

AIM User Guide:
*Spring Enrollment &
Aggregate Hours*

THE SPRING ENROLLMENT AND AGGREGATE HOURS COLLECTION IS USED TO COLLECT THE AGGREGATE HOURS OF INSTRUCTION AND COUNT DATE ABSENCE FOR ALL STUDENTS ENROLLED ON THE FIRST MONDAY IN FEBRUARY AS PER [ARM 10.20.102 CALCULATION OF AVERAGE NUMBER BELONGING \(ANB\)](#) AND [20-9-313\(6\), MCA](#).

IT IS ALSO USED TO CALCULATE PARTICIPATION IN INDIAN LANGUAGE IMMERSION PROGRAMS AS PER [MCA 20-7-1404](#) CONTACT [LONA RUNNING WOLF](#) FOR QUESTIONS REGARDING ILIP.

SPRING ENROLLMENT COLLECTION WINDOW – 2/7/23 TO 2/14/23

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SPRING COUNT DATE – ENTER OR CALCULATE AGGREGATE HOURS, COUNT DATE ABSENCES, AND VERIFY ENROLLMENT DATA FOR ALL STUDENTS, INCLUDING MT YOUTH CHALLENGE, JOB CORPS AND MTDA STUDENTS, ENROLLED ON 2/6/23.

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COPY YOUR AIM ENROLLMENT DATA TO THE STATE BY DOING A RESYNC TO THE STATE. THEN IMPORT YOUR DATA INTO MAEFAIRS FOR ANB FUNDING.

AIM Spring Enrollment & Aggregate Hours Collection

2022-2023

AIM USER GUIDE

The Spring Enrollment Count is the second Count Date used to calculate Aggregate Hours and Count Date Absence as defined in [ARM 10.15.101](#). STUDENT DATA FROM AIM IS IMPORTED TO THE MAEFAIRS SYSTEM TO DETERMINE THE COUNT OF STUDENTS TO BE USED IN THE CALCULATION OF AVERAGE NUMBER OF BELONGING (ANB) WHICH IS USED FOR SCHOOL FUNDING.

THE SPRING ENROLLMENT DATA MUST BE ACCURATE FOR **ENROLLMENTS AS OF FEBRUARY 6, 2023**. IF THERE ARE NO CLASSES HELD ON THAT DATE USE THE NEXT REGULARLY SCHEDULED SCHOOL DAY. **IN ORDER TO INCLUDE THE COMPLETE DAY OF CLASS ATTENDANCE RECORDS FOR THE 'AS OF' COUNT DATE, THE CALCULATION PROCESSES AND UPLOADS OF DATA SHOULD NOT BE COMPLETED UNTIL THE DAY AFTER THE COUNT DATE. THIS COLLECTION ABSOLUTELY ENDS FEBRUARY 14, 2023.**

PLEASE NOTE: AS WITH ALL FILE IMPORTS, IT IS BEST PRACTICES TO RETRIEVE THE TEMPLATE DIRECTLY FROM OUR [AIM UPLOAD TEMPLATES](#) WEBPAGE TO ENSURE YOU HAVE THE MOST CURRENT VERSION.

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Frequently Asked Questions:

Before beginning the process, there are a few considerations in choosing the most appropriate method for your district. Read the questions below to determine which option is best for you.

- 1. Our district uses Infinite Campus to record student attendance information – which method should I use to enter Aggregate Hours?** Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Spring Aggregate Hours data. [Use Option A.](#)
- 2. All attendance data is stored on a third-party student information system – which method should I use to enter Aggregate Hours?** Most student information systems have automated extracts to upload Aggregate Hours data in the format that will upload to AIM. [Use Option B.](#)
- 3. Our district only has a few students – which method should I use to enter Aggregate Hours?** Districts with only a handful of students may find the direct entry method of entering student Aggregate Hours most convenient. [Use Option C.](#)
- 4. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter Aggregate Hours?** Districts who maintain paper ledgers may want to default all students to full-time and use the direct entry method to modify select students’ Aggregate Hours, enter Count Date Absence, or check Exclude Spring ANB box. [Use Option D.](#) This method may also be used by District Edition users if they are getting errors when calculating Aggregate Hours.

Data Checklist

- Verify that all students have an enrollment and no overlaps: “*Index>Student Information>Reports: >Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification and State Enrollment Overlap.*”
- Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes.](#))
- Enter Special Education Exit Date and Exit Reason for exited Special Ed students.
- 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. **NOTE:** The Spring Count **IS** used for ANB funding and requires MAEFAIRS importing and submission.

Follow this Guide to:

- Enter new students, exit students no longer in attendance.
- Enter Aggregate Hours and Absence field for all students (if District Edition or MT Value Added user, check these after running MT Count Date Attendance calculation).
- Check the “Exclude Fall ANB” box for:
 - Any student absent more than 10 consecutive days prior to and including the count date.
 - Kindergarten students not 5 years old as of September 10th who are not qualified to be included in the district’s ANB count per [20-7-117, MCA](#).
 - Students attending a private, non-sectarian day-treatment program as of count date. Uncheck if student has returned to school attendance.
- Check Service Type for all students (P=Primary; S=Partial; N=SPED Only).
- For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that their end date is before the count date.
- Verify that the district’s SIS, AIM, and MAEFAIRS enrollment data match as of the count date. (See Importing to MAEFAIRS section on the next page.)
- Follow the [Enrollment Exception for ANB User Guide](#) to:
 - Enter End Dates and/or Start Dates for MT Youth ChalleNGe Students
 - Verify continued participation and grade level for continuing Job Corps Students.
 - Check boxes under the enrollment tab for Job Corps and MT Youth ChalleNGe students.
- Verify Data using State Published Ad Hoc Reports: “*Index>Ad Hoc Reporting>Filter Designer>>+State Published>student SPRING Missing Aggregate Hours*” and other “*SPRING*” and “*ALL*” ad hoc reports.”
- Resync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition or MT Edition Value Added users only).

Step 1 – Determine which edition of Infinite Campus is used by your district.

District Edition- Districts who use Infinite Campus as their primary Student Information System.

MT Edition- Used by districts who have a third-party Student Information System.

Step 2 – Select one of the following processes for your district.

- A. **Option A:** District Edition: Automatic Calculation for Districts Who Record Attendance in Infinite Campus.
 - B. **Option B:** MT Edition: Exporting Spring Aggregate Hours Data from Your Student Information System (SIS).
 - C. **Option C:** District Edition or MT Edition: Manual Entry of Aggregate Hours into Infinite Campus. (For Small Districts).
 - D. **Option D:** Troubleshooting District Edition Option OR MT Edition users who do not have a third-party student information system: Use this option if you are a District Edition user and your Aggregate Hours didn't calculate the first time and you are getting errors for students without schedules. OR use this option if you are a MT Value Added user who does not have a third-party student information system and you wish to set all students to full time (F: 720+) hours, and then manually adjust any students who are *not* (F: 720+).
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A. (DISTRICT EDITION USERS) Automatic Calculation of Aggregate Hours for Districts Who Record Attendance in Infinite Campus

PATH: INDEX > MT STATE REPORTING > MT COUNT DATE ATTENDANCE > SELECT COUNT PERIOD TO CALCULATE

Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Spring Aggregate Hours and Count Date Absence data. *The Aggregate Hours of Instruction field is editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value manually on the Enrollment tab.*

1. Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).
2. From the **Index**, expand **MT State Reporting**.
3. Select **MT Count Date Attendance**.
4. From **Count Period**, choose **Spring**.
5. The **MT OPI Designated Count Date** for the current year should auto-fill: **02/07/2022**
6. Under **Calculation Type**, all boxes should automatically be checked, do not uncheck these boxes.
7. Click **Run Test**. (This only provides a test of the data; no student information will be updated at this point.)
8. The report will say status *Completed* when it is finished running. Open the Results Report.
9. Check the warnings/errors and make corrections as needed. **Student data has NOT been updated at this point, only tested.**
10. Return to the **MT Count Date Attendance** tool.
11. Click **Generate**. Repeat this process for each **School/Calendar**. **Note:** Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.
12. For PK-8, go to [Step 4](#) to verify data. For grades 9-12 go to [Step 3](#) before verifying or resynching the data to the state level.

Count Date Attendance

Count Date Attendance will be calculated based on the Count Period selected on the editor and the calendar/schedule structure selected in the Campus tool bar. A calendar must be selected in order to complete calculations.

The MT OPI Designated Count Date field will default to the following dates:

- Fall: First Monday in October. If not instructional, the first instructional day after the first Monday in October will be used.
- Test Window: No default value will be provided. Users must enter the MT OPI Designated Testing Count Date as provided by the State for the school year.
- Spring: First Monday in February. If not instructional, the first instructional day after the first Monday in February will be used.

Users may not run Count Date Attendance calculations prior to or on the MT OPI Designated Count Date of the Count Period selected on the editor. Users must wait until the MT OPI Designated Count Date for the Count Period has passed in order to collect the day's attendance detail on the specified MT OPI Designated Count Date.

It is recommended that a test be run prior to running the calculation(s). The Run Test option will provide a results report that includes the date as entered in the MT OPI Designated Count Date field, number of enrollments updated, and errors or warnings. The Generate option will also provide these results.

If Submit to Batch is selected, use the Batch Queue List located on the editor or navigate to System Administration > Batch Queue > Batch Queue Admin to receive the results reports.

This tool can be run for previous or current calendars.

Count Date Attendance

*Count Period

*MT OPI Designated Count Date

Calculation Type

- Aggregate Hours of Instruction
- Absent
- Exclude ANB

Ad Hoc

Refresh Show top 50 tasks submitted between 11/09/2020 and 11/16/2020

Batch Queue List			
Queued Time	Report Title	Status	Download

B. (MT EDITION USERS) Importing Aggregate Hours Information Into AIM/Infinite Campus

PATH: Index > MT State Reporting > MT Data Upload

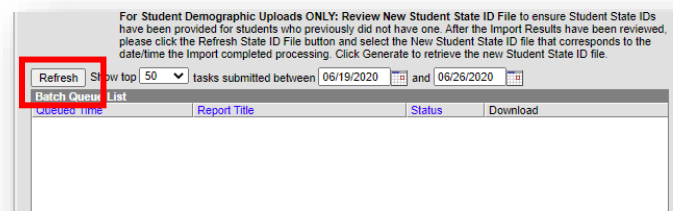
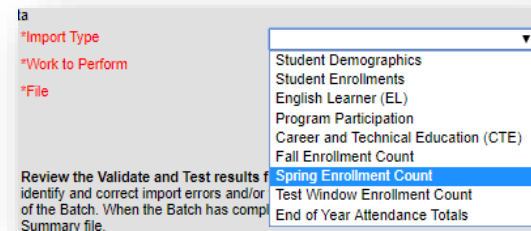
MT Edition Only: Export Spring Aggregate Hours and Count Date Absences (and Job Corps, MT Youth Challenge, if applicable) from your Student Information System (SIS). Then an upload is completed into the AIM/Infinite Campus system.

1. Create an export file from your Student Information System (SIS). Populate this data into the AIM [Spring Count](#)

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
Record Type (AS)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Exclude Spring ANB	Spring Count Absent	Aggregate Hours of Instruction	Job Corps	MT Youth Challenge	Age 19 or 20 Eligible for ANB	Year
*Fields in Red must be populated. Template last updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.														

[Template](#). (Follow the directions in the blue heading in the template before proceeding.)

2. Save the file in either *.txt or *.tsv format in an easy to locate place such as your desktop.
3. From the **Index**, select **MT State Reporting**, then select **MT Data Upload**.
4. Choose **Import Type**, **Spring Enrollment Count**, and **Work to Perform**, **Validate and Test File**. (This will only test the file- no student data will be updated. Do not attempt to upload or test more than one file at a time.)
5. Click **Choose File** and locate the file you created and saved for importing. Select the file, click **Open**, and then click **Submit to Batch**.
6. **Batch Queue Reporting Options** box will appear. Check **High Priority** box if not selected. Click **Okay**, then click **Okay** again.
7. In the box below labeled **Batch Queue List** you will see the file status. Status will change to 'Completed' when it is finished and next to it a 'Get Report' link will appear. If this has not happened after a few minutes, click **Refresh** above the Batch Queue List box.
8. Click 'Get Report' link once it appears in the Batch Queue List box. Click **Results Report** after it appears at the bottom right of your browser. Review the report for *Errors* or *Warnings*. (Errors will cause the record to be rejected. Warnings will allow you to upload, but they should be checked.) Correct errors in your SIS and within the file. If changes were made to the file, save it again and close the report to get back to the upload screen.
9. Rename and upload the file again to test and re-check for errors. Do this by repeating steps 4-8 above. Correct any more errors, if any. ***No data has been changed at this point- this has only tested the file for errors.***
10. Once the file is error free, return to **MT State Reporting/MT Data Upload**.
11. Change **Work to Perform** section to **Upload File**. (This option will now upload the data into the student records.)
12. Click **Submit to Batch**.
13. For PK-8, go to [Step 4](#) to verify data. For grades 9-12 go to [Step 3](#) before verifying or resynching the data to the state level.



C. (MT VALUE ADDED OR DISTRICT EDITION) Manual Entry of Aggregate Hours into Infinite Campus (for small districts)

PATH: INDEX > STUDENT > SEARCH

This process is the manual entry of aggregate hours by accessing each student's enrollment record. All students that are enrolled on February 7, 2022, need to have the correct Aggregate Hour field completed.

From the top banner, select the **Year** and **School**.

1. Select **Search**, then **Student** from the drop-down menu.
2. Select **Go** to load all students at once in the search results.
3. Choose a student and go to the **Enrollments** tab.
4. Open the current school year enrollment and scroll to the **Attendance and Enrollment Information** section.
5. Under Spring Enrollment Count, select the appropriate Spring **Aggregate Hours of Inst.**
6. Enter **Testing Absent** amount: The sum of the student absence on the Count Day only (this is **not** a total number of school days missed).

- A value of 0.000 indicates the student was present the entire day.
- Absent: The portion of the day the student was absent in decimals.

EXAMPLES:

Half-day absent: 0.500

Quarter-day absent: 0.250

Three quarter-day absent: 0.750

Full day absent: 1.000

This value is rounded to 3 decimal places.

7. Checking the *Exclude Spring ANB* –box will exclude the student from the 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 September 10th who are not qualified to be included in the district's ANB count per [20-7-117, MCA](#).
 - Student is attending a private, non-sectarian Day Treatment program as of the count date. [ARM 10.20.106](#) provides more details pertaining to Day Treatment and the calculation of ANB.
8. Ensure that those students participating in Job Corps or MT Youth Challenge have these boxes checked. If they do not apply to the student, leave them unchecked.
9. Click **Save**. Continue this process for all students that are currently enrolled as of the count date.
10. For PK-8, go to [Step 4](#) to verify data. For grades 9-12 go to [Step 3](#) before verifying or resynching the data to the state.

D. (TROUBLESHOOTING OPTION FOR DISTRICT EDITION OR OPTION FOR MT VALUE ADDED USERS WITHOUT A THIRD-PARTY STUDENT INFORMATION SYSTEM) Mass Setting All Students Aggregate Hours to Full Time (F) and Manually Adjusting Specific Students' Aggregate Hours

PATH: INDEX > MT STATE REPORTING > MT EXTRACTS

Use this option if you are a District Edition user and your Aggregate Hours didn't calculate correctly the first time and you are getting errors for students without schedules OR if you are a MT Edition user without a third-party student information system and you wish to set all students aggregate hours to full time and then manually adjust specific students who are not full time. All students that are enrolled on **February 7, 2022**, need to have the correct Aggregate Hour field completed. This process is the manual adjustment of Aggregate Hours or Count Date Absence field by accessing a student's enrollment record after all students' Aggregate Hours have been automatically set to full time.

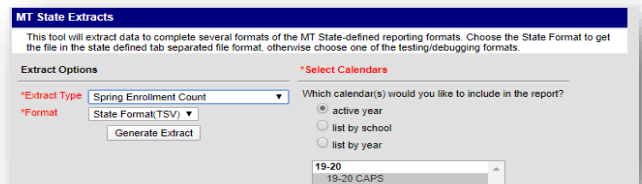
1. From the **Index** tab, select **MT State Reporting**, then **MT Extracts**.

2. Select **Extract Type: Spring Enrollment Count** and **Format: State Format (TSV)**.

3. Select 'Active Year' under **Calendar(s)** to include in your report.

4. Click **Generate Extract**. **(Note: The report generated will automatically populate the Aggregate Hours of Instruction for each student with an 'F' value which equals = 720 + hours as well as the Count Date Absence field.)**

5. Save the file where it can be easily located. Open the file and highlight the entire text in the file including the top header. Right click and copy the highlighted section and paste into the **Spring Count Template** pictured below, available on the AIM website under **AIM Upload Templates**. Make sure to follow the instructions in **Blue** in the heading of the template. Delete the first three rows as per the instructions on the template. Save the file as a .txt or .tsv format in an easy to find location.



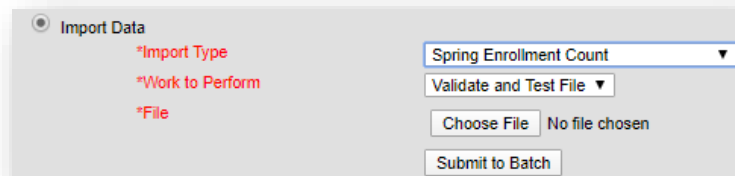
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15
Record Type (AS)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Exclude Spring ANB	Spring Count Absent	Aggregate Hours of Instruction	Job Corps	MT Youth Challenge	Age 19 or 20 Eligible for ANB	Year
*Fields in Red must be populated. Template last updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.														

6. Return to the **Index** tab, select **MT State Reporting**, then **MT Data Upload**.

7. From **Import Type**: select **Spring Enrollment Count** and from **Work to Perform**: select **Upload File**.

8. Click **Submit to Batch**.

9. Click **Upload**. **All Students in the file will now be marked as F: 720+.** **Adjust the individual students who were absent on the count date or require a different aggregate hour's value other than F: 720+ by proceeding with the following instructions:**



To adjust the individual student record for a student who has Aggregate Hours other than F: 720+ OR to enter Count Date Absence OR check the Exclude Spring ANB box:

1. Click the **Search** tab. Enter the student's *name*: last name, then first name.
2. Click **Go**.
3. Click the student's name and select the **Enrollments** tab.
4. Open the current school year enrollment. Scroll down under the State Reporting Fields section to the **Enrollment Details** section.

5. If the *Aggregate Hours* are different, select the appropriate number of hours.

6. If the Absence value needs to be changed, enter the correct value in the Testing Absent field: The sum of the student absence on the Count Day only: (not a total number of days absent)

- A value of 0.000 indicates the student was present the entire day.
Half-day absent: 0.500
Quarter-day absent: 0.250
Three quarter-day absent: 0.750
Full day absent: 1.000

- Absent = (number of minutes the student is scheduled on the MT OPI Designated Count Date) – (number of minutes the student is present on the MT OPI Designated Count Date) / (scheduled minutes on the MT OPI Designated Count Date)
- This value is rounded to 3 decimal places.

The screenshot shows the 'ENROLLMENT DETAILS' section of a web form. It is divided into two main sections: 'Fall Enrollment Count' and 'Spring Enrollment Count'. Each section has a dropdown menu for 'Aggregate Hours of Inst.' set to 'F: 720 + hours', a text input field for 'Absence' (both set to '0.000'), and checkboxes for 'Job Corps', 'Indian Lang. Immersion Prg.', and 'MT Youth Challenge'. To the right of each section are checkboxes for 'Exclude' and 'Age 19 o'. Below the Spring section is a link for 'Test Window Enrollment Count'.

7. If it applies, check the *Exclude Spring ANB* box to exclude the student from the 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 September 10th who are not qualified to be included in the district's ANB count per [20-7-117, MCA](#).
 - Student is attending a private, non-sectarian Day Treatment program as of the count date. [ARM 10.20.106](#) provides more details pertaining to Day Treatment and the calculation of ANB.
8. Ensure that those students participating in Job Corps or MT Youth Challenge have these boxes checked. If they do not apply to the student, leave them unchecked.
9. Click **Save**. Repeat for any student who aggregate hours need adjusting.
10. For PK-8, go to [Step 4](#) to verify data. For grades 9-12 go to [Step 3](#) before verifying or resynching the data to the state level.

Step 3 – (ALL DISTRICTS) Early Graduates

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 *Spring Aggregate Hours* for each early graduate. *Spring 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.
 3. See [Option B](#) within this guide for instructions on the direct entry of students' aggregate hours.

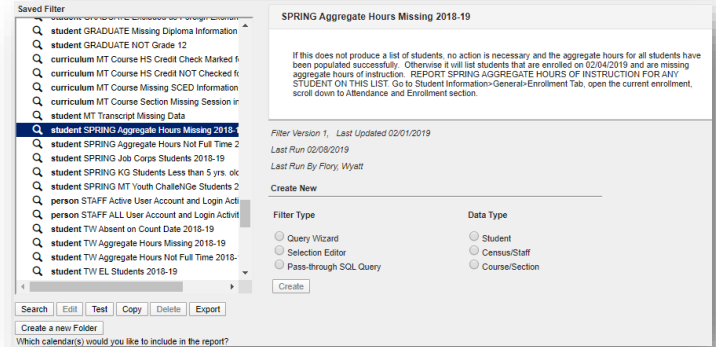
The screenshot displays the 'State Graduation Record' interface. At the top, it shows 'Earliest Grade 9 Enrollment Information' with a 'Modified Date' of 07/28/2017. Below this, a table lists enrollment details: Grade 9 Date (08/30/2017), NCLB Cohort Year (2021), District Number (0466), and District Name (Kalispell Public Schools). The enrollment data is confirmed as 'Kalispell Public Schools (0466)'. The graduation detail is also 'Kalispell Public Schools (0466)'. The 'General Graduation Information' section includes fields for: Diploma Date (calendar icon), Diploma Type (dropdown), Diploma Period (dropdown), Date First Entered the 9th Grade (08/30/2017 with calendar icon), Federal Re-assigned Cohort End Year (2021 dropdown), NCLB Cohort End Year (2021 dropdown), Post Grad Location (dropdown), and Post Grad Plans (dropdown).

Step 4 – (ALL DISTRICTS) Verify Aggregate Hours

Path: Index > Ad Hoc Reporting > Filter Designer

State published ad hoc filters are available to help verify aggregate hours as of the count date.

1. Select the current year and school if there are multiple schools.
2. From the **Search** tab,
3. Select **Ad Hoc Reporting**.
4. Select **Filter Designer**.
5. From the **Saved Filters**, select the folder named **+State Published** list.
6. Select the **SPRING** count ad hoc you wish to view.
7. Click on the **Search** button and the search results will be listed on the left.
 - This will allow you to select the student and adjust aggregate hours if necessary.

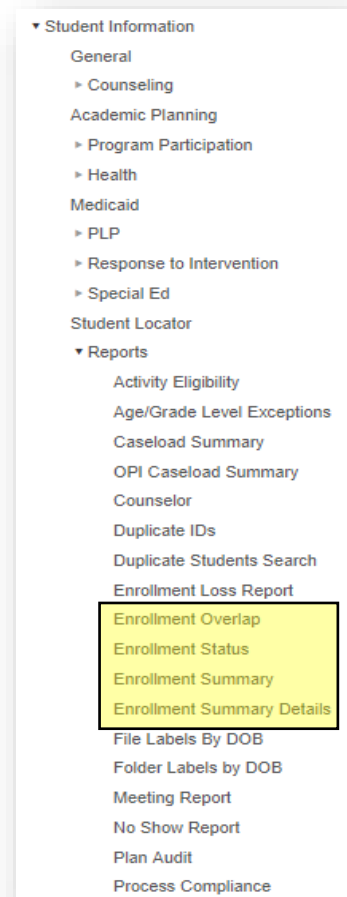


Use Student Information Reports to help verify accurate enrollments.

PATH: INDEX> STUDENT INFORMATION > REPORTS

From the **Index**, expand **Student Information**. Select **Reports**.

- The **Enrollment Overlap Report** will list students who are simultaneously enrolled in two or more different schools on the same date. Enter the school year and/or any enrollment dates you wish to evaluate. You can select specific grade levels, as well as certain service types to add to the filter. **Also, please look at the state enrollment overlap report.**
- The **Enrollment Status Report** displays all enrollment information for a certain student within a certain calendar. If a student is enrolled, and then leaves the district but moves back, both enrollments will be listed on this report.
- The **Enrollment Summary Report** will list a district-wide breakdown of enrollments grouped by school, grade, gender and race. This report will print for one school, multiple schools or All Schools.
- The **Enrollment Summary Details Report** lists student enrollment data using the start and end date of enrollment, enrollment start and end status, and race/ethnicity information, and provides a list of names.



Step 5 – (ALL DISTRICTS) Resync Data to the State Level

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. **A data resync is required after changes are completed in order for the data to import into the MAEFAIRS system.**

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. Then select **Resync State Data**.
6. Check the box for **Enrollment**. All associated boxes will automatically populate. At the bottom of the window, click **Send Resync**.

Step 6- MAEFAIRS importing and submitting from AIM

Districts must import AIM enrollment into MAEFAIRS:

* For the Fall Count Date: **The first Monday in October**

* For the Spring Count Date: **The first Monday in February**

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

The MAEFAIRS Count Day collections are snapshots of enrollments as of 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.

___ 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.

___ To import from AIM 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 the count date**.

For instructions, see [MAEFAIRS Student Count for ANB Reporting Instructions](#)
For help with the MAEFAIRS system, contact [Nicole Thuotte](#) or call (406) 444-4524.

*The Spring Enrollment and Aggregate Hour Collection begins **February 7, 2023 and ends February 14, 2023**. There are four methods available for completing this collection within AIM/Infinite Campus because schools and districts operate differently.*

**Contact the OPI AIM Helpdesk at 1-877-424-6681 or
[Submit an AIM Help Desk Ticket](#) for assistance.**