

AIM User Guide:
*Miscellaneous
Enrollments: MYC,
Job Corps, MTDA,
Ages 19 & 20*

MONTANA HAS THREE DISTINCT PROGRAMS IN WHICH STUDENTS MAY BE ENROLLED CONCURRENTLY: JOB CORPS, MT YOUTH CHALLENGE, AND MT DIGITAL ACADEMY (MTDA).

MONTANA ALSO ALLOWS FOR SPECIAL ENROLLMENTS FOR STUDENTS AGE 19 OR 20 AS OF SEPTEMBER 10TH, PROVIDED THEY MEET CERTAIN CRITERIA. THIS AIM USER GUIDE PROVIDES INSTRUCTION FOR THESE CIRCUMSTANCES.

FOR MORE INFORMATION ON MCA EDUCATIONAL COOPERATIVE AGREEMENTS SEE [MCA 20-7-909](#) AND FOR ANB CALCULATION OF ANB SEE [20-9-311\(12\), MCA](#).

FOR MORE INFORMATION PERTAINING TO STUDENTS 19 AND 20 ELIGIBLE FOR ANB, SEE [HB233 \(2021\)](#).

Enrollment Exceptions for ANB Funding: MYC, Job Corps, MTDA, Ages 19 & 20

AIM User Guide

This guide explains the process for enrolling students participating in the Job Corps or Montana Youth Challenge (MYC) program, taking MT Digital Academy (MTDA), and enrolling *select* 19/20 year old students for inclusion in the district's ANB count. Districts can choose to either enroll the student for ANB funding or withdraw the student using a non-dropout end status. ***The accuracy of these student enrollments affects state ANB funding during the Fall and Spring Enrollment collections. The maintenance of these students' enrollments is also important throughout the year, as they affect other federal funding and state reporting requirements.***

Frequently Asked Questions:

1. I received notice from the MYC or Job Corps that one of our students will be attending next session. May I count the student for ANB?

Yes. If the district has an interlocal cooperative agreement with the MT Youth Challenge or Job Corps program and the student meets the requirements of the agreement the student may be counted as enrolled for ANB funding. See pages 4 & 7.

2. How are MYC or Job Corps students enrolled in AIM?

A MYC or Job Corps student should be enrolled in the same manner as any other regularly enrolled student. See pages 4 & 7.

3. What happens when the MYC student wants to take the HiSet?

The district will end the student's enrollment in AIM as of the request date using a non-dropout end status. The student transfers to the MYC facility as of the request date. See page 5.

4. What happens when the Job Corps students wants to take the HiSet?

The district will end the student's enrollment in AIM as of the request date using a dropout end status. See page 8.

5. What happens when the MYC student drops out of the program?

If the student was enrolled for ANB funding and does not return to school immediately, they are considered a drop out. See page 5.

6. How do I indicate their participation in these programs for ANB funding?

Students enrolled in the MT Youth Challenge or Job Corps program and eligible 19/20 year old students must have a corresponding participation box checked on the State Reporting Fields under the current enrollment of the student. MTDA is reflected in the student's aggregate hours. See pages 4, 7, and 9.

7. How are MT Digital Academy students enrolled in AIM?

Regularly enrolled students taking supplemental MTDA courses require no special enrollment. Homeschool or private school students should be enrolled with a S: Partial enrollment. See page 9.

8. Are students taking MTDA courses eligible to be included in the district's ANB count?

If the student is a resident of the district or attending under a mandatory attendance agreement, the student may be included in the district's ANB count. See page 9.

9. How many hours of instruction is each MTDA course worth?

The hours calculated for each course are the same as for any equivalent course offered at the district. See page 9.

10. Are students older than 19 included in the district's ANB count?

Special education students meeting very specific requirements may be included in the district's ANB count. See page 11.

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Montana Youth ChalleNGe Program Guidelines

This section pertains to **MT Youth ChalleNGe (MYC)**. Enrollment in these programs is designed to lead to a student's high school graduation.

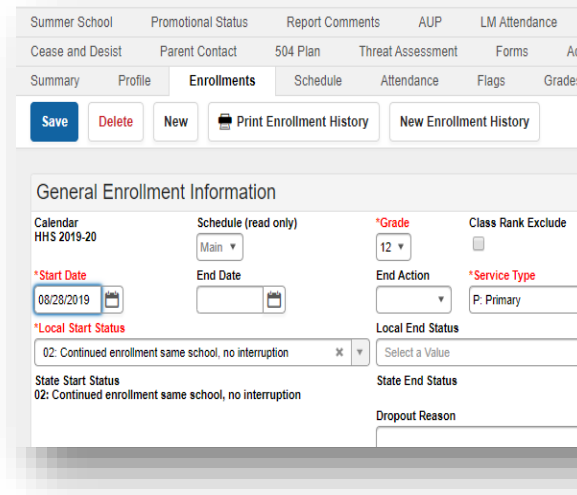
When a student enters MYC, districts may choose to one of the following options:

1. **Enroll the student and collect ANB funding; or**
2. **Withdraw the student using the non-dropout End Status of 175: Transfer to Montana Youth ChalleNGe.**

Students participating in the **MYC** must meet **ALL** the following criteria to be counted as enrolled in a district in the AIM/Infinite Campus system and receive ANB funding:

- ✓ The student must be enrolled in a public school in the student's district of residence, *and*
- ✓ The credits taken at the MYC require approval by the resident school district, *and*
- ✓ The credits meet the resident district's requirements for graduation at a school in the district, *and*
- ✓ The credits must be taught by an instructor who has a current Montana high school certification; *and*
- ✓ The credits must be reported by the MYC to the student's resident school district.

For more information, see [20-9-707](#) and [20-9-311\(12\)](#), MCA.



A.) MT Youth ChalleNGe Enrollment

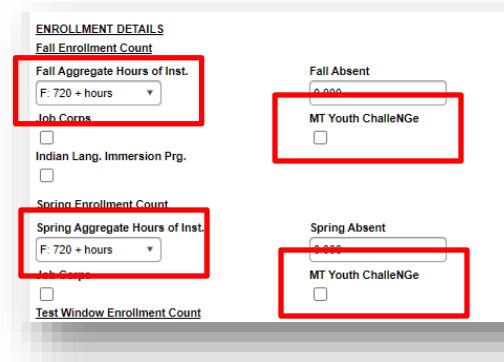
FOLLOW THESE STEPS TO ENROLL AN ELIGIBLE STUDENT:

1. Currently enrolled students need no change to their existing enrollment
2. Students who are NOT currently enrolled should be enrolled by using the Student Locator tool.
3. For newly enrolled students, enter a start date that reflects the start date of the program.
4. **All MYC students should have a Service Type of P: Primary.**
5. Click **Save**.

B.) MT Youth ChalleNGe: Inclusion for ANB

MYC STUDENTS COUNT AS HALF-TIME STUDENTS FOR ANB FUNDING. THE MAEFAIRS PROGRAM WILL MAKE THE FUNDING ADJUSTMENT WITHIN THE MAEFAIRS SYSTEM. DISTRICTS USING THE **MT COUNT DATE ATTENDANCE** WIZARD SHOULD VERIFY THE AGGREGATE HOURS ARE **F: 720+ HOURS** FOR STUDENTS IN MYC.

1. During the Fall and Spring Counts, search the student's name in the **Search** tab, last name first.
2. Click on the student's name.
3. Click the **Enrollments** tab.
4. Select the current MYC enrollment.



5. Set **Aggregate Hours** to **F: 720+ hours** corresponding to the Fall or Spring Count.
6. Check the corresponding **MT Youth Challenge** box.
7. Click **Save**.

C.) Exiting MYC Students, but Keeping the Enrollment

THESE INSTRUCTIONS ARE INTENDED FOR CASES WHERE THE DISTRICT HAS DECIDED TO KEEP THE STUDENT ENROLLED.

***When an MYC student requests to sit for the HiSET** (formerly GED), the district should end the students' enrollment in AIM/Infinite Campus as of the date the student *requests to take the HiSet*. The **Local End Status** should be the non-dropout code of **175 – Transfer to Montana Youth Challenge**.

1. Search the student's name in **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Select the most current enrollment.
5. Change the **Local End Status** to: **175-Transfer to Montana Youth Challenge**.
6. Click **Save**.

***If the student completes the MYC program without sitting for the HiSet** and returns to school immediately upon completion of the MYC program, the district should continue the student's enrollment. ***If the student drops out of the MYC program without sitting for the HiSET** and does not immediately return to school, the district should enter a **Dropout End Status and Dropout Reason**. Enter the **End Date** in their enrollment as well.

D.) Exiting MYC Students, not Keeping the Enrollment

THESE INSTRUCTIONS ARE INTENDED FOR CASES WHERE THE DISTRICT DECIDED TO NOT KEEP THE STUDENT ENROLLED AT THE DISTRICT WHEN THEY ENROLLED AT MYC.

For students starting at MYC in the summer session: If the student completed the previous year **OR** dropped their enrollment on or after the previous year's October count date, the district should change the prior year's **Local End Status** to the non-dropout code of **175– Transfer to Montana Youth Challenge**.

1. Search the student's name in **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Select the most current enrollment.

5. Change the **Local End Status** to: **175-Transfer to Montana Youth Challenge**.
6. Click **Save**.

For students starting at MYC in the winter session: If the student completed the prior year **and** the district created a one-day enrollment in the current school year, **OR** if the student has discontinued enrollment at any time during the current school year, the district should change the current year's **Local End Status** to the non-dropout code of **175 – Transfer to Montana Youth Challenge** and **remove the Dropout Reason code (if entered).**

- I. Search the student's name in **Search** tab.
- II. Click on the student's name.
- III. Select the **Enrollments** tab.
- IV. Select the current enrollment.
- V. Change the **Local End Status** to: **175-Transfer to Montana Youth Challenge**.
- VI. Remove the **Dropout Reason Code**, if entered.
- VII. Click **Save**.

The screenshot shows the 'General Enrollment Information' form. The 'Local End Status' dropdown is open, showing '175: Transfer to Montana Youth Challenge' as the selected option. A red arrow points to the dropdown menu.

E.) Enrolling Students Returning to School From MYC

THESE INSTRUCTIONS ARE INTENDED FOR CASES WHERE THE DISTRICT WITHDREW THE STUDENT WHEN THEY ENROLLED AT MYC AND THEN THE STUDENT SUBSEQUENTLY RETURNS TO SCHOOL. A NEW ENROLLMENT **SHOULD BE** CREATED USING THE **LOCAL START STATUS** CODE **20: TRANSFER FROM MONTANA YOUTH CHALLENGE**.

1. Search the student's name in the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the most recent enrollment.
5. Select **New**.
6. Enter the correct **Calendar, Schedule, Grade, State Date, Service Type, and Local Start Status-20: Transfer from Montana Youth Challenge**.
7. Click **Save**.

The screenshot shows the 'General Enrollment Information' form. The 'Local Start Status' dropdown is open, showing '20: Transfer from Montana Youth Challenge' as the selected option. A red arrow points to the dropdown menu.

Montana Job Corps Program Guidelines

This section pertains to **Job Corps**. Enrollment in these programs is designed to lead to a student's high school graduation.

Students participating in the **Job Corps Program** must meet all the following criteria to be counted as enrolled in a district:

- ✓ The student must be enrolled in a public school in the student's district of residence, **and**
- ✓ The credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, **and**
- ✓ The credits meet the resident district's requirements for graduation at a school in the district, **and**
- ✓ The credits must be taught by an instructor who has a current Montana high school certification, **and**
- ✓ The credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district.

For more information, see Sections [20-9-311\(11\)\(h\)](#), and [20-9-707](#), MCA.

A.) Job Corps Enrollments

FOLLOW THESE STEPS TO ENROLL AN ELIGIBLE STUDENT:

1. Currently enrolled students need no change to their existing enrollment
2. Students who are NOT currently enrolled should be enrolled by using the Student Locator tool.
3. For newly enrolled students, enter a start date that reflects the start date of the program.
4. **All Job Corps students should have a Service Type of P: Primary.**
5. Click **Save**.

B.) Job Corps: Inclusion for ANB

STUDENTS IN **JOB CORPS** COUNT AS FULL-TIME STUDENTS FOR ANB FUNDING.

1. Search the student's name in the **Search** tab, last name first.
2. Click on the student's name.
3. Click the **Enrollments** tab.
4. Select the current **Job Corps enrollment**.
5. Scroll down to the State Reporting Fields.
6. Set **Aggregate Hours** for **Fall, Spring, or Test Window Hours of Instruction to F:720+ hours** for students in Job Corps.
7. Check the corresponding **Job Corps** boxes next to the Fall and/or Spring Counts.
8. Click **Save**.

The screenshot shows a web form titled "ENROLLMENT DETAILS". It has sections for "Fall Enrollment Count" and "Spring Enrollment Count". Each section includes a dropdown for "Fall Aggregate Hours of Inst." and "Spring Aggregate Hours of Inst." with "F: 720 + hours" selected. Below these are checkboxes for "Job Corps", "Indian Lang. Immersion Prg.", and "Test Window Enrollment Count". To the right, there are input fields for "Fall Absent" and "Spring Absent", both showing "0.000", and checkboxes for "MT Youth Challenge".

C.) Exiting Job Corps Students

WHEN A STUDENT DISCONTINUES ENROLLMENT IN THE JOB CORPS OR REQUESTS TO SIT FOR THE HiSET (FORMERLY GED), END THE STUDENT'S ENROLLMENT IN AIM/INFINITE CAMPUS. THE **END DATE** IS THE LAST DATE OF THE STUDENT'S ENROLLMENT IN THE PROGRAM OR THE DATE OF THE REQUEST TO SIT FOR THE HiSET. **NOTE:** IF THE STUDENT DOES NOT CONTINUE ENROLLMENT IN THE PUBLIC SCHOOL, THE STUDENT MUST BE CODED AS A DROPOUT.

TO END DATE THE STUDENT'S ENROLLMENT:

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Enter the **End Date** as of the last date of the student's enrollment in the program **OR** the date of the request to sit for the HiSET.
6. If the student requests to sit for the HiSET or discontinues enrollment in the Job Corps Program, select the **Local End Status- 330: Dropout, withdrew to enroll in non-diploma program**.
7. Click **Save**.
8. If the student does not continue enrollment in the public school, the student must be coded as a dropout. Select the **Dropout Reason- 18: HiSET Pursuing** if the student requests to sit for the HiSET. If the student leaves the Job Corps (without a subsequent school enrollment) the end status and dropout reason should be appropriately coded for the situation.
9. Click **Save**.

The screenshot shows the 'General Enrollment Information' form. The 'End Date' field is highlighted with a red box. The 'Local End Status' dropdown is set to '330: Dropout, withdrew to enroll in non-diploma program', and the 'Dropout Reason' dropdown is set to '18: HiSET Pursuing'. Both dropdowns are also highlighted with a red box.

Montana Digital Academy (MTDA)

This section pertains to **MTDA**. STUDENTS PARTICIPATING IN ONE OR MORE **MTDA** COURSES MUST ENROLL IN THE COURSES THROUGH THEIR LOCAL PUBLIC SCHOOL (DISTRICT OF RESIDENCE). DISTRICTS ARE **NOT ELIGIBLE** FOR ANB FUNDING FOR **NON-RESIDENT** STUDENTS WHO PARTICIPATE IN THE MTDA CLASSES. *For more information, see [20-7-118, MCA](#)*

NOTE: When a student takes MTDA course(s) to **complement** their district enrollment, no modification to enrollment is needed.

*The start date for students taking a **combination** of district/MTDA classes is the first day of attendance in the district.

*The start date for the students **only** taking MTDA classes is the first day of the MTDA semester or the first day the student participates in an MTDA course, whichever is later.

If a student enrolls at the district from a home school or private school or if the student is not working toward graduation from the district, and takes courses from MTDA through the public school, enter **Service Type, S: Partial** and a **Local Start Status** that reflects their current enrollment (e.g., 09: Transfer from home school within the state). Follow these steps:

Path: Student Information>General>Enrollments

1. If the student is new and does not have a current Enrollment, use the Student Locator to enroll them and jump to step 6.
2. If the student has been enrolled in the district previously, search the student's name under the **Search** tab.
3. Click on the student's name.
4. Select the **Enrollments** tab.
5. Click **New**.
6. Enter a **Start Date** for the first day of the MTDA semester or first day of enrollment in the MTDA, whichever is later.
7. Select a **Local Start Status** (one that reflects their current enrollment i.e.: 09: Transfer from home school within the state.)
8. Enter the **Grade**.
9. Enter the **Service Type** (**S:Partial** since they are not enrolled in district classes and just MTDA classes.)
10. Optional: It's not required, but can be very helpful, if **Start** (and End) **Comments** are added (MTDA).
11. Click **Save**.

The screenshot shows the 'Enrollments' tab in a student information system. The 'General Enrollment Information' section is visible. Key fields are highlighted with red boxes: 'Start Date' (08/28/2019), 'Local Start Status' (09: Transfer from home school within the state), 'Service Type' (S: Partial), and 'Start Comments' (MTDA). The 'Grade' is set to 09. The 'End Date' is empty. The 'Class Rank Exclude' and 'External LMS Exclude' checkboxes are unchecked. The 'End Action' is set to 'End'. The 'Local End Status' and 'State End Status' are set to 'Select a Value'. The 'Dropout Reason' is empty. The 'End Comments' field is empty.

A.) MTDA: Aggregate Hours

FOR STUDENTS ENROLLED IN MTDA CLASSES, CALCULATE AGGREGATE HOURS AS IF THE STUDENTS WERE ENROLLED IN THE DISTRICT FOR AN EQUIVALENT COURSE.

***If the student is enrolled in regular district courses in addition to the MTDA courses,** add the course to the student's regular schedule (e.g., six regular district courses + one MTDA course = seven regular district courses for ANB funding).

***If the student is only enrolled in MTDA courses,** calculate the aggregate hours as if the student were enrolled in an equivalent course through the district.

Example:

A home school student takes one MTDA course. The district's course is 50 minutes, 180 days per year. Aggregate Hours = 150 hours (N: 0-179 hours). The student takes two courses, Aggregate Hours = 300 hours (Q: 180-359 hours).

Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Scroll down to the Attendance and Enrollment Information.
6. Enter the appropriate **Aggregate hours** for the **Fall, Spring, or Test Window Hours of Instruction**. See the example above to calculate aggregate hours.
7. Click **Save**.

ENROLLMENT DETAILS

Fall Enrollment Count

Fall Aggregate Hours of Inst.
F: 720 + hours

Job Corps ☐

Indian Lang. Immersion Prg. ☐

Spring Enrollment Count

Spring Aggregate Hours of Inst.
F: 720 + hours

Job Corps ☐

Indian Lang. Immersion Prg. ☐

Test Window Enrollment Count

Fall Absent: 0.000

Spring Absent: 0.000

Exclude Fall ANB ☐

Exclude Spring ANB ☐

MT Youth Challenge ☐

Age 19 or 20 Eligible ☐

B.) Exiting MTDA Students

MTDA STUDENTS WHO COMPLETE OR DROP THEIR MTDA COURSES MUST ALSO HAVE THEIR ENROLLMENT ENDED, UNLESS THEY ARE ENROLLED IN REGULAR DISTRICT COURSES. IF ENDING THEIR ENROLLMENT, THE **LOCAL END STATUS** SHOULD REFLECT THEIR ORIGINAL SCHOOL.

Note: Students taking courses to **complement** their district enrollment continue their enrollment.

Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.

5. Enter the **End Date**, which is the last day of attendance in the MTDA course, or date the course was completed.
6. Enter the **Local End Status**. If they transferred in from a home school then the Local End Status may be **170: Transfer to a home school in the state**.
7. Optional: **Start and End Comments** are always helpful, especially when students do not complete a MTDA course.
8. Click **Save**.

Age 19 and 20 Eligible for ANB

Students who are age 19 or older as of September 10th of the current school year are automatically excluded from the ANB calculation. However, some students who are not yet 21 as of September 10th may now be eligible for ANB. Check the *Age 19 or 20 Eligible for ANB* box if the student meets all of the following criteria:

- i. The student has not graduated;
- ii. The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the students' disability; and
- iii. The student's individualized education program has identified transitional goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Scroll down to the state reporting fields section.
6. Check the box labeled '**Age 19 or 20 Eligible for ANB**' for the corresponding Fall and or Spring Counts to include the student in ANB funding.
7. Click save.

Indian Language Immersion Program

Students participating in an approved Indian Language Immersion Program should have an enrollment entered in AIM/Infinite Campus. Students identified as American Indian receive a different payment than those not identified as American Indian. Be sure to first verify the student's race/ethnicity info before enrolling the student.

1. Currently enrolled students need no change to their existing enrollment.
2. Students who are NOT currently enrolled should be enrolled by using the Student Locator tool.
3. For newly enrolled students, enter a start date that reflects the start date of the program.
4. **All Indian Language Immersion Program students should have a Service Type of P: Primary.**
5. Click **Save**.

A.) Indian Language Immersion Program: Inclusion for ANB

Path: Student Information>General>Enrollments

1. Search the student's name under the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the current Enrollment.
5. Scroll down to the state reporting fields section.
6. Check the **Indian Lang. Immersion Program** box under the Fall Aggregate Hours of Inst. section.
7. Set **Fall, Spring, and Test Window** aggregate hours.
8. Click **Save**.

ENROLLMENT DETAILS

Fall Enrollment Count

Fall Aggregate Hours of Inst.
F: 720 + hours

Job Corps
☐

Indian Lang. Immersion Prg.
☐

Fall Absent
0.000

MT Youth ChalleNGe
☐

Exclude Fall ANB
☐

Age 19 or 20 Eligible for AN
☐

Spring Enrollment Count

Spring Aggregate Hours of Inst.
F: 720 + hours

Job Corps
☐

Spring Absent
0.000

MT Youth ChalleNGe
☐

Exclude Spring ANB
☐

Age 19 or 20 Eligible for AN
☐

Test Window Enrollment Count

For more information, contact the AIM Help Desk at 1- 877-424-6681 or [Submit an AIM Help Desk Ticket](#)