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+).
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.
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 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 resynchronizing the data to the state level.

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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.

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.
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.
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.