

Aim User Guide:  
**Assessment  
Registration  
Collection**

THIS GUIDE EXPLAINS THE PROCESS FOR:

PREPARING ENROLLMENT DATA FOR THE  
OPI TO EXPORT FOR REGISTERING  
STUDENTS TO TAKE THE MONTCAS SUITE  
OF REQUIRED STATEWIDE ASSESSMENTS;  
AND

PARTICIPATION POLICIES AND  
REGISTRATION PROCESSES FOR THE  
MONTANA COMPREHENSIVE  
ASSESSMENT SYSTEM (MONTCAS).

TOPICS COVERED IN THIS AIM REFERENCE  
GUIDE INCLUDE:

- UPDATING ENROLLMENTS
- MID-YEAR GRADE LEVEL  
CHANGES
- PART-TIME STUDENTS  
(INCLUDING JOB CORPS,  
DIGITAL ACADEMY AND HOME  
SCHOOL STUDENTS)
- DATA VERIFICATION

[OPI STATEWIDE TESTING PAGES](#)

# Assessment Registration Collection Guide

## [AIM User Guide](#)

The OPI uses data from AIM/Infinite Campus to identify and register students for statewide assessments. The AIM Assessment Registration Collection identifies students who are required to take the MontCAS suite of the required statewide assessments.

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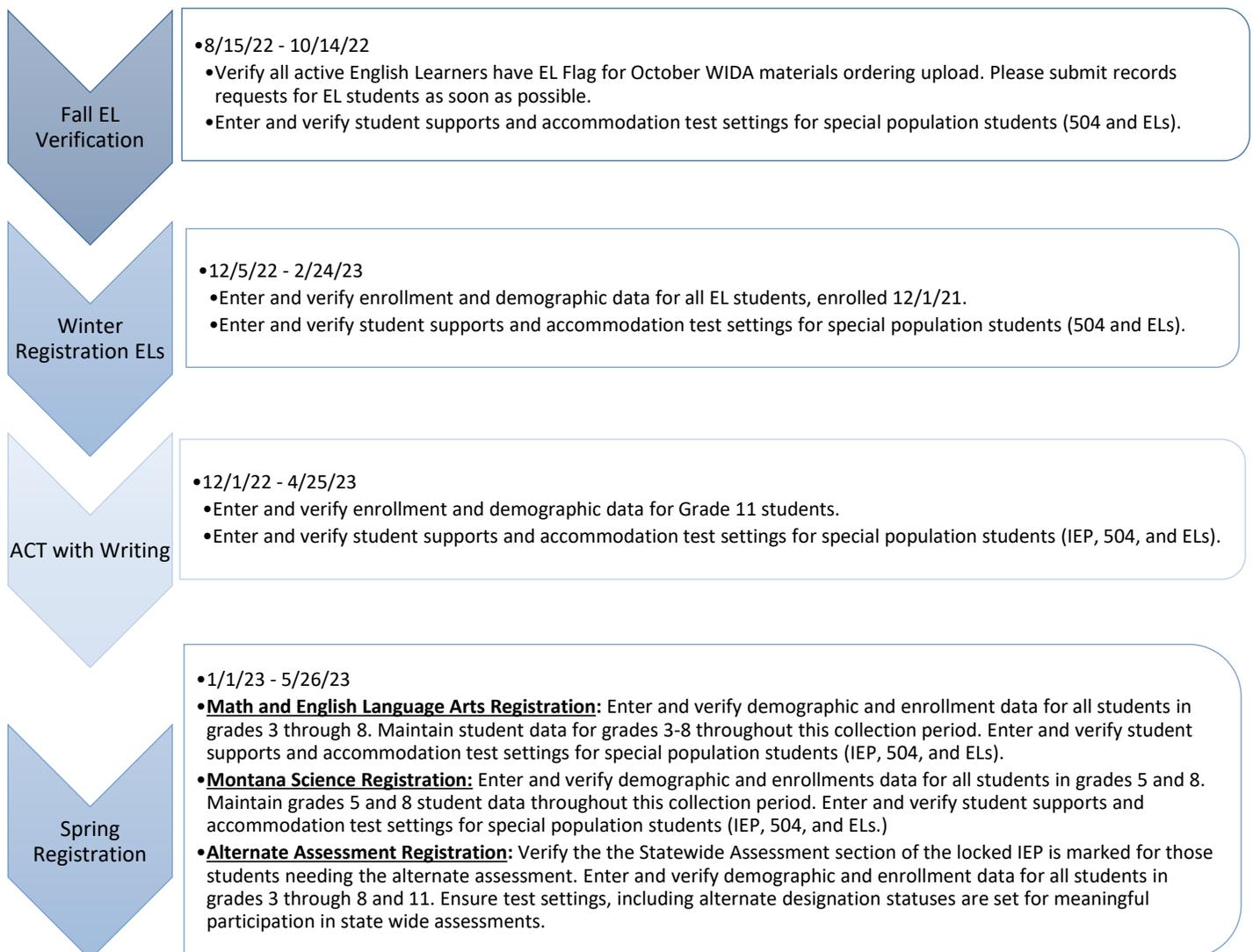
### FAQ:

- **Which students must be enrolled?** Districts should ensure that **all enrollments for all students** are properly updated throughout the school year. This includes the entry of new students and exiting of students who have left the district.
- **Should I update grade levels at semester?** Districts that award high school students' credit at the end of the first semester should make sure the correct grade levels are recorded on the enrollment records in AIM/Infinite Campus.
- **How do I verify the data I have entered in AIM/Infinite Campus is accurate?** The Enrollment Status Report and custom Ad Hoc reports can be used to verify data for testing purposes.
- **How do I enter supports or accommodation test settings for a student?** Please see the [State Assessment Test Settings User Guide](#) for detailed instructions on entering this data.

## AIM DATA CHECKLIST

- Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.*”
- Enter End Date and End Status for withdrawn students.
- Enter Special Education Exit Date and Exit Reason for exited Special Ed students.
- Verify that all completed Special Education ERs and IEPs are **locked**.
- Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollments as necessary.
- Populate “Sort By” field, if applicable.
- Modify enrollments to reflect semester grade level changes.
- Verify those students taking the alternate test are marked in the IEP under statewide assessments.
- Request EL’s Record Transfers upon enrollment, please do not wait to request records. Please see [EL Tool Guide](#).
- Resync enrollment data after entering data and/or uploading files.

## COLLECTION TIMELINE:



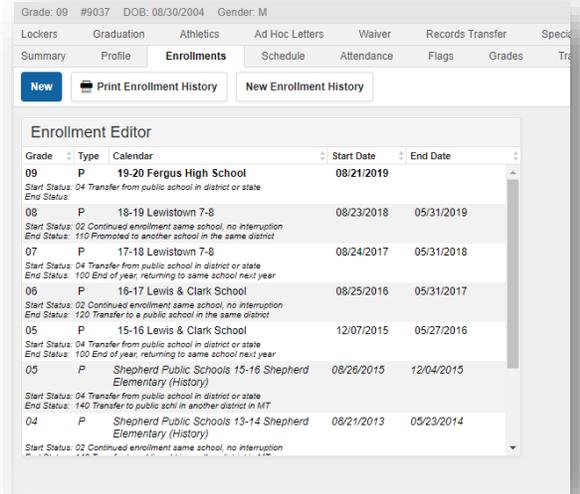
# STUDENT ENROLLMENTS

Districts should update their students' enrollments to reflect the movement of students in or out of the schools and district.

Students who left the district must have an **End Date** and appropriate **End Status** entered under the **Enrollments** tab. Students who entered the district must have a **Start Date** and an appropriate **Start Status** entered.

*Path: Search>Student>Enter student last name, then first name>Go>Select Student name>Enrollments.*

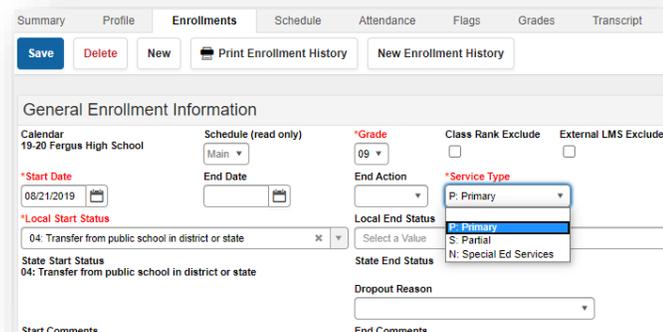
1. Select the **Search** tab.
2. Select **Student** from the drop-down menu.
3. Enter the students name by last name, then first name. (Or click Go to generate a list of all students enrolled.)
4. Click **Go**.
5. Select the student from the list generated in the Search Results.
6. Select the **Enrollment** tab.
7. Select the enrollment which needs to be updated.
8. Click **Save** after making changes.



## NOTES ABOUT START STATUS CODES AND ENROLLMENT SERVICE TYPES:

Enrollment **Start Status** codes should accurately reflect the last active enrollment of a student.

- ❖ If a student was previously enrolled in a home school, use **Start Status 09: Transfer from a home school in state.**
- ❖ If the student was previously enrolled in a private school in another state, use **Start Status 06: Transfer from an out of state school.**
- ❖ Only use **Start Status 01: First time receiving educational services** if the student was never enrolled in any type of school.
- ❖ Kindergarten students are always **01: First time receiving educational services**, unless they were enrolled in a public school's PK program prior to their Kindergarten enrollment, or they are repeating Kindergarten.



**Service Types** should accurately reflect the type of service the student is receiving from the district.

- ❖ Students who are regularly enrolled in the district should have a **Service Type of P: Primary**, regardless of the programs they are enrolled in at the district.
- ❖ For students who only receive Special Education Services (such as PK students or students concurrently enrolled at a private or home school), use **Service Type N: Special Ed Only.**
- ❖ For students who are primary enrolled outside of the district (such as homeschooling) but participate in an accredited educational program at the district, use **Service Type S: Partial.**

### **MID-YEAR GRADE LEVEL CHANGES**

If the school district's policy is to change student Grade Levels at semester (based on the number of credits earned), make those changes in Infinite Campus to ensure the students are properly coded for statewide summative testing within any of the Montana Comprehensive Assessment System (MontCAS) tests.

1. Under the Enrollment tab, end the student's current enrollment as of the last day of the first semester, using **End Status 105: Change in grade level during regular school year.**
2. Create a new enrollment with the new **Grade Level** as of the first day of the second semester using **Start Status 02: Continued enrollment same school, no interruption.**
3. Montana Edition Districts may use the [File Upload method](#) for Grade Level changes.

### **SORT BY FIELD (OPTIONAL)**

The **Sort By** field is a part of the student's enrollment record (either direct entry or file upload). The **Sort By** field is an additional identifier used for sorting test booklet or test ticket labels. The **Sort By** field can contain teacher name, team name, room number, or any other sort option desired. Labels will be sorted first by *District*, then *School*, then *Grade*, then **Sort By** field (if entered). Entering data into the **Sort By** field is optional.

Data may be entered into the **Sort By** field manually (enter the information directly into the student's enrollment record) or through the file upload process for Montana Edition Districts (using the [Student Enrollment Template](#) and the [File Upload Method](#)).

The screenshot shows a form for a student's enrollment record. The form is divided into several sections: 'TITLE 1' (with sub-sections for Targeted Assistance Program, Instructional Services, Support Services, and Other), 'OTHER PROGRAM PARTICIPATION' (with checkboxes for Immigrant, 21st Century Participant, Homeless, Foreign Exchange, Homeless Night Time Residence, Gifted and Talented Evaluated, Gifted and Talented Identified, and Unaccompanied Youth), and 'OPTIONAL' (with a 'Sort By' text input field highlighted by a red box). At the bottom, there is a 'CTE Post-Program Status' dropdown menu with a plus sign.

## DATA VERIFICATION

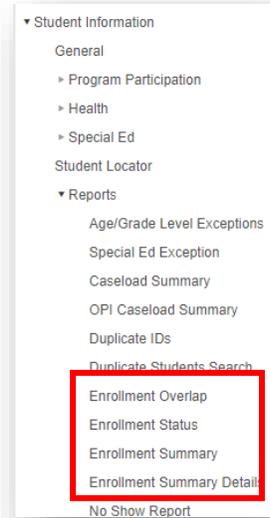
The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific staff.

Once the data is entered into AIM/Infinite Campus (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** (see instructions on following pages) and the **Ad Hoc Reporting** tool.

## STUDENT INFORMATION REPORTS

From the **Index** tab, expand **Student Information**, then **Reports**.

- ❖ The **Enrollment Overlap** report provides information where an overlap between enrollment dates may exist.
- ❖ The **Enrollment Status** report lists students by name, according to the enrollment status criteria selected.
- ❖ The **Enrollment Summary** report gives a count of students by *School, Grade, Race/ Ethnicity* and *Gender* as of a specific date.
- ❖ The **Enrollment Summary Details** report lists student details according to set criteria as of a certain date.
- ❖ There is also the **State Enrollment Overlap** report. This report outputs enrollment information for students in the district who have overlapped enrollments statewide.



## **AD HOC REPORTING**

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

*Path: Index>Ad Hoc Reporting*

- ❖ Districts can create their own ad hoc reports using the [Ad Hoc Reporting](#) user guide.
- ❖ Districts can also use the [State Published Ad Hoc Reports](#) user guide to access the many ad hoc reports already created by the OPI to assist with data verification. The list of these reports will change periodically, so check back to see what might be new and available for data verification.

The state published ad hoc report called student **AR Spring Alternate Assessment Registration** lists special education students in grades 3 through 8 and 11 who are marked in their IEP as taking the 'Alternate' version of a state assessment.

There are other ad hocs available for Assessment Registration:

***AR Spring Alternate Assessment Registration.***

***AR Spring Montana Science Registration.***

***AR Spring Smarter Balanced Registration.***

***AR Winter ACCESS for EIs (WIDA) Registration.***

***AR Winter ACT with Writing Assessment Registration.***

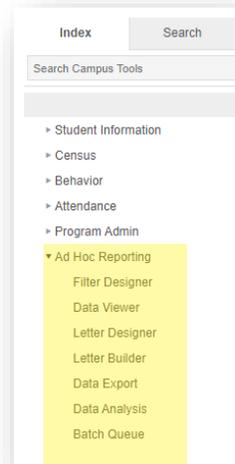
***ALLPR EL***

***ALLPR EL State Assessment Support***

***ALLPR Section 504***

***ALLPR Section 504 State Assess Accom.***

***SPED Statewide Assessment Accommodations***

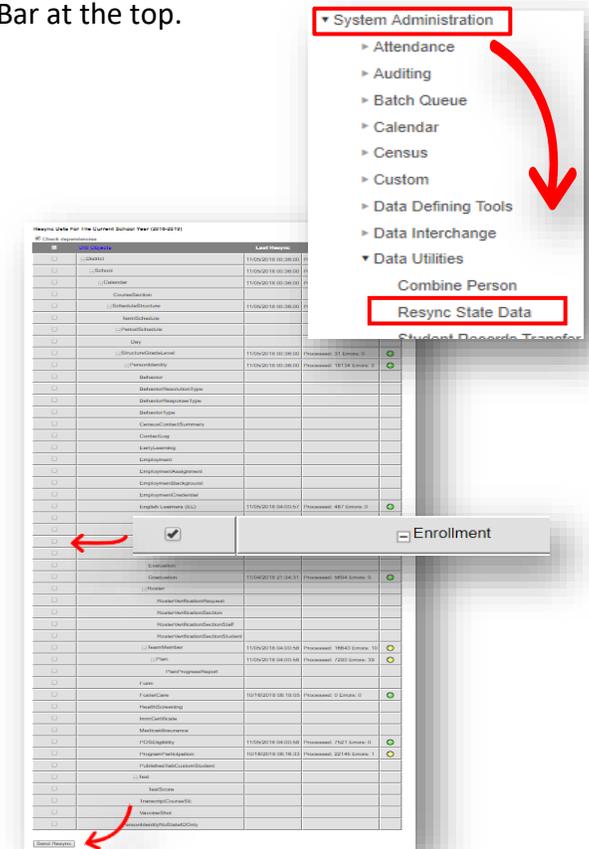


# STATE RESYNC

PATH: INDEX > SYSTEM ADMINISTRATION > DATA UTILITIES > RESYNC STATE DATA

A data resync is required for all file uploads and recommended before data collection due dates.

1. Select the current Year and All Schools from the Action Bar at the top.
2. Select the **Index** tab.
3. Select **System Administration**.
4. Select **Data Utilities**.
5. Select **Resync State Data**.
6. Check the box for Enrollment and Graduation. All associated boxes will automatically populate.
7. Select **Send Resync**, located at the bottom of the page.



## FOR FURTHER ASSISTANCE WITH:

INFINITE CAMPUS CONTACT THE AIM HELP DESK AT 1-877-424-6681 OR [Submit an AIM Help Desk Ticket](#)

ASSESSMENT REQUIREMENTS ASSESSMENT HELP DESK

1-844-867-2569 OR

[OPIASSESSMENTHELPSDESK@MT.GOV](mailto:OPIASSESSMENTHELPSDESK@MT.GOV)