Montana has three distinct programs in which students may be enrolled concurrently during high school: Job Corps, MT Youth ChalleNGe, and MT Digital Academy (MTDA). This guide is specific to the MT Youth ChalleNGe program.

For more information on MCA Educational Cooperative Agreements see Section 20-7-909 and for ANB Calculation Standards see Section 20-9-311(12), MCA.

Montana Programs
MT Youth ChalleNGe

AIM User Guide

This guide explains the process for enrolling students participating in the Montana Youth ChalleNGe (MYC). Districts can choose to either enroll the student for ANB funding or withdraw the student using a non-dropout end status. ***The accuracy of these student enrollments affects state ANB funding during the Fall and Spring Enrollment collections. The maintenance of these students' enrollments is also important throughout the year, as they affect other federal funding and state reporting requirements.***

(Please refer to the MT Programs – Job Corps & MTDA user guide for information on those programs.)

Frequently Asked Questions:

1. I received notice from the MYC that one of our students will be attending next session. May I count the student for ANB?
Yes. Students must first be enrolled with the district before they can be counted as enrolled for ANB funding. Some restrictions apply, see *pages 4 and 5.*

2. How are MYC students enrolled in AIM?
All enrolled MYC students should have a service type of *P: Primary*. For students currently enrolled, no change to the enrollment is needed. If not previously enrolled in the district, see *page 3.*

3. What happens when the MYC student wants to take the HiSet?
The district will end the student's enrollment in AIM as of the request date using a non-dropout end status. *Page 4.*

4. What happens when the MYC student drops out of the program?
If the student was enrolled for ANB funding and does not return to school immediately, they are considered a drop out. If the student was withdrawn as a transfer to MYC, no change is needed. *Pages 4 & 5.*

Contents

A.) Montana Program Guidelines

Montana has three distinct programs in which students may be enrolled concurrently during high school: **Job Corps, MT Youth ChalleNGE** and **MT Digital Academy (MTDA)**. This guide is specific to the **MT Youth ChalleNGe** (MYC) program. *(Please see the MT Programs – Job Corps & MTDA user guide for information on those programs.)* Enrollment in these programs is designed to lead to a student's high school graduation.

When a student enters MYC, districts may choose to one of the following options:

1. **Enroll the student and collect ANB funding; or**

2. *Withdraw the student using the __non-dropout End Status of 175: Transfer to Montana Youth ChalleNGe.__*

Students participating in the **MYC** must meet **ALL** the following criteria to be counted as enrolled in a district in the AIM/Infinite Campus system and receive ANB funding:

✓ The student must be enrolled in a public school in the student's district of residence, *and*
✓ The credits taken at the MYC require approval by the resident school district, *and*
✓ The credits meet the resident district's requirements for graduation at a school in the district, *and*
✓ The credits must be taught by an instructor who has a current Montana high school certification;
     and
✓ The credits must be reported by the MYC to the student's resident school district.

For more information, see Section 20-9-707 and Section 20-9-311(12), MCA.

B.) MT Youth ChalleNGe Enrollment

FOLLOW THESE STEPS TO ENROLL AN ELIGIBLE STUDENT:

1. Search for the student's name in the **Search** tab, last name first.
2. Click on the student's name.
3. Click on the **Enrollments** tab.
4. For students *currently enrolled in a district*, <u>no change</u> to the enrollment is needed.
5. For students with *no current district enrollment*:
   a. **MYC summer session** - For students who start MYC during the summer session enter a new enrollment, using the **Start Date** of the *first day of school in the district.*
   b. **MYC winter session** - For students who start MYC during the winter session, enter a new enrollment, using the MYC program *start date*.
6. <mark>All MYC students should have a **Service Type** of **P: Primary**.</mark>
7. Scroll down to the *State Reporting Fields* and check the box under **MT Youth ChalleNGe** associated with the Fall and/or Spring Enrollment Information fields.
8. Click **Save**.

C.)   MT Youth ChalleNGe: Aggregate Hours

MYC STUDENTS COUNT AS HALF-TIME STUDENTS FOR ANB FUNDING. THE MAEFAIRS PROGRAM WILL MAKE THE FUNDING ADJUSTMENT WITHIN THE MAEFAIRS SYSTEM. DISTRICTS USING THE **MT COUNT DATE ATTENDANCE** WIZARD SHOULD VERIFY THE AGGREGATE HOURS ARE *F: 720+ HOURS* FOR STUDENTS IN MYC.

1. Search the student's name in the **Search** tab, last name first.
2. Click on the student's name.
3. Click the **Enrollments** tab.
4. Select the current MYC enrollment.
5. Set **Aggregate Hours** to *F: 720+ hours* for students in MYC.
6. Click **Save**.

D.)   Exiting MYC Students <u>to be Counted</u> for ANB Funding

THESE INSTRUCTIONS ARE INTENDED FOR CASES WHERE THE DISTRICT HAS DECIDED TO KEEP THE STUDENT ENROLLED AND INCLUDE THEM IN THEIR COUNT FOR ANB FUNDING.

*When an MYC student requests to sit for the HiSET (formerly GED), the district should end the students' enrollment in AIM/Infinite Campus as of the *request date*. The **Local End Status** should be the non-dropout code of *175 – Transfer to Montana Youth ChalleNGe*.

1. Search the student's name in **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Select the most current enrollment.
5. Change the **Local End Status** to non dropt out code: **175-Transfer to Montana Youth ChalleNGe.**
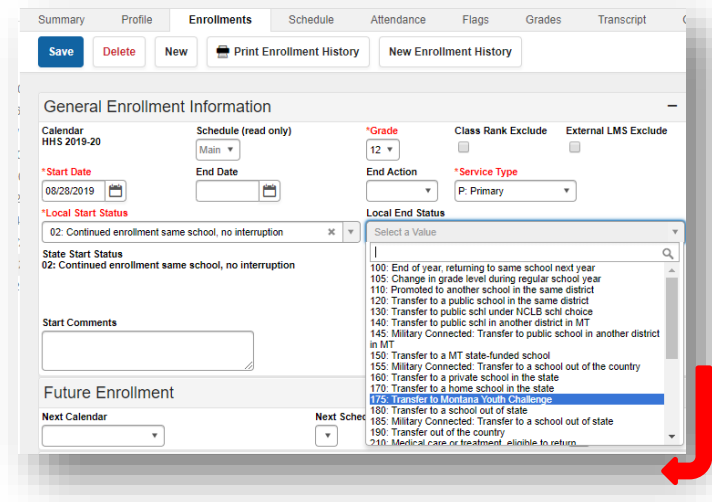6. Click **Save**.

 *If the student *completes* the MYC program *without* sitting for the HiSet and returns to school immediately upon completion of the MYC program, the district should *continue* the student's enrollment. ***If the student *drops out* of the MYC program *without* sitting for the HiSET** and does not immediately return to school, the district should enter a ***Dropout End Status and Dropout Reason***. Enter the **End Date** in their enrollment as well.

E.) Exiting MYC Students NOT to be Counted for ANB Funding

THESE INSTRUCTIONS ARE INTENDED FOR CASES WHERE THE
DISTRICT DECIDED TO **NOT** KEEP THE STUDENT ENROLLED AT
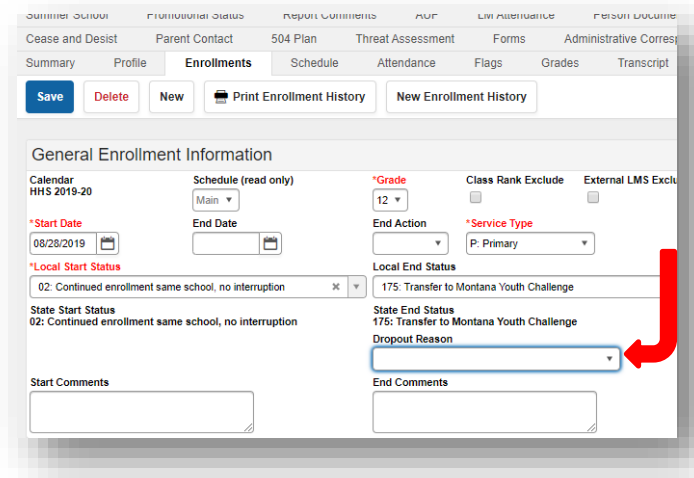THE DISTRICT WHEN THEY ENROLLED AT MYC.

For students starting at MYC in the summer session: If the student completed the previous year **OR** dropped their enrollment on or after the previous year's October count date, the district should change the *prior* year's **Local End Status** to the **non-dropout code of** *175– Transfer to Montana Youth ChalleNGe.*

1. Search the student's name in **Search** tab.

2. Click on the student's name.

3. Select the **Enrollments** tab.

4. Select the most recent *prior* enrollment to the current enrollment.

5. Change the **Local End Status** to: *175-Transfer to Montana Youth ChalleNGe.*

6. Click **Save**.

For students starting at MYC in the winter session: If the student completed the prior year **and** the district created a one-day enrollment in the current school year, **OR** if the student has discontinued enrollment at any time during the current school year, the district should change the current year's **Local End Status** to the non-dropout code of *175 – Transfer to Montana Youth ChalleNGe* and **remove the Dropout Reason code (if entered).**

1. Search the student's name in **Search** tab.

2. Click on the student's name.

3. Select the **Enrollments** tab.

4. Select the current enrollment.

5. Change the **Local End Status** to: *175-Transfer to Montana Youth ChalleNGe.*

6. Remove the **Dropout Reason Code**, if entered.

7. Click **Save**.

F.) Enrolling Students Returning to School From MYC

THESE INSTRUCTIONS ARE INTENDED FOR CASES WHERE THE DISTRICT WITHDREW THE STUDENT WHEN THEY ENROLLED AT MYC AND THEN THE STUDENT SUBSEQUENTLY RETURNS TO SCHOOL. A NEW ENROLLMENT SHOULD BE CREATED USING THE LOCAL START STATUS CODE *20: TRANSFER FROM MONTANA YOUTH CHALLENGE.*

1. Search the student's name in the **Search** tab.
2. Click on the student's name.
3. Select the **Enrollments** tab.
4. Click on the most recent enrollment.
5. Select *New*.
6. Enter the correct **Calendar, Schedule, Grade, State Date, Service Type,** and **Local Start Status- 20: Transfer from Montana Youth Challenge.**
7. Click **Save**.

**For more information, contact the AIM Help Desk at 1- 877-424-6681 or
[Submit an AIM Help Desk Ticket](#)**