

AIM File Extracts and Uploads (MT Edition Users)

AIM User Guide

AIM User Guide:
*AIM File Extracts and
Uploads (MT Edition Users)*

Districts that do not use AIM/Infinite Campus to manage their district data can use the Montana Edition Upload tool to upload files containing their district's student information into AIM/Infinite Campus. Files uploaded with the tool must conform to the File Specifications noted within this AIM user guide.

Import Templates:

[Student Demographic Template](#)
[Student Enrollment Template](#)
[Fall CTE \(Career and Technical Education\) Template](#)
[End of Year CTE \(Career and Technical Education\) Template](#)
[End of Year \(EOY\) Attendance Totals Template](#)
[English Learners \(EL\) Template](#)
[Fall Enrollment Count Template](#)
[FRAM Import Template](#)
[Program Participation Template](#)
[Section 504 Template](#)
[Spring Enrollment Count Template](#)
[Student Mode of Instruction](#)
[Test Window \(TW\) Enrollment Count Template](#)

Districts that do not use AIM/Infinite Campus to manage their district data can use the Montana Edition Upload tool to upload files containing their district's student information into AIM/Infinite Campus. Files uploaded with the tool must conform to the File Specifications noted within this AIM user guide.

Please Note: It is best practice to retrieve upload templates directly from our [AIM Upload Templates](#) webpage to ensure you are using the most current version.

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Templates

The data extracted and uploaded into Infinite Campus is contained within one of ten available templates.

All uploads, except the Student Demographic upload, require Student State ID numbers. The **Student Demographics** upload should be completed first, followed by the Student Enrollment file upload. Once these two have been completed for every student, all other uploads can be done.

Template Header Row and Other Tips

Each template must include the header row and it must be entered in an exact format. *Any deviation will result in an error in the file upload. It must contain these four elements in this order:*

- **Record Type** - The abbreviation for the type of file upload entered. This will always be "HD"
 - **Date** - The most recent date a change was made on the file, or the date the file was generated. 10 characters in this format (MM/DD/YYYY)
 - **Time** - The most recent time a change was made on the file, or the date the file was generated. 8 characters in this format (HH:MM:SS)
 - **Version** - The most current version of the file interface specification and references to the application system. This field will always be "MT9.1"
- ❖ **Example:** The first row of the file would read: **HD(tab)07/22/2020(tab)10:20:15(tab)MT9.1**
- ❖ In the Template pictured below, the blue wording provides instruction for placing this header information.

DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)MT9.1.

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20
Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Photo OPT IN Status	Hispanic/Latino?	American Indian or Alaska Native*	Asian*	Black or African American*	Native Hawaiian or Other Pacific Islander*	White*	Race/Ethnicity Determination	Nickname	End Year

Fields in Red must be populated. *HISPANIC/LATINO MUST BE ANSWERED Y OR N, AND AT LEAST ONE ADDITIONAL RACE MUST BE Y

- ❖ **Save all upload templates as a *.tsv. or *.txt. file before uploading them into Infinite Campus.**

HD	12/10/2018	10:20:15	MT9.1			
CT	467	425	1	401276555	401276555	Conn
CT	467	425	1	557138458	557138458	Squir
CT	467	425	1	358842063	358842063	Freer
CT	467	425	1	865903714	865903714	Rense
CT	467	425	1	993836387	993836387	Wolle
CT	467	425	1	623624429	623624429	Dunlu
CT	467	425	1	034525562	034525562	Dece

Header row to be entered as the first line of the text file

Field 9	Field 10	Field 11	Field 13
Gender	Birth Date	Photo OPT IN Status	American Indian or Alaska Native*

To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.

N, AND AT LEAST ONE RACE MUST BE

- ❖ Fields with red letters in templates are required data.
- ❖ Hovering over the small red arrows in the corner of the yellow boxes provides further details for what should be entered into those fields.

Many of the upload templates require a District Number, School Number, or both. There are two ways to retrieve the District Number and School Number for the templates:

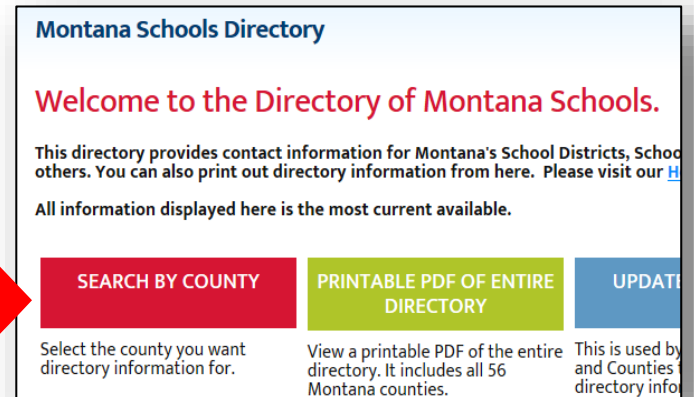
1. **District Directory –**

[OPI.MT.GOV > Leadership > Management & Operations > Montana School Directory](#)

- Select SEARCH BY COUNTY.
- Select your County.
- The SS # at the top of the page next to the school district is the **District Number**.
- The SC # listed next to the school is the **School Number**.

2. **Infinite Campus -**

- District Number – OPI Assigned number for school or district.
- School Number – System Administration > Resources > School
- Select the school from the School Editor column
- The 4-digit number in the *State School Number should be entered in this field.



The following are links for additional guidance in Campus Community for uploading:

- [Montana Upload Wizard](#)
- [Understand and Use the Admin Queue Tool](#)
- [Generate the Student Demographics Upload](#)

Also, the OPI has a guide for [Creating a Campus Community Account](#).

File Uploads

PATH: MT State Reporting > MT Data Uploads

Prior to uploading a file, a calendar for the current year and all required grade levels for that calendar must be setup within the Montana State Edition user interface. If this is not done, an error message will be displayed when an upload is attempted. Additionally, the upload tool assumes that a School/Year has only one calendar and one schedule structure defined within the State Edition. If multiple calendars or schedule structures are created for that school/year, an error will display when an upload is attempted. All imports, except the ***Student Demographic*** import, require Student State ID numbers. Importing any file is a **two-step** process.

1. **Validate and Test File** – Only error checking will be performed on the file. No data is imported under this option. A summary report will be generated identifying any errors that were found. To review results file, navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary. **NOTE:** when retesting a file after making changes, remember to rename the file or the system will not recognize that a new file is being tested.
2. **Upload File** – Data from the file will add to or update the current student records in the AIM system. An Import Results Summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a dataset of students. To review results file, navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary.

Important Notes About Uploads: Do not upload or test more than one file at a time. Wait until the system has completed its process before testing or uploading another file. ***Do not proceed with a Student Enrollment import until after first doing your demographics upload and after importing the new State ID's into your third-party SIS.*** Also, an error will occur during an enrollment upload if a student already has an enrollment in Infinite Campus and another enrollment upload is done. Be sure that the start date in the file matches the start date of the enrollment in infinite Campus. ***A duplicate enrollment will occur if the start dates do not match.***

Types of Imports

The following is a selection of imports that can be uploaded using the MT Upload Wizard. Each type will report a different Record Type, noted below.

Record Type	Import	Description
SD	Student Demographics	Imports student demographic data
SC	Student Contacts	Imports student contacts and guardian information
EN	Enrollments	Imports student enrollment information
PP	Program Participation	Imports student participation in school programming
CT	Fall Career and Technical Education	Imports career and technical education information for Fall
CE	End of Year Career and Technical Education	Imports career and technical education information for end of year
AF	Attendance - Fall Count	Imports attendance data for the Fall reporting period
AS	Attendance - Spring Count	Imports attendance data for the Spring reporting period
AT	Attendance - Test Window	Imports attendance data for the test window
AA	EOY Attendance Totals	Imports data on students who were enrolled for at least one day.
LP	EL	Imports EL-specific data en masse.
504	Section 504	Imports student's who require a section 504 record.

Uploading a File Created from a Template:

A file must first be created before it can be imported. Usually, this file is a specially designed extract from the district's local Student Information System (SIS) in the *.tsv or *.txt format. Copying this data from the extract from the third party SIS into one of the templates provided in this guide will be the best way to ensure accuracy when transferring data from your SIS into Infinite Campus.

NOTE: Make sure the State ID field is blank or null for new students in the Demographics upload- this will allow Infinite Campus to auto-generate a State ID for those students.

1. From the **Index**, select **MT State Reporting**.
2. Select **MT Data Upload**.
3. Select the **Import Data** radio button.
4. Select from the ***Import Type** drop-down list, the type of data being imported.
5. Select **Validate and Test File** from the ***Work to Perform** drop-down list. Browse for the *.tsv or *.txt file you created from populating one of the templates in this guide.
6. Click **Submit to Batch**.
7. A pop-up box will appear asking you to Select Batch Queue Options. It is suggested that both boxes are checked, then click **Ok**:

- ☐ **High Priority:** Mark this checkbox if running this report is considered a high priority. Reports designated as "high priority" by this checkbox will take precedence over other reports in the Batch Queue that are not designated as such.
- ☐ **Keep Until I Delete:** Mark this checkbox if the completed report results should continue to appear on the Batch Queue and Admin Queue tools until manually deleted by a user. If this checkbox is not marked, the completed report will be cleared from the Batch Queue and Admin Queue tools based on the number of days set to automatically delete batch queue jobs inside System Preferences (Index > System Administration > Preferences > System Preferences > Batch Queue Expiration Days).

8. The next pop-up box appears, letting you know that your request has been put into the queue and a message will appear in the process inbox when the report is completed. You can get the report from your process inbox or inside the Batch Queue Admin area.
9. Click **Ok**.

The image contains three screenshots illustrating the process of uploading a file to Infinite Campus.

The top screenshot shows the 'Infinite Campus' interface with the 'State Data Import' page. The 'Import Data' radio button is selected. The 'Import Type' dropdown is set to 'Student Demographics' and the 'Work to Perform' dropdown is set to 'Validate and Test File'. A red arrow points to the 'Submit to Batch' button.

The middle screenshot shows a list of report types under the 'Student Demographics' category. The list includes: Student Enrollments, Program Participation, Career and Technical Education (CTE), Fall Enrollment Count, Spring Enrollment Count, Test Window Enrollment Count, and End of Year Attendance Totals. A red arrow points to the 'Get the report' link at the bottom of the list.

The bottom screenshot shows the 'Batch Queue Reporting Options' dialog box. The 'High Priority' and 'Keep Until I Delete' checkboxes are both checked and highlighted with a red box. The 'Start Date/Time' is set to 04/20/2018 11:04 AM. The 'Cancel' and 'Ok' buttons are visible at the bottom.

Student Demographic Template (required)

Pictured below is a screen shot of the [Student Demographic Template](#). This is the first template that should be used when first importing new student data into Infinite Campus. The chart which follows provides detailed descriptions for some of the fields in the template for clarification purposes. Instructions for uploading student demographic data can be found in our [AIM Beginning of Year Verification Guide](#).

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20
Record Type (SD)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Middle Name	Suffix	Gender	Birth Date	Photo OPT IN Status	Hispanic/Latino?	American Indian or Alaska Native*	Asian*	Black or African American*	Native Hawaiian or Other Pacific Islander*	White*	Race/Ethnicity Determination	Nickname	End Year
Fields in Red must be populated. *HISPANIC/LATINO MUST BE ANSWERED Y OR N, AND AT LEAST ONE ADDITIONAL RACE MUST BE Y																			

Template Field	Data Element	Description
Field 2	District Number	Student's District Number assigned by the OPI. Must be 4 characters long. Zero padding required. If value is null, then error will occur. (4-characters) Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of zeroes/digits needed). Click OK.
Field 3	Student State ID	Unique 9-digit statewide student ID. Must be nine digits, with no zero-padding required. If value is null, then error will occur. (9-digits)

- Fields 12-17 ask for the general racial or ethnic category which most clearly reflects the individual's recognition in his or her community, or with which the individual most identifies.
Hispanic/Latino must be answered Y or N, and at least one additional race must be Y.

Template Field	Data Element	Description
Field 12	Hispanic/Latino	A person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.
Field 13	American Indian Alaska Native	A person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment.
Field 14	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam and Laos.
Field 15	Black African American	A person having origins in any of the black racial groups of Africa.
Field 16	Native Hawaiian Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Field 17	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Field 20	Calendar End Year	Indicates the school calendar year for which data is being imported.

Retrieve New Student State ID File

(For Student Demographics Upload Only) **NOTE:** If this process is needed, it must be done BEFORE uploading the Student Enrollment File.

When Student Demographics files are uploaded, a new State ID file is generated for new students. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.

1. From the **Index**, select **MT State Reporting**.
2. Select **MT Data Upload**.
3. Select the **Retrieve New Student State ID File** radio button and choose the file with the correct date/time. If the right date isn't listed, click on your browser's Refresh button to refresh the list of dates.
4. Click **Generate**.

NOTE: Campus will retain the last 10 occurrences of the State ID file. Should Districts need to retrieve Student State IDs for students imported prior to the last 10 instances of the Student Demographics import, navigate to System Administration > Batch Queue > Batch Queue Admin and adjust the date range to find the file in question.

State Data Import

This tool allows for the following operations:

- Import Data
- Retrieve Files

To Import:
Importing a file is a two step process. Step 1) Validate and Test file. This action ensures all errors are remedied prior to updating any data that will be submitted to the state. Step 2) Upload File. The campus database will be updated. Data uploaded in this step will be available to be submitted to the state.

Select the Import Data Radio Button. Select an option under "Import Type" to specify which record type you are uploading.

Select an option under "Work to Perform" to indicate how the file should be processed. There are 2 options:

1. Validate and Test File - Only error checking will be performed on the file. No data is imported under this option. A summary report will be generated identifying any errors that were found. To review results file, navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary
2. Upload File - Data from the file will add to or update the current student records in the AIM system. An Import Results Summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a dataset of students. To review results file, navigate to System Administration > Batch Queue > Batch Queue Admin to retrieve the Import Results Summary

In order for the uploaded data to sync to the state a batch resync must be triggered under System Administration > Data Utilities > Resync State Data

To Retrieve Files:
When Student Demographics files are loaded, a new State ID file is generated. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.

Districts may retrieve the State ID file by selecting the Retrieve File Radio Button and choosing the date/time when the Student Demographics file completed import processing thus resulting in the creation of the new State ID file.

Campus will retain the last 10 occurrences of the State ID file. Should Districts need to retrieve Student State IDs for students imported prior to the last 10 instances of the Student Demographics import, Districts may use the MT Extract tool.

☐ Import Data

*Import Type

*Work to Perform

*File No file chosen

Review the Validate and Test results file to identify and correct import errors and/or warnings. Navigate to System Administration > Batch Queue > Batch Queue Admin and select the file with the correct queued date/time then select "Get the report" to retrieve your Import Results Summary file

☒ Retrieve New Student State ID File

For Student Demographic Uploads ONLY: Review New Student State ID File to ensure Student State IDs have been provided for students who previously did not have one. Please select the New Student State ID file that corresponds to the date/time the Import completed processing. Click Generate

Student Enrollment Template (required)

The [Student Enrollment Template](#) is pictured below. Fields in red must be populated. Like the demographic template, the small red arrows in the corners of the yellow boxes will provide more detailed information for that field when hovered over. The header row must be filled out with the four elements explained above. This template should be used after the demographics template has already been uploaded. Instructions for uploading Student Enrollment Data can be found in our [AIM Beginning of Year User Guide](#). **NOTE:** When uploading the enrollment template, there is an option indicated in the upload module as **‘Retrieve New Student State ID File’** -this is *only* relevant to Student Demographic uploads. Please ignore this option when uploading Enrollment data.

[illegible]

Template Field	Data Element	Description
Field 2	District Number	Student's District Number assigned by the OPI. Must be 4 characters long. Zero padding required. If value is null, then error will occur. (4-characters) Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of zeroes/digits needed). Click OK.
Field 3	School Number	This is a unique four-digit number assigned by the Office of Public Instruction that identifies the school into which the students are enrolled. Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of zeroes/digits needed). Click OK.
Field 5	Student State ID	Unique 9-digit statewide student ID. Must be nine digits, with no zero-padding required. If value is null, then error will occur. (9-digits)
Field 9	Service Type	Indicates the type of services received by a student at the district. P: Primary S: Secondary N: Special Education
Field 10	Start Date	Student's start date of enrollment for the current school year. This is the date the student begins instruction/starts classes. This date must be greater than or equal to the Calendar State Date. (10-character max)
Field 12	End Date	Student's last day of enrollment for the current school year. This is the last date the students is in classes. This date must be less than or equal to the Calendar End Date.
Field 14	Dropout Reason	Selection indicates the student was enrolled in school at some time during the previous school year and is not enrolled on October 1 of the current school year.
Field 18	Diploma Date	The date on which the student was awarded a diploma. This is a required field is the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.
Field 19	Diploma Type	The type of diploma the student was awarded by the district. This is a required field if the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.
Field 20	Diploma Period	Indicate the time that a student took to graduate from the first time they were identified as a 9th grade student to the date of graduation. This is a required field is the Enrollment End Status is 400. If the Enrollment End Status is NOT 400, this field must be null.
Field 21	Start Comments	Enter any start comments to be imported into the student enrollment. All existing information is overwritten by data within this field unless this field is null. If null, existing Start Comment data is preserved.

Field 22	End Comments	Enter any End Comments to be imported into the student enrollment. All existing information is overwritten by data within this field unless this field is left null. If null, existing End Comments data is preserved.
Field 23	Year	Indicates the year of the enrollment record, based on the last year of the school year. For example, enrollments in the 2010-11 school year will report as 2011.

NOTE: An error will occur during an enrollment upload if a student already has an enrollment in Infinite Campus and another enrollment upload is done. Be sure that the start date in the file matches the start date of the enrollment in infinite Campus. A duplicate enrollment will occur if the start dates do not match.

End of Year (EOY) Career and Technical Education (CTE) Template

Pictured below is the new EOY CTE Template which replaced the Spring CTE Template. The new template reflects changes in the Carl Perkins grant. Like other upload templates, hovering over the red arrows shows details for each field. Fields indicated with RED font are required to be populated and cannot be left blank. Detailed instructions for uploading this template can be found in the [AIM End of Year CTE User Guide](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)MT9.1															
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16
3	Record Type (CE)	District Number	Student's State ID	Student's Local ID	Last Name	First Name	Pathway	Concentrator	Single Parent	Pathway Credits	District Credits	Non-District Credits	Dual Enrollment Credits	Work Based Learning Credits	Filler	Year
4																
5																
6			*Fields in Red must be Populated. Update 3/2021													
7																

The following chart provides descriptions for fields 2-16 in the **EOY CTE Template**. For full definitions pertaining to specific pathways see the [Montana Career Pathways website](#).

Template Field	Data Element	Description
Field 2	District Number	District Number assigned by the OPI. This is not the LE number. Must be 4 characters long. Zero padding required. If value is null, then error will occur. (4-characters) Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of zeroes/digits needed). Click OK.
Field 3	Student's State ID	Unique 9-digit statewide student ID. Must be nine digits, with no zero-padding required. If value is null, then error will occur. (9-digits)
Field 4	Student's Local ID	District or locally assigned student ID.
Field 5	Last Name	Must be the student's legal last name as it appears on legal documentation such as a birth certificate.
Field 6	First Name	Must be the student's legal first name as it appears on legal documentation such as a birth certificate.
Field 7	Pathway	This field is the Career and Technical Education Pathway the student is following. The options to choose from are: AM: Advanced Manufacturing AFN: Agriculture, Food and Natural Resources AMC: Agriculture, Mechanics and Construction AAC: Arts, A/V Technology, Communication BM: Business Management DCFC: Design and Construction (FCS) DCIT: Design and Construction (ITE) ED: Education FI: Finance HP: Health Profession HT: Hospitality and Tourism HS: Human Services IT: Information Technology MK: Marketing STEM: Science, Technology, Engineering and Mathematics TDL: Transportation, Distribution, and Logistics WF: Welding and Fabrication Cannot be null.

Field 8	Concentrator	Indicates if the student is a Concentrator in the pathway. Enter 'Y' if they are a Concentrator. Enter 'N' if they are a Participant. Cannot be null.
Field 9	Single Parent	A student who is unmarried or legally separated from a spouse and have a minor child or children for which he/she has either custody/joint custody or is pregnant. Enter 'Y' for yes or 'N' for no. Cannot be null.
Field 10	Pathway Credits	Total CTE credits earned in a pathway. This is a combination of total district credits plus any out of district credits. Credits must equal Pathway Credits total. Cannot be null, if none, enter '0'.
Field 11	District Credits	Total number of credits the student earned for the pathway within the current district. Cannot be null, if none, enter '0'.
Field 12	Non-District Credits	Total number of credits the student earned for the pathway in schools outside of the current district. Cannot be null, if none, enter '0'.
Field 13	Dual Enrollment Credits	Total Dual Enrollment credits earned in the pathway.
Field 14	Work Based Learning Credits	Total Work Based Learning credits earned in the pathway.
Field 15	Filler	Leave blank.
Field 16	Year	The end year of a school Calendar. For the 2014-2015 school year, for example, the Year would be 2015. Validation: Required - must match the year for the calendar.

End of Year (EOY) Attendance Totals Template

The [End of Year \(EOY\) Attendance Totals Template](#) is pictured below. Fields 2-8 are similar to those describe in previous templates. The chart below provides descriptions to fields 9-15. For detailed instructions on uploading EOY Attendance data, please see our [AIM End of Year Attendance Totals User Guide](#).

NOTE: When doing an upload which requires a start date, this date must match what is entered in Infinite Campus. An error will occur if start dates in an upload file do not match the start dates within Infinite Campus.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
DELETE first three rows prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)MT9.1.																
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16	
Record Type (AA)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Service Type (P,S,N)	Start Date (MM/DD/YYYY)	End Date	Grade Level	# Days Present	# Days Enrolled	ESSA # Days Absent	Year	
*Fields in Red must be populated																

Template Field	Data Element	Description
Field 9	Service Type	The type of services received by a student at a district. P: Primary; S: Partial; N: Special Ed Services Only (do not use N: Special Ed Services for regularly enrolled Special Education students. Use for private, homeschool or PK students who only received SPED services from a district)
Field 10	Start Date	Date (mm/dd/yyyy) The first date of attendance for the student in the current school year or this period of enrollment in the current school year. Validation: Must be between the Calendar Start and End Date. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.
Field 11	End Date	Date (mm/dd/yyyy) The last date of attendance for the student in the current school year or this period of enrollment in the current school year. Validation: Must be between the Calendar Start and End Date. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.
Field 12	Grade Level	Requires zero padding (String 2) The student's current grade level for this school year. If the student has a grade level of UG in your district, you must enter the age-appropriate grade level for state reporting purposes. Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#00" (pound symbol followed by number of zeroes/digits needed). Click OK.
Field 13	# of Days Present	Must Be "Number" Format with two decimals: 165.00 If no value is present, must be 0.00 # Days Present MUST NOT BE GREATER THAN Days Enrolled
Field 14	# of Days Enrolled	Must Be "Number" Format with two decimals: 165.00 If no value is present, must be 0.00
Field 15	ESSA # Days Absent	Must Be "Number" Format, up to 3 digits with NO decimals: 0, 8, 29, 101 etc. If no value is present, must be 0 ESSA #Days Absent MUST NOT BE GREATER THAN Days Enrolled

English Learners (EL) Template

The [English Learners \(EL\) Template](#) is pictured below. Fields 1-5 are similar to those described above. The chart below provides descriptions for fields 6-12. For detailed instructions on uploading EL data, please see our [AIM English Learners Tool User Guide](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)N														
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	
3	Record Type (LP)	District Number	Student's State ID	Last Name	First Name	EL Program Status	Date EL Identified	EL Program Exit Date	Language of Impact	Home Primary Language	EL Service Type	EL Service Start Date	EL Service End Date	Year	
4															
5															
6															

Template Field	Data Element	Description
Field 6	EL Program Status	EL - The student is currently identified as an English Learner. Exited EL - The student was previously identified as EL but has now been determined to have met proficiency standards. Pending - No longer used in MT. Not EL - No longer used in MT.
Field 7	Date EL Identified	Date (mm/dd/yyyy) Date the student was first identified as an English Learner (EL) and in need of services. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.
Field 8	EL Program Exit Date	Date (mm/dd/yyyy) Date a student is determined no longer in need of English Learner (EL) services. Should match the EL Service End Date. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.
Field 9	Language of Impact	The language that interferes with a student's ability to learn in English (either spoken or cultural) See Appendix H on the OPI AIM Webpage for a complete list of languages.
Field 10	Home Primary Language	The name of the specific language normally used by the student or normally used by the parents of the student. See Appendix P for an extensive list.
Field 11	EL Service Type	01: Title III is a program to ensure that English Learner (EL) students develop English proficiency and meet the same academic achievement standards that other children are expected to meet.
Field 12	EL Service Start Date	Date (mm/dd/yyyy) Date on which the student's EL service program was initiated. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.
Field 13	EL Service End Date	Date (mm/dd/yyyy) The date the service ended. Should match LEP Program Exit Date. Field to be left blank if the service is still ongoing. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.

Fall Count Template

The [Fall Count Template](#) is pictured below. Fields 1-8 are similar to those described above. The chart below provides descriptions for fields 9-15. For detailed instructions for uploading Fall Enrollment data, please see our [AIM Fall Enrollment Count User Guide](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)MT9.1															
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	Field 16
3	Record Type (AF)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Fall Count Absent	Exclude Fall ANB	Aggregate Hours of Instruction	Job Corps	MT Youth Challenge	Age 19 or 20 Eligible for ANB	Indian Language Immersion Program	Year
4																
5																
6																
7																
8																
9																
10																
11																
12																

*Fields in Red must be populated. Template last updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.

Template Field	Data Element	Description
Field 9	Fall Count Absent	The portion of the day the student was absent in decimals. EXAMPLES: Half-day absent: 0.500 Quarter-day absent: 0.250 Three quarter-day absent: 0.750
Field 10	Exclude Fall ANB	Enter a 'Y' value if the student meets any of these conditions: Student was absent more than 10 days prior to and including the Count Date and your district had not requested an exception. (ARM 10.20.102(10), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance that should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.) <ul style="list-style-type: none"> Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date. Student is attending a Day Treatment program as of the count date. (MCA 20-9-311) provides more details pertaining to Day Treatment and the Calculation of Average Number Belonging. Enter a 'N' if this does not apply.
Field 11	Aggregate Hours of Instruction	The hours of instruction for which student is enrolled as defined by 20-9-311 MCA: F: 720+ hours T: 540-719 hours H: 360-539 hours Q: 180-359 hours N: 0-179 hours
Field 12	Job Corps	If student is participating at Job Corps on the fall enrollment count date, enter a value of 'Y'.
Field 13	MT Youth Challenge	If student is participating at MT Youth Challenge on the fall enrollment count date, enter a value of 'Y'.
Field 14	Age 19 or 20 Eligible for ANB	Students who are age 19 or older as of September 10th of the current school year are automatically excluded from the ANB calculation. However, some students who are not yet 21 as of September 10th may be eligible for ANB. Enter 'Y' if the student meets the following criteria: 1) The student has not graduated;

		<p>2) The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the students' disability; and</p> <p>3) The student's individualized education program had identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.</p>
Field 15	Indian Language Immersion Program	If student is participating in an Indian Language Immersion program on the fall enrollment count date, enter a value of 'Y'.

Fall Career and Technical Education (CTE) Template

The Fall CTE Template is pictured below. The chart below also provides descriptions for the unique fields. For detailed instructions on uploading Fall CTE data, please see our [AIM Fall CTE User Guide](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)M															
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12				
3	Record Type (CT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	CTE Concentrator	Post-Program Status	Date Contacted	Year				
4																
5	*Fields in Red must be populated. Template laste updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields															
6																
7																
8																
9																
10																
11																
12																

Template Field	Data Element	Description
Field 9	CTE Concentrator	Field must be populated. Y is the only accepted value.
Field 10	Post-Program Status	<p>Field must be populated. Requires zero padding (String 2)</p> <p>Placement status of a CTE Concentrator at the time of contact following graduation:</p> <p>02: Employed 03: Unemployed 04: Military 05: Not Known 06: Other 07: AmeriCorps, Peace Corps, or other National Service Organization 08: Post-Secondary Education Certification 09: Post-Secondary Education Associate Degree 10: Post-Secondary Baccalaureate Degree 11: Advanced Training</p> <p>Validation: Must be contacted between November 1 and December 31 following graduation.</p> <p>Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#00" (pound symbol followed by number of zeroes/digits needed). Click OK.</p>
Field 11	Date Contacted	<p>Field must be populated. Date (mm/dd/yyyy)</p> <p>The date the Career and Technical Education (CTE) student was contacted by the district to determine their Post-Program Status</p> <p>Validation: Must be between November 1 and December 31 following graduation.</p> <p>To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK</p>

FRAM Import Template

The [FRAM Import Template](#) is pictured below. The chart below provides descriptions for fields 4-7. For detailed instructions on uploading FRAM data, please see our [AIM FRAM User Guide](#).

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7														
Student's State ID	Last Name	First Name	Eligibility	Certification Type	Eligibility Start Date	Eligibility End Date														

Template Field	Data Element	Description
Field 4	Eligibility	Student Eligibility for Free/Reduced Meals: Free Reduced Paid Districts may use the former Meal Status codes: F: Free, R: Reduced or N: Not Eligible, Not Participating. Import - mapping to the above codes is required.
Field 5	Certification Type	Method used to determine Eligibility. District may choose to default all students to Income.
Field 6	Eligibility Start Date	Format: MMDDYYYY First date of Eligibility for the current school year.
Field 7	Eligibility End Date	Format: MMDDYYYY Last date of eligibility - most students are eligible 30 days into the following school year.

Program Participation Template

The [Program Participation Template](#) is pictured below. Fields 1-8 are similar to those above. The chart below provides descriptions for fields 9-29. For detailed instructions on uploading Program Participation data, please see our [AIM Program Participation User Guide](#).

[illegible]

Template Field	Data Element	Description
Field 9	Filler Field	Leave Blank.
Field 10	Title I Participation	Students who participate in a Targeted Title I program need to have the Title I Participation box checked in the student enrollment, along with the Title I Program(s) in which the student participates, enter a value of 'Y'. Schools designated as Schoolwide Title I should not mark students as Title I Participants.
Field 11	Title I Reading	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 12	Title I Math	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 13	Title I Science	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 14	Title I Social Sciences	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 15	Title I Vocational /Career	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 16	Title I Instructional Other	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 17	Title I Health	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 18	Title I Guidance/Advocacy	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 19	Title I Support Other	Must first indicate that student is Title I Participant, before entering a value of 'Y'.
Field 20	Title I Part A Neglected	Students who reside in a local neglected facility - whether or not the district has a program grant to provide services. These facilities include group homes and other residential facilities. Enter a value of 'Y' if applicable.
Field 21	Title I Part D Delinquent	Students who meet the criteria for Part D Delinquent must have a program type selected (if the district is providing services): 01: Local Delinquent Program - students in a local detention center or correctional facility (students may attend school or school may provide service at the facility) 02: Local At-Risk Program - student is a returning dropout or at risk for being a dropout and the school is providing additional educational services 03: State Agency Delinquent Program - students in Pine Hills or Riverside Correctional Center, but still enrolled in a local school
Field 22	Foreign Exchange	Students who are residents of another country who come to a US school for short-term educational purposes, enter a value of 'Y'.
Field 23	Gifted/Talented Evaluated	Student has been evaluated by district in accordance with MCA 10.55.804 as Gifted/Talented Value can be 'Y' for 'yes' or 'N' for 'No'. Leave blank if not applicable.
Field 24	Gifted/Talented Identified	Students identified by a district in accordance with MCA 10.55.804 as Gifted/Talented Value can be 'Y' for 'yes' or 'N' for 'No'. Leave blank if not applicable.

		If Gifted and Talented Identified is 'Y' then Gifted and Talented Evaluated must be 'Y' as well. Student cannot be Gifted and Talented Identified and not Gifted and Talented Evaluated.
Field 25	Homeless	Children and youth who lack a fixed, regular and adequate nighttime residence, enter value of 'Y'. Must have a Night Time Residence indicated if Homeless is "Y".
Field 26	Homeless Night Time Residence	An indicator of the student's night time residence: 01: Shelters - living in emergency or transitional shelter situations 02: Doubled-up - sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason 03: Unsheltered - Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings 04: Hotel/Motel - Living in motels, hotels, RV parks, or camping grounds due to lack of alternative adequate accommodations If Homeless is "Y", Homeless Night Time Residence must also be indicated.
Field 27	Unaccompanied Youth	A youth not in the physical custody of a parent or guardian and eligible for immediate school enrollment, enter a value of 'Y'.
Field 28	Immigrant	An individual aged 3 through 21, who was not born in any state or DC, and has not been attending one or more schools in any one or more states or DC for more than three full academic years Must enter Immigrant Date in field 28 if Immigrant value is "Y"
Field 29	Immigrant Date Entered US School	Date (mm/dd/yyyy) The date the student first enrolled in a US School. To format the date, select Format and Cells. Select Custom. From the Type, delete General. Type mm/dd/yyyy and click OK.
Field 30	Military Status	An Indicator of Military Status (1, 2, 3, or 4): Military Connected student is a student who is a dependent of an active duty member of one of the following: 1: US Military (Army, Air Force, Marines, Coast Guard) 2: Active Duty National Guard 3: Active Duty Reserve Force of the US Military 4: Transitioning out of Active Duty to National Guard or Reserve
Field 31	21 st Century	If student is 21st Century participant, indicate with a Y.

Spring Count Template

The Spring Enrollment Count Template is pictured below. Fields 1-8 are similar to those above. The chart below provides descriptions for fields 9-13. For detailed instructions on uploading Spring Enrollment Count data, please see our [AIM Spring Enrollment Count User Guide](#).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12	Field 13	Field 14	Field 15	
Record Type (AS)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Exclude Spring ANB	Spring Count Absent	Aggregate Hours of Instruction	Job Corps	MT Youth Challenge	Age 19 or 20 Eligible for ANB	Year	
*Fields in Red must be populated. Template last updated 7/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.															

Template Field	Data Element	Description
Field 9	Exclude Spring ANB	<p>Enter a 'Y' value if the student meets any of these conditions: Student was absent more than 10 days prior to and including the Count Date and your district had not requested an exception. (ARM 10.20.102(10), provides an exception to the 10-day-rule. Extenuating circumstances for students who do not meet the criteria for inclusion in the ANB enrollment count but would support a variance that should be submitted to the Superintendent of Public Instruction by a responsible school official prior to the official enrollment count date for consideration of inclusion of the student in the enrollment count for ANB purposes beyond the 10th day of absence.)</p> <ul style="list-style-type: none"> Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date. Student is attending a Day Treatment program as of the count date. (MCA 20-9-311) provides more details pertaining to Day Treatment and the Calculation of Average Number Belonging. <p>Enter a 'N' if this does not apply.</p>
Field 10	Spring Count Absent	<p>The portion of the day the student was absent in decimals. 0.000 indicates the student was not absent on the count date.</p> <p>EXAMPLES: Half-day absent: 0.500 Quarter-day absent: 0.250 Three quarter-day absent: 0.750</p>
Field 11	Aggregate Hours of Instruction	<p>The hours of instruction for which a student is enrolled as defined by 20-9-311 MCA:</p> <p>F: 720+ hours T: 540-719 hours H: 360-539 hours Q: 180-359 hours N: 0-179 hours</p>
Field 12	Job Corps	If student is participating at Job Corps on the spring enrollment count date, enter a value of 'Y'.
Field 13	MT Youth Challenge	If student is participating at MT Youth Challenge on the spring enrollment count date, enter a value of 'Y'.
Field 14	Age 19 or 20 Eligible for ANB	<p>Students who are age 19 or older as of September 10th of the current school year are automatically excluded from the ANB calculation. However, some students who are not yet 21 as of September 10th may be eligible for ANB. Enter 'Y' if the student meets the following criteria:</p> <p>1) The student has not graduated;</p>

		<p>2) The student is eligible for special education services and is likely to be eligible for adult services for individuals with developmental disabilities due to the significance of the students' disability; and</p> <p>3) The student's individualized education program had identified transition goals that focus on preparation for living and working in the community following high school graduation since age 16 or the student's disability has increased in significance after age 16.</p>
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Student Mode of Instruction

The Student Mode of Instruction Template is pictured below. There is no template/import option available for the School Level Mode of Instruction. The chart below provides descriptions for the fields in the template. Please see the Mode of Instruction User Guide for detailed information.

A	B	C	D	E	F	G	H	I	J	K	L	M	N
DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file -HEADER ROW NOT REQUIRED													
Field 1	Field 2	Field 3	Field 4	Field 5									
Student State ID	Start Date	End Date	Instruction Mode	School Number									
*Fields in Red must be populated. Template last updated 9/2021. Hover over the small red arrows in the field boxes above for information													

Template Field	Data Element	Description
Field 1	Student State ID	The student's nine-digit unique state ID number.
Field 2	Start Date	<p>Format must be in mm/dd/yyyy.</p> <p>Start Date is the first day of instruction for whichever mode of instruction the student is in. If the mode of instruction changes, a new mode of instruction record should be created with a new start date and the former record needs to be end dated.</p> <p>Records should be updated immediately whenever a student changes modes.</p> <p>To fill all cells in the column with the same value:</p> <ol style="list-style-type: none"> 1. Enter a value in the first cell and click Enter. 2. Click in the cell with the data and, keeping the left mouse button pressed, drag to select the rest of the cells in the row or column that you would like autofilled. 3. Release the mouse button. 4. Press Ctrl + D (the Ctrl key is held while the D key is pressed) and the cells are filled.
Field 3	End Date	<p>Format must be in mm/dd/yyyy.</p> <p>End Date is the last day of instruction for that type of mode of instruction for the student OR the last day of school if the mode of instruction does not change throughout the school year.</p> <p>To fill all cells in the column with the same value:</p> <ol style="list-style-type: none"> 1. Enter a value in the first cell and click Enter. 2. Click in the cell with the data and, keeping the left mouse button pressed, drag to select the rest of the cells in the row or column that you would like autofilled. 3. Release the mouse button. 4. Press Ctrl + D (the Ctrl key is held while the D key is pressed) and the cells are filled.

Field 4	Instruction Mode	<p>Mode of Instruction must be one of the following:</p> <p>01 = Full-Time In-Person (in-person only, no times of remote instruction)</p> <p>02 = Hybrid - Both Remote and In-Person (some remote and some in-person instruction)</p> <p>03 = Remote of Online Only (remote learning only, no times of in-person instruction)</p> <p>Enter the numerical value only into this field. Must be zero padded, for example 1 must be entered as 01.</p> <p>To fill all cells in the column with the same value:</p> <ol style="list-style-type: none"> 1. Enter a value in the first cell and click Enter. 2. Click in the cell with the data and, keeping the left mouse button pressed, drag to select the rest of the cells in the row or column that you would like autofilled. 3. Release the mouse button. 4. Press Ctrl + D (the Ctrl key is held while the D key is pressed) and the cells are filled.
Field 5	School Number	<p>Requires zero padding String (4)</p> <p>The OPI code assigned to the school.</p> <p>To find this number in Campus go to- system administration> For school number - system admin - resources - School - choose school and look for 'state school number' at top.</p> <p>Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of zeroes/digits needed). Click OK.</p> <p>To fill all cells in the column with the same value:</p> <ol style="list-style-type: none"> 1. Enter a value in the first cell and click Enter. 2. Click in the cell with the data and, keeping the left mouse button pressed, drag to select the rest of the cells in the row or column that you would like autofilled. 3. Release the mouse button. 4. Press Ctrl + D (the Ctrl key is held while the D key is pressed) and the cells are filled.

Test Window (TW) Enrollment Count Template **No Longer Collected**

The Test Window Enrollment Count Template is pictured below. Fields 1-8 are similar to those above. The chart below provides descriptions for fields 9 and 10. For detailed instructions on uploading Test Window data, please see our [AIM Test Window Enrollment Count User Guide](#).

A	B	C	D	E	F	G	H	I	J	K	L
DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the											
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10		
Record Type (AT)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Aggregate Hours of Instruction	Year		
*Fields in Red must be populated. Last Template Update 10/2020											

Template Field	Data Element	Description
Field 9	Aggregate Hours of Instruction	The hours of instruction for which a student is enrolled as defined by 20-9-311 MCA: F: 720+ hours T: 540-719 hours H: 360-539 hours Q: 180-359 hours N: 0-179 hours

Section 504 Import

The Section 504 Template is used to create/import Section 504 records. Students who have any physical or mental impairment that substantially limits one or more major life activities, including, but not limited to, learning - but they do not qualify for Special Education Services may need a Section 504 record created.

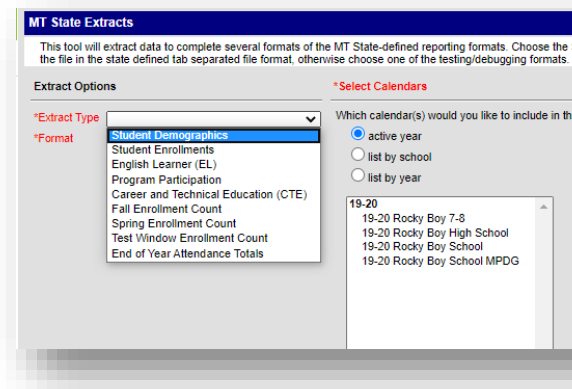
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file - Example header row to be entered as the first line of the text file: HD(tab)07/22/2017(tab)10:20:15(tab)MT9.1																
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8									
3	Record Type (504)	District Number	Student's State ID	Last Name	First Name	Section 504 Start Date	Section 504 End Date	Year									
4																	
5																	
6																	
7	*Fields in Red must be populated. Template last updated 11/2021. Hover over the small red arrows in the field boxes above for information regarding those fields.																
8																	
9																	

Template Field	Data Element	Description
Field 1	Record Type (504)	Value is always '504'.
Field 2	District Number	Student's District Number assigned by the OPI. Must be 4 characters long. Zero padding required. If value is null, then error will occur. (4-characters) Zero padding has been set. To format zero padding, select entire column, right click, select Format Cells. Select Custom. Under Type, delete General and type "#0000" (pound symbol followed by number of zeroes/digits needed). Click OK.
Field 3	Student's State ID	Unique 9-digit statewide student ID. Must be nine digits, with no zero-padding required. If value is null, then error will occur. (9-digits)
Field 4	Last Name	Must be the student's legal last name as it appears on legal documentation such as a birth certificate.
Field 5	First Name	Must be the student's legal first name as it appears on legal documentation such as a birth certificate.
Field 6	Section 504 Start Date	Required field. Cannot be a future date. Format must be MM/DD/YYYY.
Field 7	Section 504 End Date	Field not required. Cannot be a future date. Format must be MM/DD/YYYY.
Field 8	Year	The end year of a school Calendar. For the 2014-2015 school year, for example, the Year would be 2015. Validation: Required - must match the year for the calendar.

File Extracts

PATH: MT State Reporting > MT Extracts

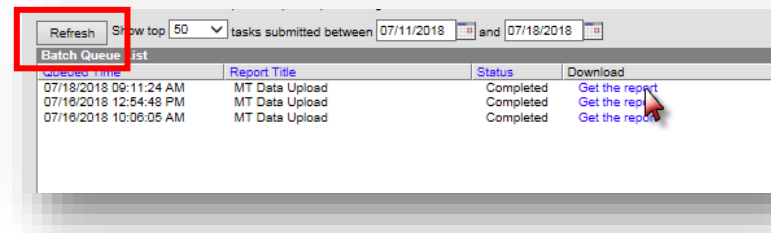
The Montana Extracts module allows District Edition users to extract data and upload it into Montana Edition or Montana State Edition.



Review the Import Results Summary for Errors and Warnings:

The Import Results File will appear in the **Batch Queue List** located on the editor. You can click the **Refresh** button to refresh the list. You can also find the Batch Queue list at Index > System Administration > Batch Queue > Batch Queue Admin and select the file with the correct queued data/time. When the status is “Complete,” you can select the **Get the report** link and retrieve your Import Results Summary file.

- **Errors** MUST be corrected before uploading the final file.
- **Warnings** are messages about potential issues with uploading students – please check these thoroughly and do not load the file until all issues are addressed.



Queued Time	Report Title	Status	Download
07/18/2018 09:11:24 AM	MT Data Upload	Completed	Get the report
07/18/2018 12:54:48 PM	MT Data Upload	Completed	Get the report
07/18/2018 10:06:05 AM	MT Data Upload	Completed	Get the report

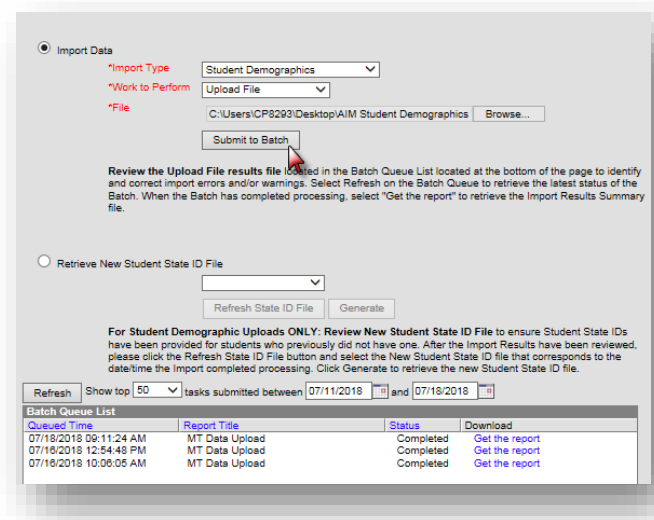
NOTE: If **Warnings** state “No matching student found”, see special instructions below before proceeding.

When all **Errors** have been cleared and **Warnings** checked, upload the file again only this time change the ***Work to Perform** to **Upload File**.

Browse and find the file. Click **Submit to Batch**.

The same Batch Queue Reporting Options will appear again as did when the file was tested.

State Resync: For the uploaded data to sync to the state immediately, a batch resync must be triggered under *System Administration > Data Utilities > Resync State Data > check box next to Enrollment > click Send Resync at bottom of page.*

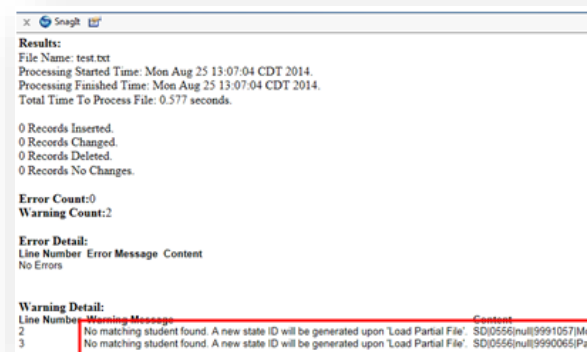


Queued Time	Report Title	Status	Download
07/18/2018 09:11:24 AM	MT Data Upload	Completed	Get the report
07/18/2018 12:54:48 PM	MT Data Upload	Completed	Get the report
07/18/2018 10:06:05 AM	MT Data Upload	Completed	Get the report

Warnings Detail - No matching student found

If the Warning Detail from the test and validate file lists “No matching student found,” AIM/Infinite Campus will create a new state ID for the student when the Student Demographics file is uploaded; see instructions below:

- Warning “No matching student found”:
 1. Use the student locator to identify the State ID for the student.
 2. Verify the State ID in Infinite Campus matches the one on the file being uploaded.
 3. When Student Demographics files are loaded¹, a new State ID file is generated for new students. The State ID file is an extract of the Student Demographics file where Student State IDs are provided for those students that were initially imported with no value in the Student State ID column.



NOTE: Do not upload the Student Demographics file if you think there is already a state ID for these students to avoid duplication. Instead, check the student locator to identify the ID, or call the AIM Helpdesk at 1-877-424-6681 for assistance.

If a state ID is needed, upload the Student Demographics file and retrieve the New Student State ID File. Use the file of new IDs to upload into the district local SIS or enter the IDs manually into the local SIS.

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