| | Montana Office of Public Instruction — opi.mt.gov — Elsie Arntzen, Superintendent | **AIM DATA COLLECTION SCHEDULE 2024-2025 SCHOOL YEAR** |

Achievement in Montana (AIM) is the OPI state-wide education 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.

If you have questions or need support from the AIM Staff, contact the OPI AIM help desk at (406) 444-3800 (toll free (877) 424-6681) or opiaimhelp@mt.gov.

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**	▪ Behavior reporting is open throughout the school year.	No		
		Demographics/Enrollment	▪ Student enrollment and demographic data should be maintained within AIM/Infinite Campus. ▪ Districts must identify students who are attending non-resident schools.	No	State, Federal	20-7-104, MCA 20-5-324, MCA OMB 1850-0925 OMB 1810-0724
		EL Identification	▪ 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. **WEBPAGE: ENGLISH LEARNERS**	No	Federal	OMB 1850-0925 OMB 1810-0724
		Student Photo State Repository	▪ 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. **WEBPAGE: PHOTO REPOSITORY**	No	State	20-7-1317, MCA

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		August/September				
8/19/2024	8/30/2024	**Jumpstart Collection**	▪ Verify calendar and enrollment information for summer Early Literacy programs (students entering grades KH/KF-3). ▪ Enter eligibility records for participating students.	Yes	State	20-7-1803, MCA 20-7-117, MCA
7/1/2024	8/30/2024	**Calendar**	▪ 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.	No	State	20-2-121, MCA 20-3-106, MCA 20-7-101, MCA ARM 10.55.714
7/1/2024	10/6/2024	**Beginning of Year**	▪ Assign/locate state IDs for new students. ▪ Verify Demographics for all students. ▪ Verify Enrollments for all students.	No	State	20-7-104, MCA ARM 10.55.909
		October				
8/12/2024	10/11/2024	**Fall ELP Materials Ordering**	▪ Verify all active English Learners have an EL Identification for the October English Language Proficiency (ELP) ACCESS for ELLs (or WIDA) test materials ordering. ▪ Ordering upload is due **10/11/24**. ▪ Students identified after this date must be assessed, but the district will have to order materials manually.	No		OMB 1850-0925 OMB 1810-0724
10/1/2024	10/16/2024	**Previous Year Graduate, Cohort and Dropout Validation and Certification**	▪ Review previous school year (2023-24) data validation dropout data check reports. Dropouts who have returned to a district in the state by **9/30/24** can be adjusted to have a non-dropout end status. ▪ Review previous year graduates using the data validation reports, ensuring that accurate End Status, Diploma Date, Diploma Type and Diploma Period are assigned. ▪ Review Cohort records and verify that appropriate supporting documentation has been received for students removed from the cohort. ▪ After **9/30/24**, certify prior year dropout, graduate, and cohort records.	Yes	State, Federal	20-7-104, MCA OMB 1850-0925 OMB 1810-0724
10/8/2024	10/16/2024	**Fall ANB Collection**	▪ Fall Count Date - Enter or calculate aggregate hours, service types, and count date absences. ▪ 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

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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)
			▪ Verify enrollment data for all students, including MT Youth Challenge, Job Corps, MT Digital Academy, and 19/20 year old students eligible for ANB enrolled on **10/7/24.** ▪ Identify Indian Language Immersion Students (ILIP) by marking participation in the student's enrollment record and assigning the student to an immersion course with a properly licensed and endorsed language educator indicated as Teacher of Record. ▪ Verify Demographic data including name, race/ethnicity, gender, and date of birth. ▪ Identify Early Literacy participants by entering an eligibility record and identifying the PK students participating in an Early Literacy program. ▪ Verify enrollment of students participating in an Educational Saving Account (ESA). ▪ Identify District of Residence for non-resident students. ▪ Import AIM enrollment data into OPI MAEFAIRS System.			20-9-707, MCA 20-7-1803, MCA 20-7-1709, MCA
10/8/2024	10/31/2024	**Special Education Child Count**	▪ Verify the unduplicated number of children with disabilities (IDEA) who are age 3 through 21 and receiving special education and related service according to an individualized education program (IEP) or a service plan in place on **10/7/24.** ▪ 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 **10/31/24.** **WEBPAGE: SPECIAL EDUCATION**	Separate Application	Federal	OMB 1850-0925 OMB 1810-0724
10/8/2024	10/31/2024	**Fall Enrollment Count**	▪ 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 **10/7/24**. ▪ Verify Demographic data including name, race/ethnicity, gender, and date of birth. ▪ Students enrolled as participants in the Educational Savings Account (ESA) program are excluded from enrollment.	Yes	State, Federal	20-7-104, MCA OMB 1850-0925 OMB 1810-0724
10/8/2024	10/31/2024	**Fall Program Participation**	▪ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Neglected/Delinquent, Military Connected, Foreign Exchange, and Section 504 for students enrolled on **10/7/24.**	Yes	State, Federal	OMB 1850-0925 OMB 1810-0724 20-7-104, MCA 20-7-435, MCA

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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)
			▪ 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.			
10/8/2024	10/31/2024	**Fall TOE**	▪ Create a District Employment record for all district staff. ▪ Identify the District Assignment(s) for all district staff. ▪ Verify the identification of QEC eligible district staff (by System, District, and School). ▪ Enter highly qualified records for paraprofessionals and assign appropriate supervisor. ▪ Enter highly qualified records for SPED staff and assign appropriate SPED level of service and supervisor (where appropriate). ▪ Enter Licensure/Certification for professional staff. ▪ Identify contractors and agency. ▪ Identify Coordinators for Title IX, Assessment, Homeless, Foster Care, Gifted and Talented, Indian Education for All. ▪ Data must be accurate as of **10/7/24**. ▪ Educator licenses must be active **7/1/24** and issued not later than **12/1/24,**	Yes	State, Federal	20-7-104, MCA 20-9-327, MCA OMB 1850-0925 OMB 1810-0724 ARM 10.21.201
10/8/2024	10/31/2024	**Fall Teacher Class**	▪ Verify courses (NCES Code, Section Information, Teacher of Record, Rosters) for students enrolled from the first day of school through **10/7/24**. ▪ Verify CTE courses with students enrolled on **10/7/24**. ▪ Verify course minutes for accreditation standards (8100 minutes per credit – 4050 for 0.5 credit).	Yes	State, Federal	20-7-104, MCA PL 107-279, Title I, Part C Sec. 153
October/November						
10/14/2024	11/22/2024	**MAST Test Window 1**	▪ Verify enrollment and demographic data for all students in **grades 3-8** is current and up to date. ▪ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, 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.		State, Federal	20-7-104, MCA
10/8/2024	10/31/2024	**Fall Mode of Instruction**	▪ Enter Mode of Instruction records for students not in-person, full-time (the OPI will default students to in-person, full-time unless another status is entered).	No	Federal	ESSER Plan

AIM Data Collection Schedule
2024-2025 School Year

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)
			▪ Verify that the School Mode of Instruction is compatible with the Mode of Instruction entered for students (e.g., if students are hybrid, hybrid must be an option for some/all students in the School Mode of Instruction). ▪ This must reflect data as of the beginning of the school year through **10/7/24**.			
November						
8/12/2024	11/25/2024	**Special Population Student Test Settings**	▪ Enter and verify IEP student accessibility features (e.g., universal tools, designated supports, and accommodation) test settings in the IEP statewide editor module by **11/25/24**. ▪ 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 **11/25/24**. ▪ Students not captured in these enrollments may still be entered into the portal if those requirements are confirmed	No	Federal	OMB 1850-0925 OMB 1810-0724
8/12/2024	11/25/2024	**Fall Alternate Assessment Student Eligibility**	▪ 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 **11/25/24**. ▪ This is an initial upload to correspond with ELP assessment registration. ▪ Students not captured in these enrollments may still be entered into the portal if those requirements are confirmed.	No		
8/12/2024	11/25/2024	**ELP Test Registration**	▪ Enter and verify demographic and enrollment data for all English Learner (EL) students identified by **11/25/24** ▪ 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. ▪ Students not captured in these enrollments may still be entered into the portal if those requirements are confirmed.	No	State	20-7-104, MCA ARM 10.56.102

11/1/2024	11/29/2024	**TEACH ACT Certification**	▪ Districts must complete an application for the TEACH Act funding to demonstrate:
			  o 2nd and 3rd class districts: Base pay equal to 10x the QEC amount for the application year.
			  o 1st class districts: Base pay requirements above **and** base pay not less than 70% of average teacher pay.
				Yes	State	20-9-324, MCA
						20-9-306, MCA

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			▪ Districts must identify educators in the first three years of the educator's teaching career not including a year of teaching under emergency authorization.			
11/1/2024	12/31/2024	**Fall CTE**	▪ Enter Date Contacted and Post-Program Status for Career and Technical Education (CTE) concentrator students who graduated in previous spring school year (2023-24). These students should be contacted during the **second quarter**.	Yes	Federal	20-7-Part 3, MCA
		December				
12/2/2024	4/30/2025	**ACT with Writing Test Registration**	▪ 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	State, Federal	20-7-104, MCA ARM 10.56.102
		January/February				
1/1/2025	5/20/2025	**Montana Science Test Registration**	▪ 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		20-7-104, MCA ARM 10.56.102
1/13/2025	2/21/2025	**MAST Test Window 2**	▪ Verify enrollment and demographic data for all students in **grades 3-8** is current and up to date. ▪ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Section 504 students enrolled during the test window. ▪ Student data must be kept up to date for the entire test window. ▪ Verify that completed Special Education ERs and IEPs are locked.		State	20-7-104, MCA ARM 10.56.102
		February				
2/4/2025	2/14/2025	**Spring Enrollment Count**	▪ Spring Count Date – Enter or calculate aggregate hours and count date absences. ▪ Verify Demographic data including name, race/ethnicity, gender, and date of birth. ▪ Verify enrollment and demographic data is up to date for all students, including MT Youth Challenge, Job Corps, MT	Yes	State	20-9-311, MCA 20-7-1201, MCA 20-9-707, MCA 20-7-1803, MCA 20-7-1709, MCA

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			Digital Academy, early graduates and 19 and 20 year old students eligible for ANB, enrolled on **2/3/25**. ▪ Enter Diploma Date, Type and Period for early graduates (must have been enrolled in grade 12 on the Fall Count Date and graduated prior to the Spring Count Date). ▪ Identify Early Literacy participants by entering an eligibility record and identifying the PK students participating in an Early Literacy program. ▪ Verify enrollment of students participating in an Educational Saving Account (ESA). ▪ Identify District of Residence for non-resident students. ▪ Import AIM enrollment data into OPI MAEFAIRS System.			ARM 10.20.102(12)
2/4/2025	2/14/2025	**Spring Teacher Class**	▪ Verify courses (NCES Code, Section Information, Teacher of Record, Rosters) for students enrolled in the second semester of school. ▪ Verify 2nd semester CTE courses, including roster counts, course code, Teacher of Record, and course minutes for students enrolled on **2/3/25**.	Yes	State, Federal	20-7-104, MCA PL 107-279, Title I, Part C Sec. 153
8/12/2024	2/13/2025	**Spring Alternate Assessment Student Eligibility**	▪ 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. ▪ This is an upload to correspond with MSAA and AMSA assessment registration. ▪ An initial pull of eligibility data will be done on **2/13/25**. ▪ Students not captured in these enrollments may still be entered into the portal if those requirements are confirmed.	No		
		March/April/May				
3/3/2025	5/23/2025	**Montana Science Assessment (MSA)**	▪ 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	Yes	State	20-7-104, MCA ARM 10.56.102 PL 107-279, Title I, Part C Sec. 153
3/10/2025	4/25/2025	**Multi-State Alternate Assessment (MSAA) and Montana Alternate Science Assessment (AMSA)**	▪ Enter and verify demographic and enrollment data for students with significant cognitive disabilities student enrolled on **11/29/24**. ▪ Verify Statewide Assessment section of the locked IEP is marked appropriately to register students needing the Alternate Assessment.		State	20-7-104, MCA ARM 10.56.102

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			- 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 **11/29/24.**			
3/24/2025	5/23/2025	**MAST Test Window 3**	- Verify enrollment and demographic data for all students in **grades 3-8** is current and up to date. - Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, 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.			20-7-104, MCA ARM 10.56.102
3/25/2025	4/4/2025	**ACT with Writing Test Window 1**	- Verify enrollment and demographic data for all students in **grade 11** is current and up to date. - 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.			20-7-104, MCA ARM 10.56.102
		April				
4/1/2025	6/30/2025	**Early Literacy Eligibility**	- Enter early literacy eligibility for the **25-26 school year**, including summer jump start programs. - Students must be 4 by September 10th and not yet completed grade 3.	No	State	20-7-1803, MCA
4/8/2025	4/18/2025	**ACT with Writing Test Window 2**	- Verify enrollment and demographic data for all students in **grade 11** is current and up to date. - Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, Foreign			20-7-104, MCA ARM 10.56.102

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			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.			
4/22/2025	5/2/2025	**ACT with Writing Test Window 3**	• Verify enrollment and demographic data for all students in **grade 11** is current and up to date. • 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.			20-7-104, MCA ARM 10.56.102
	May/June					
5/5/2025	5/23/2025	**MAST Window 4 (Anchor Only)**	• Verify enrollment and demographic data for all students in **grades 3-8** is current and up to date. • Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted & Talented, Title I, Military Connected, 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.			20-7-104, MCA ARM 10.56.102
5/12/2025	6/20/2025	**End of Year Enrollment Process**	• Create 24-25 calendars and roll students forward. • Create jump start calendars, if conducting a summer program. • End all 23-24 enrollments, including MT Youth Challenge, Job Corps, MTDA, and Extracurricular students. • Enter data for 23-24 graduates. • Verify resident district for all out of district students in the **24-25 school year**.	No	State	20-7-1803, MCA 20-7-104, MCA 20-5-324, MCA
5/12/2025	6/20/2025	**End of Year Program Participation**	• 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 for all students enrolled in the **24-25 school year**. • Verify that all completed Special Education ERs and IEPs are locked.	Yes	Federal	OMB 1850-0925 OMB 1810-0724

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			• Verify 21st Century data in AIM and check the OPI AS21 system. Contact the OPI 21st Century staff for questions. • Review ESA participation and enter end dates (where appropriate). • Review home-based early literacy records and enter end dates (where appropriate).			
5/12/2025	6/20/2025	**End of Year Mode of Instruction**	• Enter/verify the School Mode of Instruction. • Enter Student Mode of Instruction, manually or using the file import wizard, for students not in-person, full-time.	Yes	Federal	ESSER Plan
5/12/2025	6/20/2025	**End of Year Attendance Totals And Extracurricular Activities**	• After last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in the **24-25 school year**. • Enter the number of extracurricular activities a non-public (homeschool or private school) student has completed.	Yes	State	20-9-311, MCA
5/12/2025	6/20/2025	**End of Year CTE**	• Identify all High School students with Career and Technical Education (CTE) Courses for the **24-25 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
5/12/2025	6/20/2025	**Special Education Exiting**	• Verify accuracy of data for students receiving special education services at the beginning of the 23-24 school year, but not receiving services by **6/30/25***. • 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 **6/20/25***.	Separate Application	Federal	OMB 1850-0925 OMB 1810-0724
5/12/2025	6/20/2025	**Behavior Final Validation & Certification**	• Behavior Event reporting is open throughout the school year. • Enter all state reported events and resolutions by **6/20/25***.	Yes	Federal	OMB 1850-0925 OMB 1810-0724
5/12/2025	6/20/2025	**End of Year TOE**	• Verify District Employment for all district staff employed in the **24-25 school year**. • Verify District Assignment for all district staff employed in the **24-25 school year**. • Enter corresponding highly qualified records for paraprofessionals and assign appropriate supervisor. • Enter corresponding highly qualified records for SPED staff and assign appropriate SPED level of service and supervisor (where appropriate). • Enter Licensure/Certification for professional staff employed in the **24-25 school year**. • Identify contractors and agency in the **24-25 school year**.	Yes	State	20-7-104, MCA

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***NOTE:** ALL END OF YEAR COLLECTIONS MUST BE INITIALLY CERTIFIED BY 6/20/2025, BUT ADDITIONS AND/OR CORRECTIONS WILL BE ACCEPTED THROUGH 6/30/2025.

OTHER RESOURCES:

AIM Data Dictionary

Accreditation Webpage

Assessment Webpage

Federal Programs Webpage

School Nutrition Webpage

School Finance Webpage

Student Services Webpage (includes Special Education)

Career and Technical Education Webpage