

AIM DATA COLLECTION SCHEDULE

2023-2024 SCHOOL YEAR

Achievement in Montana (AIM) is the OPI state-wide student information system. This system allows school districts to submit required school, staff, 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, as well as annual information about staffing and courses.

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, the collection type (financial, accountability, Federal Report, State requirement) and the Montana Code Annotated (MCA), Administrative Rules of Montana (ARM), and/or Federal Report (OMB) associated with each collection. There are resources available to assist school districts with complying with these data collections on the OPI's AIM Webpage: [AIM Main Webpage](#).

INFORMATION ABOUT GEMS

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	Certification Required	Collection Type (Financial, Accountability, Federal Report, State Requirement)	Montana Code Annotated (MCA) Administrative Rules of Montana (ARM) Federal Reporting Requirement (OMB)
ALL YEAR		Behavior	<ul style="list-style-type: none"> Behavior reporting is open throughout the school year. 	No		
		Demographics/Enrollment	<ul style="list-style-type: none"> Student enrollment and demographic data should be maintained within AIM/Infinite Campus. 	No	State, Federal	20-7-104, MCA OMB 1850-0925 OMB 1810-0724
		EL Identification	<ul style="list-style-type: none"> Ensure all newly enrolled students have been administered the Home Language Survey (HLS). Ensure all students are given the WIDA Screener as indicated by the HLS before identifying students as English Learners in AIM. Enter and verify student supports and accommodation test settings for English Learners. <p>WEBPAGE: ENGLISH LEARNERS</p>	No	Federal	OMB 1850-0925 OMB 1810-0724
		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. <p>WEBPAGE: PHOTO REPOSITORY</p>	No	State	20-7-1317, MCA

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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. Science Interims: Enter and verify demographic and enrollment data for all students in grades 5 and 8. The OPI will upload student data per the OPI's Published Test Windows to the TIDE online test delivery system. <p>WEBPAGE: ASSESSMENT</p>	No		
August/September						
POSTPONED	POSTPONED	Calendar	<ul style="list-style-type: none"> Enter Calendar Information (Start Date, End Date, Type) for all schools, grade configurations. Verify grade levels served by all Calendars. Enter Terms (by grading period) for all Calendars. Enter Period Schedule by Calendar (including Early Release days). Enter Days by Calendar and assign appropriate Period Schedule to each day. Enter PIR days, duration, and minutes by Calendar. 	Yes	State	20-7-104, MCA
8/28/2023	10/2/2023	Beginning of Year	<ul style="list-style-type: none"> Assign/locate state IDs for new students. Verify Demographics for all students. Verify Enrollments for all students. 	No	State	20-7-104, MCA
October						
10/3/2023	10/18/2023	Previous Year Graduate, Cohort and Dropout Validation and Certification	<ul style="list-style-type: none"> Review previous school year (2022-23) data validation dropout data check reports. Dropouts who have returned to a district in the state by 9/30/23 can be adjusted to have a non-dropout end status. Review previous year graduates and cohorts using the data validation reports. After 9/30/23, when previous year dropouts have been reviewed and adjusted if needed, certify previous year dropouts in AIM. After previous year graduates and cohorts have been reviewed and adjusted if needed, certify previous year graduates and cohorts in AIM. 	Yes	State, Federal	20-7-104, MCA OMB 1850-0925 OMB 1810-0724
9/18/2023	11/3/2023	Special Education Child Count	<ul style="list-style-type: none"> Verify accuracy of data for students receiving Special Education services enrolled on 10/2/23. 	Separate Application	Federal	OMB 1850-0925 OMB 1810-0724

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			<ul style="list-style-type: none"> 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 11/3/23. <p>WEBPAGE: SPECIAL EDUCATION</p>			
10/3/2023	10/18/2023	Fall Enrollment Count	<ul style="list-style-type: none"> Verify enrollment data (District, School, Service Type, Grade Level, Start Date, End Date) for all students, including MT Youth Challenge, Job Corps, MT Digital Academy, enrolled on 10/2/23. Verify Demographic data including name, race/ethnicity, gender, and date of birth. 	Yes	State, Federal	20-7-104, MCA OMB 1850-0925 OMB 1810-0724
10/3/2023	10/18/2023	Fall ANB Collection	<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 10/2/23. Verify Demographic data including name, race/ethnicity, gender, and date of birth. 	Yes	State	20-9-311, MCA 20-7-1404, MCA 20-9-330, MCA 20-7-1201, MCA 20-9-707, MCA
10/3/2023	10/18/2023	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 10/2/23. 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. 	Yes	State, Federal	OMB 1850-0925 OMB 1810-0724
10/3/2023	10/18/2023	Fall Mode of Instruction	<ul style="list-style-type: none"> Manually enter the School Mode of Instruction (only for students not in person, full-time). 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 10/2/23. 	No	Federal	ESSER Plan
8/14/2023	10/13/2023	Fall ELP Materials Ordering	<ul style="list-style-type: none"> Verify all active English Learners have an EL Identification for the October English Language Proficiency (ELP) ACCESS for ELLs (or WIDA) test materials ordering. 	No		

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			<ul style="list-style-type: none"> Ordering upload is due 10/13/23. 			
November						
10/30/2023	11/10/2023	Fall Teacher Class	<ul style="list-style-type: none"> Verify courses (NCES Code, Section Information, Teacher of Record, Rosters) for students enrolled from the first day of school through 10/2/23. 	Yes	State, Federal	20-7-104, MCA PL 107-279, Title I, Part C Sec. 153
11/1/2023	12/31/2023	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 (2022-23). These students should be contacted during the second quarter. 	Yes		
8/14/2023	11/3/2023	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 Due Date 11/3/23. 	No		
8/14/2023	12/1/2023	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 11/30/23. 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 11/30/23. 	No	Federal	OMB 1850-0925 OMB 1810-0724
December						
12/1/2023	12/15/2023	Fall TOE	<ul style="list-style-type: none"> Verify District Employment for all district staff. Verify District Assignment for all district staff. Verify QEC for all district staff. Verify SPED. Data must be accurate as of 10/1/23. License must be active 7/1/2023 and issued not later than 12/1/2023. 	Yes	State, Federal	20-7-104, MCA 20-9-327, MCA OMB 1850-0925 OMB 1810-0724
12/1/2023	5/3/2024	ACT with Writing Test Registration	<ul style="list-style-type: none"> Enter and verify demographic and enrollment data for students in grade 11. The OPI will upload student data per the OPI's Published Test Windows to the Pearson Access Next (PANext) online test delivery system. 	No		

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12/1/2023	4/26/2024	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 11/30/23. 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 12/1/23. 	No		
12/4/2023	2/23/2024	ELP Test Registration	<ul style="list-style-type: none"> Enter and verify demographic and enrollment data for all English Learner (EL) students enrolled on 11/30/23. 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 12/1/23. 	No		
January						
1/1/2024	5/24/2024	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. 	No		
1/1/2024	5/24/2024	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. 	No		
February						
2/6/2024	2/13/2024	Spring Enrollment Count	<ul style="list-style-type: none"> Spring Count Date – Enter or calculate aggregate hours and count date absences. 	Yes	State	20-9-311, MCA 20-7-1404, MCA 20-9-330, MCA

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			<ul style="list-style-type: none"> 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 2/5/24. 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. 			20-7-1201, MCA 20-9-707, MCA
March						
3/4/2024	3/15/2024	Spring Teacher Class	<ul style="list-style-type: none"> Verify courses (NCES Code, Section Information, Teacher of Record, Rosters) for students enrolled in the second semester of school. Verify 2nd semester CTE participation. 	Yes	State, Federal	20-7-104, MCA PL 107-279, Title I, Part C Sec. 153
April						
12/4/2023	5/24/2024	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 during the test window. 	No		
		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 during the test window. Student data must be maintained for the entire test window. 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. 	No	Federal	OMB 1850-0825 OMB 1850-0724
May/June						
5/13/2024	6/21/2024	End of Year Enrollment Process	<ul style="list-style-type: none"> Create 2024-25 calendars and roll students forward. End all 2023-24 enrollments, including MT Youth Challenge, Job Corps, MTDA, and Extracurricular students. Enter data for 2023-24 graduates. 	No		
5/13/2024	6/21/2024	End of Year Program Participation	<ul style="list-style-type: none"> Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless /Unaccompanied Youth, 	Yes	Federal	OMB 1850-0724 OMB 1850-0825

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			<ul style="list-style-type: none"> Gifted & Talented, Title I, Military Connected, Foreign Exchange, Section 504 student counts. Verify that completed Special Education ERs and IEPs are locked. Verify 21st Century data in AIM and check the OPI AS21 system. Contact the OPI 21st Century staff for questions. 			
5/13/2024	6/21/2024	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. 	Yes	Federal	ESSER Plan
5/13/2024	6/21/2024	End of Year Attendance Totals And Extracurricular Activities	<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 2023-24. Enter the number of extracurricular activities a non-public (homeschool or private school) student has completed. 	Yes	State	20-9-311, MCA
5/13/2024	6/21/2024	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. 	Yes	State, Federal	20-7-320, MCA OMB: 1830-0569
5/13/2024	6/21/2024	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 6/21/24*. 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 6/21/24*. 	Separate Application	Federal	OMB 1850-0724 OMB 1850-0825
5/13/2024	6/21/2024	Behavior Final Validation & Certification	<ul style="list-style-type: none"> Behavior Event reporting is open throughout the school year. Enter all state reported events and resolutions by 6/21/24*. 	Yes	Federal	OMB 1850-0724 OMB 1850-0825
5/13/2024	6/21/2024	End of Year TOE	<ul style="list-style-type: none"> Verify District Employment for all district staff. Verify District Assignment for all district staff. Data must be accurate as of 6/21/24*. 	Yes		20-7-104, MCA
5/13/2024	6/21/2024	End of Year Teacher Class	<ul style="list-style-type: none"> Verify course completion data for 2023-24. Ensure that rosters are up to date as of the last day of school. 	Yes	State	20-9-327, MCA

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*NOTE: ALL END OF YEAR COLLECTIONS MUST BE INITIALLY CERTIFIED BY 6/21/2024, BUT ADDITIONS AND/OR CORRECTIONS WILL BE ACCEPTED THROUGH 6/30/2024.

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