

# AIM DATA COLLECTION SCHEDULE 2020-2021 SCHOOL YEAR

Start Date	Due Date	Collection	General Purpose / Summary	<ul style="list-style-type: none"> <li>❖ AIM Collection User Guides</li> <li>➤ AIM Upload Templates (for MT Edition Users)</li> </ul>
<b>ALL YEAR</b>		Behavior	<ul style="list-style-type: none"> <li>▪ Behavior reporting is open throughout the school year.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Behavior Guides on AIM User Guides website.</li> </ul>
		Enrollment	<ul style="list-style-type: none"> <li>▪ Student enrollment data should be kept up-to-date within AIM/Infinite Campus.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Student Enrollment Guides on <a href="#">AIM User Guides</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
		EL Identification	<ul style="list-style-type: none"> <li>▪ Ensure all newly enrolled students have been administered the Home Language Survey (HLS).</li> <li>▪ 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.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">EL (English Learner) Tool Guide</a></li> <li>❖ <a href="#">Statewide Assessment Participation &amp; Registration Guide</a></li> <li>❖ <a href="#">EL Checklist for Districts</a></li> <li>❖ <a href="#">ELP Guidance for School Districts</a></li> <li>❖ <a href="#">ACCESS for ELLs FAQ</a></li> <li>➤ <a href="#">EL Upload Template</a></li> </ul>
		Student Photo State Repository	<ul style="list-style-type: none"> <li>▪ Senate Bill MTSB40 requires the OPI to create and maintain an electronic directory photograph repository of all Montana public school students.</li> <li>▪ Parents/guardians must 'Opt-In' to have their child's photo included in the state repository. It is suggested that districts gather the student 'Opt-In' information from the students' parents/guardians via the enrollment registration form/process.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">State Level Student Photo Repository</a></li> </ul>
		Optional Assessment Registration for Interims	<ul style="list-style-type: none"> <li>▪ Math and English Language Arts Interims: Enter and verify demographic and enrollment data for all students in <b>grades 3-8 and 11</b>.</li> <li>▪ Science Interims: Enter and verify demographic and enrollment data for all students in <b>grades 5, 8, and 11</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ TIDE User Guide</li> <li>❖ OPI TIDE Overview</li> </ul>

8/12/20	10/9/20	Beginning of Year Verification	<b>2019-20 School Year Data</b>	<ul style="list-style-type: none"> <li>❖ <a href="#">Beginning of Year Verification Guide</a></li> <li>❖ <a href="#">End of Year Process Guide</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
			<ul style="list-style-type: none"> <li>▪ Complete data entry for summer graduates and dropouts and verify the data.</li> <li>▪ Modify enrollments for summer transfers and end status for re-enrolled/non-returning students.</li> </ul>	
<b>2020-21 School Year Data</b>	<ul style="list-style-type: none"> <li>▪ Verify calendars, terms, grade levels.</li> <li>▪ Assign/locate state ID for new students.</li> <li>▪ Verify an enrollment record for each student.</li> </ul>			
<ul style="list-style-type: none"> <li>▪ Verify all active English Learners have an EL Flag for the October WIDA materials ordering upload due <b>10/19/2020</b>.</li> </ul>				
	10/19/20	Fall EL Assessment Verification	<ul style="list-style-type: none"> <li>❖ <a href="#">EL (English Learner) Tool Guide</a></li> <li>❖ <a href="#">Statewide Assessment Participation &amp; Registration Guide</a></li> <li>➤ <a href="#">EL Template</a></li> </ul>	

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9/14/20	10/9/20	Previous Year Graduate, Cohort and Dropout Validation and Certification	<ul style="list-style-type: none"> <li>Review previous school year (2019-20) data validation dropout data check reports. Those dropouts who have returned to a district in the state by <b>9/30/20</b> can be adjusted to have a non-dropout end status.</li> <li>Review previous year graduates and cohorts using the data validation reports.</li> <li>After <b>9/30/20</b> when previous year dropouts have been reviewed and adjusted if needed, certify previous year dropouts using the data certification process.</li> <li>After previous year graduates and cohorts have been reviewed and adjusted if needed, certify previous year graduates and cohorts using the data certification process.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Setup for Dropout, Graduate and Cohort Data Validation and Certification</a></li> <li>❖ <a href="#">Graduate Cohort &amp; Dropout Validation &amp; Certification Guide</a></li> <li>❖ <a href="#">Reporting Cohort Data</a></li> </ul>
	10/30/20	Special Education Child Count	<ul style="list-style-type: none"> <li>Verify accuracy of data for students receiving Special Education services enrolled on <b>10/5/20</b>.</li> <li>Ensure completed IEPs and ERs are locked, and Exit Dates &amp; Exit Reasons are current.</li> <li>Confirm correct Special Education Child Count System student list by <b>10/30/20</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Contact your local Special Education Director for assistance.</li> </ul>
<b>FALL:</b>				
10/6/20	10/23/20	Fall Enrollment Count	<ul style="list-style-type: none"> <li>Fall Count Date - Enter or calculate aggregate hours and count date absences and verify enrollment data for all students, including MT Youth Challenge, Job Corps and MTDA students, enrolled on <b>10/5/20</b>.</li> <li>Verify Race data.</li> <li>Enter KG Under 5 Board Approved Date for Kindergarten students not yet 5 years of age as of September 10<sup>th</sup>.</li> <li>Import AIM enrollment data into MAEFAIRS.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Fall Enrollment Count Guide</a></li> <li>❖ <a href="#">AIM &amp; MAEFAIRS Verification Guide</a></li> <li>❖ <a href="#">MT Programs-Job Corps &amp; MTDA</a></li> <li>❖ <a href="#">MT Programs-MT Youth Challenge</a></li> <li>➤ <a href="#">Fall Count Template</a></li> </ul>
		Fall Program Participation	<ul style="list-style-type: none"> <li>Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted &amp; Talented, Title I, Military Connected, Foreign Exchange, Section 504, Job Corps, Youth Challenge and MT Digital Academy Students, enrolled on <b>10/5/20</b>.</li> <li>Verify that completed Special Education ERs and IEPs are locked.</li> <li>Verify 21 Century data collection through OPI 21st Century staff.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>➤ <a href="#">Program Participation Template</a></li> <li>➤ <a href="#">EL Template</a></li> <li>➤ <a href="#">FRAM Import Template</a></li> </ul>
11/2/20	12/31/20	Fall CTE (Career and Technical Education)	<ul style="list-style-type: none"> <li>Enter Date Contacted and Post-Graduation Status for CTE concentrator students who graduated in previous spring school year (2019-20). These students should be contacted during the <b>second quarter</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Fall CTE Guide</a></li> <li>➤ <a href="#">Fall CTE Template</a></li> </ul>

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<b>ASSESSMENT REGISTRATION:</b>				
12/1/20	1/29/21	Winter Assessment Registration	<b>ACCESS for ELLs (or WIDA) Registration</b> <ul style="list-style-type: none"> <li>Enter and verify demographic and enrollment data for all English Learner (EL) students enrolled on 12/1/20.</li> </ul>	❖ <a href="#">Assessment Registration Guide</a> ➤ <a href="#">Student Demographic Template</a> ➤ <a href="#">Student Enrollment Template</a> ➤ <a href="#">EL Template</a>
12/1/20	4/20/21		<b>ACT with Writing Registration</b> <ul style="list-style-type: none"> <li>Enter and verify demographic and enrollment data for 11<sup>th</sup> grade students.</li> <li>The OPI will upload student data to Pearson Access Next (PANext) system during this time.</li> </ul>	
1/01/21	5/14/21	Spring Assessment Registration	<b>Smarter Balanced Registration</b> <ul style="list-style-type: none"> <li>Enter and verify demographic and enrollment data for all students in grades 3-8.</li> <li>Maintain student data for grades 3-8 throughout this collection period.</li> </ul>	❖ <a href="#">Assessment Registration Guide</a> ➤ <a href="#">Student Demographic Template</a> ➤ <a href="#">Student Enrollment Template</a>
			<b>Montana Science Registration</b> <ul style="list-style-type: none"> <li>Enter and verify demographic and enrollment data for students in <b>grades 5 and 8</b>.</li> <li>Maintain grades 5 and 8 student data throughout this collection period.</li> </ul>	
			<b>Alternate Assessment Registration</b> <ul style="list-style-type: none"> <li>Verify Statewide Assessment Section of the locked IEP is marked appropriately to register students needing the alternate assessment.</li> <li>Enter and verify demographic and enrollment data for all students in <b>grades 3-8 and 11</b>.</li> </ul>	

<b>SPRING:</b>				
2/1/21	2/5/21	Spring Enrollment Count	<ul style="list-style-type: none"> <li>Spring Count Date – Enter or calculate aggregate hours/absence and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on <b>2/1/21</b>.</li> <li>Enter KG Under 5 Board Approved Date for Kindergarten students not yet 5 years of age as of September 10<sup>th</sup>.</li> <li>Import AIM enrollment data into OPI MAEFAIRS System.</li> </ul>	❖ <a href="#">Spring Enrollment Count Guide</a> ❖ <a href="#">AIM &amp; MAEFAIRS Guide</a> ➤ <a href="#">Student Demographic Template</a> ➤ <a href="#">Student Enrollment Template</a> ➤ <a href="#">Spring Count Template</a>

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<b>TEST WINDOW:</b>				
4/9/21	5/4/21	Test Window Enrollment Count	<ul style="list-style-type: none"> <li>❖ Enter or calculate aggregate hours and verify enrollment data for all students, including MT Youth ChalleNGe, Job Corps and MTDA students, enrolled on <b>4/8/21</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">TW Enrollment Count Guide</a></li> <li>❖ <a href="#">MT Programs-Job Corps &amp; MTDA</a></li> <li>❖ <a href="#">MT Programs-MT Youth ChalleNGe</a></li> <li>➤ <a href="#">TW Enrollment Attendance Template</a></li> </ul>
		Test Window Program Participation	<ul style="list-style-type: none"> <li>❖ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless/Unaccompanied Youth, Gifted &amp; Talented, Title I, Military Connected, Foreign Exchange, Section 504 counts, Job Corps, Youth Challenge and MT Digital Academy Students.</li> <li>❖ Student data must be accurate as of test window count date <b>4/8/21</b>.</li> <li>❖ Verify that completed Special Education ERs and IEPs are locked.</li> <li>❖ Verify Behavior data is entered in preparation for end of year reporting.</li> <li>❖ Verify 21 Century collection through OPI 21st Century staff.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> <li>➤ <a href="#">Program Participation Template</a></li> <li>➤ <a href="#">EL Template</a></li> <li>➤ <a href="#">FRAM Import Template</a></li> </ul>

<b>END OF YEAR:</b>				
5/3/21	6/18/21	End of Year Enrollment Process	<ul style="list-style-type: none"> <li>❖ Create 2021-22 calendars and roll students forward.</li> <li>❖ End all 2020-21 enrollments, including MT Youth ChalleNGe, Job Corps and MTDA students.</li> <li>❖ Complete 2020-21 graduate data.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">End of Year Enrollment Process Guide</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> </ul>
		End of Year Program Participation	<ul style="list-style-type: none"> <li>▪ Verify FRAM (free/reduced meal status), EL (English Learner) Immigrant, Homeless /Unaccompanied Youth, Gifted &amp; Talented, Title I, Military Connected, Foreign Exchange, Section 504 counts, Job Corps, Youth Challenge and MT Digital Academy Students.</li> <li>▪ Verify that completed Special Education evaluations and IEPs are locked.</li> <li>▪ Verify Behavior data is entered in preparation for end of year reporting.</li> <li>▪ Verify 21 Century data collection through OPI 21st Century staff.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">Program Participation Collection Guide</a></li> <li>❖ <a href="#">Program Participation Verification Guide</a></li> <li>➤ <a href="#">Student Demographic Template</a></li> <li>➤ <a href="#">Student Enrollment Template</a></li> <li>➤ <a href="#">Program Participation Template</a></li> <li>➤ <a href="#">EL Template</a></li> <li>➤ <a href="#">FRAM Import Template</a></li> </ul>
		End of Year Attendance Totals	<ul style="list-style-type: none"> <li>▪ <b>After</b> last day of school, enter or calculate ADA #Days Present, ADA #Days Enrolled and ESSA #Days Absent for each enrollment in 2020-21.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">End of Year Attendance Totals Guide</a></li> <li>➤ <a href="#">End of Year Attendance Totals Template</a></li> </ul>

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5/10/21	6/30/21	End of Year CTE (Career and Technical Education)	<ul style="list-style-type: none"> <li>❖ Identify all High School students with CTE Courses for current school year and identify their Montana Career Pathway's, including Dual Enrollment and Work Based Learning.</li> </ul>	<ul style="list-style-type: none"> <li>❖ <a href="#">End of Year CTE Guide</a></li> <li>➤ <a href="#">CTE Template</a></li> </ul>
5/10/21	6/30/21	Special Education Exiting	<ul style="list-style-type: none"> <li>❖ Verify accuracy of data for students receiving special education services in your district at the beginning of school but not receiving services in your district by <b>6/30/21</b>.</li> <li>❖ Ensure completed IEPs and ERs are locked, and Special Education Exit Dates and Exit Reasons are current in the Special Education exiting system. <ul style="list-style-type: none"> <li>▪ Confirm correct Exiting list by <b>6/30/21</b>.</li> </ul> </li> </ul>	Contact your local Special Education Director for assistance.
5/12/21	6/30/21	Behavior Final Validation & Certification	<ul style="list-style-type: none"> <li>▪ Behavior Event reporting is open throughout the school year.</li> <li>▪ The window to validate and certify Behavior Report for 2020-21 is open from <b>5/12/21 to 6/30/21</b>.</li> </ul>	<ul style="list-style-type: none"> <li>❖ See Behavior Guides on <a href="#">AIM User Guides website</a>.</li> <li>❖ <a href="#">Behavior- Event &amp; Resolution Codes and Descriptions Reference Guide</a></li> </ul>

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