

AIM User Guide:
*Enrolling Students in
AIM*

THIS AIM USER GUIDE IS DESIGNED TO PROVIDE GUIDANCE FOR ENROLLING STUDENTS IN INFINITE CAMPUS FOR DISTRICT EDITION USERS AND MONTANA EDITION USERS.

MONTANA EDITION (ME) USERS OF INFINITE CAMPUS UTILIZE A THIRD-PARTY STUDENT INFORMATION SYSTEM TO HOUSE THEIR STUDENT DATA. THE [AIM FILE IMPORTS GUIDE](#) IS AN ESSENTIAL TOOL FOR ME USERS IN UPLOADING THEIR STUDENT DATA INTO AIM/INFINITE CAMPUS.

Enrolling Students in AIM

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THIS AIM USER GUIDE IS DESIGNED TO PROVIDE GUIDANCE FOR ENROLLING STUDENTS IN AIM/INFINITE CAMPUS FOR DISTRICT EDITION (DE) USERS AND MONTANA EDITION (ME) USERS. (FOR MASS UPLOADING ENROLLMENT INFORMATION FOR ME USERS, PLEASE USE THE [AIM FILE IMPORTS GUIDE](#)).

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Creating New Student Enrollments (District Edition or MT Value Added Users)

Student Locator Method:

Path: *Index/Student Information/Student Locator*

The **Student Locator** is the preferred method for enrolling new students into Infinite Campus. The Student Locator searches the state database for students previously enrolled in a Montana school district. **Using the Student Locator decreases the chances of creating a duplicate State Student ID.**

The student's Last Name, First Name and Gender are required for a search. A student should always be entered with their legal name. If a student has been previously enrolled in a Montana school district, but a match is not generated, try commonly used last names, nicknames, switch first and last names, or vary the gender.

Tips for Success:

- No periods on Jr and Sr suffixes.
- If the first name is two names (e.g., Mary Ann) try the combined name as well as the first name only under first name.

(Continue to the next page)

The screenshot shows the 'Student Locator' search interface. It includes a search bar with the text 'Student Search' and instructions: 'Search for a student already tracked in Campus using the fields provided. A minimum amount of data must be entered in order to search. The user must click on Create New Student. When doing a SSN-only search, the user must still do a name based search before they are allowed to create a new student.' Below this are input fields for Last Name, First Name, Gender (a dropdown menu), Birth Date, Middle Name, SSN #, and State ID. A 'Search-->' button is located below the SSN and State ID fields. To the right is a table with columns: Name, State ID, Gender, Birth Date, and %. The table is currently empty. At the bottom right is a 'Create New Student >' button.

The screenshot shows the 'Student Locator' search interface with search results. The input fields are filled with: Last Name: Haggard, First Name: Merie, Gender: M, Birth Date: 06/17/2001, Middle Name: (empty), SSN #: (empty), and State ID: (empty). The 'Search-->' button is highlighted. The table to the right now contains one row of data: Name: Haggard, Merie; State ID: 657371011; Gender: M; Birth Date: 06/17/2001; %: 100. A tooltip box is overlaid on the table with the text: 'Locally Enrolled Student, shortcut to their local records Last Enrolled: (08/29/2013-) in grade 07 Cascade Public Schools13-14 Cascade 7-8 Guardian Names:'. At the bottom right is a 'Create New Student >' button.

A) If a match is generated, verify the child's birthdate. Hovering over the child's name will show their last enrollment and grade level. If those match the enrolling child, click on the child's name. From the Student Information screen use the [Direct Entry Method](#) to create a **New Enrollment**. Proceed to **Page 4** below.

B) If the child has not been previously enrolled in a Montana school district, click **Create New Student**. A message will pop up, warning the user that this process will create a new State Student ID. Click **OK**. Proceed with the steps below.

After clicking **OK**, the following information will need to be entered in order to create a new student in the system:

1. Person Info: Enter the Student Number (local ID) – *optional*. If this is a new student, the **State ID will populate when the record is saved**.

2. Identity Info: Enter the required information (marked with a red asterisk (*)).

3. Enrollment Detail: Enter the student's Start Date, Start Status and Grade.

Note: Program participation can be entered at this point as well, though is not required. Navigate further down to view programs and indicate which program(s) the student may be a part of.

4. Click **Save** at the top of the page to enroll the student.

5. The Student Records Transfer wizard will appear. Click **Submit Request**. Records from the sending district will be automatically requested (this feature **does not** replace an official records transfer request from the district – only information contained in the sending district's database will be sent).

mtstaging.infinitecampus.org says
 WARNING: This process will create a new State ID for the student in the MT state system.
 This should ONLY be used if the student has NEVER been enrolled in MT. Continue?

Direct Entry Method: If a match is generated from the Student Locator

Path: Index/Student Information/General

A) Students who already exist within Infinite Campus, can be enrolled in each year by creating a new enrollment.

After pulling up a student's **General Information** screen (click on the **Search** tab, enter the last name and click **Go**):

1. Click on the **Enrollments** tab.
2. Select the **Year** and select a **School** in the **Calendar bar**.
3. Click **New**.
4. Enter at least the required fields (**Calendar, Schedule, Grade, Start Date, Service Type, Local Start Status**) in the **General Enrollment Information** editor.
5. If additional information can be added at this time, enter that information as well.
6. Click the **Save** icon. The new enrollment will be listed in the **Enrollment Editor**.

Grade	Type	Calendar	Start Date	End
06	P	19-20 Lewis & Clark School	08/21/2019	
<small>Start Status: 02 Continued enrollment same school, no interruption End Status:</small>				
05	P	18-19 Lewis & Clark School	08/23/2018	05/
<small>Start Status: 04 Transfer from public school district state</small>				

Note: If the child is transferring in from another district in the state of Montana, a records request will have to be initiated. See the last page of this user guide.

B) Enter Race/Ethnicity:

Path: Index/Census/People/Demographics

Districts should encourage parents of students new to the district to provide accurate information on students' race and ethnicity. Parents also need to be made aware they have the right to refuse to answer the race and ethnicity questions, but a third-party observer will then designate the student's race and ethnicity.

1. To enter or edit race and ethnicity information, locate the student's **demographic** information. (**Index/Census/People/Demographics**).
2. Next to the Race/Ethnicity section, click **Edit**.
3. Enter the appropriate **Ethnicity** and **Race** information. Both questions are required, and multiple Races may be selected.
4. The Race/Ethnicity Determination field is optional. It may be used to track how a student's Race/Ethnicity was determined.

Person Information

PersonID: 10075

*Last Name: Allen | *First Name: Elizabeth | Middle Name: Rudi Lyn | Suffix: | Upload Picture

*Gender: F Female | *Birth Date (Age: 7): 10/02/2012 | Soc. Sec Number: |

Race/Ethnicity (EGID): | Federal Association: 6 White | Race(s): White | No Image Available Missing Child Photo Opt In Status: |

Hispanic/Latino: N No

Race/Ethnicity Determination: 01 Parent Identified

Birth Country: |

Date Entered US: | Date Entered US School: | Date Entered State School: |

Home Primary Language: | Language of Impact: | Nickname: | Comments: |

- Modified by: Unknown

C) Enrollment Start & End Dates, Status Codes, Service Types, & Identities

Path: Index/Student Information/General/Enrollments

The student's **Start** and **End Dates** reflect the actual dates that a student attends a school. The **Start Date** is the student's **first day of attendance (not necessarily the enrollment date)**. A student may enroll prior to the first day of enrollment. The **End Date** is the **student's last day of attendance (not the date the records request is received)**. A student may leave a district for a period of time before a records request (or other notification that the students has exited) is received. Once the notification is received, the **Student's End Date should be changed to reflect the last day of attendance**.

Grade	Type	Calendar	Start Date	End Date
06	P	19-20 Lewis & Clark School	08/21/2019	
Start Status: 02 Continued enrollment same school, no interruption				
05	P	18-19 Lewis & Clark School	08/23/2018	05/31/2019
End Status: 02 Transfer from public school, district records request received				

D) Enrollment Start and End Status Codes:

Path: Index/Student Information/General/Enrollments

The student's **Start and End Status codes** reflect where the student came from and where the student is going. For State reporting purposes, it is important that these codes be as accurate as possible.

NOTE: Occasionally, schools may have an overlap in End Dates and Start Dates, for example, when a student transfers from one school to another. This will create a flag in the system during enrollment counts which will require either one or both schools to make an adjustment to the end or start dates. More information on this located on [page 17](#).

See [Appendix A](#) for definitions of **Enrollment Start Status codes**.

See [Appendix B](#) for definitions of **Enrollment End Status codes**.

General Enrollment Information

Calendar: 19-20 Garfield School

Schedule (read only): Main

*Start Date: 08/21/2019

End Date: 06/08/2020

*Local Start Status

- 01: First time receiving educational services
- 02: Continued enrollment same school, no interruption
- 03: Re-entry to the same school after withdrawal
- 04: Transfer from public school in district or state
- 05: Transfer from public schi under NCLB schi choice
- 06: Transfer from an out of state school
- 07: Transfer from a school from out of the country
- 08: Transfer from a private school within the state
- 09: Transfer from home school within the state
- 10: Transfer from a MT state-funded school
- 20: Transfer from Montana Youth Challenge
- 40: Military Connected: Transfer from public school in district or state
- 60: Military Connected: Transfer from an out of state school
- 80: Military Connected: Transfer from a school out of the country

E) Service Type:

Path: Index/Student Information/General/Enrollments

The **Service Type** is a partial indicator of a student's enrollment status. There are **three choices** for Service Type:

- 1. P: Primary** – the Primary Service Type indicates that the student is primarily enrolled in this school or district for educational services and is considered full-time.
- 2. S: Partial** – the Partial Service Type indicates that the student is enrolled primarily at another school or district, but receives some educational services from this school or district. (e.g., a home school student who takes a math class at the local high school or an 8th grade student with a primary enrollment at the middle school but taking a math class at the high school). This is considered part-time enrollment.
- 3. N: Special Ed Services** – the Special Ed Services Service Type indicates that the only services a student receives from the school or district is Special Education services. This Service Type applies to students who receive their educational services from another type of school (e.g., home school or private school), but comes to the school or district for Special Education services. **This Service Type also applies most often to Pre-Kindergarten students who receive Special Education services (including speech).**

Enrollment Information

Schedule (read only): Main

*Grade: 06

Class Rank Exclude:

External LMS E:

End Date:

End Action:

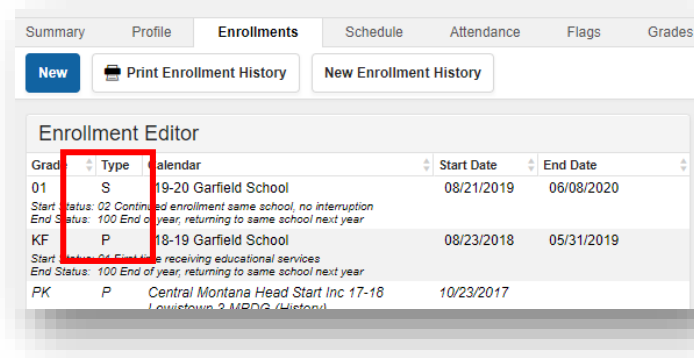
*Service Type: P: Primary

Local End Status: Select a Value

State End Status: N: Special Ed Services

NOTE: A student may have a Primary enrollment at one school and a Secondary or Special Ed enrollment in another. However, a student can **never** have two primary enrollments with overlapping dates.

In the example to the right a student has a **Primary enrollment** in the eighth grade at the middle school and is also taking an advanced class at the high school. The enrollment at the high school has a **Service Type of S: Partial** and is listed as a ninth-grade enrollment (because this high school does not include the eighth-grade level).

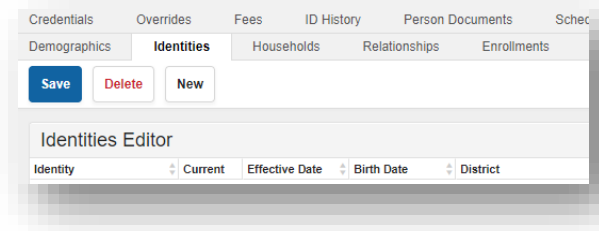


Another example could be that a student is enrolled in a home school and is taking a speech class at the local high school. Because the student is receiving only Special Ed services from the public school his **Service Type is N: Special Ed**. A note should be added to the student's Start Comments explaining the situation.

F) Identities, Legal Names/Name Changes:

Path: Index/Census/People/Identities

Infinite Campus is designed so that each student has **only one State Student ID** that stays with a student from the first enrollment into public school through graduation from high school. To prevent duplication, it is highly recommended that legal names are used in Infinite Campus. The system allows multiple identities to be attached to a single State Student ID, to accommodate necessary legal name changes.

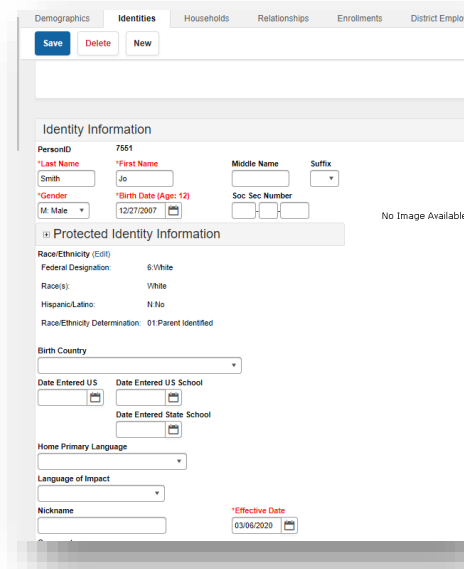


Important: Simple corrections that have been caught quickly such as typographic errors in the student's name or changes to the student's birthdate, race/ethnicity, and gender should be made on the **Demographics tab**. If information that needs correction exist in more than one school enrollment, then a new identity must be created.

If a student's legal name changed or if the student was entered with a name that is not the legal name, create a new identity on the Identities tab.

1. Select the **Identities** tab.
2. Click **New**.
3. Change the student's name, enter the **Effective Date**.
4. Click **Save**. The student's records will be attached to this name with a historical tie to the previous name.

NOTE: **Gender** refers to the **legal sex** of the student as it appears on their birth certificate or other legal documentation, which may not be the same as how they personally identify. For reporting purposes, enter the legal gender of the student. *A new identity should be created for those students where the gender value has been legally changed.*



Adding New Student Enrollments (Montana Edition Users)

Montana Edition users of Infinite Campus utilize a third-party student information system to record their student data. This data must be imported into AIM/Infinite Campus to be reported to the state. The [AIM File Imports Guide](#) provides instruction on how this is done. It is important to note that a Demographics Upload must first be completed before completing a Student Enrollment Upload.

Records Transfer

The **Records Transfer** tool in Infinite Campus is used mainly to facilitate the transfer of **Special Education records**. The Records Transfer tool can also be used to reconcile enrollment overlaps and provide student transfer information such as LEP data.

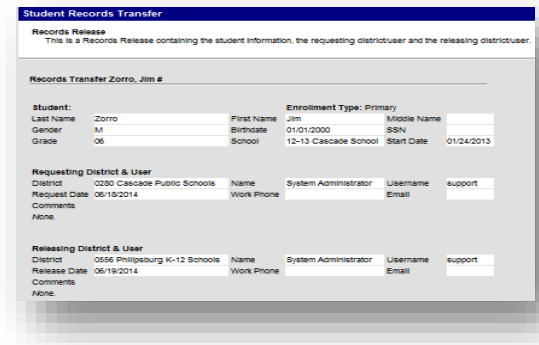
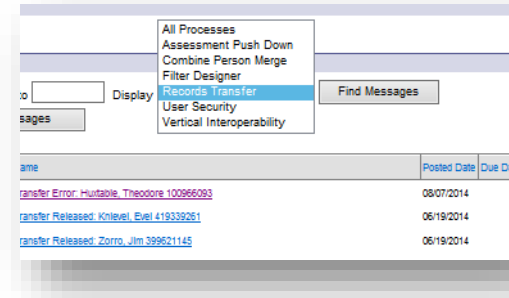
When a student that is new to the district is enrolled using the Student Locator, the Records Transfer Wizard opens automatically to generate a request immediately. *If a student is enrolled using the direct entry method, the administrator must manually generate a Records Transfer request.* The next sections explain how to enter a manual Records Transfer request and view the status of all requests.

View a Records Transfer Request:

The **Process Inbox** allows a user to view the status of each Records Transfer request made through Infinite Campus.

The **Process Inbox** is located on the user's Main Work page. To access the Process Inbox:

1. Click on the user's name on the **Index** tab.
2. Use the pull-down **Display** menu to select **Records Transfer**.
3. Click **Find Messages**.
4. The list shows the status of all records transfer requests. Click a message to open the record and view details. Details look like this:



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