

**AIM User Guide:
Setup and Enrollments for
Students Attending Two
Schools**

THIS AIM USER GUIDE
PROVIDES GUIDANCE ON
CREATING ENROLLMENTS FOR
A STUDENT WHO IS
SIMULTANEOUSLY ENROLLED IN
TWO SCHOOLS.

Setup and Enrollments for Students Attending Two Schools

AIM User Guide

To assist District Edition/MT Edition Value Added users with the enrollment of students between schools (e.g., middle school students taking high school courses), the OPI has developed the following guidance.

This guidance will allow districts to enroll the students in the higher level school for the purposes of using the grade book and attendance, while preventing duplicate counts in MAEFAIRS, early indication of cohort for students not yet in 9th grade, and inclusion of additional students in class ranks.

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1: Creating a New Grade Level in the Higher-Level School (One-Time Setup)

A. Follow the instructions below to create a new grade level at the higher-level school (*where student will be enrolled as a partial service type "S"*) that will be:

- Named so it stands out, e.g. "9M" or "9MS" or "9AP" (This helps prevent confusion and prevents inclusion in the regular class ranks);
- Sequenced at the highest level (assures that at rollover, students will be properly placed into the next highest grade);
- Coded with a *state grade level code* less than grade 09, e.g., "08: Grade 8" (prevents the cohort indication and inclusion in the 9th grade class ranks); **AND**
- Marked "Exclude from state reporting" (prevents syncing at the state level and being counted in MAEFAIRS for all students enrolled in this grade).

1. Select appropriate *Year* and *School* from the tool bar at the top of the screen.
2. Go to the **Index** tab. Select **System Administration**.
3. Select **Calendar**, and select **Calendar**.
4. Select the *Grade Levels* tab at the top.
5. Select **New**.
6. Enter the name under the Grade Level Detail. (For example: 9M, or 9MS, or 9AP, so that the grade level stand out from the regular grade levels already listed.)
7. Enter the *Sequence Number*.
8. Select the *State Grade Level Code*.
9. Check the box under **Exclude from state reporting**.
10. Click **Save**.

Name	Seq
09	10
10	11
11	12
12	13
LH	16
9M	17

Grade Level Detail

Name (locked): 9M

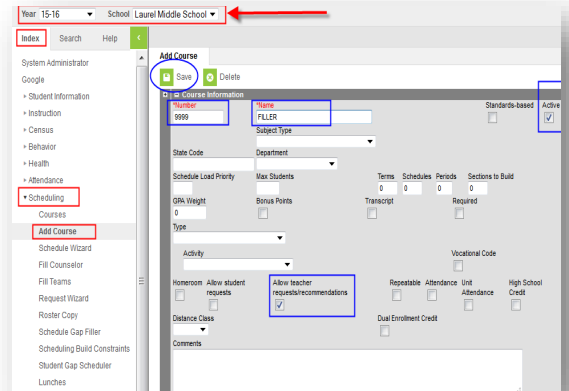
Sequence Number: 17

State Grade Level Code: 08: Grade 8

Exclude from state reporting:

B. Next, create a new course in the school *of the student's primary enrollment* as a “schedule filler” to assure that the student is counted as a full-time when calculating aggregate hours.

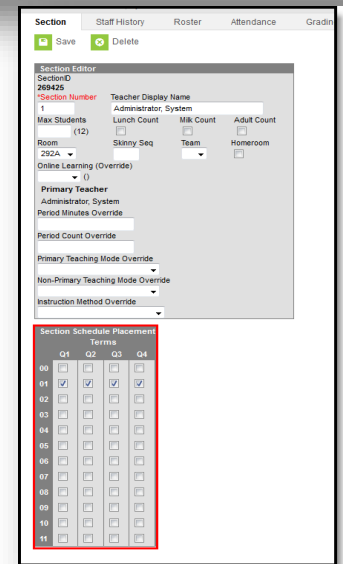
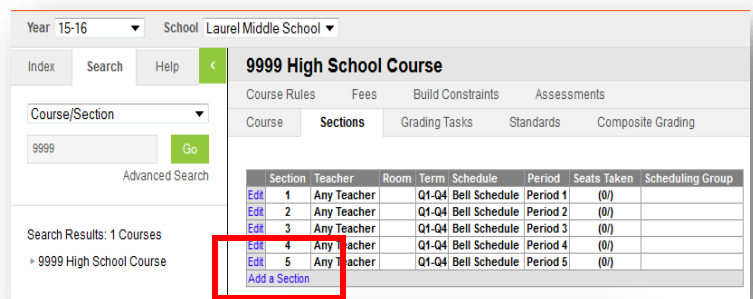
1. Select appropriate *Year* and *School* from the tool bar.
2. Select **Index**.
3. Select **Scheduling**.
4. Select **Add Course**.
5. Enter a course *Number* and *Name*.
6. Check the box under *Active*.
7. Check the box under *Allow teacher requests/recommendations*.
8. Click **Save**.



C. Next, add a section for each period/term so that any student can be scheduled into, or out of, this “filler” course as they would any other course in their primary school. It must also be available in every period/term so that it may be selected for any student’s schedule. The course may be a full year course or match the configuration of existing courses in the school.

(For further help with Sections, please refer to [Campus Community within Infinite Campus](#) or contact the OPI AIM Help Desk)

1. From the **Search** tab, select *Course/Section* from the drop-down menu.
2. Select the name of the “filler” course you created from the search results.
3. Select **Sections** from the top tabs.
4. Select **Add a Section**.
5. Fill in the Section Number (numeric order) and Teacher Display name.
6. Enter the Max number of students for this section.
7. Select the Room number from the dropdown list for where this section meets.
8. Select any additional necessary info such as Online Learning, Medium of Instruction, and Instructional Setting options.
9. Populate the Section Schedule Placement matrix boxes to mark which term and period the course section meets.
10. Click **Save** when finished.



2: Enrolling students in both schools.

Once you have completed the first section (above), you are ready to enroll the student into both schools. Screen shot to the right shows what the two enrollments will look like once they are entered. **NOTE:** Add the filler course to the student's schedule in the school of primary enrollment to correspond with the courses taken at the higher-level school. Please view our AIM user guide on [Enrolling Students in AIM/Infinite Campus](#) for detailed information.

Primary Enrollment: This is the enrollment where the student is taking the majority of their classes. For the primary enrollment, click **New**, enter the **Start Date** as the first day they began taking classes. Enter the appropriate **Start Status** code as you would for them under a regular enrollment. Select their **Grade Level**, and select **Service Type: P** for Primary. Click **Save**.

Secondary or Partial Enrollment: This is the enrollment where the student is taking any additional courses, typically in a higher-level. For the partial enrollment, click **New**, enter the **Start Date** as the first day they begin taking the class. Enter the appropriate **Start Status** code. Select the special **Grade level** you created for this type of enrollment. Select the **Service Type: S** for Partial. Click **Save**. **If the student completes this course or drops out of it, please end date it.* **NOTE:** *when entering ADA or ESSA information later, each enrollment will need to be populated with the attendance data unique for that individual enrollment.*

Grade	Type	Calendar	Start Date	End Date
01	S	19-20 Garfield School	08/21/2019	06/08/2020
KF	P	18-19 Garfield School	08/23/2018	05/31/2019
PK	P	Central Montana Head Start Inc 17-18	10/23/2017	

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
KF	P	20-21 Garfield School	08/28/2020	
PK	P	19-20 Garfield School	08/21/2019	06/08/2020
PK	N	18-19 Garfield School	04/12/2019	05/31/2019
PK	P	Central Montana Head Start Inc 18-19	04/01/2019	

General Enrollment Information

Calendar: 19-20 Garfield School

Schedule (read only): Main

*Grade: PK

Class Rank Exclude:

External LMS Exclude:

*Start Date: 08/21/2019

End Date: 06/08/2020

End Action: [Dropdown]

*Service Type: P: Primary

*Local Start Status: 02: Continued enrollment same school, no interruption

Local End Status: 100: End of year, returning to same school next year

State Start Status: 02: Continued enrollment same school, no interruption

State End Status: 100: End of year, returning to same school next year

Dropout Reason: [Dropdown]

Start Comments: [Text Area]

End Comments: [Text Area]

For more information, contact the AIM Help Desk at 1-877-464-6681 or [Submit an AIM Help Desk Ticket](#)