

AIM User Guide:
End of Year (EOY)
Attendance Totals

End of year attendance totals include **Average Daily Attendance (ADA)** and **ESSA Chronic Absenteeism**. These should be entered as part of the district’s end of year process and are due by **June 30, 2023**.

Citations:

Average Daily Attendance:

- [MCA 20-7-104\(3\)\(g\) transparency and public availability of public school performance data – reporting – availability for timely use to improve instruction](#)

ESSA Chronic Absenteeism:

- [Federal EDFacts FS195 File Specifications](#)
- [Chronic Absenteeism General Information](#)
- [MCA 20-7-104. Transparency And Public Availability of Public School Performance Data – Reporting – Availability For Timely Use To Improve Instruction](#)

Extracurricular Activities

- [MCA 20-9-311 \(13\(b\) extracurricular participation for inclusion in ANB](#)

END OF YEAR (EOY) ATTENDANCE TOTALS

AIM User Guide

AVERAGE DAILY ATTENDANCE (ADA) AND ESSA CHRONIC ABSENTEEISM INFORMATION IS REQUIRED FOR EACH ENROLLMENT FOR ALL STUDENTS IN PK THROUGH 12TH GRADE ENROLLED WITH SERVICE TYPES OF P: PRIMARY OR S: PARTIAL AT ANY TIME DURING THE CURRENT SCHOOL YEAR. **After the last day of school and after students’ enrollments have end dates**, the ‘ADA # Days Enrolled’, ‘ADA # Days Present’ and the ‘ESSA #Days Absent’ fields should have the values calculated and entered into AIM/Infinite Campus. For districts who use Infinite Campus as their local student information system, these fields values can be calculated by running the EOY Attendance Tool. For districts who don’t use Infinite Campus as their local student system, these field values can either be entered directly into each students’ enrollment record by hand or can be uploaded using the [End of Year Attendance Totals Template](#).

Please note: As with all file imports, it is best practices to retrieve the template directly from our [AIM Upload Templates](#) webpage to ensure you have the most current version.

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FAQ:

WHICH STUDENTS MUST HAVE THIS DATA ENTERED ON THEIR ENROLLMENT(S)? After the last day of school, and once all enrollments are ended, enter ADA and ESSA information into each enrollment for students in **PK through 12th grade** enrolled at any time during the current school year with a ‘P’ or ‘S’ Service Type.

WHAT DAYS COUNT AS “ADA #DAYS PRESENT” AND “ADA #DAYS ENROLLED”? Days Present are days a student is present for instruction in a school. This includes field trips, student activities and in-school suspension. This does not include excused or unexcused absences or out of school suspension. Days Enrolled are student instruction days, including shortened days. *Do not count PIR days or weekends.*

WHAT DAYS COUNT AS “ESSA #DAYS ABSENT”? Students who miss 50% or more of a school day should be counted as ESSA absent for that whole day. ESSA #Days Absent value for a single day is either 0 or 1. A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day. This includes all excused or unexcused absences. Only absences coded as “Exempt” within AIM/Infinite Campus will not count towards ESSA #Days Absent.

CAN THIS DATA BE UPLOADED? Yes, MT Edition districts may export a file from their Student Information System (SIS), using the [EOY Attendance Totals Excel Template](#) to create a file to upload.

CAN THIS DATA BE CALCULATED WITHIN INFINITE CAMPUS? Yes. Districts that use District Edition or Montana Edition Value Added for their SIS may use the MT EOY Attendance Totals to calculate and enter ADA #Days Enrolled and ADA #Days Present and ESSA #Days Absent.

HOW CAN I VERIFY THE DATA IS COMPLETE IN AIM? There are six state published ad hoc reports in AIM/Infinite Campus for verifying this data where the name of report starts with ‘EOYAT’. (See ‘Data Verification’ section of this guide.)

HOW DO I GET ANB FOR MY STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES? Homeschool and private school students who participate in extracurricular activities should have an Extracurricular Activities Only enrollment created for the period of time they are participating in activities (only one enrollment per calendar year). At the end of the year enter the number of completed 6 week activities and/or the number of 18+ week activities. The information entered this year will be included in the next year’s ANB report.

SHOULD I RE-SYNC MY DATA? Yes. As the final step, it is good practice to re-sync your data to the state.

Identifying students

Any student with an enrollment in the current school year *whose Service Type is P: Primary or S: Partial, regardless of the length of enrollment, must have an entry for:*

- ADA #Days Present
- ADA #Days Enrolled
- ESSA #Days Absent

NOTE: Students with a Service Type of N: Special Ed

Services and students who are only enrolled for extracurricular activities are not required to enter ADA and ESSA data.

Multiple enrollments

Students with multiple enrollments in the same school in the current school year must have entries **ADA #Days Present, ADA #Days Enrolled, and ESSA #Days Absent** in each enrollment record that applies to that enrollment period, regardless of length of enrollment. The only exception would be extracurricular enrollments that do not require ADA or ESSA data.

For example, a student who enrolled the first day of school, transferred mid-year, and returned to the same school to re-enroll before the end of the year will have 2 enrollment records. **Both records must have ADA and ESSA attendance information entered and that data must reflect the respective enrollment, i.e., identical ADA or ESSA data should not be entered into different enrollments.**

Grade	Type	Calendar	Start Date	End Date
10	P	19-20 Flathead High School	02/10/2020	
10	P	19-20 Flathead High School	08/28/2019	10/11/2019
09	P	18-19 Flathead High School	08/29/2018	06/07/2019

F: 720 + hours	0.000	
ADA - #Days Present	ADA - #Days Enrolled	ESSA - #Days Absent
170.57	179	8

Entering ADA# days present, ADA# days enrolled and ESSA #days absent

- **ADA - #Days Present** is the number of days the student was present for instruction within the period of enrollment. Include days for school-related absences (field trips, student activities, etc.) and in-school suspension.
 - Excused or unexcused absences or days suspended (out of school) should be excluded.
 - ADA - Days Present** is calculated to two decimal places, to account for partial days present.
- **ADA - #Days Enrolled** is the number of student instructional days including the student's start and end date, excluding PIR days and weekends.
- **ESSA - #Days Absent** is the number of days the student missed 50% or more of a school day. **ESSA #Days Absent** value for a single day is either 0 or 1. A student is absent if not participating in instruction or instruction-related activities for more than 50% of the school day. This includes both excused and unexcused absences. Absences coded as 'Exempt' will not be included in the calculation of the ESSA #Days Absent.

OPTION 1: EOY Attendance Totals Calculation – (District Edition or MT Value Added)

Districts who use the District Edition or MT Edition Value Added editions of Infinite Campus to maintain student schedules and attendance should run the **End of Year Attendance Totals** tool in Infinite Campus to calculate the **ADA #Days Present, ADA #Days Enrolled, and ESSA #Days Absent**. THIS PROCESS WILL POPULATE THE ADA FIELDS LOCATED ON THE STUDENTS' ENROLLMENTS. IT WILL ALSO POPULATE THE ESSA #DAYS ABSENT ON THE ENROLLMENTS WITH THE VALUE FROM THE CHRONIC ABSENTEEISM INFORMATION (FEDERAL) BOX ON STUDENTS' ATTENDANCE TABS.

PATH: INDEX > STUDENT INFORMATION > GENERAL > ATTENDANCE TAB

Before running the EOY Attendance Totals process:

1. The EOY Attendance Totals tool cannot be used until after the last instructional day of the selected calendar.
2. Every student enrollment should have an **End Date** entered before using this tool.

To run the MT EOY Attendance Totals process:

1. Under **Index**, expand **MT State Reporting** and select **MT EOY Attendance Totals**.

2. Check all boxes:

- ✓ **ADA-# Days Present**
- ✓ **ADA-#Days Enrolled**
- ✓ **ESSA-#Days Absent**

3. Select a **Calendar**.

- If reporting multiple calendars, ALL calendars must be within the same school year.

4. From **Work to Perform**, first select:

- **Validate and Test** – Only error checking will be performed. No data is populated on students' enrollments. An EOY Attendance Totals Results File will be generated identifying any errors that were found.

- The results file will be in Excel and will list Errors and Warnings.
- The report lists the error and each student enrollment with that error.

- Once all areas have been corrected and you have repeated the steps above until the report yields no errors, return to **MT EOY Attendance Totals**.

- From **Work to Perform** select **Update Enrollments** then select **Submit to Batch**.

EOY Attendance Totals Results File
Generated On: 05/13/2019 9:40 am

The following results have been generated in Validate and Test Mode. Student Enrollments have NOT been updated.

enrollments Updated			
ADA - #Days Present	0		
ADA - #Days Enrolled	0		
ESSA - #Days Absent	341		

Calendar Warnings (Total:0)			
school Name	Calendar Name	Schedule Structure	Warning Message
Calendar Errors (Total:0)			
school Name	Calendar Name	Schedule Structure	Error Message

Student Warnings (Total:3)						
Calendar Name	Student State ID	First Name	Last Name	Enrollment Start Date	Enrollment Service Type	Warning Message
7-18 Carabean Falls 7-8	123456857	Cesar	Bollingworth	8/31/2017 P		The student has been en
7-18 Carabean Falls 7-8	123456857	Arber	Nightwell	8/31/2017 P		The student has been en
7-18 Carabean Falls 7-8	123456857	Max	Abram	10/4/2017 P		The student has been en

Student Errors (Total:4)						
Calendar Name	Student State ID	First Name	Last Name	Enrollment Start Date	Enrollment Service Type	Error Message
7-18 Carabean Falls 7-8	123456857	Molly	Madden	10/4/2017 P		The student is enrolled b
7-18 Carabean Falls 7-8	123456857	Sarah	Strong	5/25/2018 P		The student is enrolled b

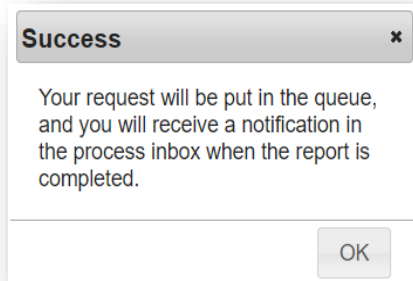
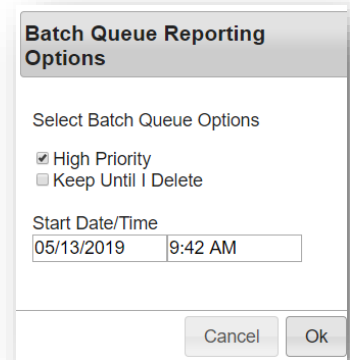
- **Trouble shooting errors:** In some cases, an error might occur that pertains to the Instructions Minutes entered in the Calendar or Period tabs. Inside the **Calendar** tab, the **'Student Day (instructional minutes)'** field should be entered, or the calculated ADA will differ slightly from the ADM and ADA Detail Report in Infinite Campus.

PATH: INDEX > SYSTEM ADMINISTRATION > CALENDAR > CALENDAR > CALENDAR TAB > STUDENT DAY (INSTRUCTIONAL MINUTES)

Or, inside the Calendar, the **'Student Day minutes'** field should match the minutes found inside the **Period** tab.

PATH: INDEX > SYSTEM ADMINISTRATION > CALENDAR > CALENDAR > PERIOD TAB > SELECT PERIOD TO SEE INSTRUCTIONAL MINUTES

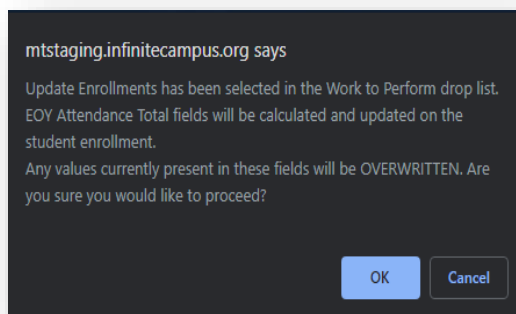
5. Select **Submit to Batch** to complete the **Work to Perform** and generate **EOY Attendance Totals Results File**.
 - A message box will appear with options. It is recommended that both boxes be checked, however no options are necessary to proceed.
6. Select **OK** to proceed: Another message box appears - **Your request will be put in the queue, and you will receive a notification in the process inbox when the report is completed.**
7. Select **OK** to proceed. (The **Refresh** button will refresh the list.)
8. View status in the **Process Inbox**.
9. When the Status changes to 'Completed' select **Get the Report**.
 - The results file will be in Excel and will list Errors and Warnings.
 - The report lists any errors that were not resolved in Step 4.



Refresh Show top 50 tasks submitted between 05/06/2019 and 05/13/2019

Batch Queue List			
Queued Time	Report Title	Status	Download
05/13/2019 09:38:18 AM	EOY Attendance Totals	Completed	Get the report

10. Should it be necessary to rerun this calculation a warning will appear notifying you that previously entered data will be overwritten:



OPTION 2: Attendance Totals Data Uploads – (Montana Edition Users)

After the last day of school, for each student’s enrollment, the EOY Attendance totals fields should be calculated either inside the districts local student system or manually. Then these values should be input into AIM/Infinite Campus. They can either be entered manually (see option 3 below) or extracted from the district’s local Student system as per the format of the [EOY Attendance Totals Excel Template](#) located on the [AIM Upload Templates](#) webpage.

This file can be uploaded here:

1. **Index**
 - a. **MT State Reporting**
 - i. **MT Data Upload**
 1. **Import Type – End of Year Attendance Totals**
 - a. **Run Validate and Test File first for errors**
 - i. **Once error free, you will change the Validate and Test File to Upload File**

OPTION 3: Manual Entry

PATH: SEARCH > STUDENT

1. From the Action Bar at the top:
 - a. Select the current school year from the **Year**.
 - b. Select the **School** and **Calendar** when applicable.
2. Select **Student** from the drop-down menu.

ADA - #Days Present	ADA - #Days Enrolled	ESSA - #Days Absent
<input type="text" value="174.31"/>	<input type="text" value="179"/>	<input type="text" value="3"/>

3. In the **Search Student** box enter either of the following options:
 - a. Individual student name by last name, then first name, then click **Go**.

OR

 - b. Leave the search field blank and select **Go** for all students for the selected calendar.
4. Select the student and locate the **Enrollments** tab.
5. Select the current school year’s enrollment.
6. Under the **Attendance and Enrollment Information** populate the ADA and ESSA fields.
7. Click **Save**. NOTE: For students who have multiple enrollments in a year, repeat this process for each enrollment.

Completed Extracurricular Activities For Non-Public/Home School Students

To ensure that extracurricular activities are included in the ensuing year's ANB count, enter the number of completed extracurricular activities in the fields below the attendance count fields. Non-Public of Home School students should have a separate enrollment for their participation in extracurricular activities in a separate extracurricular only calendar. See the [AIM Extracurricular Activities user guide](#) for more information about enrolling students for participation in extracurricular activities.

State Reporting Fields

ENROLLMENT DETAILS
State Exclude and Extracurricular Activities Only cannot both be marked. Only non-public students should be marked as 'Extracurricular Activities Only'.
If 'Extracurricular Activities Only' box is checked, no other enrollment tab data is needed EXCEPT End of Year Number of 6+ and Number of 18+ weeks activities completed.

Enrollment Exceptions
State Exclude **Extracurricular Activities Only**

Serving and Resident Instruction Identification
Serving District: Resident District:
Serving School: Resident School:

Military Connected Status
Student is a dependent of a member of:

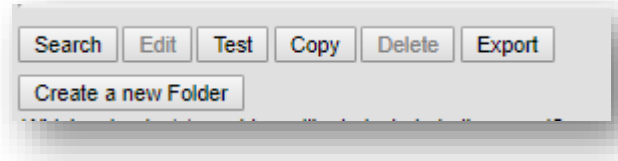
END OF YEAR
End of Year Attendance Totals
ADA - #Days Present: ADA - #Days Enrolled: ESSA - #Days Absent:

Completed Extracurricular Activities for Non-Public School Students
Number of 6+ week activities:
Number of 18+ week activities:

Data Verification

Use State Published Ad Hoc filters to verify that end of year data has been entered for all students enrolled in the CURRENT school year. Ad Hoc reporting results are dependent on the Year, School, and/or Calendar selected at the top of the screen. The selected year should match the year specified in the name of the Ad Hoc.

1. From the **Index**, expand **Ad Hoc Reporting**.
2. Select **Filter Designer**.
3. Expand the **State Published** group and select one of the following filters for the year desired:
 - EOYAT Days Enrolled or Days Present > 180
 - EOYAT Days ESSA Absent > Days Present
 - EOYAT Days ESSA Absent > Zero
 - EOYAT Days Fields Missing
 - EOYAT Days Less Than Zero
 - EOYAT Days Present > Days Enrolled
 - EOYEN Extracurricular Activities
 - EOYEN Extracurricular Activities NO weeks



(Once selected, there is a description box in the upper right-hand corner providing details on the selected report.)

4. Select **Test** to generate a PDF report or select **Search** to see the results as a list of students on the left under **Search Results**.

Federal Chronic Absenteeism Report: (District Edition Users Only)

There is also a report that can be run to search for chronic absenteeism by school or calendar. It is located under the Attendance Module, under reports. *This report is only available to District Edition users.*

Path: Index>Attendance>Reports>Federal Chronic Absenteeism Report

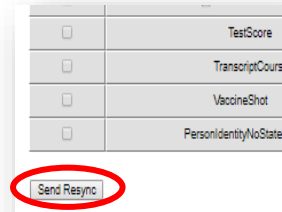
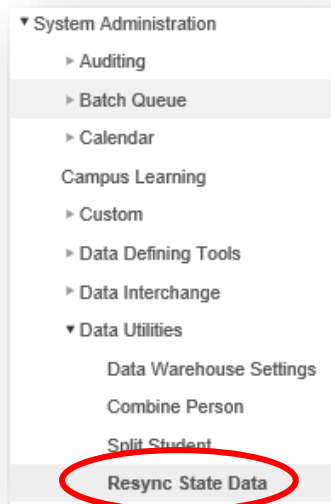
A screenshot of the 'Federal Chronic Absenteeism Report' configuration page. The page has a blue header with the title. Below the header is a large text area containing instructions and details about the report. At the bottom of the page, there are several controls: a 'Please select the detail you would like to see' section with radio buttons for 'View Details by Calendar' (selected) and 'View Details by School'; a 'Report Format:' dropdown menu set to 'CSV'; an 'Include District Totals' checkbox; an 'Ad Hoc' dropdown menu; and two buttons: 'Generate Report' and 'Submit to Batch'. At the very bottom, there is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table shows one entry with a status of 'tasks submitted between 05/14/2020 and 05/21/2020'. There are also 'Refresh' and 'Show top 50' controls above the table.

Resync Data:

Once data entry is complete, resync data:

PATH: INDEX > SYSTEM ADMINISTRATION > DATA UTILITIES > RESYNC STATE DATA

1. Select the current Year and All Schools from the Action Bar at the top.
2. Select the **Index** tab.
3. Select **System Administration**.
4. Locate **Data Utilities** and open by selecting the icon to the right.
5. Select **Resync State Data**.
6. Check the box for **Enrollment**.
 - a. All associated boxes will automatically populate.
7. Select **Send Resync**, located at the bottom of the page.



AIM HELP DESK AT
877-424-6681 OR 406-444-3800 OR
[Submit an AIM Help Desk Ticket](#)