



















AIM DATA COLLECTION SCHEDULE

2022-2023 SCHOOL YEAR

















The Achievement In Montana (AIM) is the OPI state-wide student information system. This system allows school districts to submit required school and student information electronically to the Montana Office of Public Instruction (OPI). AIM provides the OPI, the state of Montana, federal entities, and the education community, timely and accurate data about the progress of our students, schools, school districts, and the state. The AIM Data Collection Schedule is organized for the user with this Table to illustrate the OPI's required timeframes for each state collection, the collection name, the purpose of the collection, and the resources available to assist school districts with complying with these data collections. There are five columns with information designed to support the user with satisfying these state-level data collections.

- The AIM Data Collection Schedule is organized by collection throughout the current school year.
- Resources for each collection are shown and linked to the right of the summary and are designed to be used electronically via the embedded links.
 -  = Link to AIM Collection User Guides
 -  = Link to AIM Upload Templates for Montana Edition users
 -  = Link to OPI general resources
- Resources can also be found at this link: [AIM User Guides](#), and upload templates here: [AIM Upload Templates](#) (for Montana Edition users).
- Webinars will be scheduled and presented during the school year for each collection, you can find the webinar schedule and recorded webinars here: [AIM Webinars](#).
- This collection schedule can be found on the AIM-Achievement in Montana webpage found here: [AIM Main Webpage](#).
- If you have questions or need support from the [AIM Staff](#), contact the OPI AIM help desk at 1-877-424-6681, or [submit an AIM Help Desk Ticket](#), or call at 406-444-3800.

| Start Date | Due Date | Collection | General Purpose / Summary |  User Guides  Upload Templates  Resources |
|-----------------|----------|---------------------------------------|--|---|
| ALL YEAR | | Behavior | <ul style="list-style-type: none"> ▪ Behavior reporting is open throughout the school year. |  Behavior Guides on AIM User Guides website . |
| | | Enrollment | <ul style="list-style-type: none"> ▪ Student enrollment and demographic data should be maintained within AIM/Infinite Campus. |  Student Enrollment Guides on AIM User Guides  Student Enrollment Template |
| | | EL Identification | <ul style="list-style-type: none"> ▪ Ensure all newly enrolled students have been administered the Home Language Survey (HLS). ▪ Ensure students with a language other than English on the HLS are given the WIDA Screener before identifying students as English Learners in AIM. Provide the WIDA Screener score in the EL Service screen comment box. ▪ Enter and verify student supports and accommodation test settings for English Learners (EL). |  EL (English Learner) Tool Guide  AIM State Assessment Test Settings User Guide  EL Upload Template  MontCAS Policies and Procedures for Participation in State Assessments  EL Checklist for Districts  ELP Guidance for School Districts  ACCESS for ELLs FAQ  ACCESS for ELLs Test Delivery Portal and Certification Sites |
| | | Student Photo State Repository | <ul style="list-style-type: none"> ▪ Section 20-7-1317, MCA requires the OPI to create and maintain an electronic directory photograph repository of all Montana public school students. ▪ Parents/guardians must 'Opt-In' to have their child's photo included in the state repository. |  State Level Student Photo Repository |



























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|---------------------------|----------|--|---|--|
| | | Optional Assessment Registration for Interims | <ul style="list-style-type: none"> Math and English Language Arts Interims: Enter and verify demographic and enrollment data for all students in grades 3–8 and 11. Science Interims: Enter and verify demographic and enrollment data for all students in grades 5, 8, and 11. The OPI will upload student data per the OPI's Published Test Windows to the TIDE online test delivery system. |  Smarter Balanced and Montana Science Assessment Test Delivery Portal and Certification Sites |
| Beginning of Year: | | | | |
| 8/15/22 | 10/7/22 | Beginning of Year Verification | 2021-22 Previous School Year Data <ul style="list-style-type: none"> Complete data entry for summer graduates and dropouts and verify the data. Modify enrollments for summer transfers and end status for re-enrolled/non-returning students. |  Beginning of Year Verification Guide  End of Year Process Guide  Extracurricular Activities  Student Demographic Template  Student Enrollment Template |
| | | | 2022-23 School Year Data <ul style="list-style-type: none"> Verify calendars, terms, grade levels. Assign/locate state IDs for new students. Verify enrollment record for all students. | |
| 9/15/22 | 10/7/22 | Previous Year Graduate, Cohort and Dropout Validation and Certification | <ul style="list-style-type: none"> Review previous school year (2021-22) data validation dropout data check reports. Those dropouts who have returned to a district in the state by 9/30/22 can be adjusted to have a non-dropout end status. Review previous year graduates and cohorts using the data validation reports. After 9/30/22, when previous year dropouts have been reviewed and adjusted if needed, certify previous year dropouts using the data certification process. After previous year graduates and cohorts have been reviewed and adjusted if needed, certify previous year graduates and cohorts using the data certification process. |  Setup for Dropout, Graduate and Cohort Data Validation and Certification  Graduate Cohort & Dropout Validation & Certification Guide  Reporting Cohort Data |
| 9/19/22 | 11/4/22 | Special Education Child Count | <ul style="list-style-type: none"> Verify accuracy of data for students receiving Special Education services enrolled on 10/3/22. Ensure completed IEPs and ERs are locked and Exit Dates and Exit Reasons are current. Confirm correct Special Education Child Count System student list by 11/4/22. | Contact your local Special Education Director for assistance. |
| Fall: | | | | |
| 10/4/22 | 10/21/22 | Fall Enrollment Count | <ul style="list-style-type: none"> Fall Count Date - Enter or calculate aggregate hours, service types, and count date absences. Verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps, MT Digital Academy, Indian Language Immersion Program (ILIP) and 19 and 20 year old students eligible for ANB, enrolled on 10/3/22. Verify Demographic data including name, race/ethnicity, gender, and date of birth. Import AIM enrollment data into the OPI MAEFAIRS system. |  Fall Enrollment Count Guide  AIM & MAEFAIRS Verification Guide  Enrollment Exceptions for ANB Funding: MT Youth ChalleNGe, Job Corps, MTDA, 19/20 Eligible, ILIP  Extracurricular Activities |
























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| | | | |  Fall Count Template |
| | | Fall Program Participation | <ul style="list-style-type: none"> Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign Exchange, and Section 504 students enrolled on 10/3/22. Verify that completed Special Education ERs and IEPs are locked. Verify 21st Century data in AIM and check the OPI AS21 system. Contact OPI 21st Century staff for questions. |  Program Participation Collection Guide  Program Participation Verification Guide  Program Participation Template  EL Template  FRAM Import Template |
| 10/4/22 | 10/21/22 | Fall Mode of Instruction | <ul style="list-style-type: none"> Manually enter the School Mode of Instruction. The Student Level Modes of Instruction can be set either individually/manually or via the Mode of Instruction Import Template. This must reflect data as of the beginning of the school year through 10/3/22. |  Mode of Instruction User Guide  Student Mode of Instruction Import Template |
| 11/1/22 | 12/31/22 | Fall CTE | <ul style="list-style-type: none"> Enter Date Contacted and Post-Program Status for Career and Technical Education (CTE) concentrator students who graduated in previous spring school year (2021-22). These students should be contacted during the second quarter. |  Fall CTE Guide  Fall CTE Template |
| Fall Assessment Student Eligibility and Test Registration: | | | | |
| 8/15/22 | 10/14/22 | Fall ELP Materials Ordering | <ul style="list-style-type: none"> Verify all active English Learners have an EL Flag for the October English Language Proficiency (ELP) ACCESS for ELLs (or WIDA) test materials ordering. Ordering upload is due 10/14/22. |  EL (English Learner) Tool Guide  AIM State Assessment Test Settings User Guide |
| 12/5/22 | 2/24/23 | ELP Test Registration | <ul style="list-style-type: none"> Enter and verify demographic and enrollment data for all English Learner (EL) students enrolled on 11/30/22. The OPI will upload EL student data per the OPI's Published Test Windows to the English Language Proficiency (ELP) ACCESS for ELLs (or WIDA) online test delivery system. Test Count Date 12/5/22. |  Test Window Enrollment Count Guide  Assessment Registration Guide  Test Window Enrollment Count Guide  EL Template  Student Demographic Template  Student Enrollment Template  ACCESS for ELLs FAQ  English Learner Guidance for School Districts  English Learner Checklist for Districts  MontCAS Policies and Procedures for Participation in State Assessments  ACCESS for ELLs Test Delivery Portal and Certification Sites |




























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| 8/15/22 | 11/4/22 | Fall Alternate Assessment Student Eligibility | <ul style="list-style-type: none"> Follow the Alternate Assessment Eligibility Guidelines and ensure designation status is set for students with significant cognitive disabilities to participate in the OPI's Alternate Assessments by the Special Education Count Date 11/4/22. |  MontCAS Policies and Procedures for Participation in State Assessments  Appendix A: Participation Form  Appendix B: Decision Flowchart |
| 12/1/22 | 4/28/23 | Alternate Assessment Test Registration | <ul style="list-style-type: none"> Enter and verify demographic and enrollment data for students with significant cognitive disabilities student enrolled on 11/30/22. Verify Statewide Assessment section of the locked IEP is marked appropriately to register students needing the Alternate Assessment. Enter and verify demographic and enrollment data for the MSAA for all alternate students in grades 3-8 and 11. The OPI will upload student data per the OPI's Published Test Windows to the MSAA online test delivery system. Enter and verify demographic and enrollment data for the AMSA for all alternate students in grades 5,8, and 11. The OPI will upload AMSA student data per the OPI's Published Test Windows to the TIDE online test delivery system. Test Count Date 12/1/22. |  Test Window Enrollment Count Guide  Assessment Registration Guide  Student Demographic Template  Student Enrollment Template  Multi-State Alternate Assessment (MSAA) FAQ  Alternate Montana Science Assessment (AMSA) FAQ  Math, ELA, and Science Alternate Test Delivery Portal and Certification Sites |
| 8/15/22 | 12/1/22 | Special Population Student Test Settings | <ul style="list-style-type: none"> Enter and verify IEP student accessibility features (e.g., universal tools, designated supports, and accommodation) test settings in the IEP statewide editor module by 11/30/22. Enter Section 504 and EL student accessibility features (e.g., universal tools, designated supports, and accommodation) test settings in the State Assessment Test Settings module by 11/30/22. |  AIM State Assessment Test Settings User Guide  AIM State Assessment User Guide  Montana Three Tiers of Accessibility |
| SPRING: | | | | |
| 2/7/23 | 2/14/23 | Spring Enrollment Count | <ul style="list-style-type: none"> Spring Count Date – Enter or calculate aggregate hours and count date absences. Verify enrollment and demographic data is up to date for all students, including MT Youth ChalleNGe, Job Corps, MT Digital Academy, early graduates and 19 and 20 year old students eligible for ANB, enrolled on 2/6/23. Enter Diploma Date, Type and Period for early graduates. Verify Demographic data including name, race/ethnicity, gender, and date of birth. Import AIM enrollment data into OPI MAEFAIRS System. |  Spring Enrollment Count Guide  AIM & MAEFAIRS Guide  Enrollment Exceptions for ANB Funding: MT Youth ChalleNGe, Job Corps, MTDA, 19/20 Eligible, ILIP  Extracurricular Activities  Student Demographic Template  Student Enrollment Template  Spring Count Template |

























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| 12/1/22 | 5/4/23 | ACT with Writing Test Registration | <ul style="list-style-type: none"> Enter and verify demographic and enrollment data for students in grade 11 students. The OPI will upload student data per the OPI's Published Test Windows to the Pearson Access Next (PANext) online test delivery system. Test Count Date 4/6/23. | <ul style="list-style-type: none">  Assessment Registration Guide  Test Window Enrollment Count Guide  AIM State Assessment Test Settings User Guide  Student Demographic Template  Student Enrollment Template  MontCAS Policies and Procedures for Participation in State Assessments  ACT with Writing FAQ |
| 1/1/23 | 5/26/23 | Montana Science Test Registration | <ul style="list-style-type: none"> Enter and verify demographic and enrollment data for students in grades 5 and 8. Maintain student data for grades 5 and 8 throughout this collection period. The OPI will upload student data per the OPI's Published Test Windows to the TIDE online test delivery system. Test Count Date 4/6/23. | <ul style="list-style-type: none">  Assessment Registration Guide  Test Window Enrollment Count Guide  AIM State Assessment Test Settings User Guide  Student Demographic Template  Student Enrollment Template  MontCAS Policies and Procedures for Participation in State Assessments  Montana Science Assessment (MSA) FAQ |
| 1/1/23 | 5/26/23 | Math and English Language Arts Test Registration | <ul style="list-style-type: none"> Enter and verify demographic and enrollment data for all students in grades 3-8. Maintain student data for grades 3-8 throughout this collection period. The OPI will upload student data per the OPI's Published Test Windows to the TIDE online test delivery system. Test Count Date 4/6/23. | <ul style="list-style-type: none">  Assessment Registration Guide  Test Window Enrollment Count Guide  AIM State Assessment Test Settings User Guide  Student Demographic Template  Student Enrollment Template  MontCAS Policies and Procedures for Participation in State Assessments  Smarter Balanced FAQ |
| 4/6/23 | 5/26/23 | Test Window Enrollment Count | <ul style="list-style-type: none"> Test Window - Verify enrollment and demographic data for all students is current and up-to-date, including MT Youth Challenge, Job Corps and MT Digital Academy students, enrolled on 4/6/23. | <ul style="list-style-type: none">  Test Window Enrollment Guide  Enrollment Exceptions for ANB Funding: MT Youth Challenge, Job Corps, MTDA, 19/20 Eligible, ILIP  Extracurricular Activities |












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| | | | |  Student Demographic Template  Student Enrollment Template |
| | | Test Window Program Participation | <ul style="list-style-type: none"> Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign Exchange, Section 504 students enrolled on 4/6/23. Student data must be accurate as of test window count date 4/6/23. Verify that completed Special Education ERs and IEPs are locked. Verify Behavior data is entered in preparation for end of year reporting. Verify 21st Century data in AIM and check the OPI AS21 system. Contact the OPI 21st Century staff for questions. |  Program Participation and Verification Guide (TW)  Program Participation Template  EL Template  FRAM Import Template |
| | | Test Window Mode of Instruction | <ul style="list-style-type: none"> Manually enter the School Mode of Instruction. The Student Level Modes of Instruction can be set either individually/manually or via the Mode of Instruction Import Template. This data will reflect changes from October through April. |  Mode of Instruction User Guide  Student Mode of Instruction Import Template |
| END OF YEAR: | | | | |
| 5/8/23 | 6/30/23 | End of Year Enrollment Process | <ul style="list-style-type: none"> Create 2023-24 calendars and roll students forward. End all 2022-23 enrollments, including MT Youth Challenge, Job Corps, MTDA, and Extracurricular students. Complete 2022-23 graduate data. |  End of Year Enrollment Process Guide  Student Demographic Template  Student Enrollment Template |
| | | End of Year Program Participation | <ul style="list-style-type: none"> Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless /Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign Exchange, Section 504 student counts. Verify that completed Special Education ERs and IEPs are locked. Verify Behavior data is entered in preparation for end of year reporting. Verify 21st Century data in AIM and check the OPI AS21 system. Contact the OPI 21st Century staff for questions. |  Program Participation & Verification Guide EOY  Student Demographic Template  Student Enrollment Template  Program Participation Template  EL Template  FRAM Import Template |
| | | End of Year Mode of Instruction | <ul style="list-style-type: none"> Manually enter the School Mode of Instruction. Enter end dates. The Student Level Modes of Instruction can be set either individually/manually or via the Mode of Instruction Import Template. This data will reflect changes from April through the last day of school. |  Mode of Instruction User Guide  Student Mode of Instruction Import Template |
| | | End of Year Attendance Totals | <ul style="list-style-type: none"> After last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in 2022-23. |  End of Year Attendance Totals Guide  Extracurricular Activities |

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| | | And Extracurricular Activities | <ul style="list-style-type: none"> Enter the number of extracurricular activities a non-public (homeschool or private school) student has completed. |  End of Year Attendance Totals Template |
| 5/8/23 | 6/30/23 | End of Year CTE | <ul style="list-style-type: none"> Identify all High School students with Career and Technical Education (CTE) Courses for current school year and their Montana Career Pathway's, including Dual Enrollment and Work Based Learning. |  End of Year CTE Guide  EOY CTE Template |
| 4/17/23 | 6/30/23 | Special Education Exiting | <ul style="list-style-type: none"> Verify accuracy of data for students receiving special education services at the beginning of the school year, but not receiving services by 6/30/23. Ensure completed ERs and IEPs are locked and Exit Dates and Exit Reasons are current in the Special Education exiting system. Confirm correct Special Education exiting list by 6/30/23. | <u>Contact your local Special Education Director for assistance.</u> |
| 5/8/23 | 6/30/23 | Behavior Final Validation & Certification | <ul style="list-style-type: none"> Behavior Event reporting is open throughout the school year. The window to validate and certify Behavior Report for 2022-23 is open from 5/8/23 to 6/30/23. |  Behavior Guides on AIM User Guides website .  Behavior- Event & Resolution Codes and Descriptions Reference Guide  Behavior-Setting up User Access for Validating and Certification  Behavior- Secondary Users: Validating Data  Behavior- Primary Users: Certifying Data |