



## BEGINNING OF YEAR ENROLLMENT CHECKLIST

This checklist and procedures must be completed before the start of the school year and may be used throughout the year to manage student enrollments.

Student Demographics and Enrollments are the basis for all state reporting. Demographic information, for example, is used to create subgroups for Assessment and Dropout, Graduate, and Cohort reporting. Enrollments track the time period for student enrollment in a district as well as the type of enrollment. Enrollment Start and End Dates and Service Type affect, for example, inclusion in Federal reporting, requirements for assessment, and eligibility for ANB counts (financial reporting).

The student's Start Date should be the first day of instruction and the End Date should be the last day of instruction, once a student is confirmed as enrolled in another school. If a student's whereabouts are unknown or unconfirmed, follow district policy.

### Student Demographics and Enrollments

Steps:

- ✓ Roll enrollments forward from a prior year.
- ✓ Use the Student Locator to find students enrolled in another Montana district or facility.
- ✓ Use the MT Data Upload tool to import Student Demographics and Enrollments from a 3<sup>rd</sup> party Student Information System.
- ✓ Verify accuracy of student Race/Ethnicity, date of birth, Home Primary Language (EL or Immigrant) and/or Language of Impact (EL).
- ✓ Exit students who have transferred or are no longer receiving educational services.

Collection Implications:

- Student enrollment information is used for both State and Federal Reporting:
  - Enrollments drive budget limits for districts – Average Number Belonging (ANB).
  - Enrollments determine funding for special State programs (e.g., State Major Maintenance Aid, Transformational Learning, Indian Language Immersion Program).
- Student enrollment information is also used for both State and Federal Reporting:
  - Students identified as American Indian are eligible for additional State Funding (e.g., American Indian Achievement Gap payment).
  - Student race/ethnicity is a subgroup for assessment.

#### AIM Unit Contact Information

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## Enrollment Roll Forward

PATH: *Student Information>General Student Administration>Enrollment Roll Forward Wizard*

If no students have been enrolled for the 24-25 school year, create new enrollment records by rolling student enrollments from the prior year using the Enrollment Roll Forward Wizard.

- Select prior year calendar(s), grades to roll forward, Service Types, Schedule Structure from the fields on the left.
- Select current year Local Start Status, Destination Calendar, and Destination Structure from the fields on the right.
- Leave Destination Grade and Start Date Override blank. Next grade is determined by the sequence of grades in the grade levels tab.
- Start Date is the first date in the Term Schedule.
- Check the box to *“Include students whose enrollments end on the last day of the last term.”*
- Click Run Test to test the roll forward and Run to complete the task.

The screenshot shows the Enrollment Roll Forward Wizard interface. It is divided into two main columns. The left column contains 'Select Source Calendars' with a list of school years and levels (e.g., 23-24 Winifred 6-8, 23-24 Winifred High School, etc.), 'Select Source Grades' with checkboxes for grades 01 through 12 and other levels (EK, KF, KH, P1, PK, UE, UH, UM), and 'Source Ad Hoc Student Filter'. The right column contains 'Select Local Start Status' with a dropdown menu, '(OPTIONAL) Select Destination Calendar' with a dropdown menu, 'Select Destination Grade' with a dropdown menu, 'Select Destination Structure' with a dropdown menu, and 'Start Date Override' with a text input field. Below these are checkboxes for 'Allow Duplicate Primary Enrollments', 'Totals Only', 'Show Warnings', and 'Include students whose enrollments end on the last day of the last term'. At the bottom of the right column are 'RUN TEST' and 'RUN' buttons.

## Student Locator and Records Transfer

PATH: *Student Information>Student Locator Wizard*

It is recommended that all new students be added using the *Student Locator* tool. The Records Transfer process is required for the transfer of Special Education records and is recommended for all students as a means of notifying the previous district that the student has enrolled elsewhere.

- Enter the student's Last Name, First Name and Gender. Matches will appear in the search results.
  - If there is a potential match, hover over the result to see additional information and verify the match.
  - If there's no match\*, click Create New Student.

*\* If there's no match and you are sure that the student was previously enrolled, try other names, nicknames, or contact the AIM Unit for assistance.*

- Student Last Name, First Name, Gender, Birthdate, Race/Ethnicity, Calendar, Schedule, Grade, Start Date, Local Start Status and Service Type are required (fields in red).
- Click Save

The image shows two overlapping screenshots of a web application. The top-left screenshot is titled "Student Locator Wizard" and shows a "Save" button and a "Person Info" section with fields for Student Number (Automatically Generated), State ID (Pending), and Identity Info (First Name, Middle Name, Suffix, Student, Gender, Birth Date, Soc. Sec. Number). Below this is a "Race/Ethnicity" section with a dropdown menu and checkboxes for various groups. The bottom-right screenshot is titled "Enrollment Detail" and shows fields for Enrollment ID, Calendar (Adams Elem School 2024 A), Schedule (1), Grade, Class Rank Exclude, External LMS Exclude, Start Date, End Date, End Action, Service Type (P. Primary), Local Start Status (01: First time receiving educational services), State Start Status, State End Status, Dropout Reason, Start Comments, and End Comments. A note at the bottom right of the Enrollment Detail form says "Rolled From Enrollment ID: N/A".

PATH: *Student Information>General>Records Transfer*

If the student has not been enrolled in the district previously and is added using the Student Locator, the records transfer will be started automatically when the student is saved.

If the student has been enrolled in the district previously, the records transfer must be initiated manually.

- Search for the student in the district.
- Open the Records Transfer window through Student Information>General.
- Click New State Transfer Request.
- Enter in any Comments necessary.
- Click Submit Request.

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## Modifying Student Enrollments

PATH: *Student Information>Student Locator Wizard*

Students who have been enrolled for 2024-25 and are no longer going to be attending that school have different requirements based on their grade.

- K-6 Students
  - If there is an enrollment for the 2024-2025 school year and the student will not be attending, the 2024-2025 enrollment should be deleted.
  - Modify the end status of the 2023-2024 enrollment to show where the student is currently enrolled (e.g. 180 – Transfer to a school out of state).
- 7-12 Students
  - The 2024-2025 enrollment can ONLY be deleted with official written documentation showing the student transferred out, emigrated to another country, transferred to a prison or juvenile facility, or is deceased (see Appendix below for more information).
    - Modify the end status of the 2023-2024 enrollment to show where the student is currently enrolled (e.g. 180 – Transfer to a school out of state).
  - If there is an enrollment for 2024-2025 school year, the student will not be attending, and the status of the student is not documented in writing, change the enrollment to a 1 day enrollment with the start and end date being the same and enter a Local End Status and Dropout Reason, following district guidelines and policies.

## File Upload Process

PATH: *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3<sup>rd</sup> party Student Information System (SIS) may use the file upload process to enroll students. Upload the Student Demographics file, followed by the Enrollment file.

Extract the upload file from the district's SIS or create a text, tab delimited file from one of the AIM templates. Instructions for using the templates are embedded in the template file.

Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.

Review the Validate and Test results file located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button, and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

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This process is not complete until a Batch Resync is triggered:

PATH: *System Settings > Data Interchange Administration > Resync State Data - Batch*

Import Data

\*Import Type: Student Enrollments

\*Work to Perform: Validate and Test File

\*File: Choose File EN\_0466\_08172023.tsv

Submit to Batch

Review the **Validate and Test results file** located in the Batch Queue List located at the bottom of the page to identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to retrieve the latest status of the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.

**THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.**  
New Look: *System Settings > Data Interchange Administration > Resync State Data - Batch*  
Old Look: *System Administration > Data Utilities > Resync State Data*

Retrieve New Student State ID File

Refresh State ID File Generate

For **Student Demographic Uploads ONLY**: Review **New Student State ID File** to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Refresh Show top 50 tasks submitted between 08/10/2023 and 08/17/2023

| Batch Queue List       |                |           |                                |
|------------------------|----------------|-----------|--------------------------------|
| Queued Time            | Report Title   | Status    | Download                       |
| 08/17/2023 06:46:16 AM | MT Data Upload | Completed | <a href="#">Get the report</a> |

## Records Transfer Process

PATH: *Student Information>General>Records Transfer*

If the student is added using the file upload process, the records transfer must be initiated manually. The Records Transfer process is required for the transfer of Special Education records and is recommended for all students as a means of notifying the previous district that the student has enrolled elsewhere.

- Search for the student in the district.
- Open the Records Transfer window through Student Information>General.
- Click New State Transfer Request.
- Enter in any Comments necessary.
- Click Submit Request.

## Student Identities

PATH: *Census > People > Identities*

A student's identity record holds important information about a student's name, birthdate, gender, and race/ethnicity. This information should not be changed once created unless an error is discovered with the initial entry. If a parent (or student, in some instances) makes changes to a student's identity information, those changes should be completed by creating a new identity record. If a student has a preferred name, that should be reflected by creating one identity record with the student's legal name and a second with the student's preferred name. However, no identity record should have the same effective date (create the new record with a newer effective date than the original record).

The screenshot shows the 'Speech-Language, Pathologist' identity editor. At the top, there are tabs for 'Demographics', 'Identities', 'Households', 'Relationships', 'Enrollments', 'District Employment', and 'District Assignments'. Below the tabs are 'Save', 'Delete', and 'New' buttons. The 'Identities Editor' section contains a table with columns for 'Identity', 'Current', 'Effective Date', 'Birth Date', and 'District'. Two records are listed: 'Speech-Language Pathologist' with an effective date of 08/17/2023 and 'Speech Pathologist' with an effective date of 01/08/2009. A red arrow points to the 01/08/2009 date with the text 'The second effective date should be later than the first'. Below the table is the 'Identity Information' section, which includes fields for 'PersonID' (8127), 'Last Name', 'First Name', 'Middle Name', 'Suffix', 'Speech-Language' (Pathologist), 'Gender' (Female), 'Birth Date', and 'Social Security Number'. A purple arrow points to the 'Speech-Language' field with the text 'Change the preferred name using a second identity record'. Below this is the 'Protected Identity Information' section, which includes 'Race/Ethnicity' and 'Race/Ethnicity Determination'. A green arrow points to the 'Race/Ethnicity' section with the text 'Race/Ethnicity changes should only be made by creating a new identity record'.

| Identity                    | Current | Effective Date | Birth Date | District                 |
|-----------------------------|---------|----------------|------------|--------------------------|
| Speech-Language Pathologist | X       | 08/17/2023     |            | Kalispell Public Schools |
| Speech Pathologist          |         | 01/08/2009     |            | Kalispell Public Schools |

Identity Information

PersonID: 8127

Last Name: \*First Name: Middle Name: Suffix:

Speech-Language: Pathologist

Gender: F: Female

Birth Date: Social Security Number: No Image Available

Protected Identity Information

Race/Ethnicity: Is the individual Hispanic/Latino? (N: No)

Is the individual from one or more of these races? (check all that apply)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Race/Ethnicity Determination: 01: Parent Identified

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## Exiting Students

Students who leave the district should be ended as of the last day of attendance. If a student's whereabouts are unknown, it's permissible to keep the student enrolled in accordance with district policy. Students who remain enrolled are to be counted as absent for purposes of Days Present, Days Enrolled and ESSA Days Absent. A student who is absent 11 or more consecutive days as of a Count Date (1<sup>st</sup> Monday in October or 1<sup>st</sup> Monday in February) is to be marked Exclude ANB.

Enter the student's End Date and Local End Status. Students in grades 7 through 12 who have a Local End Status of 300\* should also have a corresponding Dropout Reason entered. Start and End Comments are helpful for tracking students who do not have a continuing enrollment but are not required.

Students in grades 7-12 have a higher standard of scrutiny for purposes of removal from a cohort. Refer to the Montana High School Completer and Dropout Data Collection Handbook for more information. (See Appendix below for specific information on Removal of a Student from a Cohort).

The screenshot displays the 'General Enrollment Information' form for Enrollment ID 115142. The form includes the following fields and options:

- Calendar:** 22-23 Cornelius Hedges School
- Schedule (read only):** Main
- \*Grade:** KF
- Class Rank Exclude:**
- External LMS Exclude:**
- \*Start Date:** 08/31/2022
- End Date:** 02/24/2023
- End Action:** [Dropdown]
- \*Service Type:** P- Primary
- \*Local Start Status:** 01: First time receiving educational services
- Local End Status:** 140: Transfer to public schi in another district in MT
- State Start Status:** 01: First time receiving educational services
- State End Status:** 340: Dropout, unknown
- Dropout Reason:** [Dropdown menu with 19 options]
- Start Comments:** [Text area]
- End Comments:** [Text area]

The 'Dropout Reason' dropdown menu is expanded, showing the following options:

- 01: Academic Difficulty
- 02: Attendance Difficulty
- 03: Economic Reasons
- 04: Employment
- 05: Expelled
- 06: Illness
- 07: Job Corps or Similar Program
- 08: Language Difficulty
- 09: Marriage
- 10: Military
- 11: Needed at Home
- 12: Over Compulsory Age
- 13: Pregnancy
- 14: Poor Personal Relationships
- 15: Reached Maximum Age Set by District Policy
- 16: Other Known Reason
- 17: Unknown Reason
- 18: HISET Pursuing
- 19: Suspended, Did Not Return

## APPENDIX

### Removal of a Student from a Cohort

Cohort List and Counts to Certify for the 2024-25 School Year to certify for state reporting.

**Districts may not remove a student from the cohort 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 to a prison or juvenile 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 GED program, 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 actually 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.

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