



JUMPSTART CHECKLIST

This checklist and procedures must be completed by the conclusion of the summer Jumpstart program and certified no later than **August 30, 2024**.

This collection is for the Early Literacy summer Jumpstart program. Qualified students, grades KH/KF-3, enrolled in a Jumpstart program are eligible for an additional 0.25 ANB. Students must have an eligibility record, enrollment in a program with a duration of at least 4 weeks and 120 hours and be included in the district's certification. Districts will create eligibility records, calendars, and courses and certify the numbers at the end of the session.

STEP ONE: CREATE ELIGIBILITY RECORD(S)

PATH: *Student Information>State Programs>Early Literacy*

1. Search for the student.
2. Open Early Literacy.
 - a. PATH: *Student Information>State Programs>Early Literacy*.
3. Click New to add a new record.
4. Enter Record Entry Date (system will add the End Date automatically for 1 year out).
5. Enter School Year and State Grade (for year of eligibility – e.g. student is tested at the end of kindergarten year, school year is ensuing year and grade is 1).
6. Select Eligibility Domain(s) – Select all that apply.
7. Select Methodology Tool – if Other is selected, comments are required in the Methodology Comments field. (If Other is not selected, the Methodology Comments field must be blank.)
8. Enter any additional information in the Comments field.
9. Click Save.

The screenshot shows a web form titled "Program Information" with the following fields and callouts:

- 4** Record Entry Date: (Required) [text input]
- 5** School Year: (Required) [dropdown menu]
- 6** Eligibility Domain: (Required) [text input]
- 7** Methodology Tool: (Required) [dropdown menu]
- 8** Comments: [text area]
- 9** Save/Cancel buttons

Other fields include End Date: (Required) [text input], State Grade: (Required) [dropdown menu], and Methodology Comments (Limit 100 Characters) [text input].

AIM Unit Contact Information
(406) 444-3800
opiainhelp@mt.gov

September 2024

STEP TWO: CREATE JUMPSTART CALENDAR(S)

PATH: *Scheduling & Courses>Calendar Setup>Calendar Wizard*

1. Select **Create new blank Calendars** and click Next.
2. Select Year.
3. Enter Start Date and End Date (program start and end date for summer Jumpstart).
4. Select school(s) to associate with Jumpstart program.
5. Click Run Wizard.
6. Refresh browser page and select 24-25 Jumpstart calendar.

The screenshot shows a web interface for creating a calendar. On the left, under 'Edit Calendar Attributes for new Calendars', there are fields for 'Year' (set to 24-25), 'Name Template' (with a dropdown for [year][schoolname]), and 'Number'. Below these are date pickers for '*Start Date' (07/01/2024) and '*End Date' (08/16/2024). A 'Run Wizard' button is highlighted with a red circle and the number 5. On the right, under 'Select Schools', a list box contains 'Independent School'. A red circle with the number 3 is next to the 'Year' dropdown, and a red circle with the number 4 is next to the date pickers. At the bottom, there are '< Back' and 'Next >' buttons. A note at the bottom right says 'CTRL-click and SHIFT-click for multiple'.

STEP THREE: EDIT CALENDAR INFORMATION

PATH: *Scheduling & Courses>Calendar Setup>Calendar Information*

1. Calendar Information
 - a. Change Calendar Name for identification purposes (optional).
 - b. Select Type J: Jumpstart.
 - c. Click Save.

The screenshot shows the 'Calendar Information' edit form. At the top, there are 'Save' and 'Mark for Deletion' buttons. The form is divided into several sections. 'Calendar Info' shows 'Calendar ID' 45 and 'Parent Calendar ID' 44. 'School' is '1304 Independent School (schoolID:1)'. The '*Name' field contains '24-25 Independent School Jump'. The 'Number' field is '3'. The '*Start Date' is '07/01/2024' and the '*End Date' is '08/21/2024'. There are checkboxes for 'Summer School', 'Exclude', and 'School Choice'. The 'Type' dropdown is set to 'J: Jumpstart'. There are checkboxes for 'Require Student Assignment', 'Ignore Master Push', and 'External LMS Exclude'. A 'Testing Count Date' field is present. A 'Comments' text area contains 'rolling 06/03/2024 10:14 PM'. At the bottom, there is a 'Food Service Edit Check' dropdown set to '(default to blank - no override)'. Red circles with letters 'a', 'b', and 'c' are placed next to the name field, the type dropdown, and the save button respectively.

AIM Unit Contact Information

(406) 444-3800

opiainhelp@mt.gov

September 2024

2. Grade Level Setup

- a. Click New.
- b. Enter Name, Sequence Number, and State Grade Level Code (KH/KF, 01, 02, 03).
- c. Click Save (repeat for additional grade levels).

Grade Level Setup ☆

New Save Delete

Grade Level Editor	
Name	Seq
J1	1
J2	2
J3	3

Grade Level Detail

*Name

*Sequence Number

*State Grade Level Code

Standard Day

Maximum Membership Days

3. Term Setup

- a. Click New Term Schedule/Terms.
- b. Select Full Year.
- c. Click Create Terms.
- d. Select Full Year and enter program start and end dates.
- e. Click Save Term Schedule/Terms.

Auto Create Term Schedules

Parameter Selection

This tool will create terms within a schedule structure. Infinite Campus allows multiple term schedules, but it is not advised to do this unless absolutely necessary. Select the minimum number of term schedules needed for your schedule. For example, full-year, semester, and quarter long course-sections can all be scheduled within a quarter term schedule, so you would only need to create one four-term schedule.

Full Year (1 term)

Semesters (2 term)

Trimesters (3 term)

Quarters (4 term)

Other Number of Terms:

0

Create Terms

Term Setup ☆

Save Term Schedule/Terms New Term Schedule/Terms Delete Term Schedule/Terms

Term Schedule/Terms Editor

Name

Full Year

Term Schedule Detail

*Name Primary

Full Year

Term Detail

*Name	*Sequence	*Start Date	*End Date
Y	1	07/01/2024	08/21/2024

Add Term

AIM Unit Contact Information

(406) 444-3800

opiainhelp@mt.gov

September 2024

4. Period Setup

- a. Click New Period Schedule.
- b. Enter the Number of Period Schedules = 1.
- c. Enter the Number of Periods for Each Period Schedule = 1.
- d. Click Create Period Schedules/Periods.
- e. Select Period Schedule 1.
- f. Enter Start Time and End Time (enter all non-instructional minutes for lunch and recess in the Lunch Time field).
- g. Click Save Period Schedules.
- h. Note: if your district has alternate schedules, you may repeat steps a-g for each one.

Period Setup ☆

Auto Create Period Schedules

Parameter Selection
This tool creates Period Schedules, which are required for the scheduling process. Infinite Campus supports multiple Period Schedules, but only create the number of Period Schedules needed for your Schedule Structure.

1. Enter the Number of Period Schedules.*
Examples:

- For a Single Period Schedule, enter 1
- For an A/B Day Schedule, enter 2
- For an A/B/C Day Schedule, enter 3
- For a M/T/W/R/F Schedule, enter 5
- Or, enter any other number of period schedules needed for the calendar.

(Note: Period Schedule Names will initially be set to a number. Change the name to match the examples above, or to fit your schedule structure.)

b

c **2. Enter the Number of Periods for Each Period Schedule.***

d

g

e **Period Schedule/Periods Editor**
Name
1

Period Schedule Placement

	1
1	1

Period Schedule Info

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
1	1	<input type="checkbox"/>	0	0

Period Info

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
1	1	8:00 AM	12:00 PM	30	<input type="checkbox"/>	<input type="checkbox"/>

f

Instructional Minutes Preference for 24-25 School Year
Exclude non-instructional periods
Exclude non-instructional minutes
Include time gaps between periods

School Day Preference for 24-25 School Year
Exclude non-instructional periods
Include non-instructional minutes
Include time gaps between periods

5. Day Setup

- a. Click Day Reset.
- b. Enter Student Start and End Dates.
- c. Select days of the week students will attend.
- d. Click Create Days.
- e. Remove non-school days by clicking on the day and unchecking School Day, Instruction, and Attendance (e.g. July 4th).
- f. Add school days by clicking on the day and checking School Day, Instruction, and Attendance.

Auto Create Calendar Days

Day Reset

This tool will generate a Day record for each day in the Calendar. If your calendar dates are year-round, or larger than the days you need to track, enter a smaller date range to only create Day records for days that have instructional meaning for this Schedule Structure. If this function is performed on an existing calendar, all days and day events will be lost outside the range you choose (Unless you choose 'Fill Missing Days Only').

*Start Date
07/01/2024

*End Date
08/16/2024

Duration
0

Fill Missing Days Only

Mon Tue Wed Thu Fri Sat Sun

Create Days

6. Copy attendance codes into this calendar.

- a. PATH: *Attendance Office>Settings>Excuse Code Copier Wizard*
- b. Select the Source Calendar to copy from.
- c. Select the new 24-25 Jumpstart calendar.
- d. Click Copy Codes.

Excuse Code Copier Wizard ☆

Attendance Excuse Code Copier

This tool will copy excuse codes from 1 calendar to the others, and is useful for maintaining district-wide codes.
WARNING: Attendance data gets linked to an excuseID (an internal identifier), so if you delete an excuse from the list, you will also remove the excuse code from the attendance data. The data is synchronized by using the code field, so if you change a code that has the effect of deleting the old code and creating a new code, so this should only be used to modify existing code labels, add new codes, or setup/synchronize codes in new calendars.

Source Calendar
24-25 Independent School

Copy Method
 Update matching codes and insert missing ones (Does not delete)
 Full Synchronization (Will delete codes in the destination if they are not in the source)

Copy Codes

Destination Calendars
24-25 Independent School
24-25 Independent School Jump
24-25 Independent School PK
23-24 Independent School
23-24 Independent School PK
22-23 Independent School
22-23 PK Independent School
21-22 Independent School
PK Independent School 21-22
20-21 Independent School
PK 20-21 Independent School
19-20 Independent School
PK 19-20 Independent School
18-19 Independent School
PK 18-19 Independent School
17-18 Independent School

CTRL-click and SHIFT-click for multiple

AIM Unit Contact Information

(406) 444-3800

opiainhelp@mt.gov

September 2024

7. Verify Attendance Codes.

- a. PATH: *Attendance Office>Settings>Attendance Code Setup*
- b. These are recommended:
 - i. EA – Excused Absent
 - ii. UA – Unexcused Absent
 - iii. ET – Excused Tardy
 - iv. UT – Unexcused Tardy

Attendance Code Setup ☆

+ New

AttendanceExcuses Editor	
Code	Description
EA	Excused Absence
ET	Excused Tardy
UA	Unexcused Absent
UT	Unexcused Tardy

STEP FOUR: ENROLL STUDENTS USING THE STUDENT LOCATOR WIZARD

- 1. Verify the Jumpstart calendar is selected.
- 2. Open the Student Locator Wizard.

PATH: *Student Information>General>Student Locator Wizard*

- a. Enter the Last Name, First Name, and Gender of the student to add.
- b. Click Search.

Student Locator Wizard ☆

Student Locator

Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to se
To search, you must enter the student's State ID, or full legal Last Name, First Name, and Gender. If the System Preference Birth D
Hover the cursor over each matching person to see additional information. Select a person from the list or click the Create New Stu

Last Name	First Name	Gender	Birth Date	Middle Name	SSN #	State ID	Name	State ID	Gender	Birth Date	%
-----------	------------	--------	------------	-------------	-------	----------	------	----------	--------	------------	---

a

b

Search-->

Create New Student >

- c. Click the correct student from the list.
 - i. If the student is in district, the student name will be prefaced with a back arrow. Click the student name to create a new enrollment.
 1. Click New to add an Enrollment.
 2. Verify the Calendar is correct.
 3. Add Start Date.
 4. Select a Local Start Status.
 5. Click Save.

The screenshot shows the 'New Enrollment History' form. A red circle with the number '5' is next to the 'Save' button. Another red circle with the number '2' is next to the '*Calendar' dropdown menu, which is set to '24-25 Independent School Jump'. A red circle with the number '3' is next to the '*Start Date' field, which is empty. A red circle with the number '4' is next to the '*Local Start Status' dropdown menu, which is set to 'Select a Value'. The form includes fields for *Schedule, *Grade, Class Rank Exclude, External LMS Exclude, End Date, End Action, *Service Type, Local End Status, State Start Status, State End Status, Dropout Reason, Start Comments, and End Comments. A footer note reads 'Rolled From Enrollment ID: N/A'.

- ii. If the student is out of district, there will be no back arrow. Hover over the student name to verify the match and click to add enrollment. If the student is new to Montana or to public school, click Create New Student to add enrollment.

Student Locator Wizard ☆

The screenshot shows the 'Student Locator Wizard' form. It has a 'Save' button at the top left. The form is divided into several sections:

- Person Info:** Student Number (Automatically Generated), State ID (Pending).
- Identity Info:** Last Name, First Name (New), Middle Name, Suffix, Gender (M: Male), Birth Date, Soc Sec Number, and an Upload Picture button.
- Race/Ethnicity:** A dropdown menu for 'Is the individual Hispanic/Latino?', a checkbox for 'Is the individual from one or more of these races? (check all that apply)', and checkboxes for American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. There is also a 'Race/Ethnicity Determination' dropdown.
- Enrollment Detail:** Enrollment ID, *Calendar (Adams Elem School 2024 A), *Schedule, *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), Local End Status, State Start Status (01: First time receiving educational services), State End Status, Dropout Reason, Start Comments, and End Comments.

 A footer note reads 'Rolled From Enrollment ID: N/A'.

STEP FIVE: ADD DISTRICT ASSIGNMENTS FOR TEACHERS

PATH: *Census>Staff>District Assignments*

1. Click New.
2. Select the school where the Jumpstart program is located.
3. Enter the Start Date.
4. Select TC:10 Summer School Teacher for the State Assignment Code.
5. Select the box for Teacher.
6. Click Save.
7. **Enter the End Date only after all courses and sections have been entered and completed.

The screenshot shows the 'Assignments' form with the following fields and callouts:

- 1**: 'New' button
- 2**: '*School' dropdown menu (Jeannette Rankin Elementary School)
- 3**: '*Start Date' calendar field (07/08/2024)
- 4**: 'State Assignment Code' dropdown menu (TC:10:Summer School Teacher)
- 5**: 'Teacher' checkbox (checked)
- 6**: 'Save' button
- 7**: 'End Date' calendar field

Assignments

Jeannette Rankin Elementary School
(11/24/2022-)

Employment Assignment Information

*School: Jeannette Rankin Elementary School
Department: [Dropdown]
*Start Date: 07/08/2024
End Date: [Calendar]
Title: [Dropdown]
Type: [Dropdown]
FTE of Assignment: [Text]
State Assignment Code: TC:10:Summer School Teacher
Teacher: Special Ed: Program:
Behavior Admin: Health: Behavior Response Approver: Response to Intervention:
Advisor: Supervisor: Counselor: Foodservice: Exclude Behavior Referral: Self Service Approver: FRAM Processor:
Activity Staff: Activity Preapproval: MT SPED Level: [Dropdown]
MT Titles: Select Values
External LMS Exclude:
Exclude:
Local Assignment Code: [Dropdown]

AIM Unit Contact Information

(406) 444-3800

opiamhelp@mt.gov

September 2024

STEP SIX: CREATE COURSE, SECTION, AND ADD STUDENTS

PATH: *Scheduling & Courses*> *Courses*>*Add Course*

1. Add Course.
 - a. Enter course Number and Name.
 - b. Check box for Attendance.
 - c. NCES Data
 - i. SCED Subject Area = 23
 - ii. SCED Course Identifier = 012
 - iii. SCED Lowest Grade = KF
 - iv. SCED Highest Grade = 03
 - v. SCED Course Level = GE: General Education
 - d. Click Save.

The screenshot shows the 'Add Course' form with the following details:

- Course Information:**
 - CourseID: 1412
 - Number: 1
 - Name: Jumpstart
 - State Code: 23012
 - Department: [Dropdown]
 - Schedule Load Priority: [Dropdown]
 - Max Students: [Input]
 - Terms: 0, Schedules: 0, Periods: 0, Sections to Build: 0
 - Preferred Room Type: [Dropdown]
 - Section Template Group: [Dropdown]
 - GPA Weight: 0
 - Bonus Points: [Input]
 - Advisory: [Input]
 - Transcript: [Input]
 - Required: [Input]
 - Type: [Dropdown]
 - Responsive: [Input]
 - Activity: [Dropdown]
 - Vocational Code: [Input]
 - Home room: [Input]
 - Allow student requests: [Input]
 - Allow teacher requests/recommendations: [Input]
 - Hide Standards On Portal: [Input]
 - Repeatable: [Input]
 - Attendance:
 - Positive Attendance: [Input]
 - High School Credit: [Input]
 - Distance Class: [Input]
 - CTE Pathway: [Input]
 - Comments: [Text Area]
- NCES Data:**
 - NCES Code: 23012GE010311
 - SCED Subject Area: 23 - Non-Subject Specific
 - SCED Lowest Grade: 01: Grade 1
 - Available Carnegie Unit Credit: 0
 - SCED Course Level: OE: General Education
 - SCED Course Identifier: 012: MT-Prior-to-Secondary Education
 - SCED Highest Grade: 03: Grade 3
 - SCED Sequence: 1 of 1

2. Create a Course Section.

- a. Click Course Sections.
- b. Search for new Jumpstart course.
- c. Click Add a Section.
- d. Assign a Section Number.
- e. Session Type = ST: Summer Term.
- f. Select a Session Number.
- g. Check the box under Section Schedule Placement.
- h. Click Create Section.

Course Sections ☆
1 Jumpstart

Create a new Section

This tool will create a new section.

Section Editor

*Section Number: 1

Teacher Display Name: _____

Max Students: 0

Lunch Count: Milk Count: Adult Count:

Custom Count 1: Custom Count 2: Custom Count 3:

Room: _____

Skippy Seq: Homeroom:

Hide Standards On Portal: Advisory: External LMS Evolve:

Distance Class (Override): _____

Primary Teacher: There is no active primary teacher for this section.

*Session Type: ST: Summer Term *Session Number: 01: 01

Section Schedule Placement

Full Year:

Period 1:

Create Section

3. Click Section Staff History to add a teacher.

- a. Click New Primary Teacher.
- b. Select teacher name from the dropdown.
- c. Role = 00: Teacher of record.
- d. Click Save.

Save New Primary Teacher New Teacher New Section Staff

Staff History

Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
VanHemelryck, Jessica						Teacher of Record
Johnson, Angelica						Co-Teacher General Education

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Primary Teacher

Name: _____ District Assignment: _____ Role: _____

Assignment

Start Date: _____ End Date: _____

Percent: _____ Minutes: _____

Access to Section Dates

Unrestricted Date Range

Start Date: _____ End Date: _____

Comments: _____

Teacher Display Name on Section: _____


Making a change to the Teacher Display Name here will update the value on the Section tab.

Continue using the current Teacher Display Name from the Section tab: VanHemelryck, Jessica

Use a new Teacher Display Name on the Section tab: _____

AIM Unit Contact Information
(406) 444-3800
opiainhelp@mt.gov

4. Add Students to the Roster.
 - a. Click Section Roster Setup.
 - b. Click the students to add to the Current Roster.
 - c. Click Save Student List and/or Copy Section.

C  Save Student List and/or Copy Section

Copy student from this section:

Current Roster (97)

<p>An, Khloe (KF) Anderson, Brooklynn (01) Boross, Emily (02)</p>	<p>Show Students in this grade only: <input type="text"/></p> <p>Amaya, Ivan (01) 483561311 An, Khloe (KF) b Anderson, Brooklynn (01) Anderson, Chance (KF) Arthur, Aleah (01) Austin, Bryerlee (KF) Babcock, Alyssa (KF) Bartz, Kinzee (02) Betts, Logan (02) Bohnstedt, Ashley (01) Boross, Emily (02) Bott, Mason (KF) Bousquet, Trevor (KF) Brook, Elizabeth (02)</p>
---	--

STEP SEVEN: RUN END OF YEAR ATTENDANCE AFTER LAST DAY OF JUMPSTART (AND AFTER ALL ENROLLMENTS ARE ENDED).

Follow these instructions if you take daily attendance in Infinite Campus.

PATH: *Reporting>MT State Reporting>MT EOY Attendance Totals*

1. Check the boxes for ADA - #Days Present and ADA - #Days Enrolled.
2. Select one or more Calendars.
3. Choose Validate and Test or Update Enrollments (recommend Validate and Test first). Common errors on this file include students with enrollments not ended, students without a schedule, or students with Service Type issues.
4. Submit to Batch.

MT EOY Attendance Totals ☆

Please Note: EOY Attendance Totals can NOT be populated on a student's enrollment until AFTER the last instructional day of ALL the selected calendars have elapsed.

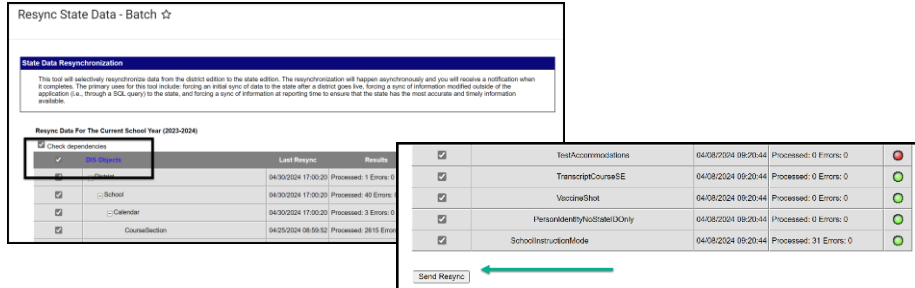
THIS PROCESS IS NOT COMPLETE UNTIL a Batch Resync is triggered.
 New Look: *System Settings > Data Interchange Administration > Resync State Data - Batch*
 Old Look: *System Administration > Data Utilities > Resync State Data*

<p>Extract Options</p> <p><input checked="" type="checkbox"/> ADA - #Days Present 1</p> <p><input checked="" type="checkbox"/> ADA - #Days Enrolled</p> <p><input type="checkbox"/> ESSA - #Days Absent</p> <p>Work to Perform: <input type="text" value="Validate and Test"/> 3</p> <p>Ad Hoc: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit to Batch"/> 4</p>	<p>*Select Calendars</p> <p>Which calendar(s) would you like to include in the report?</p> <p><input checked="" type="radio"/> active year</p> <p><input type="radio"/> list by school 2</p> <p><input type="radio"/> list by year</p> <p>24-25 24-25 Independent School 24-25 Independent School Jump 24-25 Independent School PK</p>
--	---

STEP EIGHT: RESYNC DATA

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

1. Select the checkbox in front of DIS Objects to select all.
2. Click Send Resync.



STEP NINE: VALIDATE DATA

PATH: *Reporting>Data Validation>Validation Groups OR Data Validation Reports*

1. Search for “Jumpstart Validation Errors and Warnings”.

Once all errors and warnings have been checked, run the above Validation Group as a Validation Report with the Run at State option selected. Running the report at both the district and state ensures that data has fully synced prior to certification. If there are mismatches between the state and district, repeat **STEP SEVEN** (Resync Data) and re-run the Validation Report at the state.

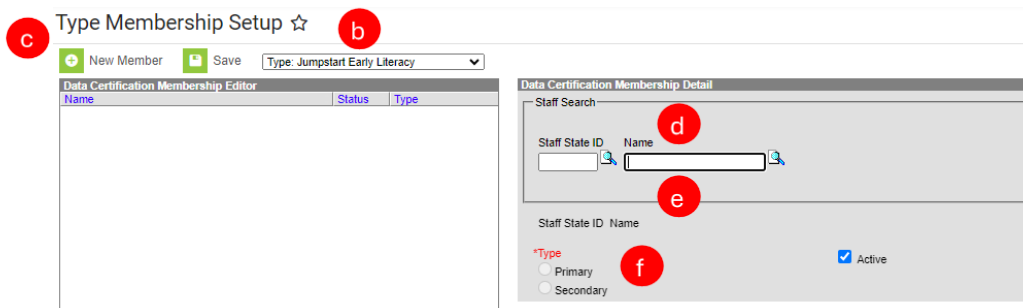
STEP TEN: CERTIFY DATA

PATH: *Reporting>Data Certification>Event Certification*

There are three separate files included in this certification: *Enrollment, Teacher Class, and Aggregate Hours*.

***Please wait at least 60 minutes after a complete resync before certifying data.**

1. Add a certifier for Jumpstart Early Literacy.
 - a. PATH: *Reporting>Data Certification>Type Membership Setup*
 - b. Select a Type: Jumpstart Early Literacy.
 - c. Click New Member.
 - d. Enter last name in search box and click the magnifying glass.
 - e. Select Name.
 - f. Select Type: Primary (only one primary certifier is recommended).



AIM Unit Contact Information

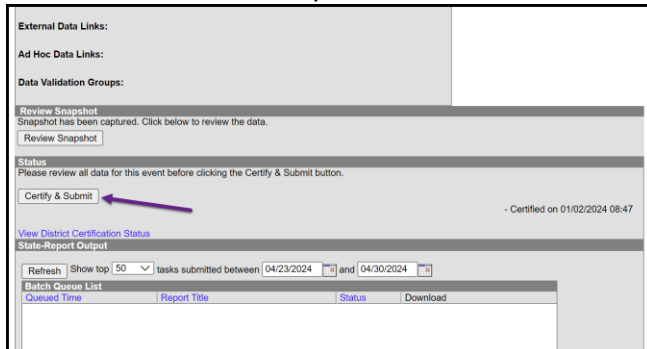
(406) 444-3800

opiainhelp@mt.gov

September 2024

2. Run Jumpstart Certification from Data Validation Report (must assign to user group first).
 - a. PATH: *Reporting>Data Validation>Data Validation Report*
 - b. Verify the information looks correct.

3. Certify Jumpstart data using Event Dashboard.
 - a. PATH: *Reporting>Data Certification*
 - b. Select Jumpstart Early Literacy 2024-25.
 - c. Select Certify & Submit.



If the district discovers a reporting error, please contact the AIM Unit to request recertification. If the AIM Unit discovers an error the certifier(s) may receive a message requesting correction and recertification.

APPENDIX

File Upload Process

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

1. Districts that use a 3rd party Student Information System (SIS) may use the file upload process to enroll students.
2. Upload the Student Demographics file (required only for newly enrolled students), followed by the Enrollment file.
3. 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.
4. Select the Import Type, the Work to Perform and choose the file to be uploaded. Click Submit to Batch.
5. 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.
 - a. Select Refresh on the Batch Queue to retrieve the latest status of the Batch.
 - b. When the Batch has completed processing, select "Get the report" to retrieve the Import Results Summary file.
6. 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.

AIM Unit Contact Information

(406) 444-3800

opiainhelp@mt.gov

September 2024

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	Get the report

This process is not complete until a Batch Resync is triggered (see **STEP SEVEN**):
 PATH: *System Settings > Data Interchange Administration > Resync State Data - Batch*