

Reporting High School Student Cohort Data

**AIM User Guide:
Reporting High School
Student Cohort Data**

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THIS GUIDE PROVIDES INSTRUCTION ON ENTERING COHORT DATA WITHIN AIM/INFINITE CAMPUS.

DATA COLLECTED IN THE OPI AIM/INFINITE CAMPUS STUDENT INFORMATION SYSTEM IS USED IN FEDERAL OR STATE FORMULAS TO PROVIDE FUNDING TO MONTANA SCHOOLS.

Citations:

STATE REPORTING: »
[MCA20-7-104](#)
Transparency and Public Availability of Public-School Performance Data

US DEPT. OF ED REPORTING:
[EDFacts: FS150](#) —
Adjusted-Cohort Graduation Rate v14.0
[EDFacts: FS151](#) —
Cohorts for Adjusted-Cohort Graduation Rate v14.0

This AIM User Guide provides instruction on entering students' 'Date First Entered the 9th Grade' information for state and district graduation records. This guide also provides information pertaining to the 'Federal Re-assigned Cohort End Year' field located on the Graduation tab. Its purpose is to determine the student's earliest date they first entered the 9th grade and the student's cohort year. It also serves as a reference to have this information available for subsequent MT districts that the student may transfer to. It is important to note that the state graduation record is populated once the district graduation record is populated with a value in the 'Date First Entered the 9th Grade'.

This guide also provides information pertaining to the 'NGA Cohort' field located on the Graduation tab which has been renamed to be '**Federal Re-assigned Cohort End Year**'. Use of this field is to comply with federal mandate (Ed Facts file specification 151) for calculating the cohort graduation rate. This field will contain a re-assigned cohort end year value for students who have an identified disability under IDEA (special education students) with cognitive disabilities that:

- take an alternate state assessment
- and have a diploma type of 'Met IEP Goals' (instead of getting a high school diploma)
- and take longer than 4 years to graduate.

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A.) Graduation Data:

The students **district** graduation records 'Date First Entered the 9th Grade' value is completed by Infinite Campus automatically when a student's **9th grade enrollment** is created inside Infinite Campus. The **start date** of the enrollment is what gets put into the student's **district** graduation tab as the value of the 'Date First Entered the 9th Grade.'

Note: If the student does not have a 9th grade enrollment in the state graduation record, the district who first enrolls the student into 9th grade or subsequent grades should determine the date the student was first enrolled in 9th grade and enter this date into their **district** graduation tab.

To access the Graduation data within Infinite Campus:

1. Select the **Search** tab.
2. Select **Student** from the drop-down menu.
3. Enter the student's name by *last name*, then *first name*.
4. Click **Go**. (You can generate a list of all students by omitting the name and selecting Go.)
5. From the Search Results generated, click on the student's name you wish to view.
6. Select the **Graduation** tab.

There are potentially several fields of information that may appear. The 2 main sections to focus on are as follows. If these two sections are not already expanded, click on them to expand them to view the information.

- a) **State Graduation Record** field – Appears in the upper part of the screen. This record only consists of the following values (for determining Cohort information):
- ✓ Grade 9 Date (AKA: 'Date First Entered the 9th Grade').
 - ✓ NCLB Cohort Year.
 - ✓ District Number (where this student was first identified with a 'Date First Entered the 9th Grade').
 - ✓ District Name (where this student was first identified with a 'Date First Entered the 9th Grade').

- b) **District Graduation Record** field- Labeled as *Graduation Detail*: (District Name) and shows in the lower part of the screen, and then the *General Graduation Information*.

Note: When a Date First Entered the 9th Grade is entered, the **Federal Re-assigned Cohort End Year and NCLB Cohort End Year fields should auto-populate. The NCLB Cohort End Year will NOT be editable, however, the Federal Re-assigned Cohort End Year WILL be editable.**

Note: Federal Re-assigned Cohort Year: Use of this field is to comply with federal mandate (Ed Facts file specification 151) for calculating the cohort graduation rate. This field will contain a re-assigned cohort end year value for students who have an identified disability under IDEA (special education students) with cognitive disabilities that:

- take an alternate state assessment
- and have a diploma type of 'Met IEP Goals' (instead of getting a high school diploma)
- and take longer than 4 years to graduate.

State Graduation Record			
Earliest Grade 9 Enrollment Information			
Grade 9 Date	NCLB Cohort Year	District Number	District Name
08/30/2017	2021	0466	Kalispell Public Schools
Modified Date: 07/28/2017			
Enrollment Data: Kalispell Public Schools (0466)			
Graduation Detail: Kalispell Public Schools (0466)			
General Graduation Information			
Diploma Date:	<input type="text"/>		
Diploma Type:	<input type="text"/>		
Diploma Period:	<input type="text"/>		
Date First Entered the 9th Grade:	08/30/2017		
Federal Re-assigned Cohort End Year:	2021		
NCLB Cohort End Year:	2021		
Post Grad Location:	<input type="text"/>		
Post Grad Plans:	<input type="text"/>		

Note: In some cases, there may not be a state graduation record:

The student's **state** graduation record at the top gets populated when the student's **district** graduation record (found under the field labeled *Graduation Detail*) is populated with a value in the 'Date First Entered the 9th Grade'. Its purpose is to determine the student's earliest date they first entered the 9th grade and the student's cohort year. It also serves as a reference to have this information available for subsequent MT districts that the student may transfer to.

The screenshot shows a web form titled "State Graduation Record" for a student at Kalspell Public Schools. The form is divided into several sections: "Enrollment Data", "Graduation Detail", and "General Graduation Information". The "Date First Entered the 9th Grade" field is highlighted with a red box and contains the value "08/30/2017". Other fields include "Diploma Date", "Diploma Type", "Diploma Period", "Federal Re-assigned Cohort End Year", "NCLB Cohort End Year", "Post Grad Location", and "Post Grad Plans".

B.) How to find students who are missing this district 'Date First Entered the 9th Grade' date:

There is a state published ad hoc report which shows those students that are missing their 'Date First Entered the 9th Grade' in the **district** graduation record field. It is called '**COHORT Missing District Date 1st Entered 9th Grade**'. Please use this ad hoc report to find those students missing their 9th grade dates.

1. Go to the **Index** tab.
2. Select **Ad hoc Reporting**.
3. Select **Filter Designer**.
4. Select the *State Published* folder.
5. Select the Ad hoc titled: **COHORT Missing District Date 1st Entered 9th Grade**
6. Select **Search**. A list of students missing this information will appear to the left under the Search tab. You can also select **Test** and a report will be generated if you wish to print it or save it.
7. Select the student's name and go to their Graduation tab to enter the missing data.

Please note: this date should be the first/earliest date the student **ever** enrolled in the 9th grade, keeping in mind it may be prior to when the student enrolled at your district/school.

C.) How to complete missing 'Date First Entered 9th Grade' value:

1. Look to see if the student has a state graduation record with this value completed and use it to complete your district value.
2. If the student doesn't have a state graduation record with this value, look on the students' hard copy records to see if it can be determined.
3. If the student doesn't have a state graduation record with this value and the date cannot be determined from the students' hard copy records, estimate the year of when the student should have started their 9th grade enrollment and enter your schools' first day of school for that year.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or

[Submit an AIM Help Desk Ticket](#)