

AIM User Guide:
Fall Enrollment &
Aggregate Hours

THIS GUIDE EXPLAINS THE BASIC PROCESS FOR ENTERING COUNT DATE ABSENCES AND AGGREGATE HOURS INFORMATION INTO AIM/INFINITE CAMPUS.

TOPICS COVERED IN THIS AIM USER GUIDE INCLUDE:

- HOURS INFORMATION
- RESYNC STATE DATA
- VALIDATION WITH STATE PUBLISHED AD HOC REPORTS

REMINDER: BECAUSE THE PURPOSE OF THIS COLLECTION IS TO COUNT ENROLLMENTS AND ABSENCES AS OF THE COUNT DATE, THE DATA ENTRY WORK SHOULD NOT BE DONE UNTIL **AFTER SCHOOL HAS ENDED ON THE COUNT DATE** AND ATTENDANCE HAS BEEN TAKEN. THIS INCLUDES CALCULATION PROCESSES, UPLOADS AND DIRECT ENTRY OF THE DATA.

- [MCA 20-9-311. Calculation of average number belonging \(ANB\)](#)
- [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING \(ANB\)](#)
- [ARM.10.15.101 SCHOOL FUNDING DEFINITIONS](#)
- [MCA 20-7-1404 INDIAN LANGUAGE IMMERSION PROGRAMS](#)

Fall Enrollment, Aggregate Hours & Count Date Absence Collection

AIM User Guide

THE FALL AND SPRING ENROLLMENT COLLECTION IS USED TO COLLECT AGGREGATE HOURS OF INSTRUCTION AND COUNT DATE ABSENCES FOR ALL STUDENTS ENROLLED ON THE FALL COUNT DATE. STUDENT DATA FROM AIM WILL THEN BE IMPORTED INTO THE MAEFAIRS SYSTEM TO DETERMINE THE COUNT OF STUDENTS IN CALCULATING AVERAGE NUMBER BELONGING (ANB) FOR SCHOOL FUNDING. THE STUDENT ACHIEVEMENT GAP PAYMENT IS DETERMINED BY THE STUDENT'S RACE AS IT IS IMPORTED INTO MAEFAIRS.

THE FALL ENROLLMENT DATA MUST BE ACCURATE AS OF **OCTOBER 5, 2021**. BEGIN ENTERING THIS DATA NO EARLIER THAN **OCTOBER 20, 2021**.

CALCULATION PROCESSES AND UPLOADS OF DATA SHOULD NOT BE COMPLETED UNTIL THE DAY AFTER THE COUNT DATE. IF THERE ARE NO CLASSES HELD ON 'AS OF' COUNT DATE, USE THE NEXT REGULARLY SCHEDULED SCHOOL DAY.

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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Frequently Asked Questions:

Before beginning the process, there are a few considerations in choosing the most appropriate method for your district. Read the questions below to determine which option is best for you.

- 1. OUR DISTRICT USES INFINITE CAMPUS TO RECORD STUDENT ATTENDANCE INFORMATION – WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Fall Aggregate Hours. [Use Option A.](#)
- 2. ALL ATTENDANCE DATA IS STORED ON A THIRD-PARTY STUDENT INFORMATION SYSTEM – WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Most student information systems have automated extracts to upload Aggregate Hours in a format that will upload to AIM/Infinite Campus. [Use Option B.](#)
- 3. OUR DISTRICT ONLY HAS A FEW STUDENTS – WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Districts with only a handful of students may find the direct entry method of entering student Aggregate Hours most convenient. [Use Option C.](#)
- 4. OUR DISTRICT HAS ABOUT 150 STUDENTS- BUT WE USE PAPER LEDGERS TO RECORD STUDENT ATTENDANCE- WHICH METHOD SHOULD I USE TO ENTER AGGREGATE HOURS?** Districts who maintain paper ledgers or do not have a third-party student information system, may want to default all students to full-time and use the direct entry method to modify select students' Aggregate Hours, Fall Absent value, or the Exclude Fall ANB box. [Use Option D.](#) This method may also be used by District Edition users if they are getting errors when calculating Aggregate Hours.

5. OUR DISTRICT HAS A KF AND A KH GRADE LEVEL. WHAT IS THE DIFFERENCE? Kindergarten-Half Time Program (Grade = KH)
KH is only utilized by districts with schools that do not have an approved full-time kindergarten program. If the pupil's current instructional program provides:

- Less than 180 aggregate hours of instruction time per year, then student is enrolled in AIM in grade KH with aggregate hours of N. Enrollment in a program intended to provide less than 180 hours of pupil instruction per school year may not be included for ANB purposes.
- At least 180 aggregate hours but less than 360 aggregate hours, then student is enrolled in AIM in grade KH with aggregate hours of Q. The student is counted as one-quarter time enrolled for purposes of ANB.
- Greater than or equal to 360 hours of aggregate hours of instruction time per year, then student is enrolled in AIM in grade KH with aggregate hours of H, T or F. The student is only counted as one half time enrolled for purposes of ANB.

Data Checklist:

All Grades –

- Verify that all students have an enrollment and no overlaps:
“Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap.”
- Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).
- Enter new students, exit students no longer in attendance. Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- For Indian Language Immersion Program participants: verify the Indian Language Immersion Program box is checked under the enrollment tab.
- For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that their end date is before the count date.
- For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
- Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment as necessary.
- Follow the [Enrollment Exceptions for ANB User Guide](#) to:
 - Enter End Dates and/or Start Dates for MT Youth Challenge Students
 - Verify continued participation and grade level for continuing Job Corps Students.
 - Check boxes on the enrollment tab for Job Corps and MT Youth Challenge students.
- Enter Special Education Exit Date and Exit Reason for exited Special Ed students.
- Verify that all completed Special Education ERs and IEPs are locked. (Run the state published ad hoc, ALL SPEC ED STATUS – UNLOCKED IEP)
- Enter Aggregate Hours for Count Date Absences for all students, including PK and Kindergarten.
- Check the “Exclude Fall” box for:
 - Any student absent 11 or more consecutive days prior to and including the count date.
 - Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
 - Students placed in day-treatment as of count date. Not applicable if student has returned to school attendance.
- After the Aggregate Hours data has been entered, verify the Data by using State Published Ad Hoc Reports: INDEX>AD HOC REPORTING>FILTER DESIGNER>>+STATE PUBLISHED
- Resync enrollment data to the state when data has been completely entered.
- Verify your Student Information System (SIS), AIM, and MAEFAIRS enrollment data match as of the count date.

Note for all Districts: Checking the **Exclude Fall ANB** box will exclude the student from the Fall ANB count. Mark this box if:

- Student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception. ([ARM 10.20.102\(10\)](#), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance that should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.)
- Kindergarten students not 5 years old as of September 10th who are not qualified to be included in the district’s ANB count per [20-7-117, MCA](#).
- Student is attending a private, non-sectarian Day Treatment program as of the count date. [ARM 10.20.106](#) provides more details pertaining to Day Treatment and the calculation of ANB.

Step 1 – Determine which edition of Infinite Campus is used by your district.

District Edition- Districts who use Infinite Campus as their primary Student Information System.

MT Edition- Used by districts who have a third-party Student Information System.

Step 2 – **Select *one* of the following processes for your district.**

- A. **Option A:** District Edition: Automatic Calculation for Districts Who Record Attendance in Infinite Campus.
 - B. **Option B:** MT Edition: Export Fall Aggregate Hours from Your Student Information System (SIS). MT AND DISTRICT EDITION option of Aggregate Hours entry.
 - C. **Option C:** District Edition or MT Value Added user: Manual Entry of Aggregate Hours into Infinite Campus (For Small Districts).
 - D. **Option D:** Troubleshooting District Edition Option OR MT Value Added users who do not have a third-party student information system: Use this option if you are a **District Edition** user and your Aggregate Hours didn't calculate the first time and you are getting errors for students without schedules. **OR**, use this option if you are a **MT Value Added** user who does not have a third-party student information system and you wish to set all students' Aggregate Hours to full time (F: 720+) hours, and then manually adjust any students who are *not* (F: 720+), or modify their Fall Absent value, or their Exclude Fall ANB box.
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A. (District Edition) Automatic Calculation of Aggregate Hours for Districts Who Record Attendance in Infinite Campus

PATH: INDEX > MT STATE REPORTING > MT COUNT DATE ATTENDANCE > SELECT COUNT PERIOD TO CALCULATE

Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Fall Aggregate Hours and Absent Count data. *The Aggregate Hours of Instruction field is editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value manually on the Enrollment tab for such students.*

1. Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).
2. From the **Index**, expand **MT State Reporting**.
3. Select **MT Count Date Attendance**.
4. From **Count Period**, choose **Fall**.
5. The **MT OPI Designated Count Date** for the current year should auto-fill: **10/05/2021**
6. Under **Calculation Type**, all boxes should automatically be checked, do not uncheck these boxes.
7. Click **Run Test**.
8. The report will say status *Completed* when it is finished running. Open the Results Report.
9. Check the warnings/errors and make corrections as needed. **Student data has NOT been updated at this point, only tested.**
10. Return to the **MT Count Date Attendance** tool.
11. Click **Generate**. Repeat this process for each **School/Calendar**. **Note:** Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.
12. Ensure that those students participating in Job Corps, MT Youth Challenge, or the Indian Language Immersion Program, have these boxes checked under their enrollments tab. If they do not apply to the student, leave them unchecked. Contact [Lona Running Wolf](#) for questions regarding ILIP.
13. Go to [Step 3](#) to verify data before resynching to the state level.

Count Date Attendance

Count Date Attendance will be calculated based on the Count Period selected on the editor and the calendar/schedule structure selected in the Campus tool bar. A calendar must be selected in order to complete calculations.

The MT OPI Designated Count Date field will default to the following dates:

- Fall: First Monday in October. If not instructional, the first instructional day after the first Monday in October will be used.
- Test Window: No default value will be provided. Users must enter the MT OPI Designated Testing Count Date as provided by the State for the school year.
- Spring: First Monday in February. If not instructional, the first instructional day after the first Monday in February will be used.

Users may not run count Date Attendance calculations prior to or on the MT OPI Designated Count Date of the Count Period selected on the editor. Users must wait until the MT OPI Designated Count Date for the Count Period has passed in order to collect the day's attendance detail on the specified MT OPI Designated Count Date.

It is recommended that a test be run prior to running the calculation(s). The Run Test option will provide a results report that includes the date as entered in the MT OPI Designated Count Date field, number of enrollments updated, and errors or warnings. The Generate option will also provide these results.

If Submit to Batch is selected, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to receive the results reports.

This tool can be run for previous or current calendars.

Count Date Attendance

*Count Period:

*MT OPI Designated Count Date:

*Calculation Type

- Aggregate Hours of Instruction
- Absent
- Exclude ANB 10 Day Rule

Ad Hoc:

Run Test Generate Submit to Batch

Refresh Show top 50 tasks submitted between 07/01/2020 and 07/08/2020

Batch Queue List			
Queued Time	Report Title	Status	Download

B. (MT EDITION) Importing Aggregate Hours Information into AIM/Infinite Campus

PATH: Index > MT State Reporting > MT Data Upload

MT Edition Users: From your third-party Student Information System, export Fall Aggregate Hours (and Job Corps, MT Youth Challenge, or Indian Language Immersion Program (ILIP) Data if applicable). Copy the data into the upload template pictured below. Contact [Lona Running Wolf](#) for questions regarding ILIP. Proceed with the following steps to upload this data into the AIM/Infinite Campus.

1. Create an export file from your Student Information System (SIS). Populate that data into our AIM [Fall Count Template](#). (Follow the directions in the blue header inside the template before continuing.)

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16
Record Type (AF)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Fall Count Absent	Exclude Fall ANB	Aggregate Hours of Instruction	Job Corps	MT Youth Challenge	Age 19 or 20 Eligible for ANB	Indian Language Immersion Program	Year

2. Save the file in either *.txt or *.tsv format in an easy to locate place such as your desktop.
3. From the **Index**, select **MT State Reporting**, then select **MT Data Upload**.
4. Choose **Import Type**, **Fall Enrollment Count**, and **Work to Perform, Validate and Test File**. (Validate and Test will only test the file, it will not change any student data. Do not test or upload more than one file at a time.)
5. Click **Choose File** and locate the file you created and saved for importing. Select the file, click **Open**, and then click **Submit To Batch**.
6. **Batch Queue Reporting Options** box will appear. Check **High Priority** box if not selected. Click **Okay**, then click **Okay** again.
7. In the box below labeled **Batch Queue List** you will see the file status. Status will change to 'Completed' when it is finished and next to it a 'Get Report' link will appear. If this has not happened after a few minutes, click **Refresh** above the Batch Queue List box.
8. Click 'Get Report' link once it appears in the Batch Queue List box. Click **Results Report** after it appears at the bottom right of your browser. Review the report for *Errors* or *Warnings*. (Errors will cause the record to be rejected. Warnings will allow you to upload, but they should be checked.) Correct errors in your SIS and within the file. If changes were made to the file, save it again and go back to the upload screen.
9. Upload the file again to test and re-check for errors. **NOTE:** **Rename the file otherwise the system will not recognize that a new file is being tested.** Repeat steps 4-8 above. Correct any more errors, if any. **No data has been changed at this point- this has only tested the file for errors.**
10. Once the file is error free, return to **MT State Reporting/MT Data Upload**.
11. Change **Work to Perform** section to **Upload File**. (This will now upload the data to the student records.)
12. Click **Submit To Batch**.
13. Go to [Step 3](#) to verify data before resynching to the state level.

Import Data

*Import Type: Fall Enrollment Count

*Work to Perform: Validate and Test File

*File: Choose File | No file chosen

Submit to Batch

Review the Validate and Test results file located in the Batch Queue List located at the bottom right of the page. Identify and correct import errors and/or warnings. Select Refresh on the Batch Queue to refresh the Batch. When the Batch has completed processing, select "Get the report" to retrieve the Summary file.

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. After the Import Results have been reviewed, please click the Refresh State ID File button and select the New Student State ID file that corresponds to the state time the Import completed processing. Click Generate to retrieve the new Student State ID file.

Refresh Show top 50 tasks submitted between 06/19/2020 and 06/26/2020

Batch Queue ID	Report Title	Status	Download
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C. (MT VALUE ADDED OR DISTRICT EDITION) Manual Entry of Aggregate Hours into Infinite Campus (for small districts)

PATH: INDEX > STUDENT > SEARCH

This process is the manual entry of aggregate hours by accessing each student's enrollment record. All students that are enrolled on **October 5, 2021** need to have the correct Aggregate Hour field completed *after* the end of this school day.

1. From the top banner, select the **Year** and **School**.
2. Select **Search**, then **Student** from the drop-down menu.
3. Select **Go** to load all students at once in the search results.
4. Select a student and go to the **Enrollments** tab.
5. Open the current **21-22** school year enrollment and scroll to the **Attendance and Enrollment Information** section under **State Reporting Fields**.

The screenshot shows the Infinite Campus interface for a student named Jennifer G. Adams. The 'Enrollments' tab is selected, and the 'Fall Attendance Count' section is visible. A dropdown menu is open, showing the following options for 'Fall Aggregate Hours of Inst.':

- F: 720 + hours
- T: 540 to 719 hours
- H: 360 to 539 hours
- Q: 180 to 359 hours
- N: 0 to 179 hours

6. Under *Fall Attendance Count*, select the appropriate Fall Aggregate Hours of Inst.
7. If the *Fall Absent* value needs to be changed, enter the correct value in the *Fall Absent* field: The sum of absences on the Count Day.
 - A value of 0.000 indicates the student was present the entire day.
 - Absent = (number of minutes the student is scheduled on the MT OPI Designated Count Date) – (number of minutes the student is present on the MT OPI Designated Count Date) / (scheduled minutes on the MT OPI Designated Count Date)
 - This value is rounded to 3 decimal places.
8. Checking the **Exclude Fall ANB** box will exclude the student from the Fall ANB count. Mark this box if:
 - Student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception. ([ARM 10.20.102\(10\)](#), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance that should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.)
 - Kindergarten students not 5 years old as of September 10th who are not qualified to be included in the district's ANB count per [20-7-117, MCA](#).
 - Student is attending a private, non-sectarian Day Treatment program as of the count date. [ARM 10.20.106](#) provides more details pertaining to Day Treatment and the calculation of ANB.
9. Ensure that those students participating in Job Corps, MT Youth ChalleNGe, or the Indian Language Immersion Program (ILIP), have these boxes checked. If they do not apply to the student, leave them unchecked. Contact [Lona Running Wolf](#) for questions regarding ILIP.
10. Click **Save**.
11. Go to [Step 3](#) to verify data before resynching to the state level.

D. (TROUBLESHOOTING OPTION FOR DISTRICT EDITION OR OPTION FOR MT VALUE ADDED USERS WITHOUT A THIRD-PARTY STUDENT INFORMATION SYSTEM) Mass Setting All Students Aggregate Hours To Full Time (F) and Manually Adjusting Specific Students' Aggregate Hours

PATH: INDEX > MT STATE REPORTING > MT EXTRACTS

Use this option if you are a District Edition user and your Aggregate Hours didn't calculate correctly the first time and you are getting errors for students without schedules OR if you are a MT Value Added user without a third-party student information system and you wish to set all students aggregate hours to full time and then manually adjust specific students who are not full time. All students that are enrolled on **October 5, 2021** need to have the correct Aggregate Hour field completed. This process is the manual adjustment of Aggregate Hours by accessing a student's enrollment record after all students' Aggregate Hours have been automatically set to full time.

1. From the **Index** tab, select **MT State Reporting**, then **MT Extracts**.
2. Select **Extract Type: Fall Enrollment Count** and **Format: State Format (TSV)**.
3. Select 'Active Year' under **Calendar(s)** to include in your report.
4. Click **Generate Extract**. (**Note:** The report generated will automatically populate the **Aggregate Hours of Instruction** for each student with an 'F' value which equals = 720 + hours.)

5. Save the file where it can be easily located. Open the file and highlight the entire text in the file including the top header. Right click and copy the highlighted section and paste into the **Fall Count Template** pictured below, available on the AIM website under **AIM Upload Templates**. Make sure to follow the instructions in **Blue** in the heading of the template. Delete the first three rows as per the instructions on the template. Save the file as a .txt or .tsv format in an easy to find location.

DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)MT9:1															
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16
Record Type (AF)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Fall Count Absent	Exclude Fall ANB	Aggregate Hours of Instruction	Job Corps	MT Youth Challenge	Age 19 or 20 Eligible for ANB	Indian Language Immersion Program	Year
*Fields in Red must be populated. Template last updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.															

6. Return to the **Index** tab, select **MT State Reporting**, then **MT Data Upload**.
7. From **Import Type**: select **Fall Enrollment Count** and from **Work to Perform**: select **Upload File**.
8. Click **Submit to Batch**.
9. Click **Upload**. **All Students in the file will now be marked as F: 720+ with Fall Absent at 0.000.** **Adjust the individual students who were absent or require a different aggregate hours value other than F : 720+ by proceeding with the following instructions:**

To adjust the individual student record for a student who has Aggregate Hours other than F: 720+ or to modify their Fall Absent value, or to check the Exclude Fall ANB box:

1. Click the **Search** tab. Enter the student's *name*: last name, then first name.
2. Click **Go**.
3. Click the student's name and select the **Enrollments** tab.
4. Open the current school year enrollment. Scroll down under the State Reporting Fields section to the **Attendance and Enrollment Information** section.

5. If the *Aggregate Hours* are different, select the appropriate number of hours.
6. If the *Fall Absent* value needs to be changed, enter the correct value in the *Fall Absent* field:

The screenshot shows a web form titled "ENROLLMENT DETAILS". Under the "Fall Enrollment Count" section, there are three main fields: "Fall Aggregate Hours of Inst." with a dropdown menu showing "720", "Fall Absent" with a text input field containing "0.000", and "Exclude Fall ANB" with an unchecked checkbox. Below these are three more checkboxes: "Job Corps", "MT Youth Challenge", and "Indian Lang. Immersion Prg.", all of which are currently unchecked.

The sum of absences on the Count Day.

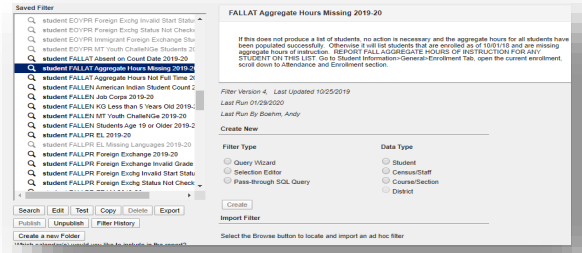
- A value of 0.000 indicates the student was present the entire day.
 - Absent = (number of minutes the student is scheduled on the MT OPI Designated Count Date) – (number of minutes the student is present on the MT OPI Designated Count Date) / (scheduled minutes on the MT OPI Designated Count Date)
 - This value is rounded to 3 decimal places.
7. If it applies, check the *Exclude Spring ANB* box to exclude the student from the Spring ANB count. Mark this box if:
 - Student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception. ([ARM 10.20.102\(10\)](#), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance that should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.)
 - Kindergarten students not 5 years old as of September 10th who are not qualified to be included in the district's ANB count per [20-7-117, MCA](#).
 - Student is attending a private, non-sectarian Day Treatment program as of the count date. [ARM 10.20.106](#) provides more details pertaining to Day Treatment and the calculation of ANB.
 8. Ensure that those students participating in Job Corps, MT Youth ChalleNGe, or the Indian Language Immersion Program (ILIP), have these boxes checked. If they do not apply to the student, leave them unchecked. Contact [Lona Running Wolf](#) for questions regarding ILIP.
 9. Click **Save**. Repeat for any student who aggregate hours need adjusting.
 10. Go to [Step 3](#) to verify data before resynching to the state level.

Step 3 – (ALL DISTRICTS) Verify Enrollment & Aggregate Hours

Path: Index > Ad Hoc Reporting > Filter Designer

State published ad hoc filters are available to help verify aggregate hours for fall attendance data.

1. Select the current year and school from the tool bar.
2. Select the **Index** tab.
3. Select **Ad Hoc Reporting**.
4. Locate **Filter Designer**.
5. From the **Saved Filters**, select the folder named **+State Published** list.
6. Select either **FALLAT Aggregate Hours Missing** or **FALLAT Aggregate Hours Not Full Time**.
7. Click the **Search** button and the search results will be listed on the left. This will allow you to select the student and adjust aggregate hours if necessary.

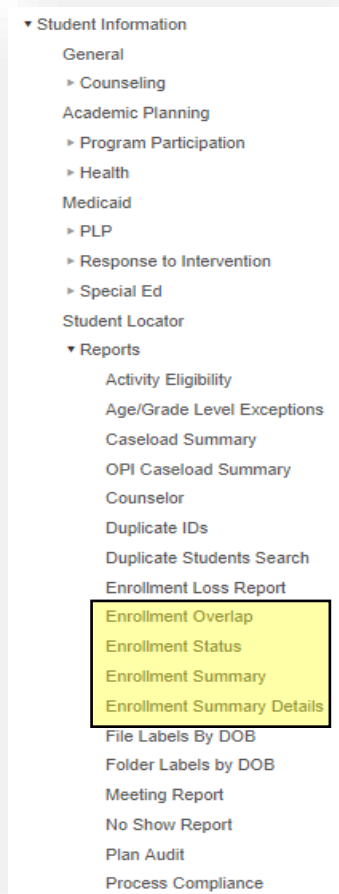


Use Student Information Reports to help verify accurate enrollments.

PATH: INDEX> STUDENT INFORMATION > REPORTS

From the **Index**, expand **Student Information**. Select **Reports**.

- The **Enrollment Overlap Report** will list students who are simultaneously enrolled in two or more different schools on the same date. Enter the school year and/or any enrollment dates you wish to evaluate. You can select specific grade levels, as well as certain service types to add to the filter. **Also, please look at the state enrollment overlap report.**
- The **Enrollment Status Report** displays all enrollment information for a certain student within a certain calendar. If a student is enrolled, and then leaves the district but moves back, both enrollments will be listed on this report.
- The **Enrollment Summary Report** will list a district-wide breakdown of enrollments grouped by school, grade, gender and race. This report will print for one school, multiple schools or All Schools.
- The **Enrollment Summary Details Report** lists student enrollment data using the start and end date of enrollment, enrollment start and end status, and race/ethnicity information, and provides a list of names.



Note: The Aggregate Hours of Instruction field is editable for District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field. Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.

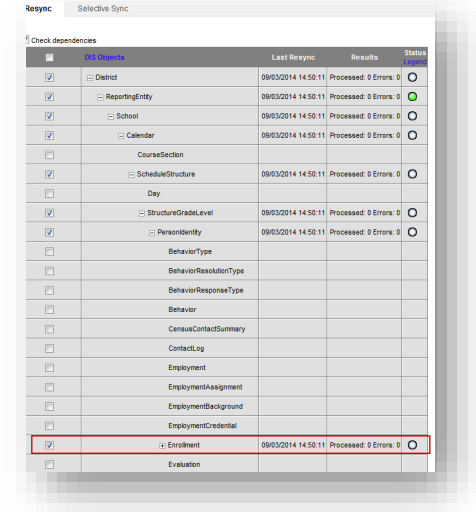
Step 4 – (ALL DISTRICTS) Resync Data to the State Level

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 resync must also be performed in order to get your data to import into MAEFAIRS.**

1. From the banner at the top, select the **Year** and **School**.
2. Select the **Index** tab.
3. Then select **System Administration**.
4. Followed by **Data Utilities**.
5. Then select **Resync State Data**.
6. Check the box for **Enrollment**. All associated boxes will automatically populate.
7. At the bottom of the window, click **Send Resync**.

A data resync is required after changes are completed and before data collection due dates. It is also required for all file uploads and is recommended before data collection due dates.



NOTE: The Fall Count IS used for ANB funding and requires MAEFAIRS importing and submission

Step 5- (ALL DISTRICTS) MAEFAIRS Importing and Submitting from AIM / Infinite Campus

Used in MAEFAIRS American Indian Student Achievement Gap payment) and in the Membership file submitted to U.S. Department of Education (USED).

Districts must import AIM enrollment into MAEFAIRS:

- * For the Fall Count Date: **The first Monday in October**
- * For the Spring Count Date: **The first Monday in February**

The MAEFAIRS Count Day collections are snapshots of enrollments as of Fall and Spring enrollment count dates. Enrollments are entered in AIM, verified, and then imported into MAEFAIRS for purposes of determining state funding. For students to be correctly counted in MAEFAIRS, the students must be enrolled in AIM with the correct Service Type and Aggregate Hours.

___ Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments) and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

___ To import from AIM to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps.

- The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time but will not be able to officially **submit** their report until **on or after the count date**.

___ The District's AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.

For instructions, see [MAEFAIRS Student Count for ANB Reporting Instructions](#)

For help with the MAEFAIRS system, contact [Nica Merala](#) or call (406) 444-4401.

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