Montana
Office of Public Instruction
opi.mt.gov **Elsie Arntzen, Superintendent**

AIM Data Collections User Guide 2023-2024

Instructions for reporting student and staff data in Infinite Campus MT Edition or State Edition applications.

Contents

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*New sections will be added – check the version numbers for updates.

References:

Please refer to the following resources for additional information about requirements contained in this document:

AIM Webpage:

[AIM Collection Calendar](#)

[AIM Data Dictionary](#)

[Appendices](#)

[Montana Course Codes](#)

[Montana Employment Assignment Codes](#)

[Montana Code Annotated](#)

[Administrative Rules of Montana](#)

[Department of Labor and Industry - Records Search](#)

[Montana Board of Public Education](#)

Data Validation and Certification

Data Validation

A key component to any data collection is ensuring that the data is accurate. It's also important to understand why the data is collected and what the implications are when the data is either incomplete, inaccurate, or not submitted at all. The State Legislature has directed the OPI to not collect any data from school districts that is not directly related to a State or Federal reporting requirement. As you work through this guide each header will identify as many reasons as possible that data is collected.

The state is working to create as many reports as possible to assist with this process.

Data Validation Groups
PATH (OL): *Data Integrity Tools>Data Validation>Validation Groups*
PATH (NL): *Reporting>Data Validation>Validation Groups*

The state has created Validation Groups for the district to use for data verification. Validation Groups are set up by collection and published to districts. These Validation Groups are collections of Ad Hoc or SQL reports that can be run simultaneously. Some of these Validation Groups are precursors to Data Certification (such as Behavior and Graduate, Dropout, Cohort) and some are set up to allow data validation throughout the year.

Before Validation Groups may be viewed as Data Validation Reports they must be assigned to a user group. The OPI has created a Data Validation User Group, or the district may choose to assign the report to a specific user group (e.g., Program Participation Validation Group assigned to State Reporting). Validation Groups may be assigned to multiple User Groups.
- Select a Data Validation Group (shortcut: type all or part of the validation group name in the empty box at the top of the list);
- From the User Group Dropdown, select Data Validation (or another User Group);
- Click Save & Stay.

Note: Reports may be run from Validation Groups, however, those results are limited to 100 records and only results from the local database. Use Data Validation Reports to ensure full results are displayed.

Data Validation Reports
PATH (OL): *Data Integrity Tools>Data Validation>Data Validation Report*
PATH (NL): *Reporting>Data Validation>Data Validation Report*

Once Validation Groups are assigned to a user account, they can be run as Validation Reports on either the local database or at the state. Running Validation Reports at the state level allows the district to verify that data has been properly synced before certifying a collection.

- Select a Data Validation Group;
- Select Report Data Source – Local or State Dataset;
- Select Output Options
  - Report Processing: Generate Now or Submit to Batch Queue (the only option for State Dataset).
  - Format Type: HTML or CSV (CSV results will be produced on one Excel tab with no summary of results).
- Click Generate. Check the Batch Queue List or Process Inbox for notification of completion.

Data Certification

The OPI sets up Data Certification events to allow districts to create their own certified snapshots for data collections. Districts should follow the steps for Data Validation prior to certifying any data collection.

Data Certification Setup

PATH (OL): *Data Integrity Tools>Data Certification>Setup*
PATH (NL): *Reporting>Data Certification>Type Membership Setup*

Once a Certification Event is published, districts assign one or more staff members as Primary or Secondary certifiers. Primary certifiers are responsible for actual certification of the event. Secondary certifiers only have the rights to review the certification and associated validation reports. Districts may have different certifiers for each type of event.

- Select a Type (Certification Event);
- Click New Member;
- Enter a Name or click the magnifying glass to view all eligible certifiers (certifiers must be active staff members);
- Select a Type (Primary or Secondary);
- Click Save.

To modify a member:

- Select a Type (Certification Event);
- Click the member's name;
- Change Type or check/un-check Active.
- Click Save.

Data Certification

PATH (OL): *Data Integrity Tools>Data Certification>Event Certification*
PATH (NL): *Reporting>Data Certification>Type Membership Setup*

It is important to carefully read the Event Description for an event prior to certification. The Event Description outlines the requirements for each certification, the importance of the certification (what the data will be used for), and instructions for validating the event prior to certification. It is also important to run ALL Validation Reports at both the district and state prior to certification, to ensure that all data is fully synced prior to certification.

Follow these steps to complete a data certification event:

- Select a certification event (must be assigned as a member (primary or secondary));
- Read the Event Detail carefully for Certification Date and Event Description;
- Click Certify & Submit to finalize certification.

Note: Districts may Recertify & Submit at any time during the collection window if an error in data reporting is discovered. If an error is discovered after the collection window closes, contact the AIM Unit for assistance.

Calendar Creation

Calendars are the defining elements for a school, or portion of a school. Calendars are created based on attendance (grade levels that attend at different times), students (part-time, extracurricular), or program (preschool, alternative). Follow these steps to create the calendar(s) for a school:

- Roll Calendars from the prior year or create new Calendars;
- Create Calendars for separate programs (e.g., alternative schools, offsite locations, or extracurricular participation);
- Enter Calendar information;
- Verify grade levels (for the calendar, properly mapped to state grade);
- Enter Terms and term dates;
- Create period schedules (for regular and alternative days); and
- Create Days (map to appropriate period schedules, identify PIR dates).

Collection Implications:

- Districts must meet the minimum aggregate hours requirements in 20-1-101 and 20-1-301, MCA.
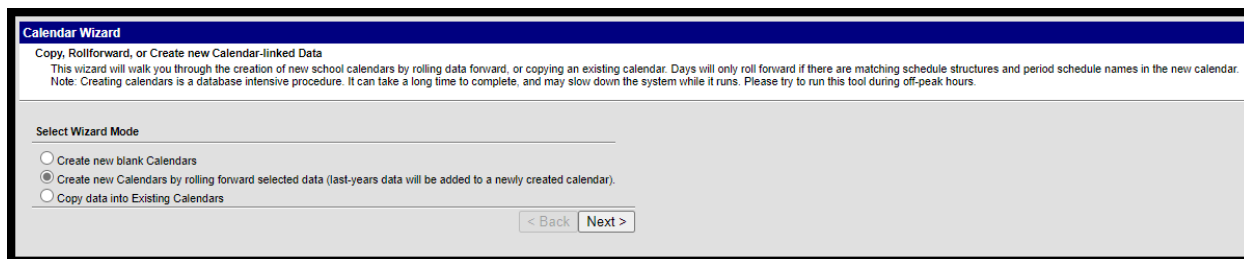- Districts must meet the in-service requirements in ARM 10.55.714.

Calendar Wizard
PATH (OL): *System Administration>Calendar>Calendar Wizard*
PATH (NL): *Scheduling & Courses>Calendar Setup>Calendar Wizard*

It is recommended to roll calendars forward from the prior year, unless there are significant changes that require starting with blank calendars.

1. Select Create new Calendars by rolling forward selected data to copy a calendar from a prior year.

2. Enter the information for the new year on the left side of the screen. Select the prior year calendar to copy from the right side of the screen.

3. To ensure that data is properly copied from one year to the next, check all the boxes under Pick the Data to Copy. Click Run Wizard.

4. Refresh the screen and navigate to the next year's calendar.

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Calendar Tab

- Start and End Dates should reflect the fiscal year.
- Select the appropriate type:
  - Instructional – Regular school calendar.
  - Alternative – Alternative education programs that don't follow the regular instructional calendar.
  - Offsite – Programs that are not held at the same location as the school the calendar is associated with (e.g., Attendance Centers).
  - Other – Extracurricular Participation.

Grade Levels

- Grade Levels must match the OPI approved grade levels for the school. Note: The grade levels for a calendar may be a range with the approved grade level if separated for instructional time purposes (e.g., this calendar may be split into separate KF-02 and 03-05 calendars due to differences instructional time – but the grade levels must still be within the approved range).
- Verify that the grade level Name matches an approved State Grade Level Code.

Terms

Districts must enter the grading period terms for the selected calendar.

Periods

The requirements for Periods depend on the level of the Calendar and the Accreditation of the school. District Edition applications may have some deviations based on the needs of the school. This is the minimum required for state reporting:

- Elementary K-6 and Elementary K-8, where the 7-8 is not separately accredited – single attendance period with a non-instructional period for courses (e.g., "specials" that must be recorded separately when they are taught by separate instructors).
- Elementary 7-8 where the 7-8 is separately accredited – must report an accurate period schedule to reflect the student's participation and hours in the additional program requirements of an accredited middle school.

- High School – must report an accurate period schedule to reflect the student's participation and hours in the program requirements of an accredited high school. The calendar will look very similar to the middle school calendar.

If there are days with other schedules (e.g., early out) create additional Period Schedules for those days.

Days

The Days tab is used to designate days as school days (regular or shortened), PIR (in-service), or non-school days for the year.

- Select Day Reset. Enter Start Date (first PIR Day before school), End Date (last PIR Day after the last day of school), and check the Day boxes (M-TH for a 4-day week, M-F for a 5-day week).

- To change a Day:
  - From a Regular Day to Shortened Day: Select a Day and change the Period Schedule by selecting a new schedule.

  - To enter a PIR/Parent Teacher Conference Day: Select a day, check School Day, enter a Day Event for IS: In Service or PT: Parent Teacher Conference, and enter Duration (360 is a full day). Day Event, with Duration, must be entered to count for state reported PIR time.

Note: There may be other codes for PIR/Parent Teacher Conference days in the MT/District Edition, but the event must be entered with the code IS: In Service and a Duration not less than 120 minutes to be counted for state reporting.

  - To enter a Non-Instructional Day: Select a day, un-check School Day, Instruction and Attendance (entering a Day Event is optional).

Note: For Days with both PIR (In-Service) or Parent Teacher Conference (PT) and Instruction (School Day/Attendance) leave School Day, Instruction, Attendance checked and enter the PIR (In-Service) with the Duration of the PIR. Day Event, with Duration, must be entered to count for state reported PIR/PT Conference time.

Copying Data to Another Calendar

Districts that have multiple elementary, middle, or high school calendars where the calendar information is the same across the district can copy calendar information from one calendar to another using the Calendar Wizard. The Period Schedule(s) must first be copied to all calendars before Terms and Days can be copied.

PATH (Old Look): *System Administration>Calendar>Calendar Wizard*
PATH (New Look): *Scheduling & Courses>Calendar Setup>Calendar Wizard*

• Select Copy data into Existing Calendars

- Select Copy/Append Other Data Elements or Overwrite Terms/Days:

Note: Overwrite Terms/Days requires the Period Schedule names to be identical between calendars. If the Period Schedules are not identical, use Copy/Append other data elements.

- Select the Source Calendar and the Destination Calendar(s)

- Select Period Schedules and click Run Wizard. Refresh page.

Student Demographics and 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).

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 3rd party Student Information System; and
- 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 not 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.

Enrollment Roll Forward

PATH (Old Look): *System Administration>Student>Enrollment Roll Forward*
PATH (New Look): *Student Information>General Student Administration>Enrollment Roll Forward Wizard*

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 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. Click Run Test to test the roll forward and Run to complete the task.

Student Locator

PATH (Old Look): *Student Information>Student Locator*
PATH (New Look): *Student Information>Student Locator Wizard*

New students may be added using the Student Locator. 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).

File Upload Process

PATH (Old Look): *MT State Reporting>MT Data Upload*
PATH (New Look): *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd 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 (Old Look): *System Administration > Data Utilities > Resync State Data*
PATH (New Look): *System Settings > Data Interchange Administration > Resync State Data - Batch*

Student Identities

PATH (Old Look): *Census > People > Identities*
PATH (New Look): *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) make 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).

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 should 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 (1st Monday in October or 1st Monday in February) should 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 9-12 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.

Entering Staff

Districts must enter all staff members employed by the district and certain contracted employees in Infinite Campus. This Teachers and some professional staff are then associated with courses.

The requirements for entering staff are dependent upon the staff member's role in the districts. Refer to the AIM webpage for specific requirements for the staff member's role.

Using Staff Locator

PATH (Old Look): *Census>Staff Locator*
PATH (New Look): *Census>Staff>Staff Locator Wizard*

Enter the staff member's Last Name, First Name and Gender. Click Search. Review the list of results to see if there's a match. The best indicator is a match on State Staff ID (SEID), but birthdate, name, or previous district of employment or enrollment (for former students). To view association with another district, hover over the search result. If there's a clear match, click the staff member's name. If there's not a clear match, Create New District Staff. If a match is expected, but uncertain, contact the AIM Unit for assistance.

File Upload

PATH (Old Look): *MT State Reporting>MT Data Upload*
PATH (New Look): *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to enter staff. The Terms of Employment file outlines the requirements for the upload.

Extract the upload file from the district's SIS or create a text, tab delimited file from the Terms of Employment file upload template. 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.

Existing Staff

PATH (Old Look): *Census>People>Demographics, District Employment, District Assignments*
PATH (New Look): *Census>People>Demographics and Census>Staff>District Employment & District Assignments*

Existing staff members should have essential data elements entered. The key identifier for staff is the SEID number – assigned to the individual by the OPI in the Teach Montana (TMT) system. The SEID number is entered into the State Staff ID field. This is the key identifier for staff coming from other districts. Please review all existing staff members and verify that the SEID number is entered.

All staff members should also have a District Employment entered. For existing staff it's not necessary to have a historical start date, but staff members should have a date of 7/1/2023 or later, as state reporting for staff begins on this date.

Credentials

District staff requiring professional licensure, Special Education staff and paraprofessionals require additional data entry on the Credentials tab. Follow these steps to enter Credentials:

- Click New Credential;
- Select Credential Type (Highly Qualified for Special Education and paraprofessionals, Licensure/Certification for professional licensure);
    - Highly Qualified – Enter Start Date, Subject Type (only required for SPED), and Certification Status or Paraprofessional Qualification.
    - Licensure/Certification – Enter Start Date, End Date (expiration date of license), SPED Related Services Credential or Health License, License Number, and License/Certification Type. Click Save.

Note: Professional license data may be found on the Montana Department of Labor website.

Contractors
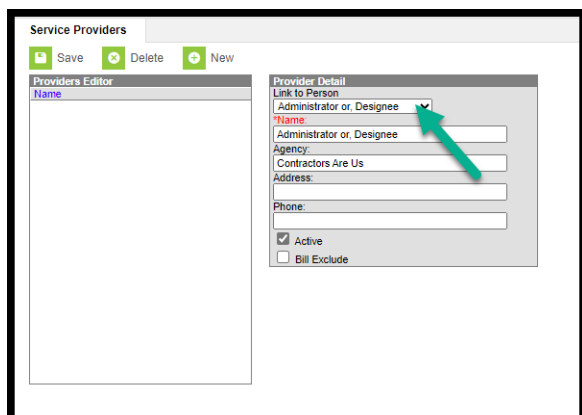
Contractors identified on the District Assignment tab require additional information entered about their employer. The additional information is entered on the Service Provider tab.

PATH (Old Look): *System Administration>Special Ed>Service Providers*
PATH (New Look): *Student Information>Special Ed Administration>Special Ed Service Provider Setup*

- Click New;
- Use Link to Person to select the Contractor;
- Enter Agency (employer);
- Click Save.

Note: A person will not show up in the dropdown list unless Special Ed is checked on the District Assignments tab.

Fall Data Collections

PATH (Old Look): *Data Integrity Tools>Data Validation>Validation Groups or Data Validation Report*
PATH (New Look): *Reporting>Data Validation>Validation Groups or Data Validation Report*

Fall data collections include Graduates, Cohort, and Dropouts (grades 7-12), Fall Enrollment, Fall ANB, and Fall Program Participation. The requirements and instructions for each collection are outlined below.

Graduate, Cohort, and Dropout Collection

The Graduate, Cohort, and Dropout Collection finalizes graduates, cohorts, and dropouts for the prior year. A student is counted as a prior year graduate if they finish their graduation requirements prior to the first day of school in the current year. A student who left during the prior year has until September 30th of the current year to re-enroll in school. Students who fail to re-enroll by September 30th are counted as dropouts. Students who completed the prior school year, but fail to re-enroll, are not counted as a dropout until the following year.

Graduate, Cohort and Dropout Data must be certified.

Graduates:

Use the Data Validation group/report to verify Graduates Not Grade 12, Graduates Excluded as Foreign Exchange, and Graduates Missing Diploma Information (**this report must be run in the prior school year**). To make corrections, edit the student's enrollment and/or graduation record. Edit the enrollment using the enrollment instructions above. To modify the student's graduation record, update on the Graduation tab or use the Enrollment File Upload.

Cohort:

Cohort reporting is the relationship between students who start 9ᵗʰ grade in a certain year and those that graduate at the end of 4 years. Between the first day of 9ᵗʰ grade and the last day of 12ᵗʰ grade students bother enter and exit the cohort. There are specific Federal requirements regarding the removal of a student from the cohort. Please refer to the Montana High School Completer & Dropout Data Collection Handbook for more information.

Use the COHORT Data Checks Data Validation Groups/Report to ensure accuracy of data before certifying the Cohort.

Dropouts:

Dropouts are students in grades 7-12 who leave school and fail to re-enroll in an allowable time period. Students who leave prior to the end of the school year have until September 30ᵗʰ of the ensuing year to re-enroll. Students who complete the prior school year have until September 30ᵗʰ of the second year to re-enroll. Use the 7-8 DROPOUT Data Checks and the 9-12 DROPOUT Data Checks reports to find students who may have a subsequent enrollment, get a count of dropouts, and get a list of dropouts.

Student End Date and/or End Status is updated using the Student Enrollment instructions above.

Fall Enrollment

PATH (Old Look): *Student Information>Reports>State Enrollment Overlap Report*
PATH (New Look): *Student Information>Reports>State Enrollment Overlap Report*

The Fall Enrollment collection is used for Federal membership reporting, as of the first Monday in October. Student enrollments are unduplicated (using only P: Primary Service Types) and includes both Gender and Race/Ethnicity by School. Grade levels collected include PK through 12.

Use the Fall Enrollment Certification Data Validation Report to verify Fall Enrollment and the State Enrollment Overlap Report to ensure that no Primary enrollments overlap as of the Count Date before certifying Fall Enrollment.

Fall ANB

PATH (Old Look): *Student Information>Reports>State Enrollment Overlap Report*
PATH (New Look): *Student Information>Reports>State Enrollment Overlap Report*

Fall ANB is the first of two data collections that determine funding for school district budgets in the ensuing year. The data elements collected include enrollment (both P: Primary and S: Partial), Aggregate Hours, American Indian Race, Indian Language Immersion Program (ILIP), 19/20 Eligible for ANB, MT Youth Challenge, Job Corps, and MT Digital Academy (MTDA). Students who are marked Exclude ANB or Extracurricular Activities Only are not included in the report. Specific instructions for this report are posted on the School Finance Webpage: Student Count for ANB Instructions.

Districts that maintain attendance data in Infinite Campus may use the MT Count Date Attendance tool to calculate Aggregate Hours. Districts that use a separate SIS or maintain paper attendance records must populate the Aggregate Hours manually.

Use the Fall ANB Data Checks and Fall ANB Counts to Verify Data Validation Groups/Reports to ensure the accuracy of data before certifying the Fall ANB Count.

MT Count Date Attendance Tool:

PATH (Old Look): *MT State Reporting>MT Count Date Attendance*
PATH (New Look): *Reporting>MT State Reporting>MT Count Date Attendance*

To use the MT Count Date Attendance Tool, select Count Period. MT OPI Designated Count Date and Calculation Type (Aggregate Hours of Instruction, Absent and Exclude ANB) populate automatically. Click Run Test. Check for and correct any reporting errors, then select Generate to update enrollments. It may take up to 30 minutes for the process to complete.

Note: This process is not final until a batch resync is requested.

Manual Data Entry:

PATH (Old Look): *Student Information>General>Enrollments*
PATH (New Look): *Student Information>General>Enrollments*

Update Indian Language Immersion Program (ILIP), 19/20 Eligible for ANB, MT Youth Challenge, MT Job Corps and Exclude Fall ANB for reasons other than attendance (e.g., under 5 without board approval, day treatment, youth detention) in the student's enrollment record.

File Upload:

PATH (Old Look): *MT State Reporting>MT Data Upload*
PATH (New Look): *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to Populate Aggregate Hours. Use the Fall Enrollment Count template.

Extract the upload file from the district's SIS or create a text, tab delimited file from the AIM template. 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.

Manual Data Entry:

PATH (Old Look): *Student Information>General>Enrollments*
PATH (New Look): *Student Information>General>Enrollments*

In the Enrollment record active for the Count Date, enter Fall Aggregate Hours of Inst. and Fall Absent. Also enter Fall ANB, Job Corps, MT Youth Challenge, Age 19 or 20 Eligible for ANB, and Indian Lang. Immersion Prg. if applicable.

Fall Program Participation

PATH (Old Look): *Student Information>General>Enrollments*
PATH (New Look): *Student Information>General>Enrollments*

Fall Program Participation is used to report State and Federal program information for students enrolled on the first Monday in October and includes the following (bold indicates the location within Infinite Campus):

- Title I Participation (Targeted Title I, Title I Part A Neglected, Title I Part D Delinquent) – **Enrollment**
- Military Connected – **Enrollment**
- Immigrant – **Enrollment**
- 21st Century Participants – **Enrollment**
- Foreign Exchange – **Enrollment**
- Gifted and Talented (Evaluated and Identified) – **Enrollment**
- Homeless – **Enrollment**
- Free/Reduced Meal Status (FRAM) – **FRAM Module**
- English Learner (EL) – **English Learners**
- Section 504 – **Program Participation**
- Foster Care (maintained by the OPI) – Program Participation
- Migrant (maintained by the OPI) – **Program Participation**; and
- Special Education (based on locked documents and SPED state reported data) – **Special Ed**.

Some of the Program Participation data elements are located inside the enrollment record and some are maintained outside of the enrollment. Both sets must be accurate as of the 1st Monday in October.

File Upload:

PATH (Old Look): *MT State Reporting>MT Data Upload*
PATH (New Look): *Reporting>MT State Reporting>MT Data Upload*

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Aggregate Hours. Use the Fall Program Participation Template, Section 504 Template, Free Reduced Application Management (FRAM) Import Template, and English Learners (EL) Template.

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

FRAM data is imported using the FRAM Eligibility Import Wizard. Instructions for using the Eligibility Import Wizard are embedded in the template.

Manual Entry (Enrollments):

Student records are entered in the locations noted above.

Title I (A), Military Connected (B), Immigrant (C), 21st Century (D), Foreign Exchange (E), Gifted and Talented (F), and Homeless (G) are updated in the enrollment record active on the 1st Monday in October

Enter FRAM data in the FRAM Module

Enter EL – English Learners (A), Foster Care (B), Migrant (C), and Section 504 (D) under Program Participation. Records should be accurate as of the 1st Monday in October.

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Teacher-Class Data Entry

Teacher Class Data entry includes Courses, Sections, Staff History, and Rosters. The Teacher Class collections are used for accreditation and Career and Technical Education (CTE) reporting.

Courses

PATH (Old Look): *Scheduling>Add Course/Courses*
PATH (New Look): *Scheduling & Courses>Courses>Add Course/Course Information*

Courses are entered for all enrolled students in grades PK-12. Courses contain information about Subject (NCES Codes), Grades (Low and High), Course Level, Credit (HS courses only), as well as indicators for Distance Class, Alternative Education, and Dual Enrollment Credit.

All courses must include an NCES Subject Area and an SCED Course Identifier. The SCED Course Identifier must be prefaced with an "MT" (e.g., MT – English/Language Arts I (9th grade)).

Grade PK-6, Unaccredited 7-8 Courses:

For grades PK-6 and grades 7 and 8 that do not have separate accreditation, only reporting of classroom assignment and specials taught by an educator other than the classroom teacher are required. PK reporting is only required if the students are assigned to a classroom.

Special education classes are not reported separately, unless the student is not otherwise assigned to a general education course (e.g., student is assigned to a 1st grade classroom, but is in the special education classroom for reading – reporting of a separate reading class for special education is not required).

Library is not reported as a class, as Library, for accreditation purposes is determined by a ratio of enrolled students to the FTE of the staff member with the State Assignment Code for Library/Media Specialist. ARM 10.55.709

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7th and 8th Grade Courses:

Separately accredited 7th and 8th grade classes must report individual courses, as accreditation depends on meeting a minimum number of classroom minutes in core instruction and specific electives. No credit is required at this level. ARM 10.55.902

High School Courses:

High schools must report all courses individually with the credit earned for completion of the course. ARM 10.55.906

Online courses (e.g., MT Digital Academy) must be reported in the same manner as other district courses. They should be marked Distance Class and Dual Credit, where appropriate.

File Upload:

The Course upload is the first of 4 in a series of Teacher Class uploads. Courses must be uploaded and/or entered before proceeding with any of the other other upload files.

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Course information. Use the Course template from the Teacher Class Upload Files.

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

Sections
PATH (Old Look): *Scheduling>Courses>Sections*
PATH (New Look): *Scheduling & Courses>Courses>Section Information*

Sections are created to define courses by term and period schedule. The information from Sections is used to calculate course minutes required by Administrative Rule. If Calendar Information has not been properly entered, course minutes may not calculate correctly.

Manual Entry:

Click Add a Section. Enter Section Number (up to 4 digits). Select Session Type and Session Number. Session Type and Session Number define the period of time in which the course is offered. For example, if Semester is selected, choose "01" for a first semester class and "02" for a second semester class.

Under Section Placement, choose the Term and Period Schedule that applies to the course.

File Upload

The Section upload is the second of 4 in a series of Teacher Class uploads. Courses must be uploaded and/or entered before proceeding with the Section upload.

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Section information. Use the Section template from the Teacher Class Upload Files.

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

Before proceeding with the next step, manually add Section Placements to all courses. While this is not explicitly required, student rosters and teachers may not appear on some tabs until this step is completed.

Staff History
PATH (Old Look): *Scheduling>Courses>Staff History*
PATH (New Look): *Scheduling & Courses>Courses>Section Staff History*

Staff History is used to staff to a course. All state reported courses must have a Primary Teacher with the role of Teacher of Record or Facilitator (for online courses). Start and/or End Date are only required if a staff member leaves during the year or starts after the first day of classes. Otherwise, dates are determined by the time period to which the course is assigned in Sections.

Other staff assigned to courses for state reporting purposes are co-teachers or paraprofessionals that are assigned to a course to cover a classroom overload. ARM 10.55.712

Manual Entry:

Click staff type (Primary Teacher, Teacher, Section Staff). Select Name from the list (if name does not appear for Primary Teacher or Teacher, return to the District Assignment and verify that the Teacher checkbox has been checked). Select Role (for courses not state reported – e.g., elementary math – select Role "Not Applicable/Not State Reported). If adding an additional Teacher or Section Staff for classroom overload, add Minutes (time in the classroom to meet overload requirements). Click Save.

File Upload:

The Staff History upload is the third of 4 in a series of Teacher Class uploads. Courses and Sections must be uploaded and/or entered before proceeding with the Staff History upload. Teachers must also be entered either manually or via the Terms of Employment file upload before uploading Staff History.

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Staff History information. Use the Staff History template from the Teacher Class Upload Files.

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

Rosters
PATH (Old Look): *Scheduling>Courses>Sections>Roster Setup OR Student Information>General>Schedule*

PATH (New Look): *Scheduling & Courses>Courses>Section Roster Setup OR Student Information>General>Schedule*

Manual Entry:

Infinite Campus District Edition users should use extreme caution with rosters. Changes to the Roster Setup tab may delete grades and/or attendance data. After the first day of school, all course changes for individual students should be managed through the Walk-In Scheduler under Student Information> General>Schedule.

To add students to the roster using the Roster Setup tab there are three options: 1) select the student's name from the list of enrolled students; 2) first select a grade level, then select the student's name from the list of enrolled students; or 3) copy the list of students from a previously created course (e.g., assign a homeroom section of students to a PE class).

Students listed are from a scrambled test site – not real students.

File Upload:

The Roster upload is the fourth of 4 in a series of Teacher Class uploads. Courses and Sections must be uploaded and/or entered before proceeding with the Roster upload. The Roster upload may be done with or without completion of the Staff History upload.

Districts that use a 3rd party Student Information System (SIS) may use the file upload process to populate Roster information. Use the Roster template from the Teacher Class Upload Files.

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