THIS GUIDE EXPLAINS THE BASIC PROCESS FOR VERIFYING DEMOGRAPHIC AND ENROLLMENT DATA AS OF THE TEST WINDOW COUNT IN AIM/INFINITE CAMPUS, AS DEFINED IN ARM 10.56.101-105

TOPICS COVERED IN THIS QUICK REFERENCE GUIDE INCLUDE:

- UPDATE STUDENT ENROLLMENT RECORDS
- VERIFY ACCURACY FOR STUDENT ENROLLMENTS
- PERFORM A STATE RESYNC

AIM DATA DICTIONARY
REFER TO THE AIM DATA DICTIONARY FOR DETAILS AND GUIDANCE ON STATE REPORTED DATA ELEMENTS

Test Window Demographic and Enrollment Collection Guide
2022-2023

AIM User Guide

The Test Window Collection is used to report Demographic, Enrollment, and Program Participation data for all students enrolled on the Test Window Count Date. This count includes students who are expected to be tested for federal reporting purposes.

The Test Window Collection data must be accurate **as of the Test Window Count Date, April 6, 2023.** If there are no classes held on that date, use the next regularly scheduled school day. Begin entering this data no later than April 28, 2023. Edits will be accepted through May 26, 2023.

Verification is an important process at the district level to ensure the data entered into AIM/Infinite Campus is accurate. The OPI has created a number of Data Validation and AdHoc reports to assist with this process.

Please refer to the Test Window Program Participation Data Verification guide to assist with reporting student program participation data.

PLEASE NOTE: AGGREGATE HOURS OF INSTRUCTION AND ABSENCE DATA ARE NO LONGER COLLECTED DURING THIS COLLECTION; HOWEVER, ENROLLMENTS MUST BE CHECKED FOR ACCURACY. GRADE LEVELS AND SERVICE TYPE IN PARTICULAR MUST BE CHECKED FOR ACCURACY AS THEY ARE USED TO DETERMINE WHICH STATE ASSESSMENTS ARE TO BE TAKEN BY STUDENTS. PLEASE ALSO REVIEW THE STATE ASSESSMENT USER GUIDE TO ENSURE ACCOMMODATIONS ARE RECORDED AND UP TO DATE IN THE STATE ASSESSMENT TEST SETTINGS FOR EL AND SECTION 504 STUDENTS.

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<u>Frequently Asked Questions</u>
Before beginning this collection 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 STORE STUDENT ENROLLMENT INFORMATION OR OUR DISTRICT ONLY HAS A FEW STUDENTS – WHICH METHOD SHOULD I USE?** Districts who maintain enrollment information in Infinite Campus can manually enter/change data on student's enrollment for the current school year. See Step 1 Option A.

2. **OUR ENROLLMENT DATA IS STORED ON A THIRD-PARTY STUDENT INFORMATION SYSTEM – WHICH METHOD SHOULD I USE?** Most student information systems have automated extracts to upload Student Demographics and Enrollments in a format that will upload to AIM/Infinite Campus. See Step 1 Option B.

Data Checklist

- ❑ Review student enrollment data - correct grade levels, service type, no overlaps
  - ❖ Run Student Information Reports
    - o Duplicate ID
    - o State Enrollment Overlap Report
    - o Enrollment Summary Report
    - o Enrollment Summary Details Report
  - ❖ Run Test Window Validation Reports
    - o Test Window Assessment Validation

- ❑ Review student demographic data – gender, birth date, race/ethnicity
  - ❖ Run State Published AdHoc Report
    - o STUDENT TWDM Student Demographic Check
  - ❖ Run Test Window Validation Reports
    - o Test Window Demographic Validation Report

- ❑ Enter End Date and End Status for withdrawn students
  - ❖ Enrollment End Status Codes
  - ❖ Exit Scenarios Guide for examples on when/how to use End Status Codes

- ❑ Resync enrollment data to the state when data has been completely entered and/or reviewed.
  - ❖ **PATH (NEW LOOK): SYSTEM SETTINGS > DATA INTERCHANGE ADMINISTRATION > RESYNC STATE DATA - BATCH**
  - ❖ **PATH (OLD LOOK): SYSTEM ADMINISTRATION > DATA UTILITIES > RESYNC STATE DATA**

- • After student Demographic and Enrollment data has been reviewed, refer to the Test Window Program Participation Data Verification Guide to review program participation information.

NOTE:
- • Before running Data Validations Reports, ensure that Test Window Validation Groups are assigned to one or more User Groups.   Only users assigned User Group membership will have access to view the reports.
- • Run Validation Reports by both Local and State datasets.
  - o Local Dataset: Displays data in the School/District Database
  - o State Dataset: Displays data synced to the State Database. **This dataset is used for state reporting purposes.** Run Resync State Data process if reports do not match.

Step 1 – Update Student Demographic & Enrollment Information

A.) **District Edition Users**: Districts who maintain records in Infinite Campus can manually update and maintain demographic and enrollment data.

> **PATH (NEW LOOK):** MENU > STUDENT INFORMATION > GENERAL > ENROLLMENTS
> **PATH (OLD LOOK):** OLD LOOK: INDEX > STUDENT INFORMATION > GENERAL > ENROLLMENTS

Review and/or update the following data elements are accurate for all students:
- Demographics – including Gender, Birth Date, and Race/Ethnicity
- Enrollments - including Grade Level and Service Type
- End Date and End Status – for withdrawn students

B.) **MT Edition Users:** Districts who maintain demographic and enrollment data outside Infinite Campus (third party student information system) can update student demographic and enrollment data manually (see Step 1A above) or by performing file uploads. If you choose the file upload method, please use current versions of the OPI AIM file upload templates directly from the [AIM Upload Templates webpage](#). Reference the [AIM File Imports User Guide](#) for instructions on performing the Student Demographic and Enrollment Template Upload.

> **PATH (NEW LOOK):** REPORTING > MT STATE REPORTING > MT DATA UPLOAD
> **PATH (OLD LOOK):** INDEX > MT STATE REPORTING > MT DATA UPLOAD

Review and/or update the following data elements are accurate for all students:
- Demographics – including Gender, Birth Date, and Race/Ethnicity
- Enrollments - including Grade Level and Service Type
- End Date and End Status – for withdrawn students

Step 2 – Review Demographic Data

- Demographic information is a data element used to create subgroups for reporting test results. Student demographic information should be accurate as of the Test Window Count Date.
- **DO NOT make changes to <u>existing</u> Gender, Birth Date, or Race/Ethnicity data on the student Census Demographics or Identities current identity record.** Changes to student demographic data should only be made by creating a new identity record.
- Use either Step 2A and/or Step 2B to verify Student Demographic Data

Step 2A – Use Data Validation Report to Verify Student Demographic Data

> **PATH (NEW LOOK):** MENU > REPORTING > DATA VALIDATION > DATA VALIDATION REPORT
> **PATH (OLD LOOK):** INDEX > DATA INTEGRITY TOOLS > DATA VALIDATION > DATA VALIDATION REPORT

- The **Test Window Assessment Validation Report** includes 2 data summaries:
  - Eligible Students: Grades 3-8, 11; P: Primary Service Type; enrolled on Test Window Count Date
    This summary indicates EL, 504, or IEP status and if the student is expected to receive an accommodation. The list is sorted by school, then grade.
  - Ineligible Students: Grades PK-2, 9, 10, 12; S: Partial or N: Special Ed Services Service Type
    This summary is sorted by school, grade, then service type (N, P, S).

  NOTE: Run Validation Reports by both Local and State datasets.
    - Local Dataset: Displays data in the School/District Database
    - State Dataset: Displays data synced to the State Database. **This dataset is used for state reporting purposes.** Run Resync State Data process if reports do not match.

Step 2B – Use Ad Hoc Report to Review Demographic Data

PATH (NEW LOOK): REPORTING > AD HOC REPORTING > STATE PUBLISHED > STUDENT TWDM Student Demographic Check
PATH (OLD LOOK): INDEX > AD HOC REPORTING > STATE PUBLISHED > STUDENT TWDM Student Demographic Check

- The **State Published Ad Hoc Report: TWDM Student Demographic Check** report is a summary of demographic information for students enrolled on the Test Window Count Date.

Step 3A – Use Student Information Reports to Verify Accurate Enrollments and Grade Levels

PATH (NEW LOOK): MENU > STUDENT INFORMATION > REPORTS
PATH (OLD LOOK): INDEX> STUDENT INFORMATION > REPORTS

- The **Duplicate ID Report** checks for duplicate Local or State ID records within the District database. Contact the **AIM HelpDesk** for assistance merging duplicate records.
- The **State 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.
- The **Enrollment Summary Report** will list a district-wide breakdown of enrollments grouped by school, grade, gender, and race as of a selected date. This report can be run 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 as of a selected date. This report can be run for one school, multiple schools, or all schools.

Step 3B – Use Data Validation Report to Verify Student Enrollment in Tested Grades

PATH (NEW LOOK): MENU > REPORTING > DATA VALIDATION > DATA VALIDATION REPORT
PATH (OLD LOOK): INDEX > DATA INTEGRITY TOOLS > DATA VALIDATION > DATA VALIDATION REPORT

- The **Test Window Assessment Validation Report** includes 2 data summaries:
  - Eligible Students: Grades 3-8, 11; P: Primary Service Type; enrolled on Test Window Count Date
    This summary indicates EL, 504, or IEP status and if the student is expected to receive an accommodation. The list is sorted by school, then grade.
  - Ineligible Students: Grades PK-2, 9, 10, 12; S: Partial or N: Special Ed Services Service Type
    This summary is sorted by school, grade, then service type (N, P, S).

  NOTE: Run Validation Reports by both Local and State datasets.
    - Local Dataset: Displays data in the School/District Database
    - State Dataset: Displays data synced to the State Database. **This dataset is used for state reporting purposes.** Run Resync State Data process if reports do not match.

Step 2B – Use Validation Report to Verify Demographic Data

PATH (NEW LOOK): REPORTING > DATA VALIDATION > DATA VALIDATION REPORT
PATH (OLD LOOK): INDEX > DATA INTEGRITY TOOLS > DATA VALIDATION > DATA VALIDATION REPORT

- The **Test Window Demographic Validation Report** includes 2 data summaries:
  - Demographic Count of Students by Federal Race Designation: Count of students by Federal race/ethnicity designation.
  - Demographic Check: List of students including gender, birth date, and race/ethnicity.

  NOTE: Run Validation Reports by both Local and State datasets.
    - Local Dataset: Displays data in the School/District Database
    - State Dataset: Displays data synced to the State Database. **This dataset is used for state reporting purposes.** Run Resync State Data process if reports do not match.

Step 4 – (ALL DISTRICTS) Resync Data to the State Level

PATH (NEW LOOK): SYSTEM SETTINGS > DATA INTERCHANGE ADMINISTRATION > RESYNC STATE DATA-BATCH
PATH (OLD LOOK): 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 current **Year.**
2. Navigate to Resync State Data using applicable path noted above. Check the top box for DIS Objects. All boxes will automatically populate.
3. Scroll to the bottom of the window, click **Send Resync**.

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

NOTE: THE 2023 TEST WINDOW PROGRAM PARTICIPATION COLLECTION
ONLY REQUIRES DATA VALIDATION. DATA CERTIFICATION IS NOT A COMPONENT FOR 2023.

FOR QUESTIONS OR ASSISTANCE CONTACT THE OPI AIM HELP DESK
1-877-424-6681 OR Submit an AIM Help Desk Ticket OR AIM TEAM DIRECTORY