

AIM Data Collection Guide:

SPRING ENROLLMENT & AGGREGATE HOURS COLLECTION

This guide explains the basic process for entering Spring Aggregate Hours information into AIM/Infinite Campus.

Topics covered in this Quick Reference Guide include:

- *Four ways to enter absences and aggregate hours information*
- *Early Graduates*
- *Resync State Data*



The Spring Enrollment Count Collection is used to collect the Aggregate Hours of Instruction for all students enrolled on the Spring Count Date. Student data from AIM will then be imported to the MAEFAIRS system to determine the count of students to be used in the calculation of Average Number of Belonging (ANB) which is used for school funding.



The Spring Enrollment data must be accurate for **enrollments as of February 6, 2017**. If there are no classes held on that date use the next regularly scheduled school day. **This collection absolutely ends February 10, 2017.**

There are **four basic methods** of entering this data. Before beginning the process, there are a few considerations in choosing the most appropriate method for your district:

- 1. All of our attendance data is stored on a third party student information system – which method should I use to enter Attendance information?**
 - Most student information systems have automated extracts to upload attendance information in a format that will upload to AIM. (Method #1)
- 2. Our district only has a few students – which method should I use to enter Attendance information?**
 - Districts with only a handful of students may find the direct entry method of entering student attendance most convenient. (Method #2)
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter Attendance information?**
 - Districts who maintain paper ledgers may want to default all students to full-time and use the direct entry method to modify select students and enter Absent Counts. (Method #3)
- 4. Our district uses Infinite Campus to record student attendance information – which method should I use to enter Attendance information?**
 - Districts who maintain attendance information in Infinite Campus can use the MT Count Date Attendance tool to auto-calculate their Spring Attendance data. (Method #4)

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ENTERING AGGREGATE HOURS INFORMATION INTO AIM/INFINITE CAMPUS

METHOD #1: (MT Edition) Export Spring Attendance Data from Your Student Information System Then Upload Into AIM/Infinite Campus.

Create an export file from your Student Information System. Save the file in either *.txt or *.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, **Attendance – Spring Count**, and **Work to Perform**, **Validate and Test**. Browse for the file and click **Upload**.

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to **Load Partial File**. Click **Upload**.

(Be sure to resync the data - see page 7.)

METHOD #2: (MT Edition) Direct Entry of Aggregate Hours and Attendance into Infinite Campus.

Select *Year 16-17* and a *School*.

Click the **Search** tab.
Search for Student.

Enter criteria (or leave blank to get list of all students)

Click **Go**.

Click student's name and select the **Enrollments** tab.

Open the current 16-17 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under *Spring Attendance Count*, select the appropriate Spring Aggregate Hours of Inst.

Checking the *Exclude Spring ANB – 10 Day Rule*

box will exclude the student from the Spring ANB count. Mark this box if the student was absent more than 10 days prior to and including the Count Date **and** your district had not requested an exception.

Click **Save**.

Continue for every student enrolled on **February 6, 2017**.

Kent, Clark
Grade: 07 #928 DOB: 02/23/2004 Gender: M

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	07	P	Adams Middle School 2017 A	08/22/2016	

General Enrollment Information

Calendar: Adams Middle School 2017 A Schedule (read only): 1 *Grade: 07 Class Rank Exclude: External LMS Exclude:

*Start Date: 08/22/2016 No Show: End Date: End Action: *Service Type: P: Primary

*Start Status: 00: Transfer from an out of state school End Status: Dropout Reason: Start Comments: End Comments:

Future Enrollment

Next Calendar: Next Schedule Structure: Next Grade:

State Reporting Fields

State Exclude: Serving District: Resident District:

Military Connected Status

Student is a dependent of a member of:

Attendance and Enrollment Information (auto-calculated read-only)

Fall Attendance Count

Fall Aggregate Hours of Inst.: Fall Absent: 0.000 Exclude Fall ANB - 10 Day Rule:

Spring Attendance Count

Spring Aggregate Hours of Inst.: Exclude Spring ANB - 10 Day Rule:

Test Window Attendance Count

Testing Aggregate Hours of Inst.: Testing Absent: 0.000

ADA - #Days Present: 0 ADA - #Days Enrolled: 0

METHOD #3: (MT Edition) Default All Aggregate Hours to Full-Time.

From the **Index**, select **MT State Reporting/MT Extracts**.

Select **Extract Type**, *Attendance – Spring Count* and **Format**, *State Format (TSV)*. Select the *Calendar(s)*.

Click **Generate Extract**.

Save the file to a convenient location (i.e., the desktop).

From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select *Attendance – Spring Count* and **Work to Perform**, *Load Partial File*.

Click **Upload**.

All students' Spring Aggregate Hours will now be marked as *F: 720+*

Adjust the individual student record for a student who has *Aggregate Hours* other than *F: 720+*. Follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Open the current 16-17 school year enrollment. Scroll down under the State Reporting Fields section to the **Attendance and Enrollment Information** section.

If the *Aggregate Hours* are different, select the appropriate number of hours.

If it applies, check the *Exclude Spring ANB – 10 Day Rule* box to exclude the student from the Spring ANB count. Mark this box if:

- Student was absent more than 10 days prior to the Count Date **and** your district has not requested an exception. OR
- Student is attending a Day Treatment program as of the count date. (See [Day Treatment – Reporting Students in AIM](#) for more information.)

Click **Save**.

Be sure to resync data to the state level – see page 9.

The screenshot shows the student record for Kent, Clark (Grade: 07, #928, DOB: 02/23/2004, Gender: M). The 'Enrollments' tab is active, showing an enrollment for Adams Middle School 2017 A starting on 08/22/2016. The 'Attendance and Enrollment Information' section is highlighted with a red box, showing the following fields:

Attendance and Enrollment Information (auto-calculated read-only)	
Fall Attendance Count	
Fall Aggregate Hours of Inst.	Fall Absent: 0.000
Exclude Fall ANB - 10 Day Rule	<input type="checkbox"/>
Spring Attendance Count	
Spring Aggregate Hours of Inst.	Exclude Spring ANB - 10 Day Rule: <input type="checkbox"/>
Test Window Attendance Count	
Testing Aggregate Hours of Inst.	Testing Absent: 0.000
ADA - #Days Present: 0	ADA - #Days Enrolled: 0

METHOD #4: (District Edition and MT Edition Value Added) Automatic Calculation for Districts who Record Attendance in Infinite Campus

Districts who record daily attendance in MT Edition Value Added or District Edition do not need to enter *Aggregate Hours* and *Absent Count* data for individual students. This information will be calculated automatically from the attendance data entered in Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the Index, expand **MT State Reporting**. Select **MT Count Date Attendance**.

From **Select Count Period to Calculate**, choose *Spring*. All other options will populate automatically. Click **Run Test**.

These results were generated in TEST mode and no data has been inserted into the database.

Result Report

Count Date(s)		
Calendar Name	Schedule Structure	Count Date
15-16 Granite High School	All	09/29/2015

Aggregate Hours of Instruction

Field	Number of Enrollments Update
Fall	59
Spring	0
Testing	0

Absent

Field	Number of Enrollments Update
Fall	1
Testing	0

10 Day Rule

Field	Number of Enrollments Update
Fall	0
Spring	0

Open the Results Report.

Check the warnings/errors and make corrections as needed.



Year 16-17 School Adams Middle School

Index Search **Count Date Attendance**

Emily Davidson

- Student Information
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid
- Program Admin
- Ad Hoc Reporting
- Transcripts
- User Communication
- Assessment
- System Administration
- FRAM
- Point of Sale
- Surveys
- MT State Reporting
 - MT Data Upload
 - MT Extracts
 - TEAMS Extract
 - MT Transcript Extract
 - MT Count Date Attendance**
 - MT End of Year ADA

Count date attendance will be calculated based on the count period selected below and the calendar/schedule structure selected in the tool bar at the top of the screen. A calendar must be selected in order to complete the calculation.

For Count Date Attendance the following count dates will be used, unless a date is provided in the date override field.
 Fall: First Monday in October; if not instructional use first instructional day after the first Monday in October.
 Testing: No default value will be calculated. User must insert the count date for that school year. (Extract Editor Requirements and Mock Up have been updated)
 Spring: First Monday in February; if not instructional use first instructional day after the first Monday in February

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report that includes count date used, number of enrollments updated, and errors and warnings. The generate option will also provide these results.

If batch is selected, user must navigate to the batch queue or process inbox in order to receive the results reports.
 This tool can be run for previous or current calendars.

Count Date Attendance

Select Count Period to Calculate Count Date
Spring 02/06/2017

Select A Calculation
 Aggregate Hours of Instruction
 Exclude ANB 10 Day Rule

Ad Hoc ▼

Run Test Generate Submit to Batch

Return to the **MT Count Date Attendance** tool.

Click **Generate**.

Repeat for each **School/Calendar**.

Note:

The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

**** Individual corrections will be overwritten if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.**



RESYNC STATE DATA

When using any of the above methods, it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**.

Set the *Year* to 16-17.

Check the box for **Enrollment**. All associated boxes will automatically populate. At the bottom, click **Request Resync**.

A data resync is required for all file uploads and recommended before data collection due dates.

BIS Objects		Last Resync	Results	Status
<input checked="" type="checkbox"/>	District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	CourseSection			
<input checked="" type="checkbox"/>	ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Day			
<input checked="" type="checkbox"/>	StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	BehaviorType			
<input type="checkbox"/>	BehaviorResolutionType			
<input type="checkbox"/>	BehaviorResponseType			
<input type="checkbox"/>	Behavior			
<input type="checkbox"/>	CensusContactSummary			
<input type="checkbox"/>	ContactLog			
<input type="checkbox"/>	Employment			
<input type="checkbox"/>	EmploymentAssignment			
<input type="checkbox"/>	EmploymentBackground			
<input type="checkbox"/>	EmploymentCredential			
<input checked="" type="checkbox"/>	Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Evaluation			

VALIDATION WITH STATE PUBLISHED AD HOC FILTERS

State published ad hoc filters are available to help verify aggregate hours as of the count date.

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 the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search). You may search school-wide.

Student Search

Last Name:

First Name:

Student Number:

SSN:

Grade:

Birth Date:

Gender:

StateID:

Person ID:

Locker Number:

Special Ed:

Status:

Setting:

Disability:

Search

Saved Filter

- FALL American Indian Student Count
- FALL FRAM Students
- FALL Job Corps Students
- FALL MT Youth Challenge Students
- FALL Section 504
- FALL Spec Ed Status - Unlocked IEP
- Gifted and Talented
- LEP - Current LEP students
- MTTranscript Missing Transcript Date
- SPRING Aggregate Hours Missing 2017**
- SPRING Aggregate Hours Not Full Time 2017**
- SPRING MT Youth Challenge Students
- TW 21st Century Participants
- TW Absences
- TW Absent on Count Date 2017
- TW Aggregate Hours Missing 2016
- TW Aggregate Hours Not Full Time 2016
- TW Foreign Exchange

Select the appropriate year and school. Under the **Search** tab, click **Advanced Search** and in the **Saved Filter** window expand **+State Published** list and select either **SPRING Aggregate Hours Missing** or **SPRING Aggregate Hours Not Full Time**. Click on the **Search** button and the search results will be listed on the left. This will allow you to select the student and adjust aggregate hours if necessary.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or opiainhelp@mt.gov for assistance.