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 4, 2022**. Begin entering this data no later than **October 21, 2022**. 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.
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: 10/03/2022
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.
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.)

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.
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 3, 2022 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 22-23 school year enrollment and scroll to the Attendance and Enrollment Information section under State Reporting Fields.
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.

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 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 **FALL AT Aggregate Hours Missing** or **FALL AT 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 **Nicole Thuotte** or call (406) 444-4524.

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