

THIS AIM USER GUIDE PROVIDES INFORMATION IN THE EVENT A STUDENT TRANSFERS OUT OF A DISTRICT OVER THE SUMMER.

# Summer Transfers

## AIM User Guide

This AIM User Guide provides information in the event a student transfers out of a district over the summer. There could be several scenarios where this could occur, such as when a student transfers out of state, transfers to another district within the state, transfer to a home school, or any scenario that may include the end status codes 120-190.

The process for this is as follows: Delete new year's enrollment for the student, assuming it was rolled forward from the previous year, and change the End Date and End Status of **previous** year's enrollment. Detailed instructions are provided below.

## Deleting New Year Enrollment:

1. Select the **Search** Tab.
2. Select **Student** from the drop-down menu.
3. Enter the last name, first name, then click **Go**.
4. Select the appropriate student from the list generated.
5. Click on the **Enrollments** Tab.
6. Click on the current or most recent year's enrollment.
7. Click **Delete** and then **OK** when the warning appears.
8. Open last year's enrollment and change the end status to one of the appropriate codes of 120-190.
9. Click **Save**.

Lockers Graduation **Enrollments** Ad Hoc Letters Waiver Records Transfer Special Data FHS AR  
Summary Profile Enrollments Schedule Attendance Flags Grades Transcript Credit  
Save Delete New Print Enrollment History New Enrollment History  
General Enrollment Information  
Calendar 20-21 Fergus High School Schedule (read only) \*Grade 09 Class Rank Exclude External LMS Exclude  
\*Start Date 08/31/2020 End Date End Action \*Service Type P: Primary  
\*Local Start Status 04: Transfer from public school in district or state Local End Status Select a Value  
State Start Status 04: Transfer from public school in district or state State End Status  
Dropout Reason

Summary Profile **Enrollments** Schedule Attendance Flags Grades Transcript Cr  
Save Delete New Print Enrollment History New Enrollment History  
General Enrollment Information  
Calendar 18-19 Lewistown 7-8 Schedule (read only) \*Grade 07 Class Rank Exclude External LMS Exclude  
\*Start Date 03/05/2019 End Date 05/31/2019 End Action \*Service Type P: Primary  
\*Local Start Status 06: Transfer from an out of state school Local End Status 140: Transfer to public schl in another district in MT  
State Start Status 06: Transfer from an out of state school  
Start Comments  
Future Enrollment  
Next Calendar Next Sc  
100: End of year, returning to same school next year  
105: Change in grade level during regular school year  
110: Promoted to another school in the same district  
120: Transfer to a public school in the same district  
130: Transfer to public schl under NCLB schl choice  
140: Transfer to public schl in another district in MT  
145: Military Connected: Transfer to public school in another district in MT  
150: Transfer to a MT state-funded school  
155: Military Connected: Transfer to a school out of the country  
160: Transfer to a private school in the state  
170: Transfer to a home school in the state  
175: Transfer to Montana Youth Challenge  
180: Transfer to a school out of state  
185: Military Connected: Transfer to a school out of state  
190: Transfer out of the country  
210: Medical care or treatment, eligible to return

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

[Submit an AIM Help Desk Ticket](#)