

**AIM User Guide:**  
**AIM Dropout, Graduate,  
and Cohort Data  
Validation and  
Certification**

DATA COLLECTED IN THE OPI AIM INFINITE CAMPUS STUDENT SYSTEM IS USED IN FEDERAL OR STATE FORMULAS TO PROVIDE FUNDING FOR MONTANA SCHOOLS. THE SUCCESSFUL COMPLETION OF STUDENT DATA BY THE DEADLINE DIRECTLY IMPACT FUNDING FOR ALL MONTANA SCHOOLS.

**CITATIONS:**

STATE REPORTING:

» [MCA20-7-104](#) TRANSPARENCY AND PUBLIC AVAILABILITY OF PUBLIC SCHOOL PERFORMANCE DATA

US DEPT. OF ED REPORTING:

» [EDFacts: FS032](#) —  
Dropouts v14.4

» [EDFacts: FS150](#) —  
Adjusted-Cohort  
Graduation Rate v14.0

» [EDFacts: FS151](#) —  
Cohorts for Adjusted-Cohort Graduation Rate v14.0

» [EDFacts: FS040](#) —  
GRADUATES/COMPLETERS v15.1

# AIM Dropout, Graduate, & Cohort Data Validation and Certification

## AIM User Guide

Within Infinite Campus, there are data *validation reports* (created by the OPI staff) for each dropout, graduate, and cohort data groups for either the **secondary or primary user** to check the data and fix errors before certifying the data. There are also data *certification events* (setup by the OPI staff) for each dropout, graduate, and cohort data groups for the **primary user** to submit the finalized data to the OPI by certifying it.

This guide describes 1) how to run validation reports and 2) how to certify the data to the OPI.

**NOTE:** Validation can begin at any time, however, the Certification process will not be available until October 1<sup>st</sup> of every year. Validation and Certification user setup can be done at any time.

## Contents

|  |   |
|--|---|
| STEP 1: SECONDARY USERS: HOW TO VIEW AND CHECK DATA IN INFINITE CAMPUS VALIDATION REPORTS.....                                 | 3 |
| STEP 2: PRIMARY USERS: HOW TO CHECK AND CERTIFY DROPOUT, GRADUATE, & COHORT DATA IN INFINITE CAMPUS CERTIFICATION MODULE ..... | 4 |

### **Data Checklist:**

- \_\_\_\_\_ Enter End Date and End Status for withdrawn students. (Exit Scenarios Guide and/or Enrollment End Status Codes.)
- \_\_\_\_\_ Verify status of MT Youth ChalleNGe, Job Corps and Montana Digital Academy students and End Date enrollment as necessary. (MT Programs: Job Corps & MDTA and/or MT Programs: Youth Challenge)
- \_\_\_\_\_ Validate the data by running the dropout, graduate and cohort data validation reports to check/validate the data (done by the secondary user with access to the 'data validation' user group).
- \_\_\_\_\_ Fix any data issues found in data validation reports.
- \_\_\_\_\_ Certify the data by running dropout, graduate and cohort data certification reports to view the finalized data and certify it to the OPI (done by the primary user with access to the 'data certification' user group).

## STEP 1: SECONDARY USERS: HOW TO VIEW AND CHECK DATA IN INFINITE CAMPUS VALIDATION REPORTS

The information available in this area may contain personally identifiable/confidential data. Caution should be used when storing printed copies or saving this data on a secure network drive.

1. Choose the **PREVIOUS SCHOOL** year at the top of the Infinite Campus screen.
2. Click on the **Index** tab. Select **Data Integrity Tools**.
3. Select **Data Validation**.
4. Click on **Definition Groups** (**Note:** Middle schools should only pay attention to the 7-8 Dropout reports.)
5. From the *Data Validation Groups Editor*, select the report you wish to view:

|  |   |
|--|---|
| <b>7-8 Dropout Data Checks</b>                   | This report has one possible list of students whose data may need to be fixed: student was marked as a dropout but have since returned.   |
| <b>7-8 Dropout List and Counts- to Certify</b>   | This list contains students who are dropouts by school, grade, last name and first name. After this list is reviewed and verified to be correct, it will need to be certified as final list of dropout students.  |
| <b>9-12 Dropout Data Checks</b>                  | This report has one possible list of students whose data may need to be fixed: student was marked as a dropout but have since returned.   |
| <b>9-12 Dropout List and Counts - to Certify</b> | This list contains students who are dropouts by school, grade, last name and first name. After this list is reviewed and verified to be correct, it will need to be certified as the final list of dropout students.  |
| <b>Graduate Data Checks</b>                      | This report possibly has multiple lists of students whose data may need to be fixed: <ul style="list-style-type: none"> <li>• Graduates that are not grade level 12</li> <li>• Graduates excluded as foreign exchange</li> <li>• Graduates missing diploma information</li> </ul> |
| <b>Graduate List and Counts - to Certify</b>     | This list contains students who are graduates by school, last name, first name. After this list is reviewed and verified to be correct, it will need to be Certified as the final list of graduate students.  |
| <b>Cohort Data Checks</b>                        | This report has possible list of students whose data may need to be fixed: <ul style="list-style-type: none"> <li>• Students missing their 'Date first entered 9<sup>th</sup> Grade' on the graduation tab.</li> </ul>  |
| <b>Cohort List and Counts - to Certify</b>       | This includes four lists and counts of: Cohorts on Time Graduates, Cohort Dropouts, Cohort Transferred Out, Cohort Still Enrolled and will need to be certified as the final (count) of cohort student list.  |

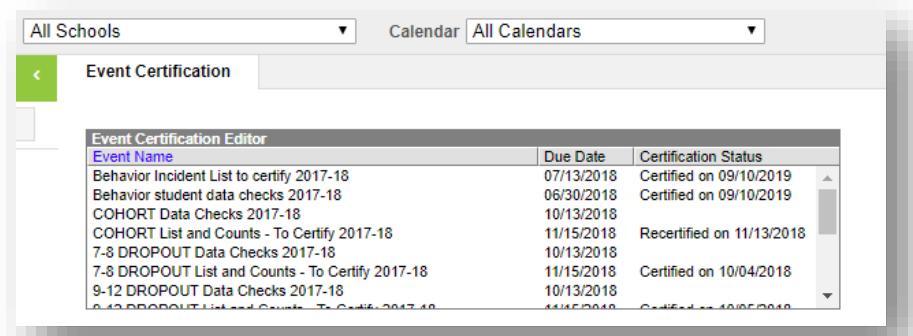
6. Select **Preview** next to the **Name** field to review the report. A pop-up window will appear with the report.
7. Review the report and correct any errors you may find in the data. When the errors have been fixed, notify the Primary member (person who will be certifying data) for your district that the data has been checked. Let them know the data is accurate and ready to be certified for the OPI to use for state reporting.
8. Repeat this process for each report as necessary in the Data Validation Groups Editor list.

## STEP 2: Primary Users: How to Check and Certify Dropout, Graduate, & Cohort Data in Infinite Campus Certification Module

*The information available in this area may contain personally identifiable and confidential data. Caution should be used when storing printed copies or saving this data on a secure network drive.*

The final certification process can be done after the data errors are fixed and the certifying staff has been notified that the data has been checked, verified, is accurate and ready to be certified for the OPI to use for state reporting. **NOTE: The Certification process is not available until the 1<sup>st</sup> of October every year.**

1. Choose the **PREVIOUS SCHOOL** year at the top of the screen in Infinite Campus.
2. Click on the **Index** tab. Select **Data Integrity Tools**.
3. Select **Data Certification**.
4. Select **Event Certification**. (**Note:** Middle schools will only see the 7-8 Dropout events.)
5. Scroll down until you come to the previous year's events. Click on the event name from the *Event Certification Editor* to certify the data. The chart below helps to identify events that will likely need certifying.



| Event Name  | Due Date   | Certification Status      |
|---|------------|---------------------------|
| Behavior Incident List to certify 2017-18         | 07/13/2018 | Certified on 09/10/2019   |
| Behavior student data checks 2017-18              | 06/30/2018 | Certified on 09/10/2019   |
| COHORT Data Checks 2017-18                        | 10/13/2018 |                           |
| COHORT List and Counts - To Certify 2017-18       | 11/15/2018 | Recertified on 11/13/2018 |
| 7-8 DROPOUT Data Checks 2017-18                   | 10/13/2018 |                           |
| 7-8 DROPOUT List and Counts - To Certify 2017-18  | 11/15/2018 |                           |
| 9-12 DROPOUT Data Checks 2017-18                  | 10/13/2018 | Certified on 10/04/2018   |
| 9-12 DROPOUT List and Counts - To Certify 2017-18 | 10/13/2018 |                           |

|   |                            |  |
|---|----------------------------|--|
| <b>7-8 Dropout List and Count - to Certify</b>  | <i>Middle Schools Only</i> | This list contains students who are dropouts by school, grade, last name and first name. After this count and list is reviewed and verified to be correct, it will need to be certified as a final list of dropout students.   |
| <b>9-12 Dropout List and Count - to Certify</b> | <i>High Schools Only</i>   | This list contains students who are dropouts by school, grade, last name and first name. After this count and list is reviewed and verified to be correct, it will need to be certified as a final list of dropout students.   |
| <b>Graduate List and Count - to Certify</b>     | <i>High Schools Only</i>   | This list contains students who have graduated (excludes foreign exchange). This list is sorted by School, last name, first name. After this count and list is reviewed and verified to be correct, it will need to be certified as a final list of graduate students. |
| <b>Cohort List and Counts to Certify</b>        | <i>High Schools Only</i>   | This contains the following lists: Cohort on Time Graduates, Cohort Dropouts, Cohort Transferred Out, Cohort Still Enrolled. After these counts and lists are reviewed and verified to be correct, they will need to be certified as final lists of Cohort students.   |

*Instructions continued on next page*

6. After selecting the event, the *Event Detail* portion of the screen will appear. Look for the blue link next to the label **Data Validation Groups**. **Note:** The label will match the event you clicked on, such as 'Dropout List to Certify' or 'Dropout data checks'.
7. Click on the blue link with the label of the event you selected, to review the student data that is stored in your districts' local Infinite Campus system.

**Note:** There is also a blue link to the right called **Run At State**. This will process the report and put it into a batch queue list. When complete and ready to view, it will show the student data that is stored at the state level of Infinite Campus. This should be the same list as the report showing student data that is stored in your districts' local Infinite Campus system. If the lists are not the same, please call the AIM help desk.

8. Once the data has been reviewed and is confirmed as complete and accurate, then under the *Status* section of the screen, click on **Certify and Submit** button. A message will appear that your information has been submitted. **NOTE:** The OPI will check all certified reports for incomplete or inaccurate data and will *un-certify* the report if any are found. The district will need to make the necessary changes and then re-certify the report to the state.

**FOR MORE INFORMATION,  
CONTACT THE AIM HELP DESK AT 1- 877-424-6681 OR [Submit an AIM Help Desk Ticket](#)**

The screenshot shows the 'Event Certification' page. At the top, there is a table with two rows: '7-8 DROPOUT List and Counts - To Certify 2017-18' and '9-12 DROPOUT Data Checks 2017-18'. The first row has columns for '11/15/2018', '10/13/2018', and 'Certified on 10/04/2018'. Below this is the 'Event Detail' section, which includes fields for 'Event Name' (7-8 DROPOUT List and Counts - To Certify 2017-18), 'Reporting Year' (2018), 'Event Start' (09/04/2018), 'Snapshot Available' (10/02/2018 12:00 AM), 'Certification Opens' (10/02/2018 12:00 AM), 'Event End' (11/15/2018), 'Data Certification Types' (7-8 DROPOUT to Certify), 'Event Description' (This provides a list of students and a count by school of the dropout students in 2017-18. This list and counts should be certified for the OPI.), 'External Data Links', 'Ad Hoc Data Links', and 'Data Validation Groups' (7-8 DROPOUT List and Counts - To Certify | Run At State). The 'Data Validation Groups' link is highlighted with a red box. Below this is the 'Review Snapshot' section, which includes a 'Review Snapshot' button and a message stating 'Snapshot has been captured. Click below to review the data.' The 'Status' section at the bottom has a 'Certify & Submit' button highlighted with a red box. The status message says 'Please review all data for this event before clicking the Certify & Submit button.' To the right of the status message is the text '- Certified on 10/04/2018 11:55'. At the bottom, there is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.