

AIM User Guide:
*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 [ARM 10.20.102](#) AND [20-9-311, MCA](#).

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

AIM USER GUIDE

The Spring Enrollment Count is the second Count Date used to calculate Aggregate Hours and Count Date Absence as defined in [ARM 10.15.101](#).

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.

New: 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- Enter End Date and End Status for withdrawn students ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#)).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 10th of the current school year must have individual board approval to be included in the district’s ANB count.

Follow this Guide to:

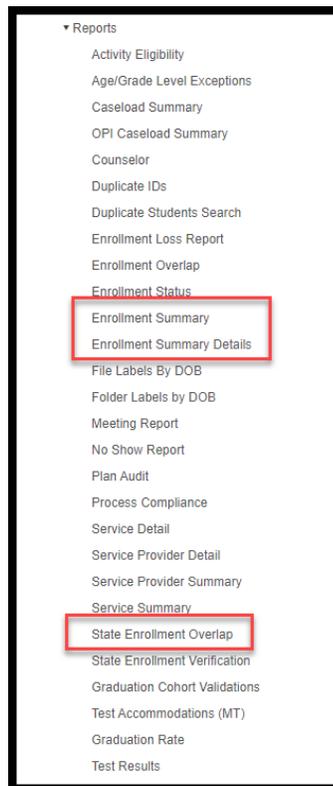
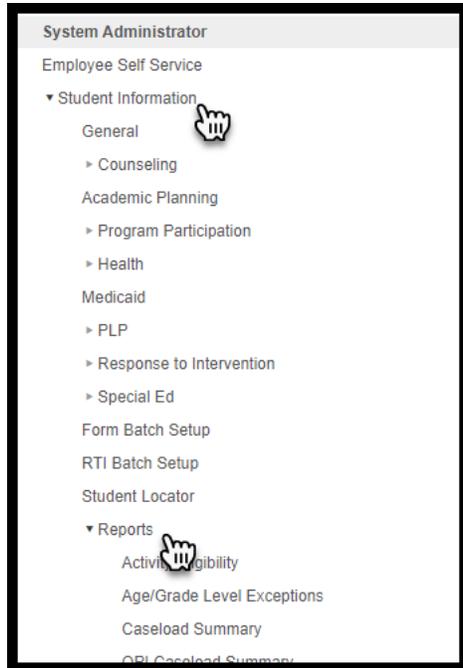
- Enter new students and exit students no longer in attendance.
- Enter Aggregate Hours and Absence information for all students.
- Check the “Exclude Fall ANB” box for:
 - Any student absent 11 or more consecutive days prior to and including the count date.
 - Kindergarten students not 5 years old as of September 10th who are not qualified to be included in the district’s ANB count per [20-7-117, MCA](#).
 - 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).
- 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 7th semester of high school enrollment (A), enrolled on the first Monday in October in 12th 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.

Grade	Type	Calendar (Schedule Name)	Start Date	End Date
12	P	22-23 Laurel High School	08/25/2022	01/20/2023
Start Status: 02 Continued enrollment same school, no interruption End Status: 400 Graduated				
11	P	21-22 Laurel High School	08/18/2021	05/27/2022
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year				
10	P	20-21 Laurel High School	08/20/2020	05/27/2021
Start Status: 02 Continued enrollment same school, no interruption End Status: 100 End of year, returning to same school next year				
09	P	19-20 Laurel High School	08/22/2019	05/29/2020
Start Status: 04 Transfer from public school in district or state End Status: 100 End of year, returning to same school next year				
08	P	18-19 Laurel Middle School	08/27/2018	05/31/2019

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

General Graduation Information

GRAD Score: 147

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 *Spring Enrollment Count*, 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.

- 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.

EXAMPLES:

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 10th who are not qualified to be included in the district’s ANB count. [20-7-117, MCA](#)
 - Student is attending a private, non-sectarian Day Treatment program or at a Youth Detention facility as of the count date. [ARM 10.20.106](#)
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 10th 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.

The screenshot shows the 'Spring Enrollment Count' form. Red callouts are placed as follows:

- 5: Points to the 'Spring Aggregate Hours of Inst' dropdown menu.
- 6: Points to the 'Exclude Spring ANB' checkbox.
- 7: Points to the 'Job Corps' and 'MT Youth ChalleNGe' checkboxes.
- 8: Points to the 'Age 19 or 20 Eligible for ANB' checkbox.

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.

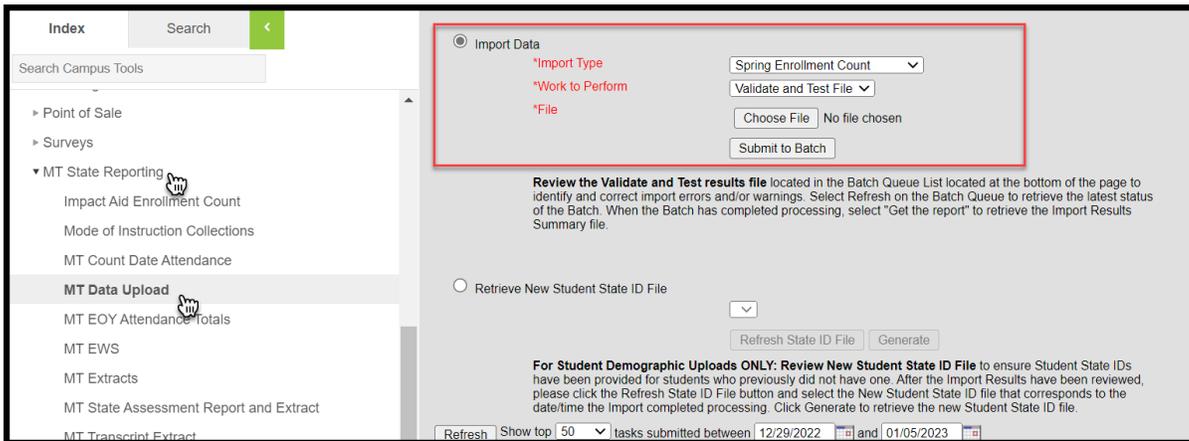
From the top banner, select the **Year** and **School**.

1. Create an export file from your Student Information System (SIS). The export file must match the specifications in the AIM [Spring Enrollment Count Template](#).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)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 be populated. Template last updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.															

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**.



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.

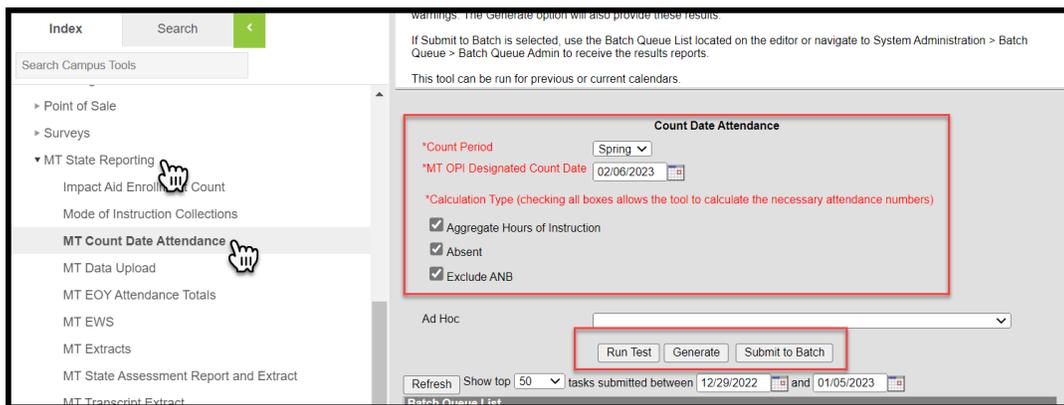
Calculate Aggregate Hours (DISTRICT EDITION AND MT EDITION VALUE ADDED):

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.
2. 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.



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.

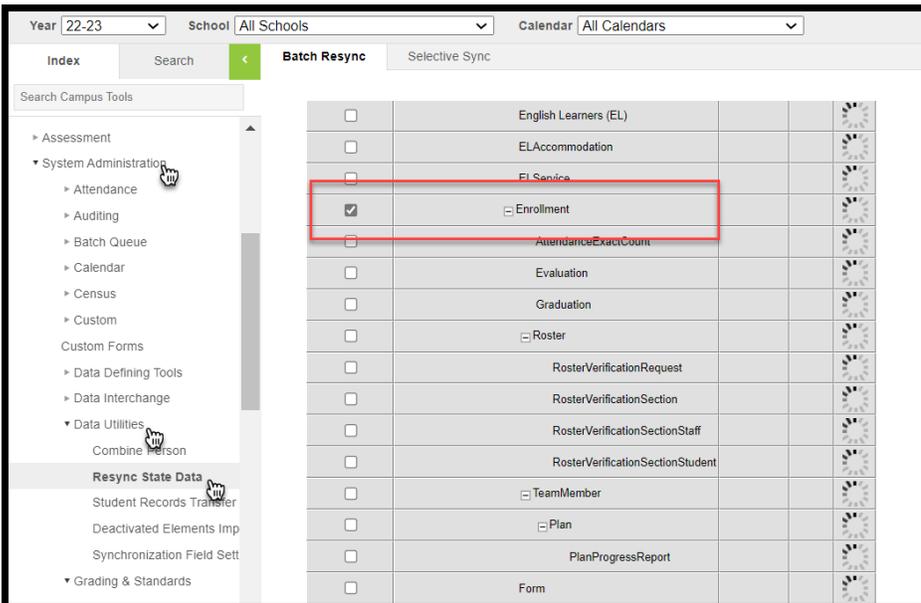
Step 4:

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**.



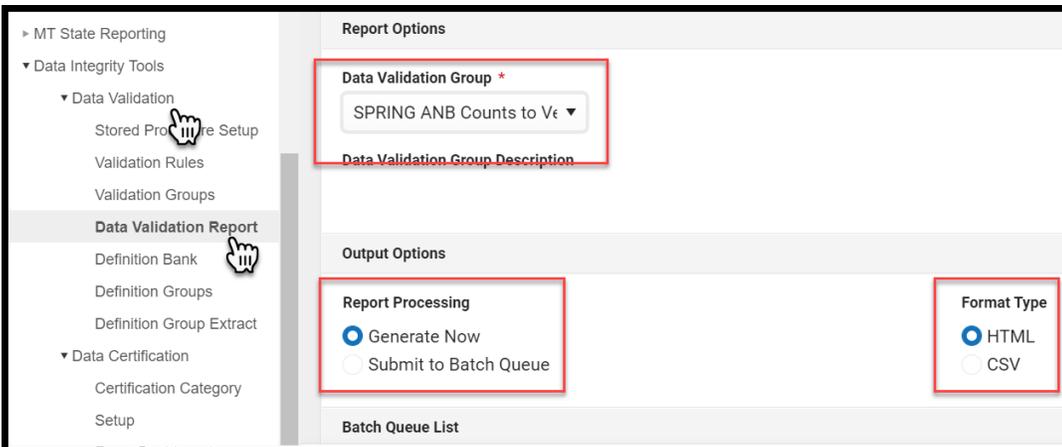
The resync may take several minutes or up to a couple of hours (dependent upon the amount of data to be synced).

Step 5:

PATH: DATA INTEGRITY TOOLS>DATA VALIDATION AND DATA CERTIFICATION

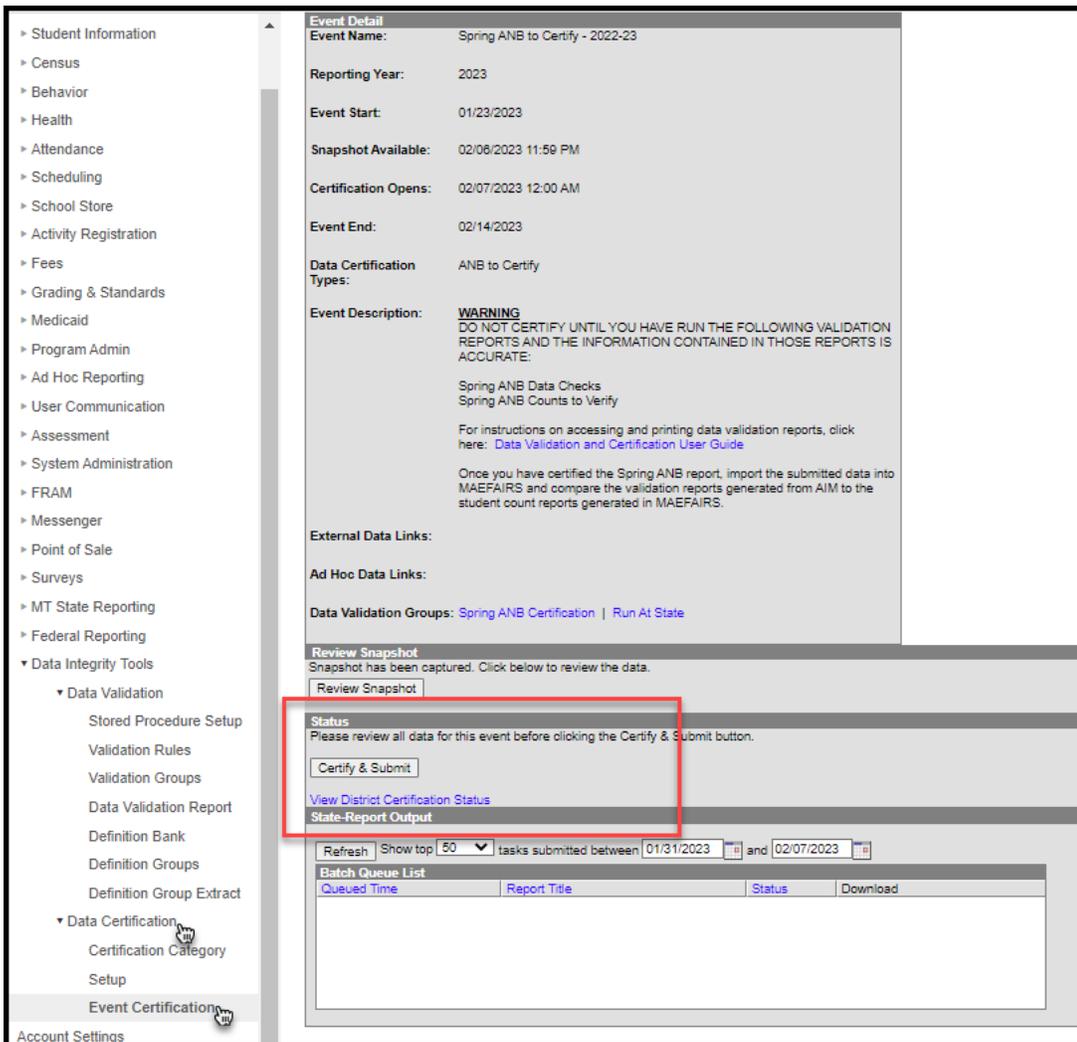
Once the data has been fully entered and the resync completed, follow these steps to verify and submit the Spring Enrollment Count. To complete the Data Validation and Certification process, the user must have the appropriate rights to the Data Validation and Certification tools and be assigned as a 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.



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).



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.**