

**AIM User Guide:
AIM & MAEFAIRS
Verification 2021-2022**

THIS AIM & MAEFAIRS VERIFICATION GUIDE EXPLAINS HOW TO FINALIZE AND VERIFY AIM ENROLLMENT DATA. IT ALSO INCLUDES HOW TO IMPORT DATA FROM AIM INTO MAEFAIRS FOR ANB COUNTS.

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THE MAEFAIRS COUNT DAY COLLECTIONS ARE SNASHOTS OF ENROLLMENTS AS OF THE FALL AND SPRING ENROLLMENT COUNT DATES. ENROLLMENTS ARE ENTERED IN AIM, VERIFIED, AND THEN IMPORTED INTO MAEFAIRS FOR PURPOSES OF DETERMINING STATE FUNDING. FOR STUDENTS TO BE CORRECTLY COUNTED IN MAEFAIRS, THE STUDENTS MUST BE ENROLLED IN AIM WITH THE CORRECT SERVICE TYPE AND AGGREGATE HOURS AS PER [20-1-301 MCA](#) & [HB233 \(2021\)](#)

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DISTRICTS MUST ENTER/IMPORT AIM ENROLLMENT INTO MAEFAIRS:

*FOR THE FALL COUNT DATE
(10/4/2021) BY October 20, 2021.

*FOR THE SPRING COUNT DATE
(2/7/2022) BY FEBRUARY 11, 2022.

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District Edition users will not be able to populate aggregate hours until the day after the Count Date.

AIM & MAEFAIRS Verification

2021-2022 AIM User Guide

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Table of Contents

FAQ:	2
Data Element Chart	3
AIM/Infinite Campus Enrollments.....	4
Service Types	4
Aggregate Hours.....	6
Absent on Count Date	7
Exclude Fall/Spring ANB	7
Age 19 or 20 Eligible for ANB	8
Early Graduates (Spring Count Only).....	9
Data Verification.....	10
Student Information Reports	11
Ad Hoc Reporting Tool	12
Race Verification (Fall Count Only).....	12
Resync State Data.....	13
Importing From AIM/Infinite Campus to MAEFAIRS.....	13

FAQ:

- 1. What students should be enrolled in AIM/Infinite Campus?**

Any student enrolled in a district's academic or special education program should be enrolled in AIM, regardless of the number of hours of service. [page 3](#)
- 2. What other programs count for enrollment and what are the stipulations?**

Students enrolled in Job Corps, MT Youth Challenge or MT Digital Academy may count as enrolled students for ANB purposes, if certain conditions are met. [page 3](#)
- 3. What is the difference between the three Service Types?**

Service Type indicates the kind of service the student is getting from the district. P is Primary, S is Partial and N is Special Ed Only. [page 3](#)
- 4. What are Aggregate Hours, and how are they calculated?**

Aggregate hours are the annualized hours of instruction a student is expected to participate in a particular course or schedule. They are based on the number of hours per class, times the number of classes. [page 5](#)
- 5. How do I know that my data is correct and will import to MAEFAIRS?**

Verify the information in AIM using Student Information and Ad Hoc Reports prior to importing enrollment data into MAEFAIRS. [page 7](#)
- 6. After verifying AIM data, how do I import to MAEFAIRS?**

The district's MAEFAIRS Registered User can import data from AIM into MAEFAIRS. The Registered User should work with the district's AIM staff to ensure accurate data reporting. [page 10.](#)
- 7. What about older students who have not yet graduated?**

Students who are aged 19 or older as of September 10th of the current school year are generally excluded from ANB. However, some students who are not yet 21 as of September 10th may be included. [page 7](#)

Data Element Chart

Data Type	AIM Data Elements	MAEFAIRS Notes
Student Demographics	Birth Date	Student must be between the ages 5 and 19 as of September 10 th of the current school year
Enrollment	Grade	Student grade must be KH/KF or grades 1-12
Enrollment	Service Type	Service Types included for ANB are P: Primary and S: Partial
Enrollment	Start Date/End Date	Student must have an enrollment on a Count Date
Enrollment	Fall/Spring Aggregate Hours	Student must have aggregate hours entered
Enrollment	Job Corps	Resident students participating in a Job Corps program
Enrollment	MT Youth ChalleNGe	Resident students participating in the MT Youth ChalleNGe program
Enrollment	Exclude Fall/Spring ANB	Indicates that students are not eligible to be included in the ANB count. Students who are absent 10 days prior to and including the count date, KG students not 5 years old as of count date who did not receive board approval, and students attending a Day Treatment program as of the count date are excluded from ANB
Enrollment	19/20 Eligible for ANB	Students who are age 19 or 20 as of September 10 th of the current school year who meet the requirements to be included for ANB
Enrollment	Indian Language Immersion Program -FALL COUNT ONLY	Students participating in an approved Indian Language Immersion program
Student Demographics	Race/Ethnicity (Is the individual from one or more of these races?) -FALL COUNT ONLY	Students marked as American Indian or Alaska Native are included in the count for the American Indian Achievement Gap payment
Graduation	Diploma Date/Diploma Type/Diploma Period- SPRING COUNT ONLY	Eligible graduates may be included in the Spring ANB Count

AIM/Infinite Campus Enrollments

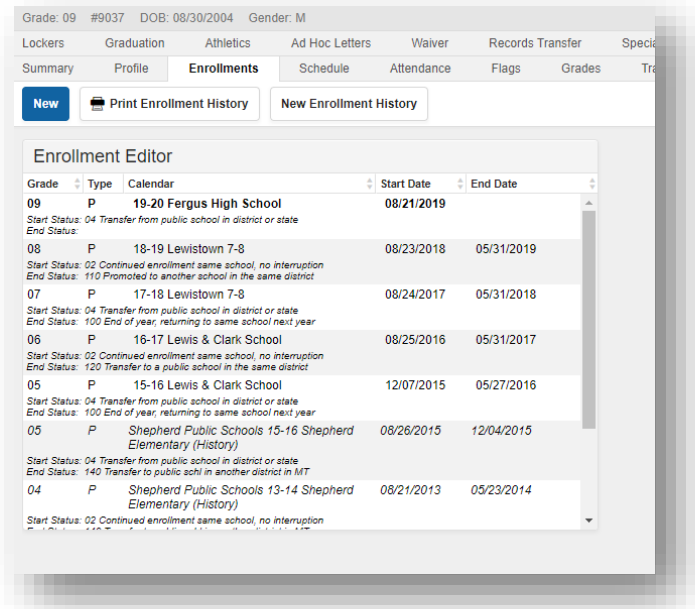
Students must have an active enrollment record, a reportable grade level (KF/KH-12), and a Service Type of P or S in AIM/Infinite Campus on the count date(s) in order to be imported into MAEFAIRS for purposes of determining **Average Number Belonging (ANB)** for state funding.

All students receiving services from a public-school district, regardless of the type or the number of hours of service, must be enrolled in AIM/Infinite Campus.

In addition, students who participate in **Job Corps**, **MT Youth Challenge**, and **MT Digital Academy** courses must be reported in AIM/Infinite Campus. See the guide [Enrollment Exceptions For ANB User Guide](#) for information about accurately reporting these students in Infinite Campus.)

Day treatment students also require special reporting methods. Please see [Day Treatment - Reporting Students in AIM](#)

Refer to the [MAEFAIRS Student Count for ANB and AIM Enrollment Instructions](#) handbook for specific information about student enrollments.



Service Types

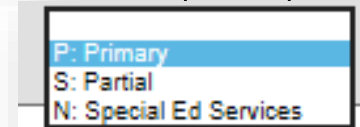
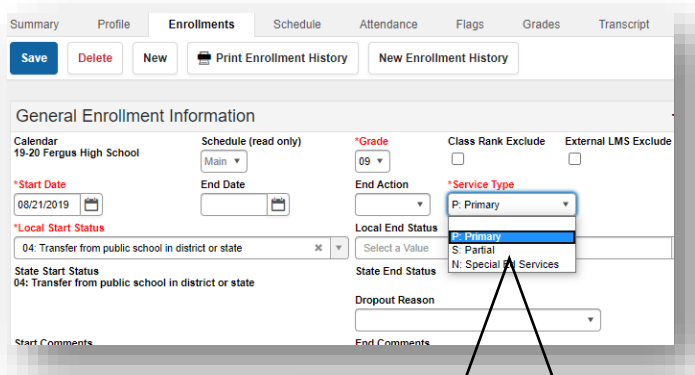
Service Types (field located within an enrollment) are used to define the enrollment status of a student.

There are **3 Service Types**:

P: Primary – Indicates a student's **primary** enrollment in a district. **NOTE:** any high school student enrolled with the intent of graduation from a district should have a Service Type of P.

S: Partial – indicates a student's **secondary** or **partial** enrollment in a district – used only if a student has a primary enrollment in another district or type of school (e.g., private or home school).

N: Special Ed Services – indicates a student's enrollment only into **Special Education Services** – these students are **typically PK** or are primarily enrolled in another type of school (e.g., private or home school). **NOTE:** Service Type: N is not used for students in a self-contained Special Education classroom.

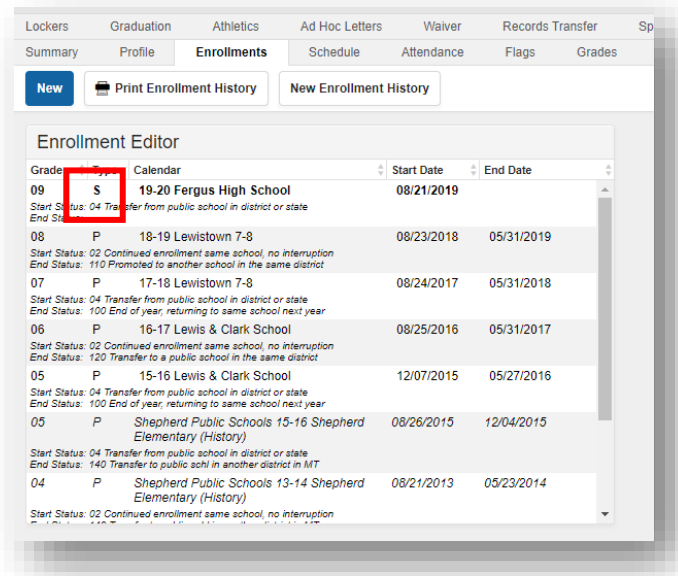


Function of “S” and “N” Service Types in AIM/Infinite Campus and MAEFAIRS

Service Type: S

Students who are enrolled in educational programs at the district and have a **primary** enrollment in another type of school (home school, private school) must be enrolled in AIM. Their **Service Type** is *S: Partial (aka Secondary)* and their **Aggregate Hours** should reflect the annualized number of hours of coursework in which the student is enrolled in the district.

NOTE: Students taking classes at another level – such as 8th graders taking HS courses – should also have a secondary enrollment. For further instructions on this scenario please see the user guide: [Enrolling Students in Two Schools](#)

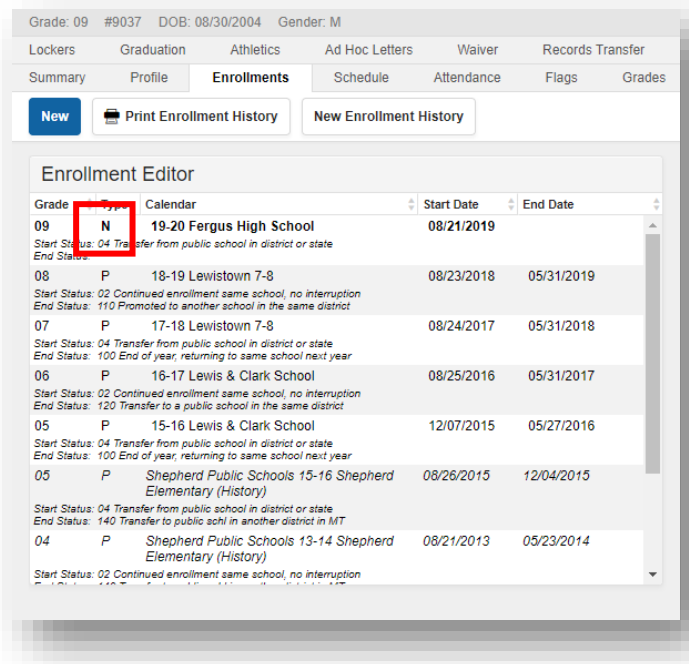


Service Type: N

Students who are enrolled in the district only for **Special Education Services** (i.e., they primarily attend another type of school – home school, private school) must be enrolled in AIM/Infinite Campus. Their **Service Type** is *N: Special Ed Only* and their **Aggregate Hours** should reflect the annualized number of hours of service the district provides to the student.

Students with Service Type: N are not included in the MAEFAIRS ANB counts, but they are included in special education Child Count. Students must be enrolled in AIM/Infinite Campus to be pulled into the Child Count application.

NOTE: PK students who are 5 years of age as of September 10th **will not** generate ANB. Students who are age 5, but receiving Kindergarten services in a PK setting must be enrolled in Kindergarten to be eligible for ANB.



Aggregate Hours

Aggregate Hours further define the enrollment status of a student as defined by [20-1-301 MCA](#).

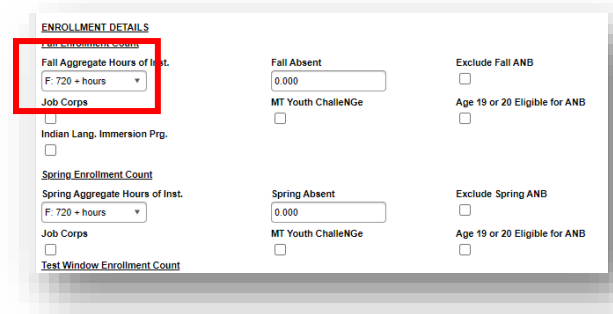
*Aggregate Hours are the annual hours of instruction for which a student is enrolled in a district on a count date. The following designation determines a student’s **full or part-time enrolled**:

Students can be enrolled:

- Full-time (F: 720+ hours)
- ¾ time (T: 540-719 hours)
- ½ time (H: 360-539 hours)
- ¼ time (Q: 180-359 hours) or
- 0 (N: 0-179 hours)

To calculate the annual hours, multiply the hours of instruction per day times the number of days of instruction in the district (this calculation is not based on number of days the student is enrolled).

NOTE: Pupil instruction does not include lunchtime or unstructured recess. Online courses should be counted as if the student were enrolled in an equivalent district course.



If a student changes their schedule during the school year, here is an example of how to calculate annualized aggregate hours of instruction:

Assume that Bobby Q. is enrolled in 12th grade in your district and he attends school pursuant to the following schedule:

Count	Days	Hours per Day	Calculation	Total Hours	Calculation	Annualized Hours
Fall	90	5 hours/day	90 x 5	450	450 x 2	900 aggregate hours
Spring	90	3 hours/day	90 x 3	270	270 x 2	540 aggregate hours
TOTAL	180			720		

How is Bobby’s enrollment reported to OPI? In the following ways:

Fall Count: Bobby’s aggregate hours are entered as F or 720+. He is full-time enrolled because the annualized hours for his program as of the fall count date would be 900.

Spring Count: Bobby’s aggregate hours are entered as T or 540-710. He is three quarter time enrolled (counted as part-time). Even though the example shows the Bobby’s total annual hours of instruction would total 720, he is still part-time for the spring count. *Look at how many annualized hours of instruction would be provided for the program the student is following as of the current date, independent from the hours accumulated under a program he/she followed on another count date.*

Absent on Count Date

Fall and Spring Absent data are used in the calculation of attendance rates used in determining AYP (Adequate Yearly Progress). **NOTE:** Absences are collected as part of the Fall and Spring attendance counts but are not required for MAEFAIRS reporting.

Students who are absent for any portion of the COUNT DATE should be marked absent. Use 3 decimal places to report the absence. For example:

- indicates the student was present for the full day.
- 1.000 indicates the student was absent for the full day.
- 0.250 indicates the student was absent for one-quarter of the day.
- 0.500 indicates the student was absent for one-half of the day.
- 0.750 indicates the student was absent for three-quarters of the day.

The screenshot shows the 'ENROLLMENT DETAILS' form. Under 'Fall Enrollment Count', the 'Fall Absent' field is set to 0.000 and the 'MT Youth Challenge' checkbox is checked. Under 'Spring Enrollment Count', the 'Spring Absent' field is also set to 0.000 and the 'MT Youth Challenge' checkbox is checked. Other checkboxes for 'Exclude Fall ANB', 'Age 19 or 20 Eligible for ANB', 'Exclude Spring ANB', and 'Age 19 or 20 Eligible for ANB' are currently unchecked.

Exclude Fall/Spring ANB

Check the **Exclude Fall or Spring ANB** boxes to exclude the student from the Fall or Spring ANB count. Mark this box if:

- Student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception. ([ARM 10.20.102\(10\)](#), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance that should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.)
- Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
- Student is attending a Day Treatment program as of the count date. ([MCA 20-9-311](#)) provides more details pertaining to Day Treatment and the Calculation of Average Number Belonging.

This screenshot is similar to the previous one but highlights the 'Exclude Fall ANB' and 'Exclude Spring ANB' checkboxes with red boxes. These checkboxes are currently unchecked, indicating that the student is included in the ANB count for both Fall and Spring.

Age 19 or 20 Eligible for ANB

Students who are age 19 or older as of September 10th of the current school year are automatically excluded from the ANB calculation. However, some students who are not yet 21 as of September 10th may now be eligible for ANB. Check the *Age 19 or 20 Eligible for ANB* box if the student meets all of the following criteria:

- 1) The student has not graduated;
- 2) The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the students' disability; and
- 3) The student's individualized education program has identified transitional goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.

The screenshot shows a form titled "ENROLLMENT DETAILS" with three sections: "Fall Enrollment Count", "Spring Enrollment Count", and "Test Window Enrollment Count". Each section contains a dropdown menu for "Fall Aggregate Hours of Inst." (set to "F: 720 + hours"), a "Fall Absent" input field (set to "0.000"), and checkboxes for "Job Corps", "Indian Lang. Immersion Prg.", "MT Youth Challenge", "Exclude Fall ANB", and "Age 19 or 20 Eligible for ANB". The "Age 19 or 20 Eligible for ANB" checkboxes in both the Fall and Spring sections are highlighted with a red border.

Early Graduates (Spring Count Only)

Students that graduated from high school early, after completing their 7th semester. Reporting early graduates is only required if the district is applying for increased ANB pursuant to [20-9-313\(6\), MCA](#) and [A.R.M. 10.20.102\(10\)](#).

Early graduates are mid-year graduates who meet the following criteria:

- The student was enrolled as of the first Monday of October of the CURRENT school year as a senior in high school, but WAS NOT enrolled as of the first Monday in February of the CURRENT school year.
 - The student completed graduation requirements after the first semester of the CURRENT school year.
 - The student completed graduation requirements after a total of SEVEN semesters. Only students who complete their graduation requirements in the 7th semester are eligible for increased ANB or early graduates. If the student completes graduation requirements before the 7th semester or in more than 7 semesters they do not qualify for increased ANB and cannot be included in the count of early graduates. (See [A.R.M. 10.20.102](#))
 - The student had not reached the age of 19 on or before September 10 of the CURRENT school year.
 - The student has NOT been counted in the regular 11th or 12th grade enrollment as of February 1 of the CURRENT school year.
1. Separately enter *Aggregate Hours* for each early graduate. *Aggregate Hours* should be equal to the number of hours of instruction the student received on graduation.
 - They will still pull into MAEFAIRS and be included for ANB and have been enrolled in the Fall.
 - The last day they are in class is the last day of enrollment.
 - Student Enrollment end status must have 400 End Status and 01 or 02 in the Diploma Type.
 - Diploma date would (usually) be the graduation date.
 2. Review that *Diploma Date*, *Diploma Type* and *Diploma Period* have been correctly entered under the student's the **Graduation** tab.

The screenshot shows the 'State Graduation Record' form. At the top, it displays 'Earliest Grade 9 Enrollment Information' with a 'Modified Date' of 07/28/2017. Below this, there are fields for 'Grade 9 Date' (08/30/2017), 'NCLB Cohort Year' (2021), 'District Number' (0466), and 'District Name' (Kalispell Public Schools). The form is divided into sections: 'Enrollment Data: Kalispell Public Schools (0466)', 'Graduation Detail: Kalispell Public Schools (0466)', and 'General Graduation Information'. The 'General Graduation Information' section includes fields for 'Diploma Date', 'Diploma Type', 'Diploma Period', 'Date First Entered the 9th Grade' (08/30/2017), 'Federal Re-assigned Cohort End Year' (2021), 'NCLB Cohort End Year' (2021), 'Post Grad Location', and 'Post Grad Plans'.

Data Verification

Data Verification is a process that begins at the district level. If the data in the district's local student system is incorrect, the data in the MT Edition will likely be incorrect as well.

The first step in the data verification process is to make sure the data is correct at the district level. This may involve a dialogue with specific program staff.

Important: Perform Data Verification procedures before importing/uploading enrollment data from AIM into MAEFAIRS. The following sections explain how to verify enrollment before uploading to MAEFAIRS.

Once the data has been verified in the district's local student system and transferred to AIM/Infinite Campus (either by direct entry or file upload), there are numerous tools in Infinite Campus to verify data.

Enrollment numbers may be verified under the **Index** tab using the **Student Information Reports** such as the *Enrollment Summary Detail Report* or the **Ad Hoc Reporting Tool**. It is recommended that districts print the Enrollment Summary Detail Report from AIM and compare it to the *Students Imported from AIM in Student Count for ANB* report inside MAEFAIRS. More information on these tools is located below.

Request Date	Name	Status	Requesting District	Releasing District
12/07/2015	Baldwin, Logan	released	Lewistown K-8 & Fergus High	Shepherd Public Schools

Records Transfer Aldrich, Steve #

Use this tool to request the release of a transfer student's records. The following information will be sent to the student's former district and they will be given the opportunity to release their records. Only an exact student match can yield a release, so it is a good idea to call the district to confirm this student was enrolled there and to let them know to expect a release request.

Student:	Enrollment Type: Primary				
Last Name	Aldrich	First Name	Steve	Middle Name	Mikal
Gender	M	Birthdate	08/30/2004	SSN	
Grade	09	School	19-20 Fergus High School	Start Date	08/21/2019

Requesting District & User

District	0420 Lewistown K-8 & Fergus High	Name	Christopher Administrator	Username	OPclaimstaff
Request Date	06/25/2020	Work Phone		Email	

Comments

Student Information Reports

There are many reports listed and exploration is highly recommended. The **Enrollment Summary** report is a new, more detailed report, that offers many parameters to produce a detailed summary. It is located under the **Index** tab, under **Student Information**, and under **Reports**.

Note: Currently, this report will show multiple enrollments if a student has enrollments at multiple schools in the same district.

Click on **Enrollment Summary** and choose an **Enrollment Effective Date** and the calendar(s), as well as any other criteria you feel appropriate. Click **Generate Report**.

A PDF report will be generated based on your criteria much like the image below.

- ▼ Student Information
 - General
 - ▶ Program Participation
 - ▶ Health
 - ▶ Special Ed
 - Student Locator
 - ▼ Reports
 - Age/Grade Level Exceptions
 - Special Ed Exception
 - Caseload Summary
 - OPI Caseload Summary
 - Duplicate IDs
 - Duplicate Students Search
 - Enrollment Overlap
 - Enrollment Status
 - Enrollment Summary

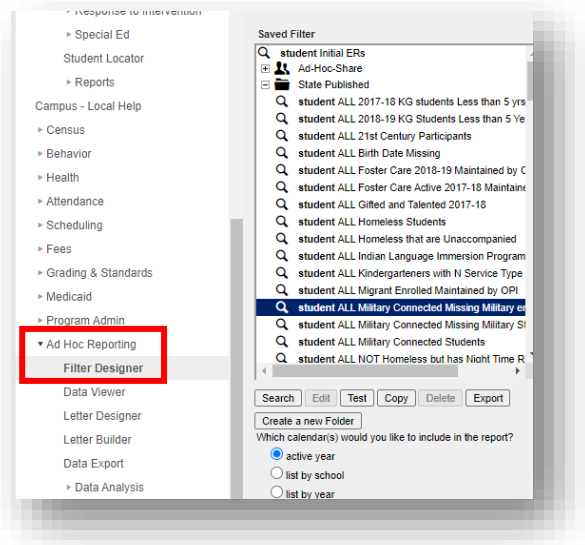
0420 Infinite Campus District 4321 109th Ave NE, Blaine, MT 55449 Generated on 09/24/2018 02:21:22 PM Page 1 of 2		Student Enrollment Summary Report Effective Date: 09/24/2018 Enrollment Types: P, S, N Total Race/Ethnicities: 7 of 7 Total Schools: 9 Race/Ethnicity Source: Federal Male/Female/Total: 628/567/1195						
Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)								
Adams Elem School								
Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
02	0/6/6	1/0/1	1/2/3	-	1/1/2	38/42/80	3/2/5	44/53/97
03	0/1/1	1/1/2	-	1/0/1	1/0/1	53/34/87	1/1/2	57/37/94
04	1/1/2	1/1/2	-	-	0/1/1	46/39/85	0/4/4	48/46/94
All Grades	1/8/9	3/2/5	1/2/3	1/0/1	2/2/4	137/115/252	4/7/11	149/136/285
Madison School								

Ad Hoc Reporting Tool

Another method for data verification is the use of the **Ad Hoc Reporting** tool.

Please refer to the following user guides located on the [AIM/OPI Website](#):

[Ad Hoc Reporting User Guide](#) and the [State Published Ad Hoc Reports Guide](#)

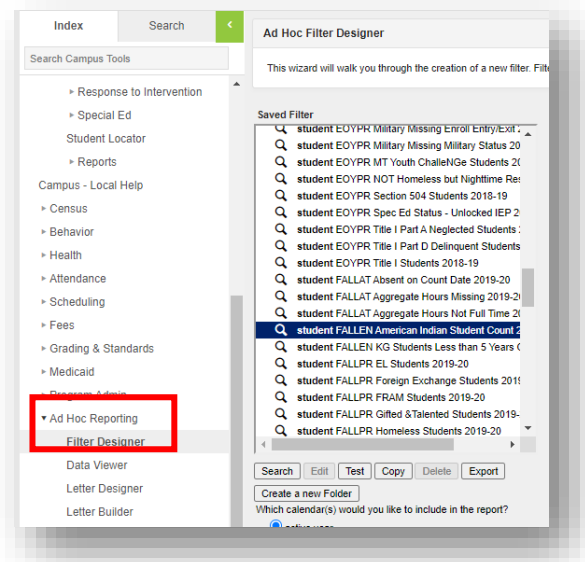


Race Verification (Fall Count Only)

All **MAEFAIRS** collections import race data, but the **Fall MAEFAIRS** collection is used to generate the district's **American Indian Student Achievement Gap (SAG)** payment.

Verify the district's American Indian Student population **BEFORE** importing the enrollments into MAEFAIRS. MAEFAIRS will not accept changes to American Indian Student Counts after 12/31.

To verify the names and counts of American Indian students, run the **State Published Ad Hoc Report** entitled: **student FALLEN American Indian Student Count.**



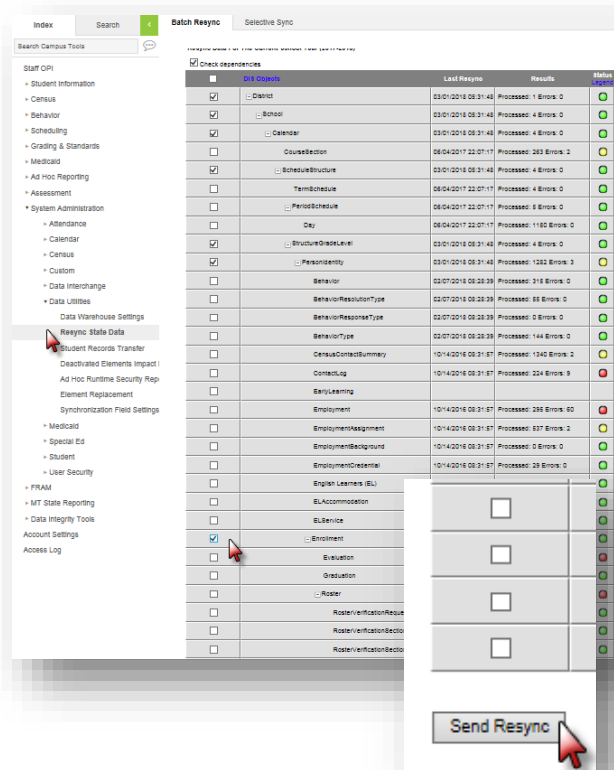
Resync State Data

A data Resync is required for *all file uploads*. It is recommended to sync data *before* collection due dates.

This process syncs the data from Montana Edition and District Edition schools to the State for use in state reporting.

Select the School Year from the top tool bar that you wish to sync. From the **Index** tab, expand **System Administration/Data Utilities/Resync State Data**.

To sync **Enrollments**, check the box for *Enrollment*. All connected data elements will automatically populate. Scroll to bottom of page, click **Send Resync**.



Importing From AIM/Infinite Campus to MAEFAIRS

To import from AIM/Infinite Campus to MAEFAIRS, the district's MAEFAIRS Registered User must login to MAEFAIRS and follow the upload steps. The district's MAEFAIRS Registered User will be able to import records from AIM into MAEFAIRS at any time, but will not be able to officially **submit** their report until **on or after**:

- **October 4, 2021** (Fall Count Date). **Due date for importing to MAEFAIRS is 10/20/2021.**
- **February 7, 2022** (Spring Count Date). **Due date for importing to MAEFAIRS is 2/11/2022.**

For instructions on uploading, see [MAEFAIRS Student Count for ANB Reporting Instructions](#)

For help with the MAEFAIRS system or uploading, contact [Nicole Thuotte](#) or call (406) 444-4524.

Districts are encouraged to follow up on students who are entering/exiting over the Count Date, verify enrollment numbers (including part-time enrollments), and verify accuracy of race/ethnicity determinations prior to submitting the final count for ANB.

The AIM Specialist is encouraged to communicate with the MAEFAIRS Registered User to facilitate the reconciliation of enrollment numbers.

For more information, contact the AIM Help Desk at 1- 877-424-6681 or

[Submit an AIM Help Desk Ticket](#)