

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 If the student was withdrawn as a transfer to MYC, no change is needed.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*.

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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 schooldistrict.

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*, no change 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. **All MYC students should have a Service Type of P: Primary.**
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**.

General Enrollment Information

Calendar: HHS 2019-20

Schedule (read only): Main

*Start Date: 08/28/2019

End Date: []

*Grade: 12

Class Rank Exclude: []

External LM Exclude: []

*Service Type: P: Primary

*Local Start Status: 02: Continued enrollment same school, no interruption

Local End Status: Select a Value

State Start Status: 02: Continued enrollment same school, no interruption

State End Status: []

Dropout Reason: []

ENROLLMENT DETAILS

Fall Enrollment Count

Fall Aggregate Hours of Inst.: F: 720 + hours

Fall Absent: 0.000

Exclude Fall ANB: []

MT Youth ChalleNGe: ☒

KG Under 5 Board Approved: []

Spring Enrollment Count

Spring Aggregate Hours of Inst.: []

Spring Absent: 0.000

Exclude Spring ANB: []

MT Youth ChalleNGe: ☒

KG Under 5 Board Approved: []

Test Window Enrollment Count

Testing Aggregate Hours of Inst.: []

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 to be Counted 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 dropout out code: **175-Transfer to Montana Youth ChalleNGe**.
6. Click **Save**.

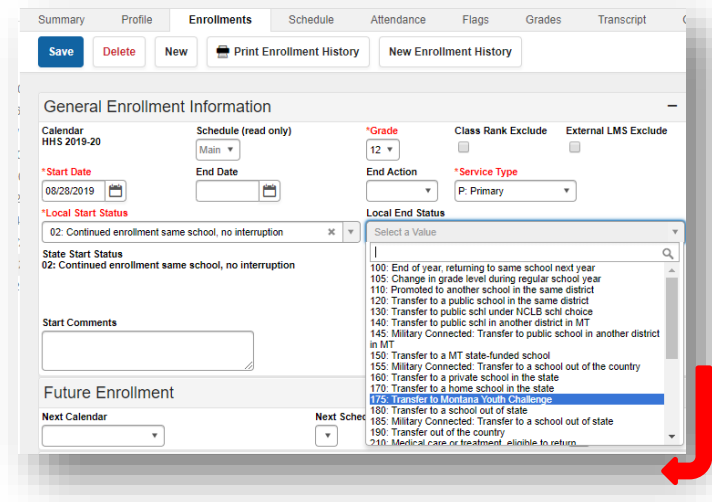
***If the student completes the MYC program without sitting for the HiSet** and returns to school immediately upon completion of the MYC program, the district should continue the student's enrollment. ***If the student drops out of the MYC program without sitting for the HiSET** and does not immediately 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.

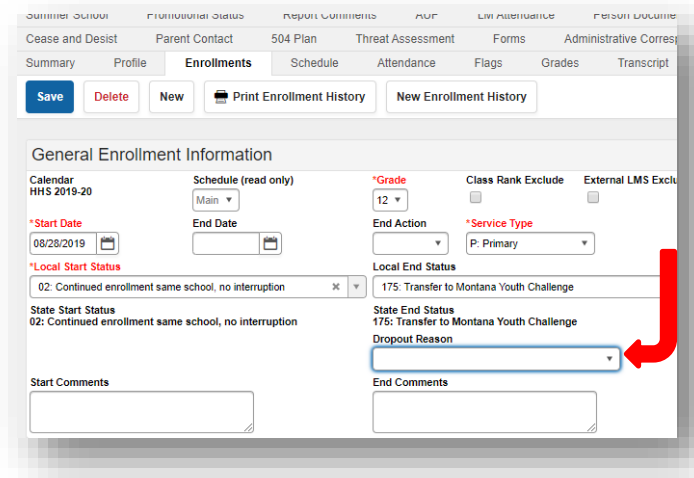
For students starting at MYC in the summer session: If the student completed the previous year **OR** dropped their enrollment on or after the previous year's October count date, the district should change the **prior** year's **Local End Status** to the **non-dropout code of 175– Transfer to Montana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

The screenshot shows a web application interface for student enrollment. At the top, there are tabs for 'Cease and Desist', 'Parent Contact', '504 Plan', 'Threat Assessment', 'Forms', and 'Administrative Correspondence'. Below these are sub-tabs for 'Summary', 'Profile', 'Enrollments', 'Schedule', 'Attendance', 'Flags', 'Grades', and 'Transcript'. The 'Enrollments' tab is active, showing a 'Save' button and a 'New Enrollment History' link. The main form is titled 'General Enrollment Information' and contains several fields: '*Calendar' (dropdown menu showing '19-20 Havre High School'), '*Schedule' (dropdown menu), '*Grade' (dropdown menu), 'Class Rank Exclude' (checkbox), 'External LMS Exclude' (checkbox), '*Start Date' (calendar icon), 'End Date' (calendar icon), 'End Action' (dropdown menu), and '*Service Type' (dropdown menu showing 'P. Primary'). Below these is the '*Local Start Status' dropdown menu, which is open, showing a list of options. The option '20: Transfer from Montana Youth Challenge' is highlighted in blue. A red arrow points to this option. Other options in the list include '01: First time receiving educational services', '02: Continued enrollment same school, no interruption', '03: Re-entry to the same school after withdrawal', '04: Transfer from public school in district or state', '05: Transfer from public schli under NCLB schli choice', '06: Transfer from an out of state school', '07: Transfer from a school from out of the country', '08: Transfer from a private school within the state', '09: Transfer from home school within the state', '10: Transfer from a MT state-funded school', '40: Military Connected: Transfer from public school in district or state', '60: Military Connected: Transfer from an out of state school', and '80: Military Connected: Transfer from a school out of the country'. To the right of the dropdown menu are fields for 'Local End Status' (dropdown menu), 'State End Status' (dropdown menu), 'Dropout Reason' (dropdown menu), and 'End Comments' (text area). At the bottom, there are fields for 'Schedule Structure' and 'Next Grade' (dropdown menu). The 'State Reporting Fields' section is partially visible at the bottom.

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