Fall 2008 Beginning of Year Collection – File Upload

VERIFYING 2007-2008 ENROLLMENTS

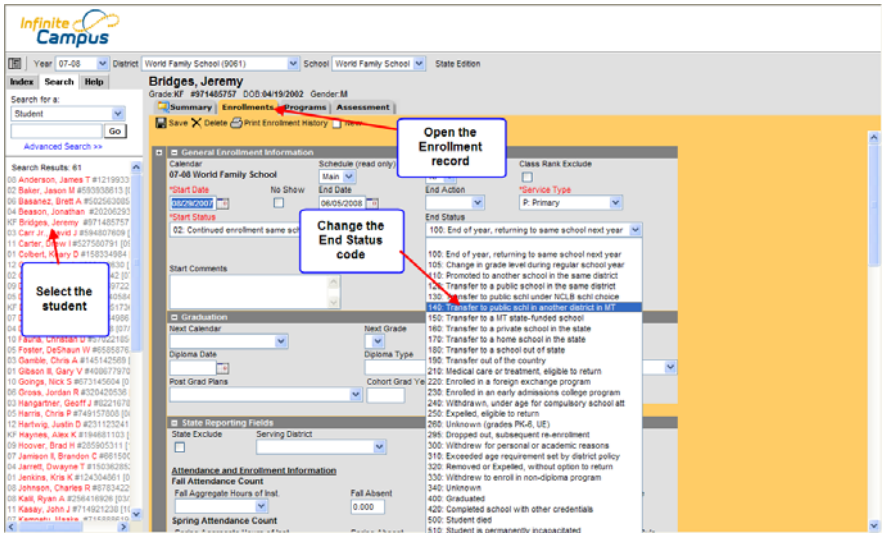
When a records request is received for a student, but they do not attend the first day of school, change their 07-08 **End Status** code to reflect the transfer. Do not create an 08-09 enrollment record for these students.

Choose the 07-08 **Year** and a **School** from the **TOOLBAR**.

To select all students, click on the **SEARCH** tab. Enter a percent (%) symbol in the *Search for a*: box, or enter other search criteria for a specific student.

Click on the name of the student and select the **ENROLLMENT** tab. Open the 07-08 enrollment record by clicking on the ***Edit*** icon.

The **End Date** remains the last day of school. Change the **End Status** to reflect the transfer.



VERIFYING 2007-2008 DROPOUTS

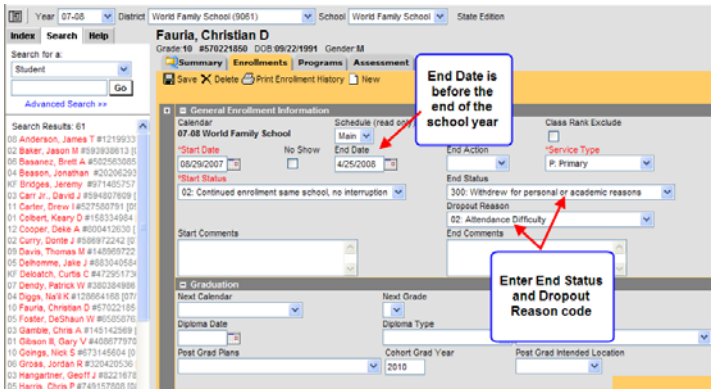
Check records for students who do not return to school in the 08-09 school year.

Scenario 1: A student dropped out of school prior to completion of the 07-08 year.
*The student should have a *300 level **End Status** code and a corresponding **Dropout Reason** code. If the student does not re-enroll, or the school does not receive a records request, prior to the October enrollment count date (October 6, 2008), the student counts as a 07-08 dropout.*

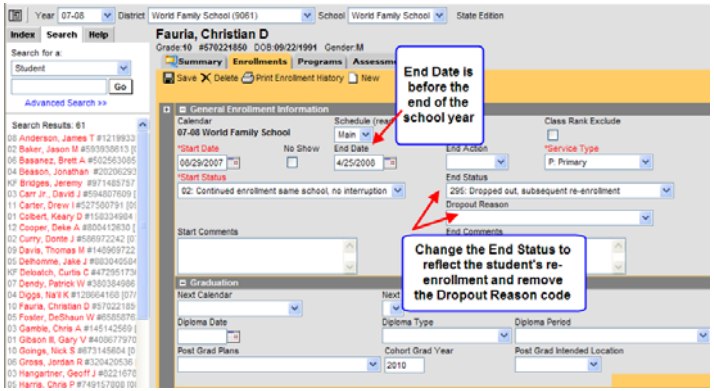
Scenario 2: A student dropped out of school prior to the completion of the 07-08 year, but the re-enrolls prior to the October 6th count date.
*Change the student's **End Status** code from a *300 level **End Status** code and remove the corresponding **Dropout Reason** code. If the student re-enrolls in the same school, change the **End Status** code to* 295: Dropped out, subsequent re-enrollment*. If the student transfers to another school, enter the appropriate transfer code.*

Scenario 3: A student completes the 07-08 year, but does not re-enroll by Oct 6th, and no request for records is received.
Follow the instructions for "No Show Students" below. They have until the Fall Count Date in the 09-10 school year to re-enroll before being counted as a dropout.

SCENARIO 1:



SCENARIO 2:



AIM CALENDARS

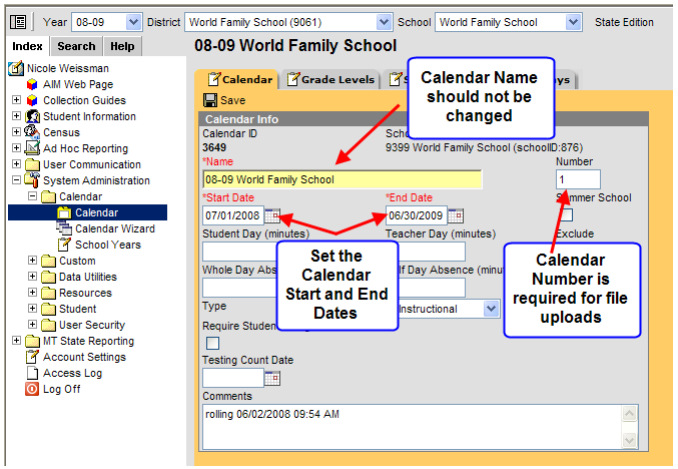
Calendars are the basis of all information reported in AIM. **Calendars** link students to grade levels, as well as demographic, enrollment, and program participation information.

To access **Calendars**, select **System Administration** from the **INDEX**. Select **Calendar** and click on ***Calendar***. To view the **Calendar(s)** for a school, select **School** from the **TOOLBAR**.

Calendar Name: Set by the OPI – the format for Calendar Name is *Year/School Name*

Calendar Number: Calendar Number is only required if a school is uploading student data. Calendar numbers can be the same for different schools in a district (or school system), but if a school has more than one calendar, the numbers must be unique.

Calendar Start Date/End Date: Calendar Start and End Dates are required. All information entered in that calendar year must fit between those dates (Districts can use the school start/end dates, the fiscal start/end dates, or any date in between – student records cannot be entered outside of these calendar dates).



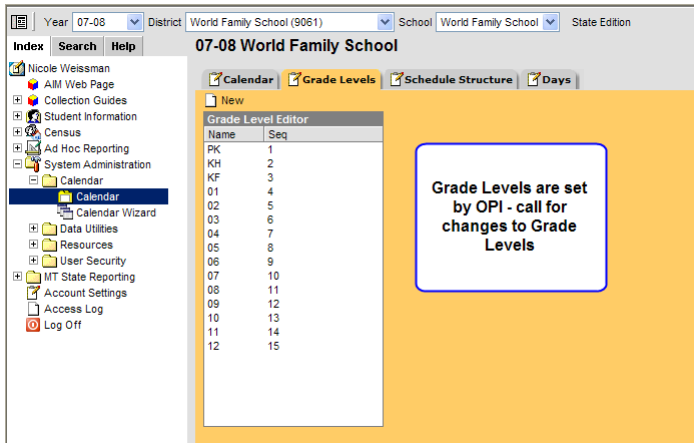
OTHER CALENDAR OPTIONS

Under **System Administration/Calendar/*Calendar***, there are three other tabs.

GRADE LEVELS: Indicates the grade levels available for a particular school. These grade levels are set by the OPI.

SCHEDULE STRUCTURE: This tab contains fields not used for state reporting purposes. The only option available is **Main**.

DAYS: This tab also contains fields not used for state reporting purposes. Schools may use these fields if they choose (not required).



STUDENT DEMOGRAPHIC FILE (Option 1)

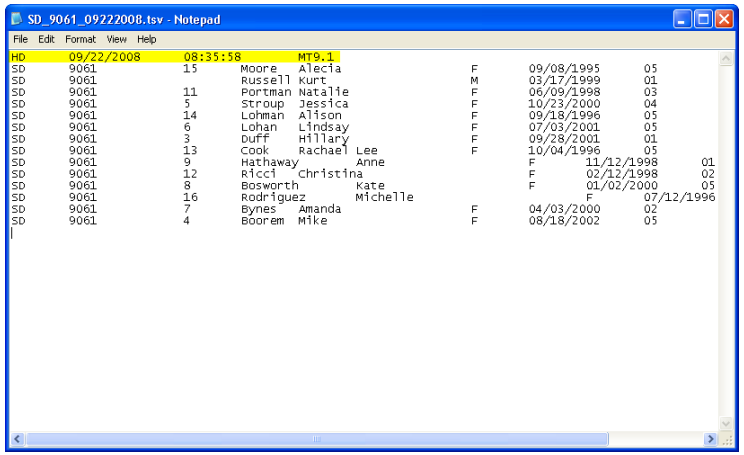
Extract the *Student Demographic* file from your local Student Information System (SIS).

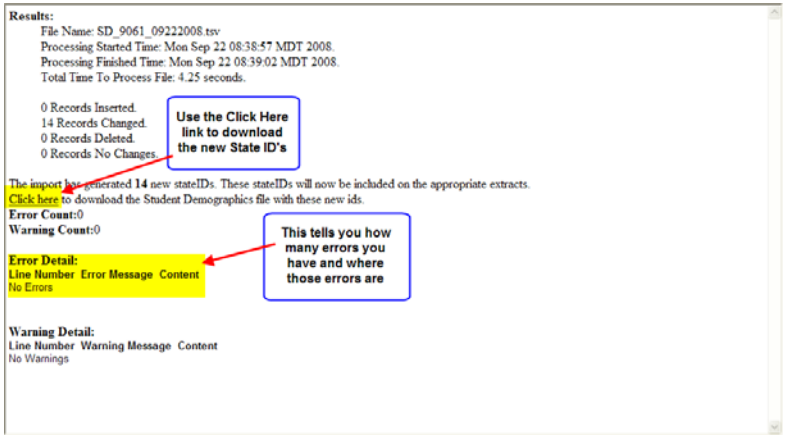
Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Student Demographics*. **Under Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS.



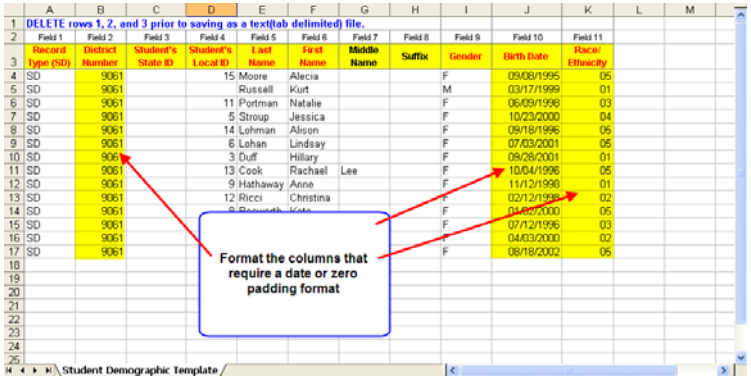


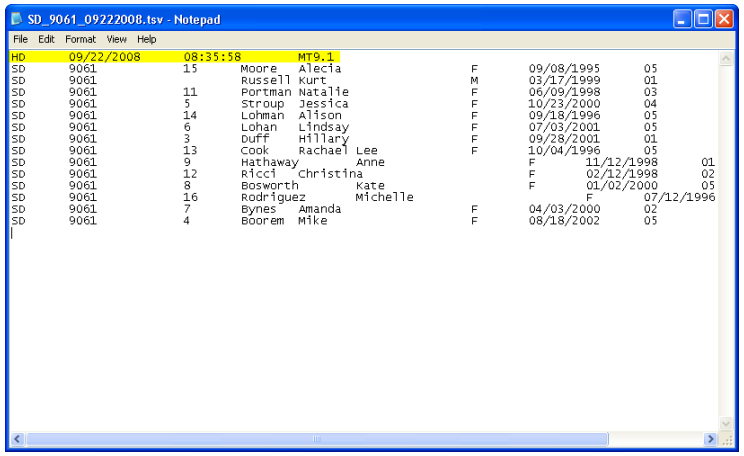
STUDENT DEMOGRAPHIC FILE (Option 2)

Download the Excel Template, **Student Demographics**, from the AIM Webpage (General Information/Excel Templates).

Enter the student demographic information into the template. Check that all columns requiring leading zeros are formatted correctly. (See ***Excel Tips*** at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a *Text (Tab delimited)(*.txt)* file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.





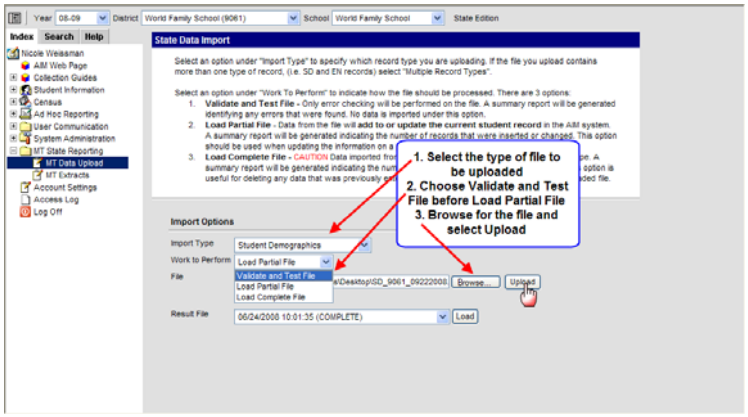
Fall 2008 Beginning of Year Collection – File Upload

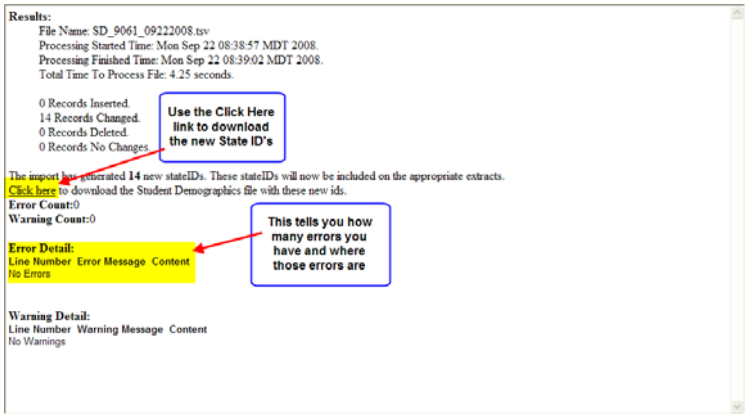
STUDENT DEMOGRAPHIC FILE (Option 2)

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Student Demographics*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

Select the **Click Here** for State ID's on the **Import Results Summary**. Save the file and import into your local SIS or copy and paste into the **Student Enrollment Template**.





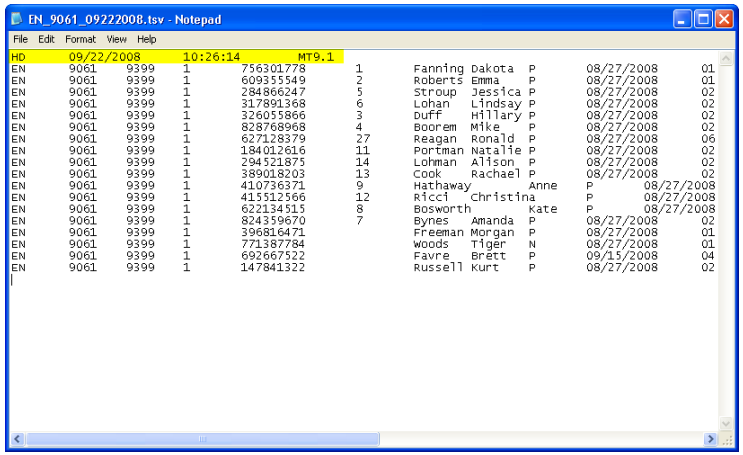
STUDENT ENROLLMENT FILE (Option 1)

Extract the *Student Enrollment* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

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EN      9061    9399    1       609355549       2       Roberts Emma    P       08/27/2008      01
EN      9061    9399    1       284866247       5       Stroup  Jessica P       08/27/2008      02
EN      9061    9399    1       317891368       6       Lohan   Lindsay P       08/27/2008      02
EN      9061    9399    1       326055866       3       Duff    Hillary P       08/27/2008      02
EN      9061    9399    1       828768968       4       Boorem  Mike    P       08/27/2008      02
EN      9061    9399    1       627128379       27      Reagan  Ronald  P       08/27/2008      06
EN      9061    9399    1       184012616       11      Portman Natalie P       08/27/2008      02
EN      9061    9399    1       294521875       14      Lohman  Alison  P       08/27/2008      02
EN      9061    9399    1       389018203       13      Cook    Rachael P       08/27/2008      02
EN      9061    9399    1       410736371       9       Hathaway        Anne    P       08/27/2008
EN      9061    9399    1       415512566       12      Ricci   Christina       P       08/27/2008
EN      9061    9399    1       622134515       8       Bosworth        Kate    P       08/27/2008
EN      9061    9399    1       824359670       7       Bynes   Amanda  P       08/27/2008      02
EN      9061    9399    1       396816471               Freeman Morgan  P       08/27/2008      01
EN      9061    9399    1       771387784               Woods   Tiger   N       08/27/2008      01
EN      9061    9399    1       692667522               Favre   Brett   P       09/15/2008      04
EN      9061    9399    1       147841322               Russell Kurt    P       08/27/2008      02
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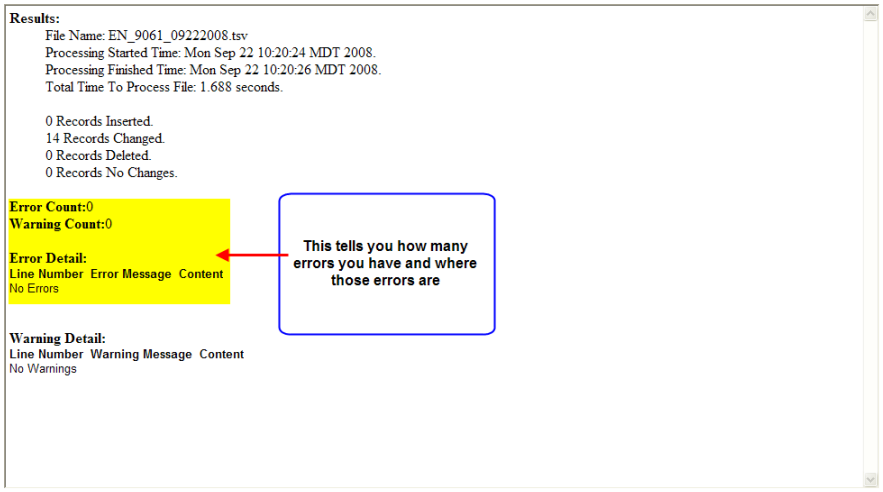


STUDENT ENROLLMENT FILE (Option 2)

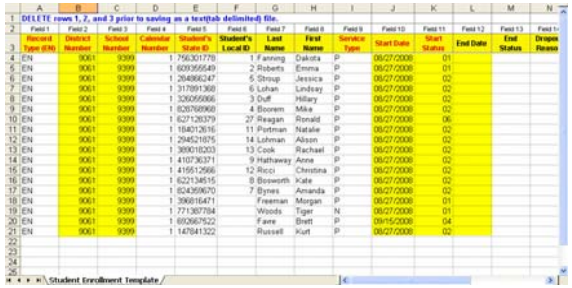
Download the Excel Template, **Student Enrollments**, from the AIM Webpage (General Information/Excel Templates).

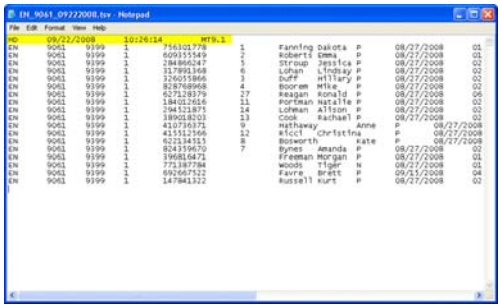
Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

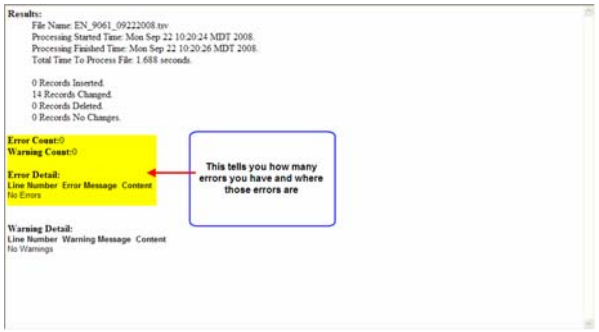
Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Enrollments*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.







VERIFYING STUDENT ENROLLMENTS

Use **Student Information Reports** or **Ad Hoc Filters** to verify data entry.

Enrollment Summary Report: The ***Enrollment Summary Report*** counts students by *School*, *Race/Ethnicity* and *Gender*.

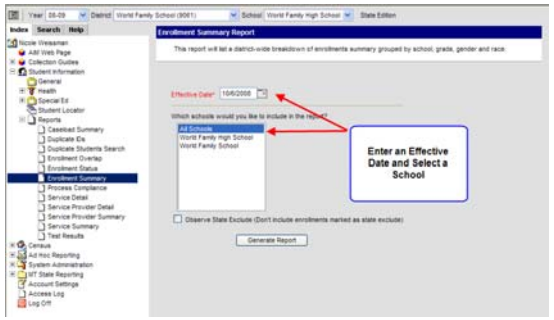
From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

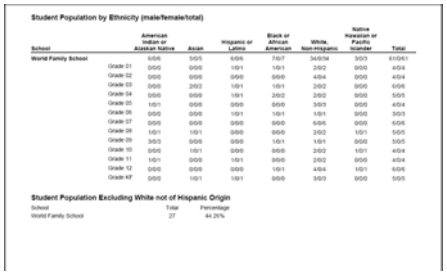
Select the ***Enrollment Summary*** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select ***Generate Report***.

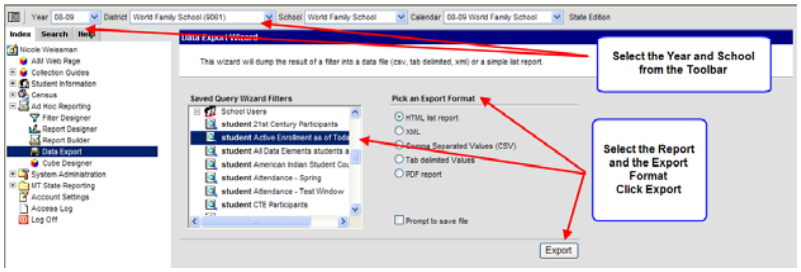
Ad Hoc Filter Report: Lists students actively enrolled on the day the report is generated.

On the **TOOLBAR** select the 08-09 **Year** and select a **School**. From the **NAVIGATION TOOLS**, expand the **Ad Hoc Reporting** module. Select ***Data Export***.

Expand the **School Users** *Saved Query Wizard Filter*. Select *student Active Enrollment as of Today*. Pick an **Export Format**. Click ***Export***. The report will generate a list of actively enrolled students, by name, for the school selected.







NO-SHOW STUDENTS

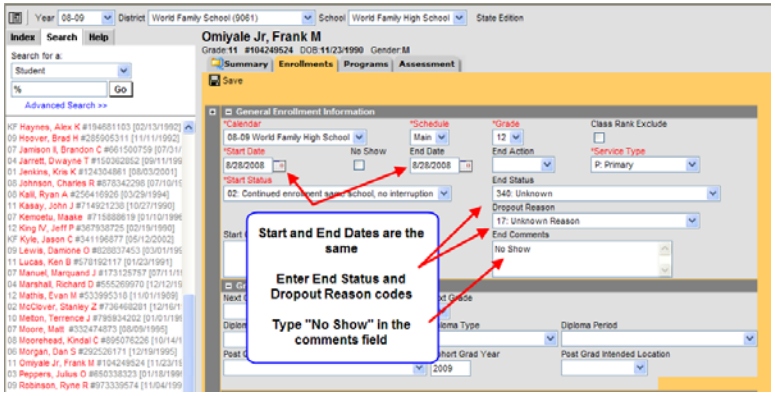
Scenario 1: Grades 7-12

If a student is expected to enroll in the 08-09 year, but does not attend class, a no-show record must be created. Select ***New***. The student's **Start** and **End Dates** are the first day of school. Enter the appropriate End Status and Dropout Reason code. Type "*No Show*" in the **End Comments** field. *If you receive a records request for a student that does not attend at least one day of school in the 08-09 year, do not create an enrollment record for that student.*

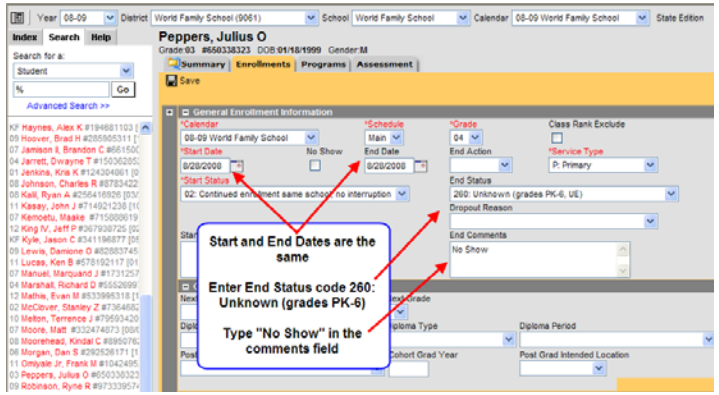
Scenario 2: Grades PK-6

If a student is expected to enroll in the 08-09 year, but does not attend class, a no-show record must be created. Select ***New***. The student's **Start** and **End Dates** are the first day of school. The **End Status** code should be *260: Unknown (grades PK-6)*. The **Dropout Reason** code is not entered. Type "*No Show*" in the **End Comments** field. *If you receive a records request for a student that does not attend at least one day of school in the 08-09 year, do not create an enrollment record for that student.*

SCENARIO 1:



SCENARIO 2:



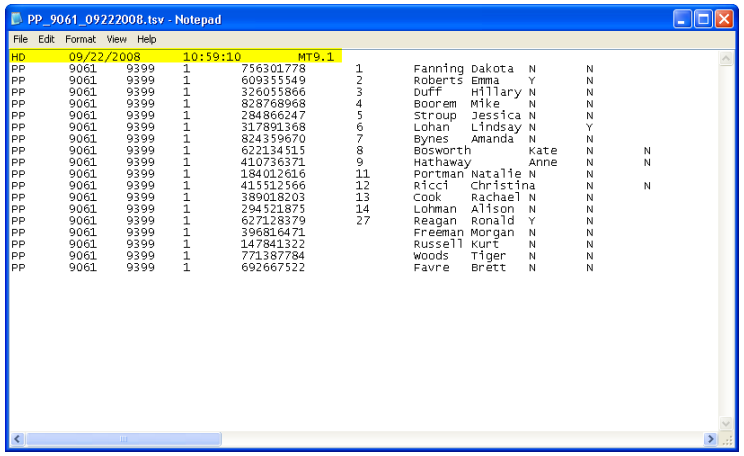
PROGRAM PARTICIPATION DATA (Option 1)

Extract the *Program Participation* file from your local Student Information System (SIS).

Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Program Participation*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.

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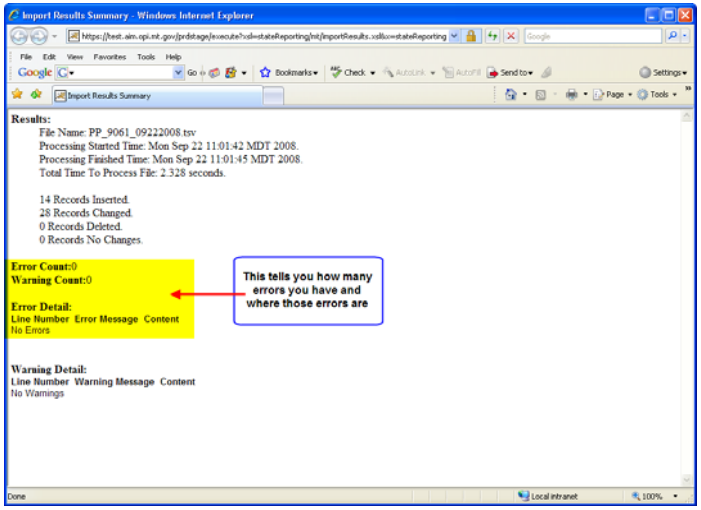
PP      9061    9399    1       609355549       2       Roberts Emma    Y       N
PP      9061    9399    1       326055866       3       Duff    Hillary N       N
PP      9061    9399    1       828768968       4       Boorem  Mike    N       N
PP      9061    9399    1       284866247       5       Stroup  Jessica N       N
PP      9061    9399    1       317891368       6       Lohan   Lindsay N       Y
PP      9061    9399    1       824359670       7       Bynes   Amanda  N       N
PP      9061    9399    1       622134515       8       Bosworth        Kate    N       N
PP      9061    9399    1       410736371       9       Hathaway        Anne    N       N
PP      9061    9399    1       184012616       11      Portman Natalie N       N
PP      9061    9399    1       415512566       12      Ricci   Christina       N       N
PP      9061    9399    1       389018203       13      Cook    Rachael N       N
PP      9061    9399    1       294521875       14      Lohman  Alison  N       N
PP      9061    9399    1       627128379       27      Reagan  Ronald  Y       N
PP      9061    9399    1       396816471               Freeman Morgan  N       N
PP      9061    9399    1       147841322               Russell Kurt    N       N
PP      9061    9399    1       771387784               Woods   Tiger   N       N
PP      9061    9399    1       692667522               Favre   Brett   N       N
```



PROGRAM PARTICIPATION DATA (Option 2)

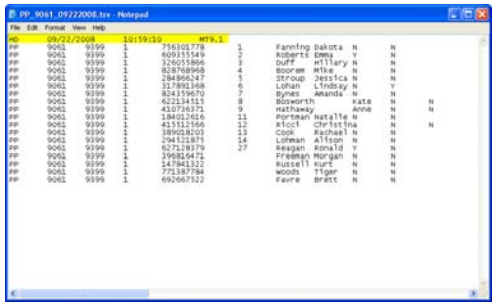
Download the Excel Template, **Student Program Participation**, from the AIM Webpage (General Information/Excel Templates).

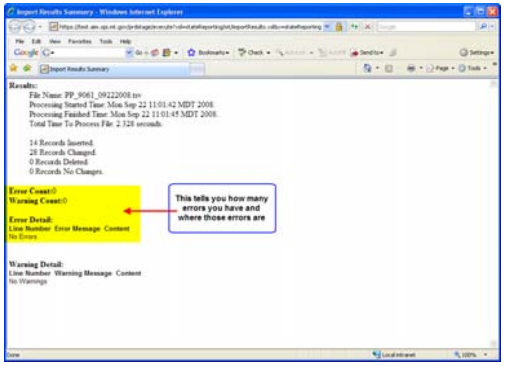
Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

Delete the first three rows of the Excel Template. Save the file as a Text (Tab delimited)(*.txt) file. Open the text file and insert the header row (HD *tab* Date – MM/DD/YYYY – *tab* Time – 00:00:00 *tab* Version – MT9.1) Save the file.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Program Participation*. Under **Work to Perform**, select *Validate and Test*. Browse for the file and click ***Upload***.

The **Import Results Summary** screen will appear. If there are errors, correct them and test the file again. Once the file is error free, change the **Work to Perform** to *Load Partial File* and upload the file.





VERIFYING PROGRAM PARTICIPATION

Use **Ad Hoc Filters** or **Advanced Search** to verify data entry.

Ad Hoc Filter Report: Lists students enrolled in programs for the year selected.

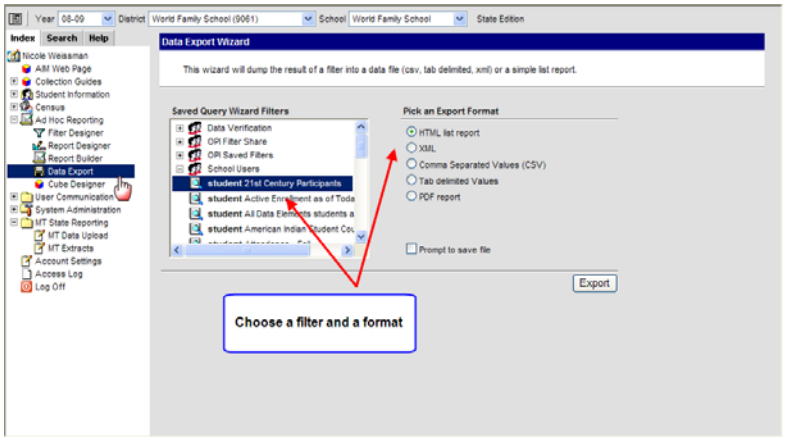
On the **TOOLBAR** select the 08-09 **Year** and select a **School**. From the **NAVIGATION TOOLS**, expand the **Ad Hoc Reporting** module. Select ***Data Export***.

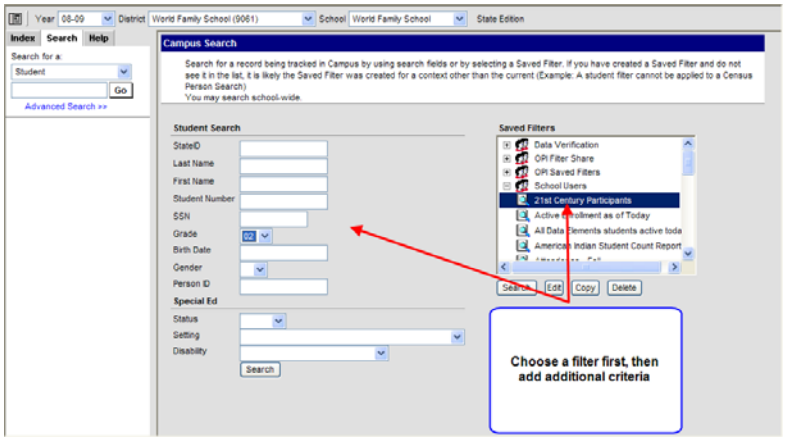
Expand the **School Users** *Saved Query Wizard Filter*. Select any of the program reports. Click ***Export***. The report will generate a list of students enrolled into the selected program, by name, for the school selected.

Advanced Search: Lists students enrolled in a program as a search function.

On the **TOOLBAR** select the 08-09 **Year** and select a **School**. Click on Search. Select Advanced Search.

Under **Saved Filters**, expand ***School Users*** and select a filter. Click ***Search*** under the **Saved Filters** box. To add **Student Search** criteria, select the filter, then enter the **Student Search** criteria. Click the search button under **Student Search**.





Appendix A:
Enrollment Start Status

CODE	NAME	DEFINITION
01	First time receiving educational services	A student's first entry into school. Example: kindergarteners, 1st grade students with no prior home, private or public school experience. Also Pre-kindergarten students receiving services provided by the school.
02	Continued enrollment same school, no interruption	A student who previously entered any class in a school and then continues his or her membership in the same school from one term to the next because of promotion or retention.
03	Re-entry to the same school after withdrawal	After a voluntary or involuntary withdrawal. Examples: absent for over 10 days and did not transfer, dropped out, extended illness, temporary disability, suspension, expulsion, return of early graduate to participate in graduation, foreign exchange student returning, return from drug treatment facility.
04	Transfer from public school in district or state	Student transferred from one public school to another within the same district, or to another Montana public school district. Examples: student moves from 8th grade to high school, or student moves from one public school to another within the state.

CODE	NAME	DEFINITION
05	Transfer from public schl under NCLB schl choice	Student exercised option to transfer from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children from a school that has been so identified.
06	Transfer from an out of state school	Student transferred from an out of state school. Includes out of state private and home school students.
07	Transfer from a school from out of the country	Student transferred from a school from out of the country. Example: Foreign Exchange students
08	Transfer from a private school within the state	Student transferred from a private school within the state.
09	Transfer from a home school within the state	Student transferred from home school within the state.
10	Transfer from a MT state-funded school	Student transferred from another public or state funded school system within the state. Example: student transfers from Helena Middle School to East Valley Middle School in East Helena.
ALL ENROLLMENT START STATUS CODES REQUIRE ZERO PADDING		

Appendix B:
Enrollment End Status

CODE	NAME	DEFINITION
100	End of year, returning to same school next year	Exit at end of school year. Will return to same school next year.
105	Change in grade level during regular school year	A student who changes grade level during the school year.
110	Promoted to another school in the same district	A student who enters another school after successful completion and promotion from the highest instructional level of the current school to the next higher level. Example: 8th grade student enters High School when promoted to grade 9.
120	Transfer to a public school in the same district	A student who transfers from a public school that is located within the administrative boundaries of the same local education agency.
130	Transfer to public schl under NCLB schl choice	Student exercised option to transfer to another school from a Title I school, within the same district that had been identified as "in need of improvement", in "corrective action" or in "restructuring" under NCLB requirements. The NCLB Act gives parents the opportunity to transfer their children to a school that has not been so identified.
140	Transfer to public schl in another district in MT	A student who transfers from a public school that is located within the administrative boundaries of another local education agency in the state of Montana.

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CODE	NAME	DEFINITION
150	Transfer to a MT state-funded school	Transfer to a state-funded school. Examples: the Montana School for the Deaf and Blind or a school under the Department of Corrections.
160	Transfer to a private school in the state	Transfer to a private school in the state.
170	Transfer to a home school in the state	Transfer to a home school in the state.
180	Transfer to a school out of state	Transfer to a school out of state.
190	Transfer out of the country	Transfer to a school out of the country (other than foreign exchange students).
210	Medical care or treatment, eligible to return	Student has long-term medical condition, or is in drug treatment or rehabilitative center that prevents them from receiving services, but is eligible to return to school.
220	Enrolled in a foreign exchange program	Student is enrolled in a foreign exchange program, and is eligible to return to school in the United States.
240	Withdrawn, under age for compulsory school att	Students are under the age for compulsory attendance and are withdrawn from the school (but are eligible to return).
250	Expelled, eligible to return	The student is expelled by an action of the school board of trustees from all school settings for the duration of the expulsion. The student is expected to re-enroll prior to the official fall count date of the next school year (if the student does not re-enroll they are considered a dropout).
260	Unknown (grades PK-6, UE)	Students in grades PK-6 and UE who exit school for an unknown reason. These students are not considered dropouts.

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CODE	NAME	DEFINITION
295	Dropped out, subsequent re-enrollment	Student dropped out, but re-enrolled and returned to school. These students are not considered dropouts.
300*	Withdrew for personal or academic reasons*	Student withdrew for personal or academic reasons.
310*	Exceeded age requirement set by district policy*	Student exceeded maximum age requirement set by district policy.
320*	Removed or Expelled, without option to return*	Student was removed from the education system, without choice, for reasons other than health and is not expected to return (Examples: adult corrections, removed by court order, permanently expelled).
330*	Withdrew to enroll in non-diploma program*	Student enrolled in adult education or some type of education program that does not lead toward a diploma (including GED, military, Job Corps and Youth Challenge).
340*	Unknown*	Students are not enrolled and their status is unknown (including students dropped from the rolls for excessive truancy, students were absent 10 or more consecutive days and students that moved without providing further information on their educational status).
400	Graduated	A student who has met the state and local requirements for graduation.
420	Completed school with other credentials	A student who has received a certificate of completion or attendance in lieu of a high school diploma.
500	Student died	Student Died.

CODE	NAME	DEFINITION
510	Student is permanently incapacitated	Student is permanently incapacitated.
*These codes are considered drop-out codes when used for students in Grades 7-12, UM or UH. Note that the asterisk should not appear in the code or description in the application.		

Appendix C:
Dropout Reason Codes

CODE	NAME	DEFINITION
01	Academic Difficulty	The student left school because of academic difficulty or lack of engagement.
02	Attendance Difficulty	The student left school because of difficulty with attendance/absenteeism and credit policy.
03	Economic Reasons	The student left school because of economic reasons, including inability to pay school expenses and inability of parents to provide suitable clothing.
04	Employment	The student left school to seek or accept employment, including employment required to support parents or other dependents.
05	Expelled	The student was required to leave school by action of the board of trustees, and will not be allowed to return, or did not return after the expulsion period ended.
06	Illness	The student left school because of illness.
07	Job Corps or Similar Program	The student left school to join the Job Corps or similar program.
08	Language Difficulty	The student left school because he or she was experiencing difficulty with language.
09	Marriage	The student left school because of marriage.
10	Military	The student left school to join the military.
11	Needed at Home	The student left school to help with work at home, including work on the family farm.

CODE	NAME	DEFINITION
12	Over Compulsory Age	The student left school because he or she was over the age that a student is legally required to attend school (the latter of age 16 or 8th grade completion).
13	Pregnancy	The student left school because of pregnancy.
14	Poor Personal Relationships	The student left school because of poor personal relationships with students, teachers and/or administrators.
15	Reached Maximum Age Set by District Policy	The student reached the maximum age of attendance as determined by school district policy.
16	Other Known Reason	The student left school, or was required to leave, for some known reason other than those listed.
17	Unknown Reason	The student left school for a reason which is not known.
18	GED (Pursuing)	The student left school to obtain a GED (not including school approved GED programs).
19	Suspended, Did Not Return	The student was suspended, but did not return after the suspension ended.

EXCEL TIPS AND TRICKS

Excel Issue	Example	Correction
Column should be two digits in length (zero padding)	The Start Status field needs to be 02, not 2	Highlight the column that requires zero padding. From the **Toolbar Menu**, select ***Format Cells***. Under **Category**, select ***Custom***. Delete the word *General* and type "0#" (zero and a pound symbol).
Column should be four digits in length (zero padding)	The District field needs to be 0001, not 1	Highlight the column that requires zero padding. From the **Toolbar Menu**, select ***Format Cells***. Under **Category**, select ***Custom***. Delete the word *General* and type "000#" (three number zeros and a pound symbol).
The dates must be in mm/dd/yyyy format	The Date needs to be 07/01/2007, not 7/1/07	Highlight the column that requires zero padding. From the **Toolbar Menu**, select ***Format Cells***. Under Category, select ***Custom***. Delete the word *General* and type mm/dd/yyyy.
The file must be saved as a Text (tab delimited file)	The file is in CSV or Excel format, not a text file format	From the **File Menu**, click ***Save As***. In the **Save as type** box, choose *Text (tab delimited)(*.txt)*. Enter the file name with the extension *.tsv or *.txt
Unable to view file extensions	My file won't upload correctly, and I cannot see the file format extension	Choose **Control Panel**, ***Folder Options***. Click on the ***View*** tab. Uncheck the box next to *Hide extensions for known file types*. Click OK.