Enrolling Students in AIM

AIM User Guide

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)
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).
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.

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.
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.

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.

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., Head Start students, home school or private school students), 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).
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

Scenario A: Student has a legal name change, or district realizes student was not enrolled with legal name.

Fix: Create a new identity record for the student with new name. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.

1. Click the Search Tab.
2. Select All People from the search criteria box.
3. Enter the student’s last name, then click Go.
4. Click the Identities Tab.
5. Click New.
6. Enter the student’s new legal name information under the Identity Information section. (NOTE: If the student has a preferred name or gender which is different than their legal name or gender, you may enter it under the Identity Information section and then enter the legal name or gender under the Protected Identity Information section. This is only necessary if their preferred name and gender do not match their legal name or gender.)
7. Click Save.
8. Refresh your search results by clicking Go under the Search tab again for the name to change under Search Results or at the top of the screen.

NOTE: The information recorded under the ‘Identity Information’ section of the ‘Identities tab’, is what is recorded at the state level of the AIM system for state reporting and is the name that will show up on local reports and teacher rosters etc. If the student has a preferred name or gender which is different than their legally documented

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name or gender, enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name or gender do not match their legally documented name or gender.

**Scenario B:** Student has a preferred name or gender that is different from their name or gender on a legal document. I.e., student’s birth certificate says female, but the student identifies as male.  
**Fix:** Create a new identity record for the student with the preferred name or gender. This allows there to be a history of the name change in the system and searching using either the old or new name will bring up the same student.  
1. Click the **Search** Tab.  
2. Select **All People** from the search criteria box.  
3. Enter the student’s last name, then click **Go**.  
4. Click the **Identities** Tab.  
5. Click **New**.  
6. Enter the student’s preferred name information under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name and gender do not match their legal name or gender.  
7. Click **Save**.  
8. Refresh your search results by clicking **Go** under the **Search tab** again for the name to change under Search Results or at the top of the screen.

**NOTE:** The information recorded under the ‘**Identity Information**’ section of the ‘Identities tab’, is what is recorded at the state level of the AIM system for state reporting, and is the name that will show up on local reports and teacher rosters etc. If the student has a preferred name or gender which is different than their legally documented name or gender, enter it under the **Identity Information** section and then enter the legal name or gender under the **Protected Identity Information** section. This is only necessary if their preferred name or gender do not match their legally documented name or gender.
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.

For more information, contact the AIM Help Desk at 1- 877-464-6681 or Submit an AIM Help Desk Ticket