

# Montana Head Start

## AIM User Guide

THE MONTANA OFFICE OF PUBLIC INSTRUCTION (OPI) WILL WORK WITH LOCAL HEAD START ORGANIZATIONS TO INTEGRATE HEAD START CHILD ENROLLMENT AND DEMOGRAPHIC DATA INTO THE STATE’S STUDENT INFORMATION SYSTEM (INFINITE CAMPUS). THE OPI AND LOCAL HEAD START ORGANIZATIONS ENTER INTO AN AGREEMENT TO SHARE DATA FOR THE PURPOSE OF LONGITUDINAL ANALYSIS. DETAILS OF DATA TO BE SHARED ARE OUTLINED IN THIS AGREEMENT. ANY DATA SHARING UNDER THIS AGREEMENT WILL COMPLY WITH THE OPI’S INFORMATION SECURITY AND PRIVACY POLICIES, MONTANA STATUTES AND ADMINISTRATIVE RULES, AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA). ALL REQUIREMENTS FOR DATA MANAGEMENT, HANDLING, AND SECURITY LISTED HEREIN SHALL APPLY EQUALLY TO THIRD PARTY VENDORS PERFORMING SERVICES FOR NAMED AGENCIES.

LINKS:  
[MTHEADSTART.ORG](http://MTHEADSTART.ORG)

Head Start is a federally funded comprehensive child development program that has served low-income families since 1965. These child-focused programs serve children 3-5 years of age and their families with the goal of increasing school readiness. Head Start provides a range of individualized services in the areas of education and early childhood development, in addition to medical, dental, mental health, nutrition, and parent involvement which are responsive and appropriate to the development, cultural, and linguistic heritage and abilities of each enrolled child and family. Head Start programs provide learning environments which support children’s growth in the following areas: Language & literacy, cognition & general knowledge, physical development & health, social & emotional development, and approaches to learning.

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## Infinite Campus Navigation Basics

AIM MT Edition of Infinite Campus is a web-based application. A secure username and password are required to log-in and use the system. *Your school is responsible for creating and maintaining usernames and passwords.* ***Please do not share sign-in information between users.***

### To access the MT Edition of Infinite Campus:

1. Open a web browser (Internet Explorer has compatibility issues; we recommend using a different browser other than Internet Explorer.)
2. Enter your Infinite Campus URL. (If this is bookmarked it will need to be updated periodically.)
3. Enter your **username** and **password**.

After you are logged in, the screen area in the Infinite Campus application is divided into three parts: the **Campus Action Toolbar**, **Index/Search Outline**, and **Main Workspace**.

The screenshot displays the Infinite Campus MT Edition interface. At the top, the 'Infinite Campus State Edition' logo is on the left, and the 'Campus Action Toolbar' is highlighted with a red box. Below the logo, there are three dropdown menus: 'Year' set to '18-19', 'District' set to 'All Districts', and 'School' set to 'All Schools'. The main content area is divided into three sections. On the left, the 'Index/Search' section is highlighted with a red box, showing a search bar and a list of categories: 'Student Information', 'Census', 'Behavior', and 'Attendance'. The middle section, 'Statewide Announcements', is also highlighted with a red box and contains a date '[ 10/13/2018 ]' and a link 'LINK TO AIM HELP AT OPI.MT.GOV'. The right section, 'Main Workspace', is highlighted with a red box and contains a 'Process Alerts' section with a 'Date Range' input, a 'Display' dropdown set to 'All Processes', and a 'Find Messages' button. Below this is a 'Delete Selected Messages' button and a table header with columns for 'Process' and 'Name'.

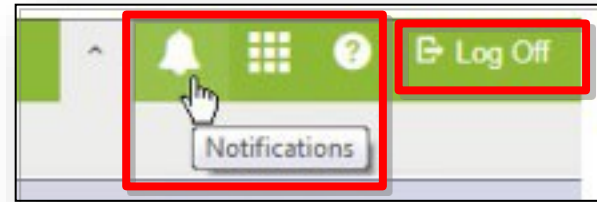
## Campus Action Toolbar

The action toolbar along the top of the screen allows the user to show or hide the campus toolbar where the drop-down menus are for Year, District and School.



**Notifications, app switch, log off, and help** are located in the toolbar.

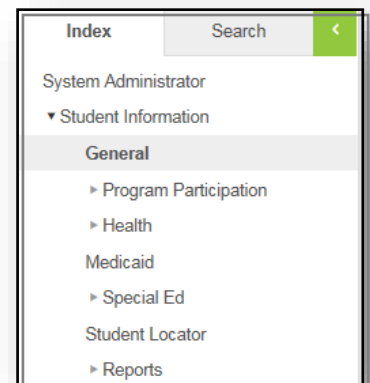
The Campus Action Toolbar is the area that defines the Year and Calendar. To find a child, the (School) Year and Calendar must be selected. The tools on the far-right end of the toolbar provide quick access to hide or see calendars, to switch between applications or go to Campus Community, to get or search for help and to log off.



## Index/Search Outline

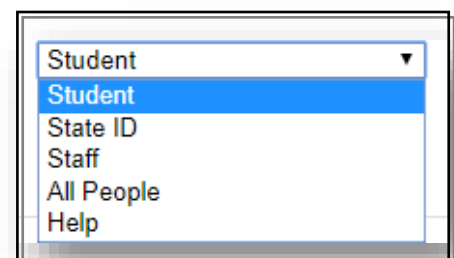
The Index/Search Outline is composed of two tabs: **Index and Search**. The **Index tab** is divided into modules. Modules are groups of similar tools. The Student Information module, for example, contains tools that help find information about children (General, Student Locator, Reports).

The **Search tab** allows the user to search for different types of information in Campus. The types of searches available to a user depend on the rights given by the System Administrator. To search, select a search type from the drop-down list and enter search criteria in the box.



**Index Tab** - Index tab contains all your tools in campus. Tools are organized into groups called modules. Modules can be expanded by clicking on them, revealing various tools.

**Search Tab** - When you click the search tab a drop down will appear. Items available will depend on user rights. Most frequently include are: **Student, State ID, Staff, All People** and **Help**. An advanced search tool is also available.



Under the **Index Tab**, click your name and it will bring you back to your Main Work Space.

## Parts of the banner tool bar:



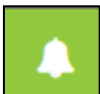
It is important to remember to **Log Off** your computer when you finish each session instead of simply closing your browser. This practice ensures that the next person will not have access to the student's personally identifiable information. To further ensure confidentiality of student information, Log Off when you leave the computer. Apply to this digital record the same practices that ensure confidentiality that you apply to paper records.



Help is context sensitive and when available will provide you with access to related materials. You can also Search Help.



The Apps Switcher icon allows you to access Campus Community. Campus Community is a great resource to find news, forums, answers to commonly asked questions, as well as How To videos. We recommend that you create an account in Campus Community.



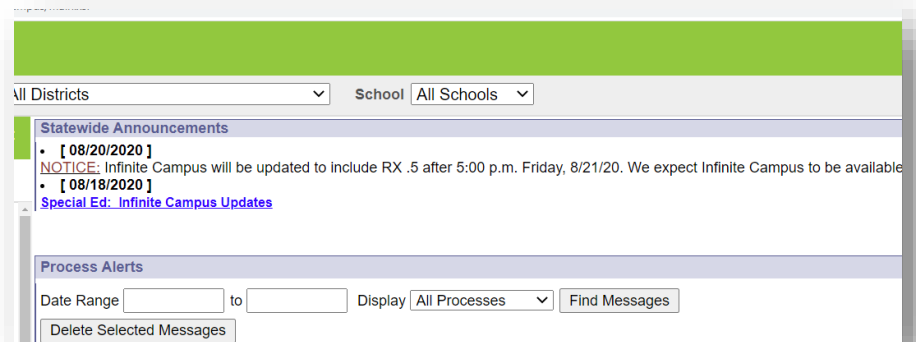
Notifications are short, informational messages that likely do not require additional action. Currently, the only teachers who will receive notifications are those in districts using Campus Learning notifications announcing updates made to Campus Learning plans.



When you select the Caret, a drop-down menu appears that allows you to select the Year, School, and Calendar (if your district created personal calendars) for your district. Selecting the Caret again will hide the information:

## Main Workspace

The Workspace contains the specific record or tool that is being used. Pictured here is the Summary Tab. If no tools are being used, the Process Alerts screen will appear here.

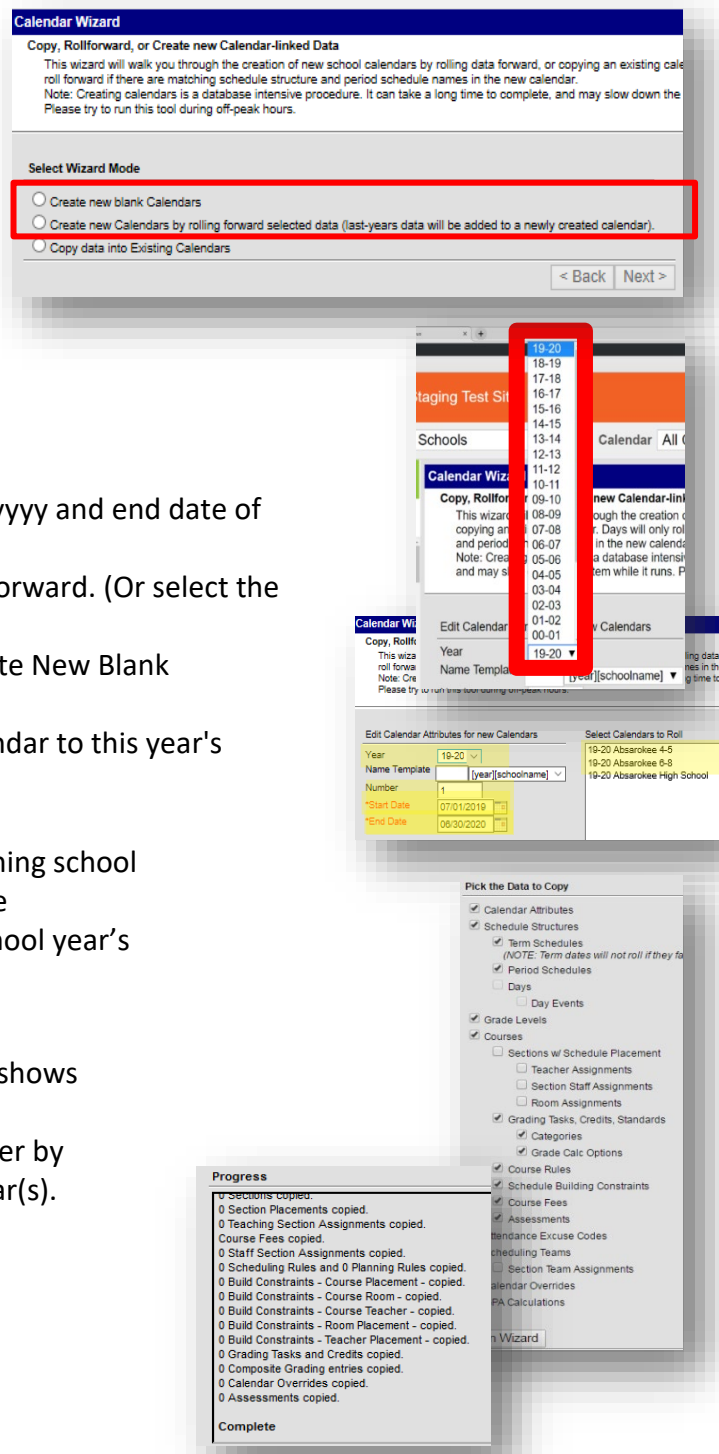


# Creating New School Year Calendars

PATH: SYSTEM ADMINISTRATION > CALENDAR > CALENDAR WIZARD

1. From **Index**
2. Select **System Administration > Calendar > Calendar Wizard**
  - Roll all the calendars in the district at once by using the multiple select feature.
  - If there is more than one calendar, then each calendar must be given a different name.
  - Select **Create new Calendars by rolling forward selected data**. Last years data will automatically roll forward. (Select **Create New Blank Calendars** instead if there is no data from the previous year you wish to roll forward. Follow steps 3-9 below to complete this process and proceed to the next section to verify calendar has been created.)
3. Select **Next**.
4. Select the upcoming school year from the **Year** drop down box.
5. The **Name Template** should be [year] [schoolname].
6. Enter "1" in the Number field.
7. Enter the Start Date and End Date.
  - The fiscal year is always the start date of 7/1/yyyy and end date of 6/30/yyyy.
8. Select the Calendar(s) from the previous year to roll forward. (Or select the schools if you selected Create New Blank Calendars).
9. Click **Next**. (Or select **Run Wizard** if you selected Create New Blank Calendars).
10. Check all the boxes to copy data from last year's calendar to this year's calendar
  - **Days and Day Events cannot** be checked

**TIP:** If new course numbers will be given in the upcoming school year, or changes to courses; it is best to makes the adjustments after rolling forward the previous school year's calendar instead of entering all new courses.
11. Select **Run Wizard**.
12. Scroll to bottom of **Progress** box to verify the Wizard shows **Complete**.
13. When the Wizard is complete, refresh the web browser by selecting the refresh button in to see the new calendar(s).



# Verify Rolled Calendar Information

PATH: INDEX > SYSTEM ADMINISTRATION > CALENDAR > CALENDAR > CALENDAR TAB

Year  District  School  Calendar

1. From the Action Bar at the top:
  - a. Select the future school year from the Year.
  - b. Select the District.
  - c. Select the School and Calendar when applicable.

## Calendar Tab

1. From Index, select **System Administration** then **Calendar** and **Calendar**.
2. From the **Calendar** tab, review the **Start Date**, **End Date**. These dates are always the fiscal year dates (7/1 and 6/30), not the dates of instruction.
3. Select **Save**.

Calendar

Save Mark for Deletion

Calendar Info

Calendar ID: 104 School: 1558 Corvallis 7-8 (schoolID 4)

\*Name: 19-20 Corvallis 7-8 Number: Sequence

\*Start Date: 07/01/2019 \*End Date: 06/30/2020 Summer School

Student Day (instructional minutes) Teacher Day (minutes) Exclude

Whole Day Absence (minutes) Half Day Absence (minutes) School Choice

Type: I: Instructional

Require Student Assignment External LMS Exclude

Testing Count Date

Comments: rolling 03/07/2019 01:34 PM

COVID-19 Assignment-Based Attendance

Enable Attendance Assignment Insert

Enable Student Assessment

Enable Attendance Posting

Attendance Posting Start Date: 07/22/2020

Attendance Posting Code: [dropdown]

## Grade Levels Tab

1. Select the **Grade Levels** tab and verify the PK grade for the school. The Name, Sequence Number and State Grade Level Code fields should be populated.
  - a. **Name** given to the grade level. This name appears on student enrollment records, in reports and as part of the search results for students. This grade level should appear as two (2) digits or as two (2) characters (e.g., PK).
  - b. **Seq. numbers** between grades must be one higher than the grade and in order. This allows students to roll forward to the next grade in the sequence. (e.g., 1)
  - c. **State Grade Level Code** is a State-defined grade level. This code is referenced in state reporting extracts. (e.g., PK: Pre-kindergarten)

Grade Levels

Save Delete

Grade Level Detail

Name (locked): 07

\*Sequence Number: 1

\*State Grade Level Code: PK: Pre-kindergarten

Standard Day

Maximum Membership Days (<= instructional days)

# Creating Enrollments

## Student Locator

PATH: INDEX/STUDENT INFORMATION/STUDENT LOCATOR

The Student Locator is the method for enrolling new children into AIM MT Edition. The Student Locator searches the entire state database for children previously enrolled in a Montana school district. Using the Student Locator decreases the chances of creating a duplicate State Student ID.

The child's Last Name, First Name and Gender are *required* for a search. A child should always be entered with their legal name. If a child has been previously enrolled in a Montana school district, but a match is not generated, try to enter a variation in the spelling of the first or last name.

### Tips for Success:

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

If a match is generated, verify the child's birthdate to ensure it is not another child with the same name. 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.

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**.

1. Person Info: If this is a new student, the State ID will populate when the record is saved.
2. Identity Info: Enter the required information in **red font, marked with a red asterisk (\*)**.
3. Enrollment Detail. Enter the child's:

**Start Date:** First day in attendance.

**Start Status:** 01 or 04 (usually)

**Grade:** PK

**Service Type:** P: Primary

Click **Save**.

4. It is not necessary to click on the **Submit Request** button because Head Start programs do not store student information within Infinite Campus.

5. Navigate to the students' **Demographics** tab and enter the child's race data if it has not already been entered.

**Student Locator**

Student Search  
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 enter the State ID or 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 person.

Last Name:  First Name:  Gender:  Birth Date:  Middle Name:  SSN #:  State ID:

Search-->

| Name | State ID | Gender | Birth Date | % |
|------|----------|--------|------------|---|
|------|----------|--------|------------|---|

Create New Student >

mtstaging.infinitecampus.org say

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?

OK Cancel

**Student Records Transfer**

This is a Records Release containing the student information, the requesting district user and the releasing district user.

| Student:        | Enrollment Type:                      | Primary                |
|-----------------|---------------------------------------|------------------------|
| Last Name: Lane | First Name: Sarah                     | Middle Name: Joanna    |
| Gender: F       | Birth Date: 04/29/1999                | SSN: _____             |
| Grade: 11       | School: 11-19 Columbia Falls High Sch | Start Date: 12/18/2018 |

Requesting District & User  
District: 0407 Columbia Falls Pub Schs Name: System Administrator Username: CPlatnstuff  
Request Date: 12/18/2018 Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Comments: \_\_\_\_\_

Submit Request

## Direct Entry Method for Previously Enrolled Children

PATH: INDEX/STUDENT INFORMATION/GENERAL

Students that 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 students **Enrollments** tab.
2. Select the **Year** and select a **School** in the toolbar
3. Click the blue **New** button. (Not *New Enrollment History*.)
4. Enter the **Start Date, Start Status, Grade Level, Service Type and Comments** (if applicable).
5. Click **Save**.

If the child is transferring in from another district in the state of Montana, a records request will have to be initiated.

## Required Enrollment Information

PATH: INDEX/STUDENT INFORMATION/GENERAL/ENROLLMENTS

After pulling up a child's General Information screen (Search tab, enter last name, click Go), click the **Enrollments** tab.

1. Click on the first line of the current year's enrollment.
2. From the General Enrollment Information screen. The **Start Date, Local Start Status, Grade and Service Type** are required to be entered on each enrollment. All other data elements on the enrollment should be left blank.

| Enrollment ID | Type | Calendar                | Start Date | End Date   |
|---------------|------|-------------------------|------------|------------|
| 07            | P    | Madison School 2019 A   | 09/23/2018 |            |
| 09            | P    | Jefferson School 2018 A | 08/24/2017 |            |
| 05            | P    | Jefferson School 2017 A | 08/25/2016 | 05/31/2017 |

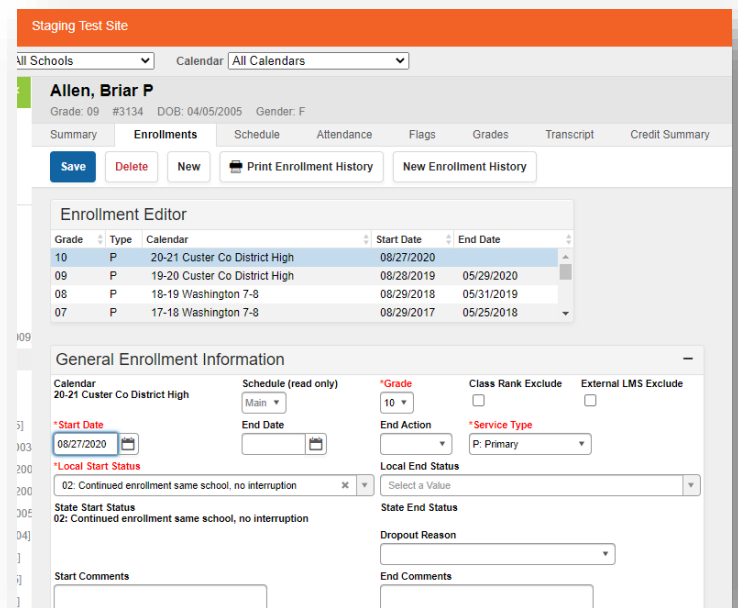


# Enrollment Start, End Dates and Status Codes

PATH: INDEX/STUDENT INFORMATION/GENERAL/ENROLLMENTS

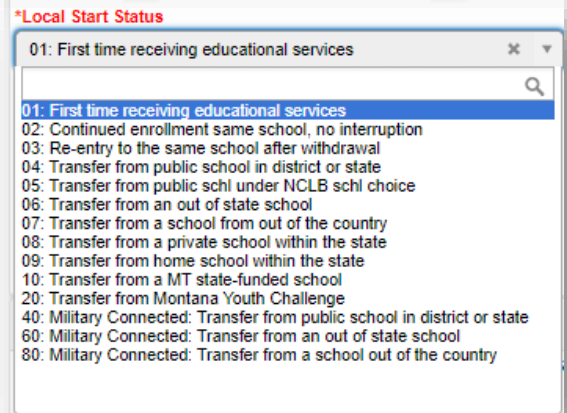
The child's Start, and End Dates and Status codes reflect when and where the child came from and when/where the child is going. For State reporting purposes, it is important that these dates and codes be as accurate as possible.

The Enrollment Start Date and End Date should reflect the first and last day the child attended the Head Start program.



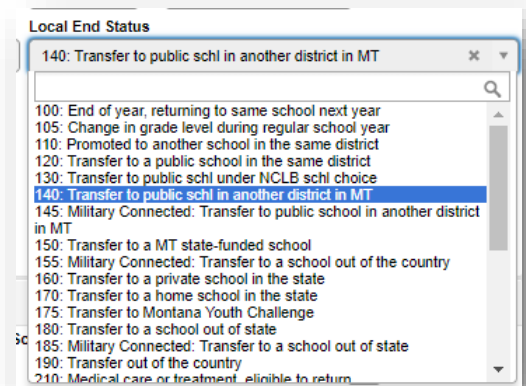
## Start Status Codes:

- If it is the first time enrolling in PK, then use status code: **01: First time receiving educational services**
- If the student is returning as a PK student again, then use status code: **02: Continued enrollment same school, no interruption**
- If the student is transferring to your Head Start school from another Head Start school, then use status code: **08: Transfer from a private school within the state.**



## End Status Codes:

- If the PK student is advancing to Kindergarten, then use status code: **140: Transfer to public schl in another district in MT**
- If the PK student is returning next year as a PK student again, then use status code: **100: End of year, returning to same school next year**
- If the PK student advances or leaves to a home school, then use status code: **170: Transfer to a home school in the state**



## Service Type

PATH: INDEX/STUDENT INFORMATION/GENERAL/ENROLLMENTS

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

**P: Primary** – the Primary Service Type indicates that the child is primarily enrolled in this school or district for educational services.

A child may have a Primary enrollment at one school and a Partial or Special Ed enrollment in another.

However, a child can never have two primary enrollments with overlapping dates. Head Start schools must communicate with local district schools if the child has dual enrollments in Head Start and another school regarding which is primary and which is secondary.

**N: Special Ed Services** – should be selected if the student is in PK and not receiving educational service but is receiving special education services (i.e. speech services).

**S: Partial**- should not be used for Head Start kids.

## Legal Names/Name Changes

PATH: INDEX/CENSUS/PEOPLE/IDENTITIES

The AIM/Infinite Campus system is designed so that each child has only one State Student ID that stays with a child 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 AIM/Infinite Campus regardless of the school being public or private(PK). The AIM system allows multiple *identities* to be attached to a single State Student ID, to accommodate necessary legal name changes.

**Important:** Simple corrections of typographic errors in the child's name or changes to the child's birthdate, race/ethnicity, and gender should be made on the Demographics tab. However, if a child's legal name changed or if the child was entered with a name that is not the legal name, create a new identity on the Identities tab.

On the **Identities** tab, click **New**. Change the child's name. Click **Save**. The child's records will be attached to this name with a historical tie to the previous name.

## Processing Transfer Requests

The Records Transfer tool is used mainly to facilitate the transfer of Special Education records. **Therefore, the Head Start agencies should not be generating a records transfer request to school districts when enrolling an incoming student.**

## Transfer out of District

When a child leaves the Head Start to transfer to a school district or another Head Start, a transfer message will be generated by the new district or Head Start when they enroll the child. The message "Request for you to release:" will appear in the **Process Alerts Inbox** (or click on the child's **Records Transfer** tab). Click on the underlined link to open the request.

There are three options on the Student Records Transfer. The only response should be to "Release Records."

The screenshot shows the 'Identities Editor' interface for a child named Allen, Briar P. The interface includes tabs for Demographics, Identities, Households, Relationships, Enrollments, District, and Employment. The 'Identities' tab is active, showing a table with one identity entry for Allen, Briar P. Below the table is the 'Identity Information' section, which includes fields for PersonID (2154), Last Name (Allen), First Name (Briar), Middle Name (Patricia), Suffix, Gender (Female), Birth Date (09/16/2019), Birth Date (Age 19) (04/19/2005), and Social Security Number. There is also a 'Protected Identity Information' section with fields for Race/Ethnicity (White), Federal Designation (6 White), Race (White), Hispanic/Latino (No), and Race/Ethnicity Determination (01 Parent Identified). At the bottom, there are fields for Date Entered US School, Date Entered State School, and Home Primary Language.

The screenshot shows the 'Process Alerts Inbox' interface. It includes a 'Date Range' field, a 'Display' dropdown set to 'All Processes', and a 'Find Messages' button. Below these is a 'Delete Selected Messages' button. The main area is a table with columns for 'Process', 'Name', 'Posted Date', and 'Due Date'. The table contains three records, all of which are 'Records Transfer' requests. The second record, 'Request for you to release: Mouse, Minnie 567891540', is highlighted with a red box.

| Process          | Name  | Posted Date | Due Date |
|------------------|---|-------------|----------|
| Records Transfer | <a href="#">Transfer Complete: Chesney, Kenny 388555522</a>         | 08/17/2011  |          |
| Records Transfer | <a href="#">Request for you to release: Mouse, Minnie 567891540</a> | 08/05/2011  |          |
| Records Transfer | <a href="#">Request for you to release: Church, Eric 662880860</a>  | 08/01/2011  |          |

## End Dates and Overlaps

The **Records Transfer** tool can aid in reconciling enrollment overlaps. When a child transfers to a new district, the transfer request shows the child's Start Date in the new district. If there is an overlap in enrollment, the Records Transfer request will appear with a warning.

Click **Edit** to return to the **Enrollments** tab and correct the error. Once the enrollment overlap has been fixed, return to the **Process Inbox** or **Records Transfer** tab and complete the records transfer.

The screenshot shows the 'Student Records Transfer' interface. At the top, there is a warning: 'Release or Reject a Request for Transfer Records. An external district is requesting the release of your district's records of a student. The request has come in through the Infinite Records Exchange and so the student is now enrolled in your district. The student has been enrolled in the new district, so please help to prevent incorrect data or enrollment overlaps. Infinite Campus verifies that the requesting district is whom they say they are, and that the user making the request has been authenticated and authorized to make the request. You may accept or reject this request, but you are encouraged to call the requesting district to verify the user's identity.'

Below the warning, the student's information is displayed: 'Records Transfer Church, Eric #'. The student details include: Last Name: Church, First Name: Eric, Middle Name: [blank], Gender: M, Birthdate: 07/24/2002, SSN: [blank], Grade: 04, School: 11-12 Cascade School. The 'Enrollment Type' is 'Primary'. The 'Start Date' is 08/31/2011. A red box highlights the 'Start Date' field with the text 'Overlap' and an 'Edit' link. Below this, the 'Requesting District & User' and 'Releasing District & User' information is shown.

The **End Date** for a child should always be the last date the child attended a school, not the date the records request is received. If a child leaves without notice a school may carry the child according to district policy. Once the child has been located (either receives a Records Transfer request in AIM, a records request from the receiving district, notice from OPI, the parent or another reliable source), enter the End Date as of the last day of actual attendance (if the district has already ended the child's enrollment according to district policy, the End Date may need to be changed to reflect the child's last day of actual attendance).

## Searching in Campus

There are two levels of search in Infinite Campus, the basic and advanced search.

### Basic Search

The basic search is used for finding data that already exists in your district/school with limited or open criteria. **It does not search the entire state database**. To use a basic search, click on the Search tab in the Outline. Select the specific data type and enter the criteria in the search box (last name, first name). Click **Go**.

Wildcard searches can also be combined with a basic search.

The underscore ( **\_** ) replaces one character. For example, when searching for Anderson/Andersen, use the **\_** to replace the o/e: Anders\_n. The search will return matches for both Anderson and Andersen.

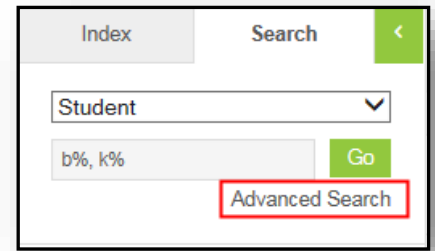
The percentage symbol ( **%** ) replaces multiple characters. It can be used for all - % alone, for after – b% returns all names whose last name begins with b, or for between b%n returns all names that begin with b and end with n. Searching with just a % symbol (or no entry) will return all results.

The screenshot shows the basic search interface. The search criteria is 'Anders\_n'. The search results are: '06 Andersen, Sydney H #152672526 [01/11/11]' and '04 Anderson, Nicole F #705224086 [11/11/11]'. The search results are displayed in a list format with the student's name, ID number, and the date of the records request.

The screenshot shows the basic search interface. The search criteria is 'b%, k%'. The search results are: '11 Bancroft, Kirsten B #726771620 [08/11/11]', '12 Bouldin, Kymberlee M #610753455 [04/11/11]', and '12 Brabender, Kyra M #343950190 [03/07/11]'. The search results are displayed in a list format with the student's name, ID number, and the date of the records request.

## Advanced Search

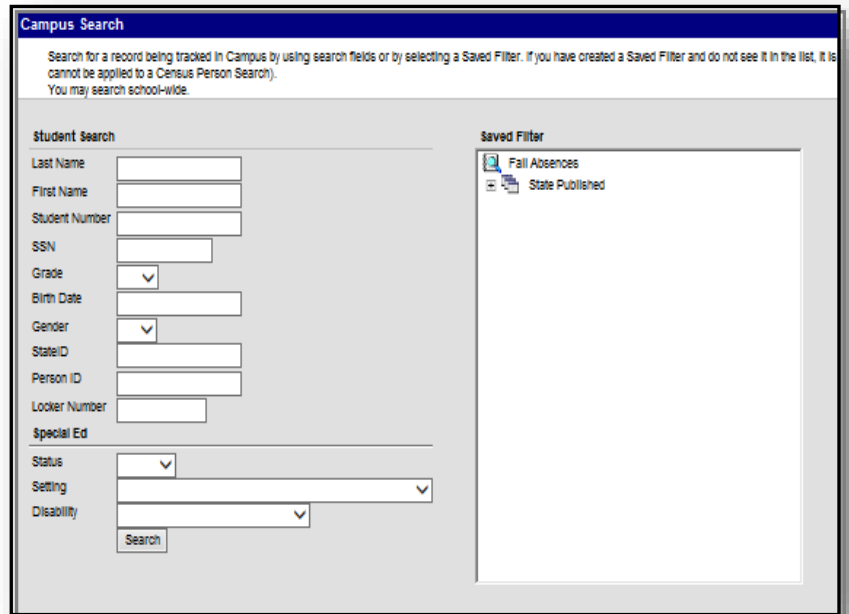
The advanced search combines a variety of data pieces to yield a more specific search result. ***This search will also only search your district, it will not search the entire state database.*** To use the advanced search, click on the Search tab in the Outline, then click **Advanced Search**.



The screenshot shows a search interface with two tabs: 'Index' and 'Search'. The 'Search' tab is active. Below the tabs, there is a dropdown menu with 'Student' selected. To the right of the dropdown is a green 'Go' button. Below the dropdown and 'Go' button is a text input field containing 'b%, k%'. At the bottom right of the search area, there is a red-bordered button labeled 'Advanced Search'.

In addition to the Student Search filters there is a *Saved Filter* window which displays saved searches drawn from the AD Hoc Filter tool and “State Published” reports created by OPI.

**Note:** Each AIM user can create their own Ad Hoc filters, so the items displayed in the Saved Filter window will likely vary from one user to another.



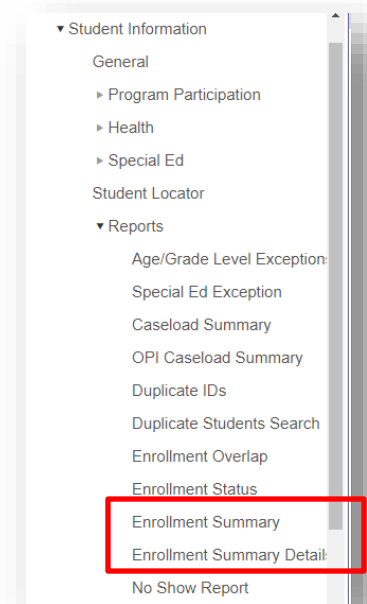
The screenshot shows the 'Campus Search' window. It has a title bar and a main content area. At the top, there is a search instruction: 'Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is cannot be applied to a Census Person Search. You may search school-wide.' Below this, there are two main sections: 'Student search' and 'Saved Filter'. The 'Student search' section contains various input fields: Last Name, First Name, Student Number, SSN, Grade (dropdown), Birth Date, Gender (dropdown), StateID, Person ID, Locker Number, Special Ed (dropdown), Status (dropdown), Setting (dropdown), and Disability (dropdown). There is a 'Search' button at the bottom of this section. The 'Saved Filter' section shows a list of saved filters: 'Fall Absences' and 'State Published'.

## Reports

There are several reports within Infinite Campus that can be used to verify enrollment data.

1. Navigate to the **Index**, click on **Student Information**.
2. Select **Reports**.
3. Click on **Enrollment Summary** or **Enrollment Summary Details**. The Enrollment Summary report will generate a list of total enrollments. The Enrollment Summary Details report will provide a list of enrollments including names.

**For assistance, contact the AIM Help Desk  
at 1-877-424-6681 or  
[Submit an AIM Help Desk Ticket](#)**



The screenshot shows a vertical menu titled 'Student Information'. The menu items are: General, Program Participation, Health, Special Ed, Student Locator, and Reports. Under 'Reports', there is a list of report names: Age/Grade Level Exception, Special Ed Exception, Caseload Summary, OPI Caseload Summary, Duplicate IDs, Duplicate Students Search, Enrollment Overlap, Enrollment Status, Enrollment Summary, Enrollment Summary Detail, and No Show Report. The 'Enrollment Summary' and 'Enrollment Summary Detail' items are highlighted with a red box.