

THIS AIM USER GUIDE PROVIDES INFORMATION REGARDING ENTERING PRESCHOOL (PK) ENROLLMENTS IN AIM/INFINITE CAMPUS.

*Reference:*

[ARM 10.63](#) is the state Administrative Rule of Montana related to the definitions of preschool students.

# Preschool Enrollments

## AIM User Guide

This guide provides information regarding preschool (PK) enrollments in AIM/Infinite Campus. All preschool student enrollments are to be entered and maintained in AIM/Infinite Campus. The existence of all preschool student enrollments in the state AIM student system is imperative for the OPI to expedite accurate federal reporting throughout the year. As a reference, [ARM 10.63](#) is the state Administrative Rule of Montana related to the definitions of preschool students.

*Preschool student enrollments include the following:*

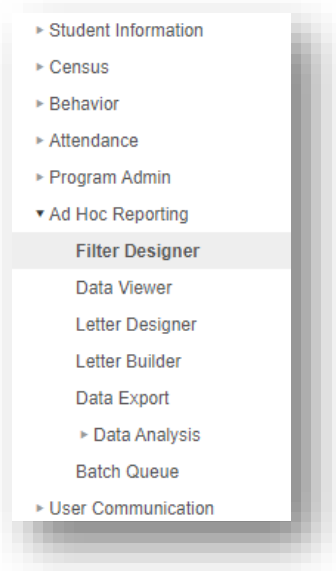
- Public school preschool students that are only receiving special education services or are being evaluated for special education services only (N service type enrollments).
- Public school preschool students (P service type enrollments).
- Public school preschool students that are involved in the MT Preschool Development Grant (MPDG) and [STARS preschool grants](#) (P service type enrollments).

**Note:** All Head Start enrollments in Infinite Campus are to be a "P" Service Type. The "N" or "S" Service Types are for public schools only, not Head Starts.

# Preschool Student Enrollment Data:

It is important to keep student enrollment data updated in Infinite Campus for PK grade level children/students. Enrollment data for students in grade level PK should be updated throughout the year and again at the end of the year. This includes:

- Aggregate Hours and Count Day Absences. To see a list of students missing aggregate hours, run the state published ad hoc report called **“Fall (or Spring or TW) Aggregate Hours Missing 20XX.”** (X’s replace current year).
- End the PK enrollment when the student is no longer enrolled or receiving special ed. services. This includes those students who are evaluated for special education but don't qualify. If the student never attended class or was not ever provided services, these enrollments should have an end date for the same day they were enrolled. (Another option is to delete the enrollment record, but do NOT delete the student/person record.) To see a list of students missing end dates, run the state published ad hoc report called **‘EOYEN End Date or Status Missing’** to find if you have students missing an end date.
- Also make sure their service type is correct during their transition from the PK year enrollment into their KF year enrollment. If the PK enrollment has an 'N' service type indicating they are receiving special education services only, make sure the enrollment service type gets changed to 'P' when they go to KF grade level in the new school year enrollment, unless their services continue to be limited to special education (e.g. a home school student) in which case the service type would continue to be 'N.



Preschool (PK) Student Scenarios in AIM	Public School AIM Service Type	Head Start** AIM Service Type
Attending Head Start for MPDG and public preschool for SPED services only (OT, PT, Speech).	N	P
Attending Head Start and public preschool regular classroom and getting SPED services from same public school.	S	P
Attending Head Start only for either MPDG or non-MPDG.	NONE	P
Attending public preschool only for regular education or STARS or MPDG.	P	NONE
Attending public preschool regular classroom and receiving SPED services at the same public school.	P	NONE
Attending public preschool for MPDG or STARS and receiving SPED services at same public school.	P	NONE

\*\* (All Head Start enrollments in AIM are to be “P” Service Type. The “N” or “S” Service Types are for public schools only, not Head Starts.)

# Aggregate Hours of Instruction

Aggregate hours of instruction for each enrollment, regardless of Service Type, should always correspond to the annualized hours of instruction the student is receiving at the school: Hours per day or week x instructional days or weeks per year = Annualized Aggregate Hours. For example:

- A student receiving 2 hours of SPED services per week:  $2 \text{ hrs} \times 34 \text{ wks} = 68$  annualized hours, which translates to N: 0-179 Aggregate Hours of Instruction.
- A student receiving 6 hours of instruction each day:  $6 \text{ hrs} \times 180 \text{ days} = 1080$  annualized hours, which translates to F: 720+ Aggregate Hours of Instruction.

The image shows two screenshots of the 'ENROLLMENT DETAILS' form. The top screenshot shows the 'Fall Enrollment Count' section with 'Fall Aggregate Hours of Inst.' set to 'N: 0 to 179 hours' and 'Fall Absent' set to '0.000'. The 'Spring Enrollment Count' section below it has 'Spring Aggregate Hours of Inst.' set to 'N: 0 to 179 hours' and 'Spring Absent' set to '0.000'. The bottom screenshot shows the 'Fall Enrollment Count' section with 'Fall Aggregate Hours of Inst.' set to 'F: 720 + hours' and 'Fall Absent' set to '0.000'. The 'Spring Enrollment Count' section below it has 'Spring Aggregate Hours of Inst.' set to 'F: 720 + hours' and 'Spring Absent' set to '0.000'. Both screenshots include checkboxes for 'Job Corps' and 'Indian Lang. Immersion Prg.', and a checkbox for 'MT Youth ChalleNGe'.

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