAR REPORTING

## CTE

- [Meet the Team](#)
- Path: Student Info > Program Participation > State Programs CTE Tab
- NOTE: Single parent = STUDENT
- EOY collection: update cumulative credits earned
- NOTE: Design & Instruction - same pathway, concentrate indicator YES both if combined is 2+ (reported separately federally)

| CTE Participant Summary     |                  |                 |
|-----------------------------|------------------|-----------------|
| CTE Pathway                 | CTE Concentrator | Pathway Credits |
| Design & Construction (FCS) | No               | 1.00            |
| Design & Construction (ITE) | No               | 1.00            |

- Run validation report, then certify



# END OF YEAR REPORTING

## CTE

- Fall collection: graduation follow-up
  - Gr12 Enrollment record CTE post-program status
  - Change year to prior year to run follow-up report



# END OF YEAR REPORTING

## Enrollment & Program Participation

- Setup 24-25 calendars, roll students forward, end 23-24 enrollment
- Review Enrollment & Program Participation validation report
- Review/Verify student list/count (EL, Gifted, Homeless, 504, Title, etc.)
- Run validation report, then certify

# END OF YEAR REPORTING

## Extracurricular

- Recommend separate calendar
- Input NUMBER of activities/participation on enrollment record ➤ 23-24
- Included in ANB count the following FALL ➤ 24-25
- Included in budget for the NEXT school year ➤ 25-26
- 1/16 for each 6 week activity; 1/8 for each 18 week activity
- “S” enrollment type
- Checkbox: Extracurricular Activities Only
- Run validation report, then certify

# END OF YEAR REPORTING

## Mode of Instruction

- Mark students who are remote or hybrid
- If students are NOT remote/hybrid – no designation required
- Run validation report, NO CERTIFICATION

# END OF YEAR REPORTING

## Calendar

- Use the Calendar validations as you are setting up your calendar (24-25 school year) to ensure that everything is set up correctly prior to the start of the school year.
  - ✓ Separate calendars for different schedules
  - ✓ Enter In-Service and Parent Teacher Conferences
  - ✓ Set up period schedules for early release days
  - ✓ Verify that each calendar has sufficient Aggregate Hours for the grade
  - ✓ Separate calendar for extracurricular activities

# END OF YEAR REPORTING

## Behavior

- Report incidents that result in Suspension/Expulsion
- Duration in DAYS required (fraction allowed)
- If customize event types – map to state code
- If customize resolution types – map to state code & correct sub-type
- Run validation report, then certify

- Get support from SSoM!! (calculate/allow)

**Behavior Resolution Type Detail**

School: Laurel Middle School Calculate End Date/Duration

Code:  \*Name: 1/2 Day ISS

\*Alignment: Discipline  \*Start Date: 07/01/2023  End Date:

Category: Minor  State Resolution Code (Mapping): No State Resolution Code (Mapping)  Sub-Type: Suspension

Allow attendance modification

Selecting a Sub-Type of Suspension allows users to track how many days a student was assigned a suspension resolution during the year. The student's resolution will have a required Duration in School Day field and the sum of all Duration in School Days will be reported on the student's Behavior tab.

# EOY Reports...

|   |
|---|
| End of Year Attendance Certification                        |
| End of Year Attendance Validation                           |
| End of Year Compensation Expenditure TOE Certification      |
| End of Year Compensation Expenditure TOE Data Checks        |
| End of Year CTE Concentrator and Participants Certification |
| End of Year CTE Concentrator and Participants Validation    |
| End of Year Enrollment and Program Certification            |
| End of Year Enrollment and Program Validation               |
| End of Year Extracurricular Activities Certification        |
| End of Year Extracurricular Activities Validation           |
| End of Year Mode of Instruction School Validation           |
| End of Year Mode of Instruction Student Validation          |
| Cohort Data Validations                                     |
| OPI Maintained (Foster/Migrant)                             |
| Graduate Data Validations                                   |
| 7-8 Dropout Data Validations                                |
| 9-12 Dropout Data Validations                               |
| Calendar Validation Errors                                  |
| Calendar Validations  |
| Behavior Incident Validations                               |
| Behavior Incident Certification                             |

# END OF YEAR REPORTING

## District homework...

Update Certification SETUP for EOY (user membership)

Type Membership

Select a Type

- Select a Type
- Type: Average Number Belonging (ANB)
- Type: Behavior Data
- Type: Calendar Information
- Type: CTE Data
- Type: Extracurricular Activities
- Type: Full Year Attendance
- Type: Graduate, Dropout, Cohort Data
- Type: Personnel Reporting Data
- Type: Student Enrollment & Programs
- Type: Teacher Incentive Data
- Type: Teacher-Class Course Data

# END OF YEAR REPORTING

## **Special Education Exiting**

Data from Infinite Campus, submitted in different application (SPED Applications Portal)

## **Cohort / Graduate Dropout...**



# MONTANA HIGH SCHOOL COMPLETER & DROPOUT DATA COLLECTION HANDBOOK

<https://opi.mt.gov/Portals/182/Page%20Files/AIM/2%20AIM%20USER%20GUIDES/Montana%20High%20School%20Completer%20and%20Dropout%20Data%20Collection%20Handbook.pdf?ver=2023-08-11-160619-500>

# PURPOSE OF COLLECTING DROPOUT GRADUATE AND COHORT DATA

1

Analyze existing programs and target dropout prevention and intervention strategies.

2

Assist schools in meeting accreditation standards and meeting federal reporting requirements.

3

Provide reliable and comparable high school data (GEMS)

# DROPOUT

A student enrolled in grades 7 through 12 who:

- Was enrolled in school at some time during the previous school year and is not enrolled by September 30th of the current school year; OR
- Was not enrolled at the beginning of the previous school year, was expected to enroll in the current year, but failed to show (no show), and is not enrolled on September 30th of the current school year; AND
- Has not graduated from high school or completed a state or district-approved high school educational program, AND

Has not transferred to another school, been temporarily absent due to a school-recognized illness or suspension, or died (if prior to unenrollment).

# DROPOUT RATE

The Dropout Rate in Montana is the Event Rate

Event Rate: Snapshot of those who drop out in a single year.

*Adapted from the NCES at the U.S. Department of Education and is consistent with the requirements of the NCES Common Core of Data (CCD) reporting. Dropout rates using this method are calculated by dividing the number of dropouts as defined above by the October enrollment total. Disaggregated rates can be obtained using this method to determine if some groups of students are more likely to drop out.*

# FALL NO SHOWS

- Complete the 2023-24 school year
- Fail to show in the 2024-25 school year
- Do not return to school by September 30, 2024

# GRADUATE RATE

Montana's U.S. Department of Education approved high school graduation rate. Montana's graduation rate is calculated using the following formula:

$$\text{Graduation Rate} = \frac{gt}{ct + gt + d12t + d11(t-1) + d10(t-2) + d09(t-3)}$$

Where: g = number of graduates receiving a standard high school diploma in four years or less, from the time enrolled in 9th grade, or who had an IEP allowing more than four years to graduate.

c = number of graduates receiving a standard high school diploma in more than four years, from the time enrolled in 9th grade, did not have an IEP, or received a HiSET through a district-administered HiSET program.

t = year of graduation d = dropouts 09, 10, 11, 12 = class level

Note: Using this formula, as with dropouts, other high school completers, and nonstandard graduates, decreases the graduation rate (which is also used to determine the four-year adjusted cohort rate). High School Entry Year

# COHORT RATE

- The four-year cohort graduation rate calculation
- The number of students in the adjusted cohort earning a regular high school diploma by August 2024
- The number of first-time ninth graders in the 2020-21 cohort, adjusted for transfers in and out.

$$165/173 = 95.37\%$$

# REMOVAL OF A STUDENT FROM A COHORT

- To confirm that a student transferred out, the school or LEA must
  - ✓ Have official written documentation that the student enrolled in another school (End Status 160, 170, 180, etc.); or
  - ✓ In an educational program that culminates in the award of a regular high school diploma.



# NOT COUNTED AS A TRANSFER OUT

- HiSet Program;
- Incarcerated in an adult prison or jail; or
- Leaves school for any other reason.

# DATA VALIDATION AND CERTIFICATION

Validation Reports

Certification

Primary certifier (only one)

User Guide Instructions

<https://opi.mt.gov/Portals/182/Page%20Files/AIM/2%20AIM%20USER%20GUIDES/Validation%20and%20Certification%20Guide.pdf?ver=2022-09-30-101246-103>

# NEW 410 LOCAL END STATUS

## Graduated Alt Authorized by MCA

- Montana Youth Challenge completer who gets their HiSet AND the district awards the student a proficiency diploma. [10-10-1402, MCA](#)
- Superintendent may award a diploma based on proficiency, perseverance, and dedication. [20-3-110, MCA](#)

*\*These diploma types do not count for federal cohort reporting*

# NEW AIM DIPLOMA TYPE CODES

## 04 Completed IEP Goals

- Students who did not complete district graduation requirements but instead received a diploma by completing their special education IEP goals. These students do not have new IEP goals.

*\*Does not count for federal cohort reporting*

## 05 State Minimum

- Students who graduate with the state minimum number of credits which is lower than the LE's minimum number of credits.

[20-7-1330, MCA](#)

# DATE FIRST ENTER 9<sup>TH</sup> GRADE

Starts the 4-year window clock in motion

Must enter if transferred in from anywhere in the world (including MT)

Date started in 9<sup>th</sup> grade anywhere in the world (Transcript)

## Run the Validation Report

Validation Rules

COHORT Missing District Date First Entered 9<sup>th</sup> grade

Hit Preview

