

AIM User Guide:  
**Program  
Participation  
Collection**

THIS GUIDE EXPLAINS THE PROCESS FOR ENTERING/UPDATING PROGRAM PARTICIPATION DATA FOR STUDENTS ENROLLED ON THE FALL COUNT DATE

**UPDATE/ENTER ALL ENROLLMENTS AS OF:**

- **OCTOBER 3, 2022** (FALL ENROLLMENT COUNT DATE)

**TOPICS COVERED IN THIS QUICK REFERENCE GUIDE INCLUDE:**

- ADDING PROGRAM DATA FOR STUDENTS
- PROGRAMS TO BE ENTERED AND VERIFIED FOR EACH COLLECTION
- CREATING AD HOC REPORTS
- USING AD HOC REPORTS
- DATA REMINDERS

# Fall Program Participation Collection & Data Verification Guide

## AIM User Guide

1. **Fall Program Participation:** This data is used to determine student participation in state and federal programs – including Title I, Free/Reduced Meals, EL (English Learners), Homeless programs, etc. The collection looks at student participation as of October 3, 2022 (Fall Count Date) and must be **completed by October 21, 2022**.

**NOTE:** Job Corps, MT Youth ChalleNGe, and Indian Language Programs: The data for these three programs are collected during the Fall and/or Spring Enrollment Count Collections. They are included in this guide as programs. Job Corps and MT Youth ChalleNGe student's enrollment end date and status may need to be updated at the end of year for students in these programs.

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## **FAQ:**

### **1. What are the steps to complete the Program Participation Collection?**

- Steps are listed on page 4. Districts must ensure the enrollment records for all students are properly updated (new students entered and students who have left properly exited) and Program Participation data is accurately entered for all students enrolled on the count dates.

### **2. Can I upload data electronically into AIM?**

- Yes, Montana Edition users may either upload a file created by the district's Student Information System (SIS) or created using an Excel Template provided by OPI.

### **3. How do I mark students as being eligible for Free or Reduced Meal status? EL (English Learners)?**

- Identify students who are eligible for Free or Reduced Meals in the FRAM module.
- Identify students who are EL (English Learners) in the EL tool.

### **4. How do I verify the data I entered is accurate?**

- Using Ad Hoc Reports – Ad Hoc reports are custom reports created by districts or by the OPI AIM Staff to verify specific data elements. Several canned reports are available within Infinite Campus to help you verify your data.

# Data Checklist

- Verify that all students have an enrollment record and **no overlaps**: “*Index>Student Information>Reports:*
  - *Enrollment Status*
  - *Enrollment Summary*
  - *Enrollment Overlap*
  - *State Enrollment Overlap*.
- Enter End Date and End Status for withdrawn students. ([Enrollment End Status Codes](#).)
- Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Module)
- Verify that all completed Special Education ERs and IEPs are locked.
- Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment as necessary. (See [Enrollment Exceptions for ANB User Guide](#))
- Verify Program Data collected in the Students’ Enrollment Tab under State Reporting Fields (beginning on page 8).
- Verify Programs outside of the Enrollment Tab (beginning on page 12).
- Verify Data using State Published Ad Hoc Reports: “*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL*”
- Resync enrollment data after uploading files (MT Edition users only) and/or running a process.

# Introduction to Program Participation Collection

The Program Participation area within Infinite Campus is where data related to federal, state and district student programs is maintained.

**The following programs' enrollment information are collected in the *Enrollment tab* under *State Reporting***

**Fields: Go to Options A or B below to enter this data:**

- ❖ Military Connected Status
- ❖ Title I
- ❖ Title I Instructional Services (By Type)
- ❖ Title I Support Services (By Type)
- ❖ Title I Part A Neglected
- ❖ Title I Part D Delinquent
- ❖ Immigrant (Date Entered Us School)
- ❖ Foreign Exchange
- ❖ 21<sup>st</sup> Century Participants
- ❖ Gifted/Talented Evaluated; Gifted/Talented Identified
- ❖ Homeless (And Type of Overnight Residence)
- ❖ Unaccompanied Youth
- ❖ Job Corps
- ❖ MT Youth ChalleNGe
- ❖ Indian Language Immersion Program

**The following programs have varied enrollment collection methods:**

- ❖ MT Digital Academy : MTDA classes should be reflected in the students' schedule.
- ❖ Day Treatment - Reporting Students in AIM/Infinite Campus: Students who are in licensed day treatment require special reporting treatment.
- ❖ FRAM Module : Use this to enter Free and Reduced Meal Status.
- ❖ EL Tool : Use this to report students identified as EL (English Learners).
- ❖ Special Education : Requires the student's current IEP to be locked. Once the IEP is locked, resync data to the State.
- ❖ Section 504 Module: Formerly on the enrollment tab under the state reporting field, Section 504 students now have a separate record entered. This record can be manually entered or by using the Section 504 Import Template.

## A. Location of the 'State Reporting' Program Fields on the Enrollment Tab:

PATH: SEARCH > STUDENT > GO

1. Select current **Year** and the **School** from the banner at the top of the screen in Infinite Campus.
2. Select the **Search** tab.
3. Choose **Student** from the drop-down menu.
4. Select **Go**. (All enrolled students for the chosen Year and School will load in the search window.)
5. Select a student by clicking on the name.
6. Select the **Enrollments** tab.
7. Select the current school year from the list of enrollments.

8. Scroll down to locate the **State Reporting Fields** section. The top portion of this section contains the **Military Connected Status, Job Corps, MT Youth ChalleNGe, and the Indian Language Immersion Program** fields.

The screenshot shows the 'ENROLLMENT DETAILS' form. It has two main sections: 'Fall Enrollment Count' and 'Spring Enrollment Count'. Each section includes a dropdown for 'Fall Aggregate Hours of Inst.' (set to 'F: 720 + hours') and a text input for 'Fall Absent' (set to '0.000'). Below these are checkboxes for 'Job Corps', 'Indian Lang. Immersion Prg.', and 'MT Youth ChalleNGe'. A red box highlights the 'Job Corps' and 'MT Youth ChalleNGe' checkboxes in both sections. To the right, there are checkboxes for 'Exclude Fall ANB' and 'Age 19 or 20 Eligible for ANB'.

9. For **Title 1 Targeted Assistance Program** and **Other Program Participation**. Navigate further down the enrollments tab to find the fields required for other Programs (Note: Ignore the Migrant box, which will be checked and maintained by the OPI Migrant Program staff.) Check the boxes for those which apply:

- Title 1
- Title I Instructional Services (by type)
- Title I Support Services (by type)
- Title I Part A Neglected
- Title I Part D Delinquent
- Immigrant (date entered US school)
- 21<sup>st</sup> Century Participant
- Foreign Exchange
- Gifted/Talented Evaluated
- Gifted/Talented Identified
- Homeless (and type of overnight residence)
- Unaccompanied Youth

The screenshot shows the 'TITLE 1' and 'OTHER PROGRAM PARTICIPATION' sections. The 'TITLE 1' section has a red box around the 'Title I Targeted Assistance Program' checkbox. Below it are checkboxes for 'Title I Instructional Services' (Reading Lang Arts, Math, Science, Social Sciences, Vocational/Career, Other) and 'Title I Support Services' (Health, Dental and Eye Care, Guidance/Advocacy, Other). The 'OTHER PROGRAM PARTICIPATION' section has a red box around the 'Immigrant' checkbox. Below it are checkboxes for '21st Century Participant', 'Homeless', 'Foreign Exchange', 'Homeless Night Time Residence', 'Unaccompanied Youth', 'Gifted and Talented Evaluated', and 'Gifted and Talented Identified'. There is also a dropdown for 'Date Immigrant Entered US School'.

10. Return to the top of the screen and select **Save**.
11. Repeat steps 5-10 for each student.

**NOTE:** If Homeless or 21<sup>st</sup> Century Participant fields are checked, they must be left checked all year, regardless of status changes.

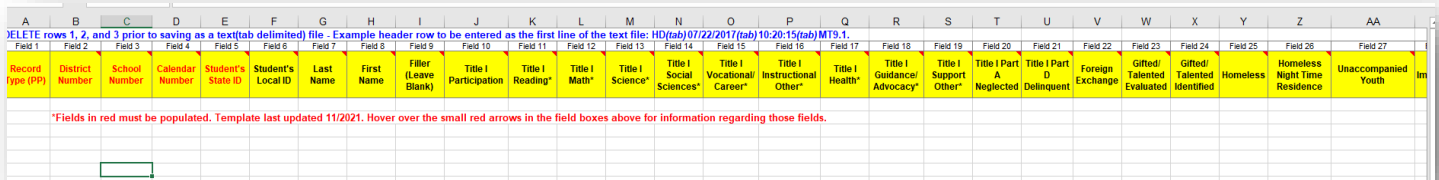
## B. (MT EDITION) File Upload

\* This section is for those MT Edition districts that export from their local Student System and upload their data into their MT Edition version of Infinite Campus.

A Demographic and Enrollment Upload should have already been completed for every student in the Program Participation upload. The Program Participation Template is used for all programs with the exception of MT Youth Challenge, Job Corps, FRAM, EL, Section 504, and Indian Language Immersion Programs. Please review the enrollment end dates and end status for students enrolled in the Job Corps and MT Youth Challenge programs. These programs are only available for upload by using the Fall and Spring Enrollment upload templates, so if updates are needed, they may need to be done manually. **As with all file imports, ensure you have the most current version of the OPI AIM upload file template by retrieving the template directly from our [AIM Upload templates web page](#).**

### EXPORTING ENROLLMENT DATA FROM STUDENT INFORMATION SYSTEM (SIS) OTHER THAN INFINITE CAMPUS

1. Create an export file from your Student Information System.
2. Populate the fields in [Program Participation Template](#), pictured below, with your student data.
3. Save the file in \*.tsv format.

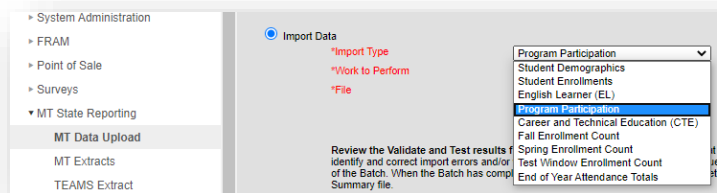
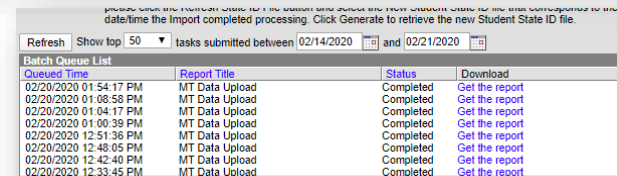


Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23	Field 24	Field 25	Field 26	Field 27
Record Type (PI)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Filler (Leave Blank)	Title I Participation	Title I Reading*	Title I Math*	Title I Science*	Title I Social Sciences*	Title I Vocational/ Career*	Title I Instructional Other*	Title I Health*	Title I Guidance/ Advocacy*	Title I Support Other*	Title I Part A Neglected	Title I Part D Delinquent	Foreign Exchange	Gifted/ Talented Evaluated	Gifted/ Talented Identified	Homeless	Homeless Night Time Residence	Unaccompanied Youth

### UPLOADING PROGRAM PARTICIPATION DATA INTO INFINITE CAMPUS FROM YOUR STUDENT INFORMATION SYSTEM (SIS)

**PATH:** MT STATE REPORTING > MT DATA UPLOAD > PROGRAM PARTICIPATION

1. From the *Index*, select **MT State Reporting**.
2. Select **MT Data Upload** from the list.
3. From **Import Type** select **Program Participation** from the drop-down menu.
4. From **Work to Perform** select **Validate and Test** from the drop-down menu. *(This will only test the file- no student data will be updated. Do not upload or test more than one file at a time.)*
5. Select **Choose File** and select the file you saved from your Student Information System export.
6. Select **Submit to Batch**.
7. Check the **Batch Queue List** for the status of the report to read *Completed*.
8. Click on *Get the Report* once its completed.
9. Correct any errors in your Student Information System and export a new file. **NOTE:** *Rename your upload file as the system will not recognize that a different file is being tested and will not perform the test.*
10. Repeat the upload instructions above until the file is free from errors.

Queued Time	Report Title	Status	Download
02/20/2020 01:54:17 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 01:08:58 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 01:04:17 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 01:00:39 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:51:36 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:48:05 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:42:40 PM	MT Data Upload	Completed	<a href="#">Get the report</a>
02/20/2020 12:33:45 PM	MT Data Upload	Completed	<a href="#">Get the report</a>

11. Once the file is free of errors, return to **MT State Reporting** and select **MT Data Upload**.
12. Choose **Import Type, Attendance – Test Window**.
13. Change **Work to Perform** to **Upload File**. *(This process will update student data.)*
14. Select **Submit to Batch**.
15. [Resync data](#) with the state.

## Program Data Elements and Verification

This section defines each data element required for the **Program Participation Collection** and shows where it is entered in AIM/Infinite Campus.

### A.) Military Connected Status

Districts are required to report the **Military Connected Status** of enrolled students. Once the student has been identified in AIM/Infinite Campus as Military Connected, do not remove the military data for the remainder of the school year. For more information about the data being collected, see [Military Connected Student Data Items in AIM](#).

- ❖ The data is reported on the student under their **Enrollment** tab in these fields:
  - ✓ On the **State Start Status**
  - ✓ On the **State End Status**
  - ✓ And in the **State Reporting Fields** section on **Military Connected Status**.
  - ✓ Click **Save** after making changes.

**Military Connected Status**  
Student is a dependent of a member of:

- 01: The United State Military (Army, Navy, Air Force, Marines, or Coast Guard)
- 02: Active Duty National Guard
- 03: Active Duty Reserve Force of the US Military
- 04: Transitioning out of Active Duty to National Guard or Reserve

**\* Start Date** 08/22/2019 **End Date**

**\* State Start Status**

- 40: Military Connected: Transfer from public school in district or state
- 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 schI under NCLB schI 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
- 20: Transfer from Montana Youth Challenge
- 40: Military Connected: Transfer from public school in district or state
- 60: Military Connected: Transfer from an out of state school
- 80: Military Connected: Transfer from a school out of the country

**State End Status**

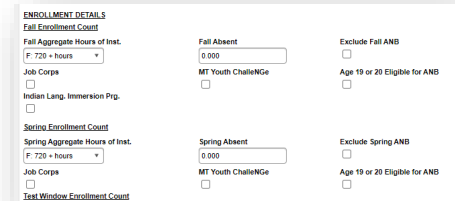
- 100: End of year, returning to same school next year
- 105: Change in grade level during regular school year
- 110: Promoted to another school in the same district
- 120: Transfer to a public school in the same district
- 130: Transfer to public schII under NCLB schII choice
- 140: Transfer to public schII in another district in MT
- 145: Military Connected: Transfer to public school in another district in MT
- 150: Transfer to a MT state-funded school
- 155: Military Connected: Transfer to a school out of the country
- 160: Transfer to a private school in the state
- 170: Transfer to a home school in the state
- 175: Transfer to Montana Youth Challenge
- 180: Transfer to a school out of state
- 185: Military Connected: Transfer to a school out of state
- 190: Transfer out of the country
- 210: Medical care or treatment, eligible to return
- 220: Enrolled in a foreign exchange program
- 230: Enrolled in an early admissions college program
- 240: Withdrawn, under age for compulsory school att



## B.) Job Corps, Youth Challenge and MT Digital Academy Students:

Students in **Job Corps** or **Youth Challenge** and in grade 11, and students in **MT Digital Academy (MTDA)** in grades 3-8 and 11 and enrolled at least quarter time (more than 180 hours) are required to test. Tests or test barcode labels for MT Youth Challenge students should be sent directly to the Youth Challenge program (or the designated test coordinator for Youth Challenge) if the students were identified during the Assessment Registration Collection.

- Students in Job Corps or Youth Challenge are identified on the **Enrollments** tab: Check the boxes under the Fall and or Spring Aggregate Hours fields to indicate their participation in these programs.
- If the student **exits** the Job Corps or Youth Challenge Program, enter **End Date** and **End Status** in the **Enrollment** tab.
- Students who take a HiSET test at the Job Corps or Youth Challenge site must be exited in AIM/Infinite Campus prior to the test date.  
More information is available in the [Enrollment Exceptions for ANB User Guide](#).



## C.) Indian Language Immersion Program:

Check the box located near the Fall Aggregate Hours field if a student is participating in this program. Contact [Lona Running Wolf](#) for questions regarding ILIP.

## D.) Title I Targeted Assistance Program:

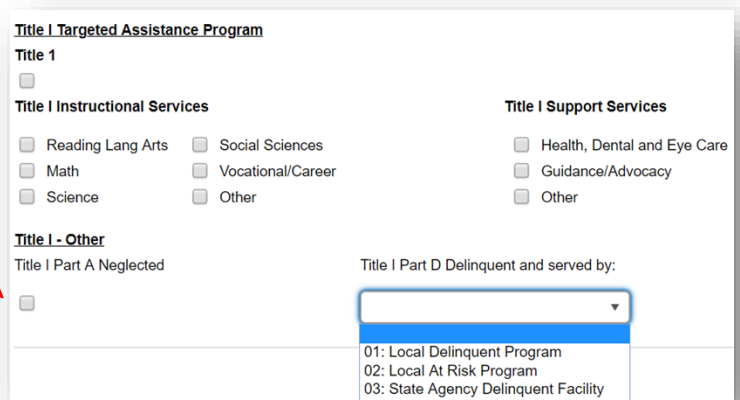
These fields can be found under the **Enrollment** tab for the student. Students participating in the **Targeted Title I** program require:

- ✓ A check in the **Title I** box.
- ✓ A check in the **Title I Instructional Services** or **Support Services** for each of the services the student is receiving.

**Note:** If the school has been designated as School-wide Title I, and no students are marked as **Title I Targeted Assistance Participants** then an amendment must be made in eGrants.

## E.) Title I Part A Neglected:

Check the **Title I, Part A Neglected** box if the school provides Title I, Part A services to students who resides in a local neglected facility, such as group home, foster home, treatment, or residential facility.



### F.) Title I Part D Delinquent:

In the drop-down box under **Title 1, Part D**, select the type of program in which the delinquent student participates (if the district is providing services).

**01: Local Delinquent Program** – Student is in a local detention center or correctional facility – student may attend school or school is providing service at the facility.

**02: Local At-Risk Program** – Student is a returning dropout or at risk for being a dropout and the school is providing additional educational services.

**03: State Agency Delinquent Program** – Students in Pine Hills who are still enrolled in their local school.

**Title I Targeted Assistance Program**  
Title 1

**Title I Instructional Services**

Reading Lang Arts     Social Sciences  
 Math     Vocational/Career  
 Science     Other

**Title I Support Services**

Health, Dental and Eye Care  
 Guidance/Advocacy  
 Other

**Title I - Other**  
Title I Part A Neglected

Title I Part D Delinquent and served by:  
01: Local Delinquent Program  
02: Local At Risk Program  
03: State Agency Delinquent Facility

## Other Program Participation

Under the **Enrollments** tab there is a section titled **Other Program Participation**. Check the designated program box for a student that that qualifies for the programs outlined below.

### A.) Immigrant:

Students who have attended a US school for less than 3 full academic years (enrollment does not have to be continuous) are **Immigrant**. To indicate an Immigrant student be sure to check the **Immigrant** box AND enter a **Date Immigrant Entered US School**. Next, enter the students **Home Primary Language** and **Language of Impact** located under the **Demographics** tab.

- Home Primary Language** is the language that the student first used to communicate at home.
- Language of Impact** is the language other than English that influences the student's English language development. ([MCA 20-9-330](#))

Date Entered State School

Home Primary Language  
Select a Value

Language of Impact

### B.) 21<sup>st</sup> Century Participant:

Report 21<sup>st</sup> Century Participants according to federal reporting. Identify students from your school who participate in 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC), either in your school or in a local community-based program. Once a student is marked as 21<sup>st</sup> Century Participant, they must remain marked for the duration of the school year.

### C.) Foreign Exchange:

Foreign Exchange students are residents of another country who come to a US school for short-term educational purposes under a recognized foreign exchange program. Foreign Exchange students in grade 11 must be tested, but their scores are excluded from AYP calculations.

### D.) Gifted/Talented Evaluated & Gifted/Talented Identified:

Check the “Gifted and Talented Evaluated” box if the student has been evaluated or screened according to the district’s policy of gifted and talented identification. The evaluation could have taken place in a previous year. This includes all students who have been evaluated whether they ended up qualifying for gifted services or not.

Check the “Gifted and Talented Identified” box if the student has been identified as gifted and talented based on the district’s policy. This would include all students who have been evaluated and **qualify** for gifted services. A student needs to have been evaluated either by the current district or previous district to be considered Identified.

The image shows a screenshot of a form titled "TITLE I". It has several sections with checkboxes and dropdown menus. The "Targeted Assistance Program" section includes "Title I" and "Title I Part A Neglected". The "Instructional Services" section lists Reading/Lang Arts, Math, Science, Social Sciences, Vocational/Career, and Other. The "Support Services" section lists Health, Dental and Eye Care, Guidance/Advocacy, and Other. The "OTHER PROGRAM PARTICIPATION" section includes Immigrant, 21st Century Participant, Homeless, Foreign Exchange, Homeless Night Time Residence, Gifted and Talented Evaluated, Gifted and Talented Identified, and Unaccompanied Youth. There are also fields for "Date Immigrant Entered US School" and "Title I Part D Delinquent and served by:".

For further questions, please contact our Gifted and Talented Program Specialist - Phone: 406-444-0688, Email: [sara.kendrick@mt.gov](mailto:sara.kendrick@mt.gov)

### E.) Homeless / Unaccompanied Youth:

**Homeless** is selected if the student was homeless at any time during the school year. Once a student is marked as Homeless, do not remove the indicator throughout the remainder of the school year, *even if the student is no longer homeless*.

If the student is living on their own (i.e., they do not reside with a parent or court appointed legal guardian), also mark **Unaccompanied Youth**. Only select the **Homeless Nighttime Residence** or **Unaccompanied Youth** when the **Homeless** box is selected. A **Nighttime Residence** selection is required once **Homeless** is marked:

- 01: Shelters**
- 02: Doubled up (living with another family)**
- 03: Unsheltered (cars, parks, campgrounds)**
- 04: Hotels/Motels**

For further questions, please contact our Homeless Program Coordinator – [Serena Wright](#) at 406-444-2036

## Programs Outside of the Enrollment Tab

### A. English Learners (EL)

PATH: INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > ENGLISH LEARNERS (EL)

The EL test is given to students to identify a student as EL. For more information on EL students, use the [EL Tool Guide](#).

### B. Foster Care

Path: Index > Student Information > Program Participation > Foster Care

If the student that you believe is in Foster Care is not marked Foster Care in the Ad Hoc report. Please contact [Amber Buchanan](#) at 406-444-2736.

### C. Special Education

PATH: INDEX > STUDENT INFORMATION > SPECIAL ED > GENERAL

Special Education status is determined by a student's participation in Special Education services as of Count Date. Special Ed Participation is determined by the presences of an *active* IEP and *absence* of a Special Ed Exit Date/Reason on the Count Date.

The Special Education Status in the student's enrollment record is NOT used for state reporting, rather it is the **presence of a locked IEP that signals a student as being Special Ed.** **It is important to remember that only locked IEPs will sync up to the state database.** Students with unlocked IEPs will not be counted as being in Special Ed for AIM purposes.

### D. FRAM Module

Path: > Index > FRAM

The **FRAM** module allows districts to track changes to the **Free/Reduced Meal** status throughout the year. Additional information on FRAM is available in the [FRAM Direct Entry and File Upload](#).

### E. Section 504

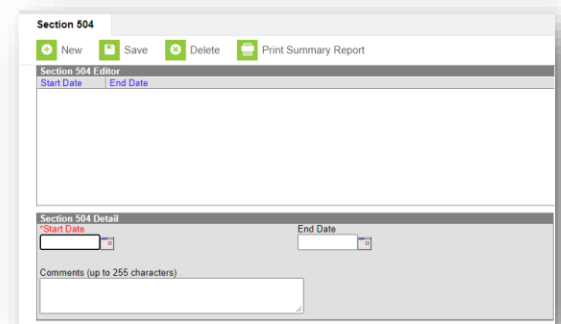
PATH > INDEX > STUDENT INFORMATION > PROGRAM PARTICIPATION > SECTION 504

Students identified as 504 participants may be entitled to certain test accommodations. The **Section 504** field is located under its own module, under **Index, Student Information, Program Participation, Section 504**. If a student receives test accommodations but is not marked as either Special Education or 504, the test may be invalidated and assigned a score of **Novice**. *Only create a 504 record if a student has an active 504 plan on the Count Date.*

These records can be manually entered or entered via the [Section 504 Import Template](#) using MT Data Upload process used for other MT data imports such as the Fall Count, Spring Count etc.

**Note:** Section 504 is no longer located on the Program Participation Import Template and now has its own template.

1. In the **Search** tab, select **Student** from the drop-down menu and enter the students name: *Last, First*. Click **Go**.
2. In the **Index** tab, select **Student Information**. Select **Program Participation**.
3. Select **Section 504**.
4. Enter a **Start Date**.



5. Enter an **End Date** (not required).
6. Enter any relevant comments (not required).
7. Click **Save**.

## **Data Verification and Reminders:**

### Lock Current/Completed IEPs

The completed IEP for each special education student *must be locked* in the Fall Counts.

1. In the **Search** tab, select **Student** from the drop-down menu and enter the students name: *Last, First*. Click **Go**.
2. From the **Index** tab, select **Student information**
3. Select **Special Ed**.
4. Select **General**.
5. Click on the **Documents** tab at the top.
6. Click on the IEP in the **Documents List**.
7. If the Document Details lists 'Locked: No' means the document may not be complete. Verify the document is complete before locking it. To lock it, click on the 'Lock/Unlock' button at the top. The Document Detail will change to 'Locked: Yes'.

### Verifying Data - Ad Hoc Reporting

**PATH: INDEX > AD HOC REPORTING > FILTER DESIGNER > STATE PUBLISHED**

State Published Ad Hoc reports are created by the OPI AIM staff and can be used to verify state reported data. These Ad Hoc reports are organized by AIM Collection and are titled with the abbreviation of the AIM collection and the program name. They are in Infinite Campus on the index tab under Ad Hoc Filter Designer in the 'State Published' folder. When a new report is published to the district, an alert will show under Process Alerts within Infinite Campus on the main workspace page. For further tips on using the State Published ad hoc filters, see the [State Published Ad Hoc Filters AIM user guide](#) for more information (For districts who want to create their own ad hoc reports, see the [Ad Hoc Report user guide](#).)

***Remember - If the data in the district's local Student Information System (SIS) is incorrect, the data in the Infinite Campus MT Edition and AIM State Edition will also be incorrect.***

Once the data is transferred to AIM/Infinite Campus, there are numerous tools in Infinite Campus to verify data, including the **Student Information Reports** and the **Ad Hoc Reporting** tool found in the **Index** tab.

## E.) Resync Data

*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.

1. From the banner at the top, select the **Year** and **School**.
2. Select the **Index** tab.
3. Select **System Administration**.
4. Select **Data Utilities**.
5. 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**.

**NOTE:** A data resync is required after changes are completed and before data collection due dates.

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