

AIM User Guide: *Extracurricular Activities*

THIS AIM USER GUIDE EXPLAINS THE PROCESS FOR ENTERING STUDENT DATA PERTAINING TO EXTRACURRICULAR ACTIVITIES FOR INCLUSION IN ANB CALCULATIONS. THESE SHOULD BE ENTERED AS PART OF THE DISTRICT'S END OF YEAR PROCESS AND ARE **DUE BY JUNE 30, 2022.**

CITATIONS:

THE 2021 LEGISLATURE PASSED SB 72 AMENDING ALLOWING CERTAIN STUDENT WHO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES BE INCLUDED AS PARTIAL ENROLLMENT FOR ANB CALCULATIONS:

[SENATE BILL 72 \(2021\)](#)

[SENATE BILL 157 \(2021\)](#)

[MCA 20-9-311](#)

Extracurricular Activities

AIM User Guide

Senate Bill 72 allows non-public students who participate in extracurricular activities to be included as partial enrollment for ANB calculations. Senate Bill 157 allows for private and home school students to participate in extracurricular activities offered by the students' resident district when meeting certain requirements. The decision to add to the ANB calculation for eligible students is completely a local school district's decision and is not required.

Extracurricular Activity is defined as:

- A sport of activity sanctioned by an organization having jurisdiction over inter-scholastic activities, contest, and tournaments. For example, high school basketball, speech and debate, or Science Olympiad.
- An approved career and technical student organization. For example, Future Farmers of America; or
- A school theatre production.

Participation Requirements:

Students eligible to participate in extracurricular activities must meet the following requirements:

- Has a primary enrollment in a Nonpublic School or Home School. Some students may be enrolled in a public school, but part-time only.
- The student must reside in the school district where the extracurricular activity is being offered.
- Maintain the same eligibility as required for participation in the activity as a public-school student would.

Table of Contents

Frequently Asked Questions:	2
Step 1: Create a New Calendar Specifically for Extracurricular Activities Enrollments	4
Step 2: Enrolling a Non-Public/Home School Student for Extracurricular Participation	7
Step 3: Entering a Completed Extracurricular Activity	8
Step 3: Resync Data to the State Level	9

Frequently Asked Questions:

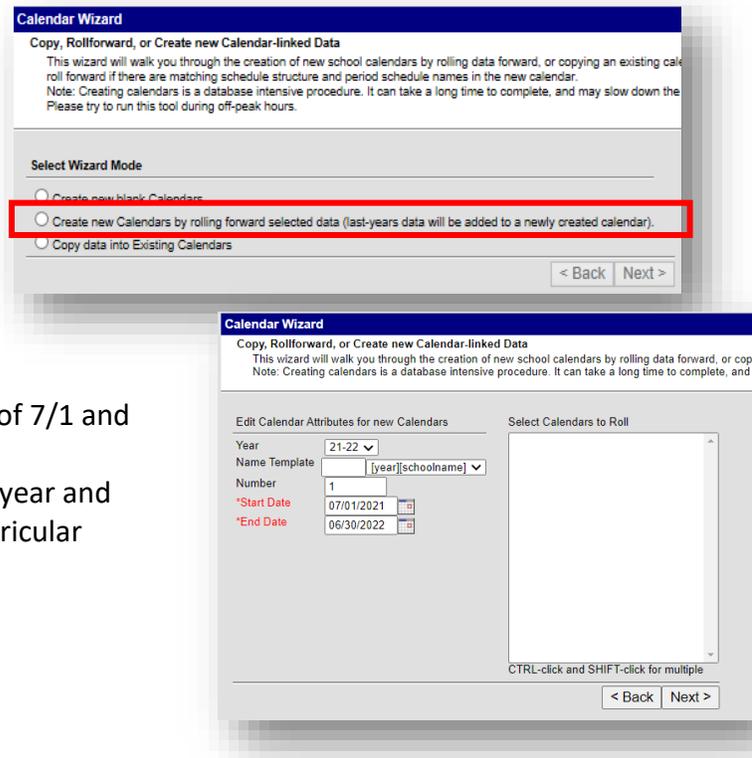
- 1. Which Extracurricular Activities qualify for inclusion?** All K-12 Extracurricular Activities sponsored by the school that are available to public-school students outside of normal courses are eligible for non-public students' participation, provided the student meets certain requirements. This includes any activity such as a sport, speech & debate, or other club.
- 2. Which students qualify for inclusion?** Eligible students must attend a Nonpublic School or a Home School, or in some cases, the student may have a partial enrollment in the public-school. Eligible students must also comply with the same rules governing the extracurricular activity, and maintain the same academic eligibility as required for participation by public-school students.
- 3. Who verifies eligibility requirements for students?** The school's principal must verify eligibility requirements.
- 4. What happens if the student does not complete the Extracurricular Activity?** School districts must use the same standard when determining whether a full-time enrolled student, part-time enrolled student, or non-enrolled student completed an extracurricular activity. A student cannot be given partial credit for completing more than 6 (six) weeks but less than the full duration of the activity. A student must meet and maintain eligibility standards set for the specific requirements of the activity in order to be considered complete. If a suspension prevented the student from completing the full session of the activity, it is within the school district's discretion to determine whether to count the extracurricular activity as completed or not so long as the student met the minimum weekly requirement. See examples below:
 - a. Student is injured while playing basketball and is unable to play, however student continues to attend practices, games, mandatory meetings etc., then the student can be considered as having completed the activity.**

Step 1: Create a New Calendar Specifically for Extracurricular Activities Enrollments

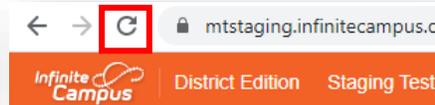
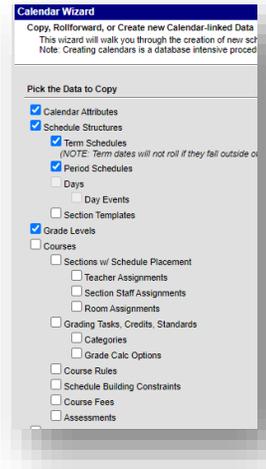
The OPI strongly recommends that the districts create a separate calendar for tracking extracurricular enrollments. The recommended calendar name format is: '*xx-xx Extracurricular Only*'. If you have multiple schools with the same grade levels, you will only need ONE extracurricular activity calendar for each set of grades. For example, District A has 2 elementary schools, 2 middle schools, and 2 high schools, they would only need to create one extracurricular calendar to represent each of the school grade ranges. In this example, they would only need 3 extracurricular calendars, one for the elementary schools, one for the middle schools, and one for the high schools. Do not create extracurricular activity enrollments inside the regular academic calendars.

PATH: SYSTEM ADMINISTRATION > CALENDAR > CALENDAR WIZARD

- A. Select the **school** from the tool bar where you wish to create the Extracurricular Activities calendar.
- B. Select the **Index** tab.
- C. Select **System Administration > Calendar > Calendar Wizard**
- D. Select **Create new Calendars by rolling forward selected data**. Last-years data will be added to a newly created calendar.
- E. Select **Next**.
- F. Select the upcoming school year from the **Year** drop down box.
- G. The **Name Template** should be [year] [schoolname].
- H. Enter "2" in the **Number** field.
- I. Enter the **Start Date** and **End Date**.
Note: The fiscal year is the start date of 7/1 and end date of 6/30.
- J. Select the **Calendar(s)** from the same school year and school in which you are creating the Extracurricular Calendar.
- K. Click **Next**.



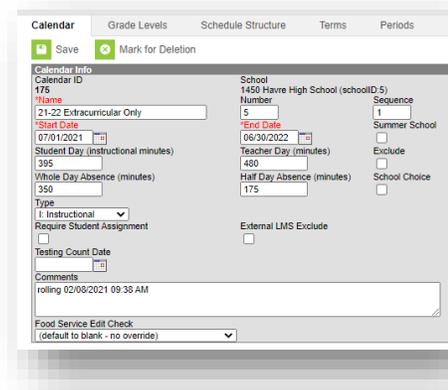
- L. Check the Calendar Attributes, Schedules Structure, Terms Schedules, Period Schedules, and Grade Level boxes only. This will copy data from the selected school's calendar to the Extracurricular Activities calendar. **Days and Day Events cannot** be checked
- M. Select **Run Wizard**.
- N. Scroll to bottom of **Progress** box to verify the Wizard shows **Complete**.
- O. When the Wizard is **complete**, refresh your web browser by selecting the refresh button at the top of your web page. Proceed to the next steps to see the new calendar.



Verify Rolled Calendar Information:

PATH: INDEX > System Administration > Calendar > Calendar > Calendar Tab

- A. From the Action Bar at the top of the screen and select the school year.
- B. Select the **School** and newly created Extracurricular Only **Calendar**.
- C. From the **Index** tab, select **System Administration**, then **Calendar**, and **Calendar**.
- D. Select the **Calendar Tab** at the top.
- E. The recommended naming for the calendar is: xx-xx *Extracurricular Only*
- F. Review the **Start Date** and **End Date** (they should auto-fill with 7/1 and 6/30) and enter the **Sequence**.



Note for the **Sequence** field:

- When a school has multiple calendars, enter a sequence to display a specific calendar first in the Campus toolbar.
- Calendars that have a sequence value are ordered numerically in the Calendar dropdown list, starting with 1.
- The same sequence value can be assigned to multiple calendars. If this is done, the calendars are then ordered alphabetically. Calendars *without* a sequence are sorted alphabetically.

- G. Select **Save**.

H. Navigate to the **Grade Levels Tab** by selecting the **Grade Levels Tab** next to the **Calendars Tab** and verify grades for the school. The **Name, Sequence Number** and **State Grade Level Code** fields should be populated.

1. **Name** given to the grade level. This name appears on student enrollment records, in reports, and as part of the search results for students. This grade level should be entered as two (2) digits or as two (2) characters (e.g., KG or 09).
2. **Seq. Numbers** between grades must be one higher than the grade and in order. This allows students to roll forward to the next grade in the sequence. Sequence numbers should also line up between schools, i.e.: if at the elementary school, the 6th grade sequence number is 7, then at the 7-8 school it should have an 8 for the sequence number for the 7th grade.
3. **State Grade Level Code** is a State-defined grade level. This code is referenced in state reporting extracts.

NOTE: GRADE LEVELS FOR THE EXTRACURRICULAR ONLY CALENDAR SHOULD MATCH THE GRADES THE SCHOOL IT IS ASSOCIATED WITH.

Schedule Structure and Terms

PATH: INDEX > System Administration > Calendar > Calendar > Calendar Tab

- A. Select the **Schedule Structure Tab** next to the Grade Levels Tab.
- B. Verify a schedule structure is listed.
 - If only one Schedule Structure exist, it should be named **Main**.
 - Multiple schedule structures are used when different groups of students meet at different times during the day.
- C. Select the **Terms Tab**.
- D. Verify the terms option listed. If a term schedule already exists, such as quarters, then enter the start and end dates for those quarters. If a term schedule does not already exist, then just create a new, single full year term schedule. Enter the instructional dates in the **Start Date and End Date for the upcoming school year. (First and Last day of instruction.)**
- E. Select **Save Term Schedule/Terms**.

Step 2: Enrolling a Non-Public/Home School Student for Extracurricular Participation

Path: Index > Student Information > Student Locator

To enroll a non-public/home school student, use the student locator tool to search the database to generate a unique state ID for the student, or to see if the student has a preexisting state ID already assigned to them.

- A. Select the **year** and the **Extracurricular Only** calendar.
- B. Go to the **Index**.
- C. Select **Student Information**.
- D. Select **Student Locator**.
- E. Enter the student's last name, first name, & legal gender. Click **Search**.
- F. If a match is generated, verify the date of birth matches and click the name. Proceed to letter H.
- G. If a match is not generated, click **Create New Student**.
- H. Enter the fields in red, including Birth Date and Race/Ethnicity information. (Double check the spelling of the student's name while in this screen).
- I. Scroll down past the **Enrollment Detail** box until you see the **State Reporting Fields**. Check the box under **Extracurricular Activities Only**.
Scroll back up to the **Enrollment Detail** box. Enter the fields in red. Select the appropriate Calendar, Schedule, Grade Level, Start Date, Service Type (**must be S: Partial**), and select the Local Start Status of either *Transfer from a private school within the state* or *Transfer from a home school within the state*. **NOTE:** Student only needs one Extracurricular Activity Only enrollment for the entire school year. Start date would be the first date of participation in any activity and end date would be the last day of participation in any activity. A student should have only 1 Extracurricular Activity enrollment for the school year, regardless of how many times they withdraw and return.
- J. Click **Save** at the top. The student now has an Extracurricular Activity Only enrollment.

The screenshot shows the 'Enrollment Detail' form. The 'Calendar' is set to 'HHS 2021-22'. The 'Schedule' is 'Main'. The 'Grade' is a dropdown menu. The 'Class Rank Exclude' is a checkbox. The 'Local Start Status' is '01: First time receiving educational services'. The 'State Start Status' is '01: First time receiving educational services'. The 'Start Date' and 'End Date' are date pickers. The 'End Action' is a dropdown menu. The 'Service Type' is 'P. Primary'. The 'Local End Status' and 'State End Status' are dropdown menus. The 'Dropout Reason' is a dropdown menu. The 'Start Comments' and 'End Comments' are text areas. The 'State Reporting Fields' section includes a note: 'State Exclude and Extracurricular Activities Only cannot both be marked. If "Extracurricular Activities Only" box is checked, no other enrollment tab data is needed EXCEPT End of Year Number of 6+ weeks activities completed.' The 'Extracurricular Activities Only' checkbox is checked. Other fields include 'Serving and Resident Instruction Identification', 'Serving District', 'Serving School', 'Resident District', 'Resident School', and 'Military Connected Status'. The 'Enrollment Counts' section is partially visible at the bottom.

Step 3: Entering a Completed Extracurricular Activity

As part of the End of Year Collection, record the number of Extracurricular Activities completed during the school year. Enter the record under the *End of Year* section of the *State Reporting Fields* under the current year enrollment.

Path: Search > Student > Enrollment Tab

- A. Select the year and Extracurricular Only calendar from the tool bar.
- B. Go to the **Search** tab.
- C. Select **Student** from the drop-down menu.
- D. Enter students name, last name, first name format. Click **Go**.
- E. Click on the student's name in the search results.
- F. Click on the Enrollment Tab. Select the *current* year enrollment.
- G. Scroll down to the *End of Year* section under the *State Reporting Fields*.
- H. Under **Completed Extracurricular Activities for Non-Public School Students**, select the number of activities completed for either **Number of 6+ Week Activities** or **Number of 18+ Week Activities**.
- I. Click **Save**. Repeat for any other Non-Public/Home School students who have completed their Extracurricular Activities.

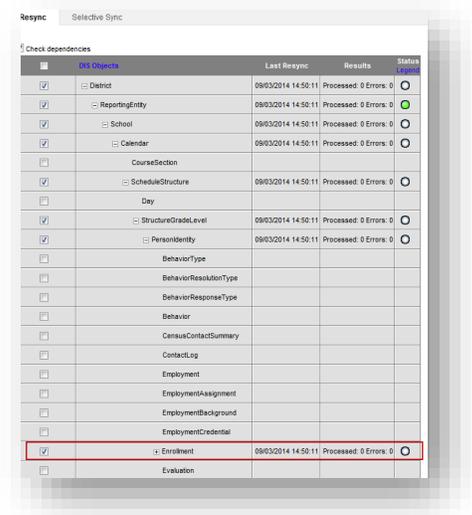
The screenshot shows a web form titled "END OF YEAR" with a sub-section "End of Year Attendance Totals". It contains three input fields: "ADA - #Days Present", "ADA - #Days Enrolled", and "ESSA - #Days Absent". Below this is a section titled "Completed Extracurricular Activities for Non-Public School Students" which contains two dropdown menus: "Number of 6+ week activities" and "Number of 18+ week activities". Both dropdown menus are highlighted with red boxes in the image.

Step 3: Resync Data to the State Level

Path: Index > System Administration > Data Utilities > Resync State Data

Resyncing your data to the state ensures that the most recent records are on file with the state.

- A. From the banner at the top, select the **Year** and **School**.
- B. Select the **Index** tab.
- C. Then select **System Administration**.
- D. Followed by **Data Utilities**.
- E. Then select **Resync State Data**.
- F. Check the box for **Enrollment**. All associated boxes will automatically populate.
- G. At the bottom of the window, click **Send Resync**.



Contact the OPI AIM Helpdesk at 1-877-424-6681 or [Submit an AIM Help Desk Ticket](#) for assistance.