### <u>AIM User Guide:</u> Spring Enrollment & Aggregate Hours

THE SPRING ENROLLMENT AND AGGREGATE HOURS COLLECTION IS USED TO COLLECT THE AGGREGATE HOURS OF INSTRUCTION AND COUNT DATE ABSENCE FOR ALL STUDENTS ENROLLED ON THE FIRST MONDAY IN FEBRUARY AS PER <u>ARM 10.20.102 AND 20-9-311,</u> <u>MCA.</u>

Spring Enrollment Collection Window – 2/7/23 to 2/14/23

SPRING COUNT DATE – ENTER OR CALCULATE AGGREGATE HOURS, COUNT DATE ABSENCES, AND VERIFY ENROLLMENT DATA FOR ALL STUDENTS, INCLUDING MT YOUTH CHALLENGE, JOB CORPS AND MONTANA DIGITAL ACADEMY STUDENTS, ENROLLED ON 2/6/23.

# AIM Spring Enrollment & Aggregate Hours Collection 2022-2023 <u>AIM USER GUIDE</u>

The Spring Enrollment Count is the second Count Date used to calculate Aggregate Hours and Count Date Absence as defined in <u>ARM 10.15.101</u>.

Student data from AIM is imported into the MAEFAIRS system to determine the count of students to be used in the calculation of Average Number of Belonging (ANB). This calculation is the main driver for school funding.

The Spring ANB collection must be accurate for enrollments as of February 6, 2023. If the district does not provide instruction on that day, use the next regularly scheduled school day.

Districts may not submit their data in AIM or MAEFAIRS until the day after the count date – to ensure that all transfers and attendance records are properly completed before certifying their data.

<u>New:</u> The AIM unit is running a test of the Data Validation and Certification process for the Spring ANB count. Districts need to certify their Spring ANB counts in AIM *before* importing their data into MAEFAIRS.

### Data Checklist

- □ Verify that all students have an enrollment and no overlaps: *Index>Student Information>Reports: Enrollment Summary; Enrollment Summary Detail, and State Enrollment Overlap.*"
- □ Enter End Date and End Status for withdrawn students (Exit Scenarios Guide and/or Enrollment End Status Codes).
- □ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and End Date enrollment as necessary.
- □ Students who are in Day Treatment or Youth Detention should be marked "Exclude ANB".
- □ Kindergarten students who were not yet 5 on September 10<sup>th</sup> of the current school year must have individual board approval to be included in the district's ANB count.

Follow this Guide to:

- □ Enter new students and exit students no longer in attendance.
- □ Enter Aggregate Hours and Absence information for all students.
- Check the "Exclude Fall ANB" box for:
  - Any student absent 11 or more consecutive days prior to and including the count date.
  - Kindergarten students not 5 years old as of September 10<sup>th</sup> who are not qualified to be included in the district's ANB count per <u>20-7-117, MCA</u>.
  - Students attending a private, non-sectarian day-treatment program or in youth detention as of count date.
- □ Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).
- **L** Enter data for Early Graduates, including Diploma Date, Diploma Type, Diploma Period.
- Certify Spring ANB Counts.

# Step 1:

#### PATH: STUDENT INFORMATION>GENERAL>REPORTS

Enter or edit enrollment records for students who have started in enrollment (Start Date is the first date of attendance, not necessarily the date of enrollment) or exited the district prior to the count date. Montana Edition users may use the Student Demographic and/or Student Enrollment templates to complete this step.

Run the Enrollment Summary, Enrollment Summary Detail and State Enrollment Overlap Reports to verify the student count information.



# Step 2:

#### PATH: STUDENT INFORMATION>GENERAL>ENROLLMENTS AND GRADUATION

Early graduates are students in their 7<sup>th</sup> semester of high school enrollment (A), enrolled on the first Monday in October in 12<sup>th</sup> grade (B/C), graduate prior to the first Monday in February (D), with an End Status of 400 (E).

From the top banner, select the Year and School.

- 1. Select Search, then Student from the drop-down menu.
- 2. Enter the student's last name and click Go.
- 3. Click the student's name and navigate to the Enrollments tab.
- 4. Enter the student's last day of attendance and End Status 400: Graduated.



- 5. Click the Graduation tab.
- 6. Enter Diploma Date, Diploma Type and Diploma Period.
- 7. Click Save.

General Graduation Information	-
GRAD Score: 147	Ð
Diploma Date:	1/20/2023
Diploma Type:	01: Regular Diploma
Diploma Period:	02: Early Graduate - 7 semesters
Date First Entered the 9th Grade:	08/22/2019
Federal Re-assigned Cohort End Year:	2023 🔻

# Step 3:

Enter, upload, or calculate the Aggregate Hours and Absence data for the Count Date (2/6/2023). If the district is not offering instruction on the count date, use the next regularly scheduled school day. Select one of the three options below to populate a student's Aggregate Hours and Attendance information.

#### Enter Aggregate Hours Manually (SMALL DISTRICTS):

#### PATH: SEARCH>STUDENT

This process is the manual entry of aggregate hours by accessing each student's enrollment record. All students enrolled in grades KH/KF through 12, with P: Primary or S: Partial Service Type (not including students marked as Extracurricular Only) and PK students with a P: Primary Service Type on February 6, 2023, must have the Aggregate Hours and Attendance fields completed.

From the top banner, select the Year and School.

- 1. Select Search, then Student from the drop-down menu.
- 2. Select Go to load all students at once in the search results.
- 3. Click the student's name and navigate to the Enrollments tab.
- 4. Open the current school year enrollment and scroll to the Attendance and Enrollment Information section.
- 5. Under <u>Spring Enrollment Count</u>, select the appropriate Spring Aggregate Hours of Inst. and enter Spring Absent. Spring Absent is the portion of the day the student was absent on the count date only.

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- A value of 0.000 indicates the student was present the entire day.
- A value between 0.001 and 1.000 indicates the student was absent a portion of the day. <u>EXAMPLES:</u> Quarter-day absent: 0.250 Half-day absent: 0.500 Three quarter-day absent: 0.750 Full day absent: 1.000 This value is rounded to 3 decimal places.
- 6. *Exclude Spring ANB* Checking this box will exclude the student from the Spring ANB count. Mark this box if:
  - The student was absent 11 or more days prior to and including the Count Date *and* your district had not requested an exception prior to the count date. ARM 10.20.102(10)
  - Kindergarten students not 5 years old as of September 10<sup>th</sup> who are not qualified to be included in the district's ANB count. <u>20-7-117, MCA</u>
  - Student is attending a private, non-sectarian Day Treatment program or at a Youth Detention facility as of the count date. <u>ARM 10.20.106</u>
- **7.** Students participating in Job Corps or MT Youth ChalleNGe must be marked as participants and have full-time Aggregate Hours entered.
- **8.** Students who are age 19 or 20 as of September 10<sup>th</sup> of the school year and meet the requirements of 20-9-311(7)(c), MCA, must be marked in order to be included in the district's ANB count.

Spring Enrollment Count		6
Spring Aggregate Hours of Inst	Spring Absent	Exclude Spring ANB
F: 720 + hours 🔹	0.500	
Job Corps	MT Youth ChalleNGe	Age 19 or 20 Eligible for ANB
		□ 8

9. Click *Save*. Continue this process for all students that are currently enrolled as of the count date.

#### Upload Aggregate Hours (MT EDITION DISTRICTS):

#### PATH: MT STATE REPORTING>MT DATA UPLOAD

Using the district's student information system (SIS), create an upload file and import Spring Enrollment Count into the Montana Edition application.

From the top banner, select the Year and School.

1. Create an export file from your Student Information System (SIS). The export file must match the specifications in the AIM <u>Spring Enrollment Count Template</u>.

А	В	С	D	E	F	G	н	I.	J	К	L	М	N	0	Р
DELETE	rows 1, 2, a	and 3 prior t	o saving as	s a text(tab	delimited)	file - Exam	ple header	row to be	entered as	the first line of	of the text fi	le: HD <i>(tab)</i> 0	7/22/2017 <i>(tal</i>	b)10:20:15(	<i>(tab)</i> MT9.1
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	
Record Type (AS)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Exclude Spring ANB	Spring Count Absent	Aggregate Hours of Instruction	Job Corps	MT Youth ChalleNGe	Age 19 or 20 Eligible for ANB	Year	
	*Fields in	Red must b	oe populate	d. Templat	e last upda	ted 7/2021	. Hover ove	er the smal	I red arrows	s in the field b	ooxes abov	e for informa	ation regardin	g those fiel	lds.

- **2.** Save the file in either \*.txt or \*.tsv format.
- 3. From the Index, select MT State Reporting, then select MT Data Upload.

- 4. Choose Import Type, Spring Enrollment Count, and Work to Perform, Validate and Test File. It is recommended to test the file and clear errors before uploading.
- 5. Click Choose File and locate the file you created and saved for importing. Select the file, click **Open**, and then click **Submit to Batch**.

Index	Search		Import D	ata *Import Type	Spring Engellmont Count	
Search Campus To	OIS			*Work to Perform	Validate and Test File V	
▶ Point of Sale		<b>^</b>		*File	Choose File No file chosen	
▹ Surveys					Submit to Batch	
▼MT State Rep	orting			Review the Validate and Test r	esults file located in the Batch Queue List located at the bottom of the pa	ge to
Impact Aid	Enrollment Count			identify and correct import errors of the Batch. When the Batch ha	and/or warnings. Select Refresh on the Batch Queue to retrieve the lates as completed processing, select "Get the report" to retrieve the Import Resi	t status ults
Mode of In	struction Collections			Summary file.		
MT Count	Date Attendance					
MT Data U	Jpload		O Retrieve	New Student State ID File		
MT EOY A	ttendance Totals					
MT EWS					Refresh State ID File Generate	
MT Extract	ts			For Student Demographic Uple have been provided for students	oads ONLY: Review New Student State ID File to ensure Student State who previously did not have one. After the Import Results have been revie	iDs ewed,
MT State A	Assessment Report and B	Extract		please click the Refresh State ID date/time the Import completed p	D File button and select the New Student State ID file that corresponds to the processing. Click Generate to retrieve the new Student State ID file.	ne
MT Transc	cript Extract		Refresh Sho	w top 50 🗸 tasks submitted b	netween 12/29/2022 and 01/05/2023	

- 6. Batch Queue Reporting Options box will appear. Check boxes as needed and click okay. In the box labeled Batch Queue List you will see the file status. Status will change to 'Completed' when it is finished and a 'Get Report' link will appear. Click Refresh above the Batch Queue List box to see current status.
- 7. Click 'Get Report' once the link appears in the Batch Queue List box. Open Results Report and review the report for *Errors* or *Warnings*. Errors will cause the record to be rejected. Warnings do not have to be corrected, but may result in data integrity issues if not resolved. Save any changes to the file and return to the upload screen. Steps 3 through 7 may be repeated as many times as necessary until the file is free from errors.
- 8. Once the file is error free, return to MT State Reporting>MT Data Upload.
- 9. Change Work to Perform to Upload File and click Submit to Batch.
- **10.** When the file status changes to 'Completed' review the Results Report to ensure that everything uploaded correctly.
- **11.** Complete the resync process is Step 3 below to finalize the data upload.

**NOTE:** Students in unique situations may require manual modifications to their Aggregate Hours or Attendance. This should be done *after* the district completes upload process. Re-uploading may over-write any data manually entered.

#### Calculate Aggregate Hours (DISTRICT EDITION AND MT EDITION VALUE ADDED):

#### PATH: MT STATE REPORTING>MT COUNT DATE ATTENDANCE

District Edition users and MT Edition users who enter daily attendance may use the MT Count Date Attendance tool to automatically populate Aggregate Hours and Attendance.

From the top banner, select the Year, School, and Calendar.

- **1.** From the Index, navigate to MT State Reporting>MT Count Date Attendance.
- Select the Spring Count Period. The MT OPI Designated Count Date will automatically populate (2/6/2023 or the next regularly scheduled school day) based on the selected calendar. Calculation Type will also automatically populate.
- **3.** Click **Run Test**. The results file will show students who do not have a schedule or who are not enrolled full-time. Correct any errors/review warnings before returning to the MT Count Date Attendance tool.

Index	Search (	warnings. The Generate option will also provide these results.
IIIdex	Scaron	If Submit to Batch is selected, use the Batch Queue List located on the editor or navigate to System Administration > Batch
Search Campus To	ools	Queue > Datch Queue Aumini to receive the results reports.
-		This tool can be run for previous or current calendars.
▹ Point of Sale		
▶ Surveys		Count Date Attendance
• MT State Bor	orting -	*Count Period Spring V
• WIT State Rep	South Street Str	*MT OPI Designated Count Date 02/06/2023
Impact Aid	d Enroll	*Calculation Type (checking all boxes allows the tool to calculate the necessary attendance numbers)
Mode of Ir	nstruction Collections	
MT Count	t Date Attendance On-	Aggregate Hours of Instruction
MT Data I	Inload Cili	Masent Contraction of the second seco
WIT Data C	Spidad Do	Exclude ANB
MT EOY A	Attendance Totals	
MT EWS		Ad Hoc 🗸
MT Extrac	ts	Run Test Generate Submit to Batch
MT State	Assessment Report and Extract	Refresh Show top 50 v tasks submitted between 12/29/2022 and 01/05/2023
MT Town	print Extraot	

- 4. Once all errors and warnings have been resolved, return to the MT Count Date Attendance tool. Select the Spring Count Period. Verify the MT OPI Designated Count Date and Calculation Type. Click Generate.
- 5. Click the student's name and navigate to the **Enrollments** tab.
- 6. Repeat steps 1 through 6 for the remaining Schools and/or Calendars.
- **7.** The data may take a few minutes to generate. Use the Ad Hoc or Data Validation reports to verify that the data populated correctly, then proceed to Step 3 to finalize the calculation of Aggregate Hours and Attendance.
- **8.** Students who are in MT Youth ChalleNGe or Job Corps or are age 19 or 20 and meet the requirements for inclusion in the district's ANB count must be indicated by checking the appropriate box in the student's enrollment record. Recalculation of MT Count Date Attendance will not over-write these fields.

**NOTE:** Students who must be marked as Exclude ANB for purposes other than attendance may require a manual adjustment to the Exclude ANB field. This should be done *after* the district completes the MT Count Date Attendance functions. Re-calculating Aggregate Hours will over-write any data manually entered.

### Step 4:

#### PATH: System Administration>Data Utilities>Resync State Data

The Spring Enrollment and Attendance Collection is not complete until a district has completed a resync of the enrollment data.

From the top banner, select the current **Year** (it does not matter for the purposes of completing this step if a school/calendar is selected or 'All Schools' is selected – as long as the current year is selected).

- 1. From the Index, navigate to System Administration>Data Utilities>Resync State Data.
- 2. Under Batch Resync, select Enrollment (other dependencies will check automatically).
- 3. Scroll to the bottom of page and click Send Resync.

Year 22-23 V School All School	~								
Index Search < Ba	tch Resync	Selective Sync							
Sauch Campus Taole									
Gearch Campus roots		English Learners (EL)							
► Assessment		ELAccommodation	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						
<ul> <li>System Administration</li> </ul>		El Sentice	2 G						
► Attendance			5.C						
► Auditing			2.2						
► Batch Queue		AllendanceExactCount	2.0						
► Calendar		Evaluation	20						
► Census		Graduation	2						
► Custom		Roster	<b>N N</b>						
Custom Forms		RosterVerificationRequest							
Data Defining Tools			5.C						
► Data Interchange		RosterVerificationSection	1.5						
▼ Data Utilities		RosterVerificationSectionStaff	2.0						
Combine Merson		RosterVerificationSectionStudent	<b>3</b>						
Resync State Data		□ TeamMember	<b>N</b>						
Student Records Trainsfer	0		5.C						
Deactivated Elements Imp		- Man	1.5						
Synchronization Field Sett		PlanProgressReport	2.0						
<ul> <li>Grading &amp; Standards</li> </ul>		Form	2.0						

The resync may take several minutes or up to a couple of hours (dependent upon the amount of data to be synced).

# Step 5:

#### PATH: DATA INTEGRITY TOOLS>DATA VALIDATION AND DATA CERTIFICATION

Once the data has been fully entered and the resync completed, follow these steps to verify and submit the Spring Enrollment Count. To complete the Data Validation and Certification process, the user must have the appropriate rights to the Data Validation and Certification tools and be assigned as a primary certifier for this collection. Refer to this User Guide to complete those steps: Data Validation and Certification

- 1. From the Index, navigate to Data Integrity Tools>Data Validation>Data Validation Report.
- 2. Select either Spring ANB Data Checks and/or Spring ANB Counts to Verify.
- **3.** The report(s) may be printed in either HTML or CSV formats. The choice to Generate Now or Submit to Batch will depend upon the number of students included in the report. Larger districts should Submit to Batch.
- **4.** Review the report(s) and verify that ALL the information in those reports is accurate. Make any necessary corrections by repeating any of the steps above.

► MT State Reporting	Report Options	
▼ Data Integrity Tools	Data Validation Group *	
▼ Data Validation	SPRING ANR Counts to 1/6	
Stored Pro	SPRING AND COUNTS to Ve	
Validation Rules	Data Validation Group Description	
Validation Groups		
Data Validation Report		
Definition Bank	Output Options	
Definition Groups	Report Processing	Format Type
Definition Group Extract		О нтмі
<ul> <li>Data Certification</li> </ul>	Submit to Batch Queue	CSV
Certification Category		0
Setup	Batch Queue List	

- 5. Once the data is fully verified, navigate to Data Integrity Tools>Data Certification>Event Certification.
- 6. Scroll to the bottom of the Event Certification Editor list and select Spring ANB to Certify 2022-23.

- 7. In the Event Detail Selection, under Data Validation Groups, the Spring ANB Certification report shows all the enrollment records active for the Spring ANB count and the Early Graduates. Use the Validation Reports (Data Integrity Tools>Data Validation>Data Validation Report) Spring ANB Counts to Verify and Spring ANB Data Checks to ensure accuracy of the submission *prior to* Certification.
- 8. Once the data is accurate, click **Certify & Submit** to submit the Spring Enrollment count (must have a primary membership type to certify).

	Event Detail		
Student Information	Event Name:	Spring ANB to Certify - 2022-23	
▶ Census	Reporting Year:	2023	
▶ Behavior		au 199 1999	
▶ Health	Event Start:	01/23/2023	
▶ Attendance	Snapshot Available:	02/06/2023 11:59 PM	
▶ Scheduling	Certification Opens:	02/07/2023 12:00 AM	
▹ School Store			
Activity Registration	Event End:	02/14/2023	
▶ Fees	Data Certification	ANB to Certify	
Grading & Standards	Types:		
▶ Medicaid	Event Description:	WARNING DO NOT CERTIFY UNTIL YOU HAVE RUN THE FOLLOWING VALIDATION	
Program Admin		REPORTS AND THE INFORMATION CONTAINED IN THOSE REPORTS IS ACCURATE:	
► Ad Hoc Reporting		Spring ANB Data Checks	
User Communication		Spring ANB Counts to Verify	
▶ Assessment		For instructions on accessing and printing data validation reports, click here: Data Validation and Certification User Guide	
System Administration		Once you have certified the Spring ANB report, import the submitted data into	
► FRAM		MAEFAIRS and compare the validation reports generated from AIM to the student count reports generated in MAEFAIRS	
▶ Messenger	Future Data Links		
▶ Point of Sale	External Data Links:		
▶ Surveys	Ad Hoc Data Links:		
► MT State Reporting	Data Validation Group	s: Spring ANB Certification   Run At State	
► Federal Reporting			
▼ Data Integrity Tools	Review Snapshot Snapshot has been capt	ured. Click below to review the data.	
Data Validation	Review Snapshot		
Stored Procedure Setup	Status		
Validation Rules	Please review all data to	or this event before clicking the Certify & Submit button.	
Validation Groups	Certify & Submit		
Data Validation Report	View District Certificatio State-Report Output	n Status	
Definition Bank	Befreeh Show too	50 X tacks submitted between 01/31/2023	
Definition Groups	Batch Queue List	and U2/0//2023	
Definition Group Extract	Queued Time	Report Title Status Download	
▼ Data Certification			
Certification Category			
Setup			
Event Certification			
Account Settings			

**NOTE:** Once data is certified in AIM proceed to follow the MAEFAIRS instructions to import and submit your Spring ANB counts. If there are changes to the AIM data contact the AIM Unit to un-certify your Spring ANB to Certify 2022-23 report. Changes that affect the district's Spring ANB counts must be corrected both in AIM and MAEFAIRS.

### Contact the OPI AIM Helpdesk at 1-877-424-6681 or Submit an AIM Help Desk Ticket for assistance.