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

TOPICS COVERED IN THIS QUICK REFERENCE GUIDE INCLUDE:

- VERIFY ACCURACY FOR STUDENT ENROLLMENTS.
- UPDATE ENROLLMENTS.
- PERFORM A STATE RESYNC.

Test Window Enrollment Collection

2022-2023

AIM User Guide

The Test Window Collection is used to verify enrollment and demographic 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.**

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 IN PARTICULAR MUST BE CHECKED FOR ACCURACY AT THIS TIME 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 THE EL STUDENTS' STATE TEST SUPPORTS AND SECTION 504 TEST ACCOMMODATIONS ARE RECORDED AND UP TO DATE IN THE STATE ASSESSMENT TEST SETTINGS MODULE.

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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 tab for the current school year. See Step 2 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 2 Option B.

Data Checklist:

- ❑ Verify that all students have an enrollment and correct grade levels, and no overlaps

  - ❖ Duplicate ID
  - ❖ Enrollment Status
  - ❖ Enrollment Summary
  - ❖ State Enrollment Verification and State Enrollment Overlap

- ❑ Enter End Date and End Status for withdrawn students. (Enrollment End Status Codes.)
  - o 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.

Step 1 – Use Student Information Reports to verify accurate enrollments and grade levels.

PATH: INDEX> STUDENT INFORMATION > REPORTS

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

- 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 **State Enrollment Verification Report** will communicate with the State Edition server and compare local enrollments with the data that exists at the state and will then generate a report that summarizes any differences.
- 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.
- The **Duplicate ID Report** will list students who have duplicate state or local Id.
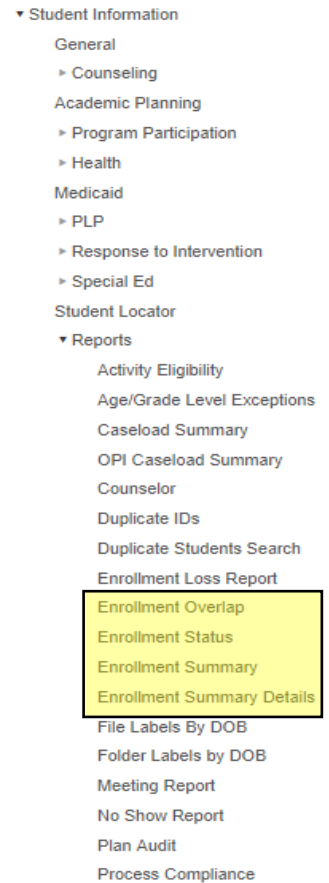
Step 2 -- If Enrollments need to be updated

A.) **District Edition Users**: Districts who maintain enrollment information in Infinite Campus or who use paper ledgers can correct enrollments by accessing the student's *current year* enrollment under the enrollment tab and manually adjust necessary info.

PATH: Search > Student > Enrollment Tab

Make sure the following elements are up to date for all students:
- Enrollments, including grade levels, are accurate (use reports in Step 1 to verify).
- Withdrawn students have end dates and end statuses entered.

B.) **MT Edition Users:** Districts who maintain enrollment data in a third party student information system can update student enrollments by performing uploads via templates found at the following links Student Demographics Upload followed by a Student Enrollment Upload to update enrollments. See the Beginning of Year Verification AIM User Guide for instructions on performing the Student Demographic and Enrollment Template Upload.

PATH: Index > MT State Reporting > MT Data Upload

Make sure the following elements are up to date for all students:
- Enrollments, including grade levels, are accurate (use reports in Step 1 to verify).
- Withdrawn students have end dates and end statuses entered.

▾ Student Information
  General
  ▸ Counseling
  Academic Planning
  ▸ Program Participation
  ▸ Health
  Medicaid
  ▸ PLP
  ▸ Response to Intervention
  ▸ Special Ed
  Student Locator
  ▾ Reports
    Activity Eligibility
    Age/Grade Level Exceptions
    Caseload Summary
    OPI Caseload Summary
    Counselor
    Duplicate IDs
    Duplicate Students Search
    Enrollment Loss Report
    Enrollment Overlap
    Enrollment Status
    Enrollment Summary
    Enrollment Summary Details
    File Labels By DOB
    Folder Labels by DOB
    Meeting Report
    No Show Report
    Plan Audit
    Process Compliance

Step 3 – (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.

1. From the banner at the top, select the current **Year.**

2. Select the **Index** tab**.**

3. Then select **System Administration.**

4. Followed by **Data Utilities.**

5. Then select **Resync State Data.**

6. Check the box for **Enrollment.** All associated boxes will automatically populate.

7. At the bottom of the window, click ***Send Resync***. A data resync is required after changes are completed and before data collection due dates. It is also required for all file uploads and is recommended before data collection due dates.

CONTACT THE OPI AIM HELPDESK AT
1-877-424-6681 OR Submit an AIM Help Desk Ticket FOR ASSISTANCE.