
Quick Reference Guide:

Montana Programs - Job Corps and MTDA

This guide explains the process for enrolling and withdrawing students in the district for each of these programs.

Topics covered in this Quick Reference Guide include:

- *Job Corps*
- *Montana Digital Academy (MTDA)*



Follow the guidelines below to create enrollments in AIM for students participating in the Job Corps or MTDA Digital Academy (MTDA) programs. Students must be properly enrolled in AIM to receive ANB funding for the students.



(Please refer to the [MT Programs – Youth ChalleNGe Academy](#) user guide for information on that program.)

Before beginning, consider the following:

- 1. Which students can I enroll in AIM for the purpose of collecting ANB funding?**
 - Students must first be determined to be eligible to be enrolled with the district before they can be counted as enrolled for ANB funding purposes. Some restrictions apply to the programs for ANB purposes. Please check the individual guidelines for each program. *page 2*
- 2. How do I enroll these students in AIM?**
 - Students who are found to be eligible must have a corresponding enrollment in AIM. Students in Job Corps must also have a program enrollment marked in the Flags Tab in AIM. *page 3*
- 3. What process is followed if the student exits one of these programs?**
 - Students no longer participating in Job Corps are either re-enrolled in the district or counted as dropouts. MTDA students continue their district enrollment or return to their original school. *page 4*
- 4. How do I indicate their participation in these programs for ANB purposes?**
 - Each program has different requirements for Service Type and Aggregate Hours to be counted for ANB funding purposes. Job Corps students usually receive full ANB and Digital Academy ANB is determined based on hours. *page 5*

MONTANA PROGRAM GUIDELINES

Montana has three distinct programs in which students may be enrolled concurrently during high school: Job Corps, MT Youth Challenge and MT Digital Academy (MTDA). This guide is specific to Job Corps and MTDA. (Please see the user guide for the [Montana Youth Challenge Academy](#).) Enrollment in these programs is designed to lead to a student's high school graduation.

Students participating in the **Job Corps Program** must meet **all** of the following criteria to be counted as enrolled in a district:

- ✓ the student must be enrolled in a public school in the student's district of residence, **and**
- ✓ the credits taken at the Job Corps or MT Youth Challenge Academy require approval by the resident school district, **and**
- ✓ the credits meet the resident district's requirements for graduation at a school in the district, **and**
- ✓ the credits must be taught by an instructor who has a current Montana high school certification, **and**
- ✓ the credits must be reported by the Job Corps or MT Youth Challenge Academy to the student's resident school district.

For more information, see 20-9-311(12), MCA

JOB CORPS AIM ENROLLMENTS

A Job Corps student meeting the above requirements must have a corresponding AIM enrollment in their district of residence.

The AIM enrollment start date should be when the student starts in the program or, if the student is going directly to the program from a high school enrollment, no new enrollment is required.

The screenshot displays the MSIS interface for a student named Jenny W. Hennrich. The student's profile includes Grade 10, ID #816373131, DOB 06/08/2000, and Gender F. The 'Enrollments' tab is active, showing a table of enrollment records:

Edit	Grade	Type	Calendar	Start Date	End Date
[icon]	10	P	15-16 Granite High School	09/02/2015	
[icon]	09	P	14-15 Granite High School	09/02/2014	05/29/2015
[icon]	08	P	13-14 Philipsburg 7-8	09/03/2013	06/06/2014
[icon]	07	P	12-13 Philipsburg 7-8	09/04/2012	05/31/2013

Below the table is the 'General Enrollment Information' section, which includes fields for Calendar (15-16 Granite High School), Schedule (Main), Grade (10), Class Rank Exclude (unchecked), Start Date (09/02/2015), End Date, End Action, End Status (D2: Continued enrollment same school, no interruption), and Service Type (P: Primary). There are also fields for Start and End Comments, with 'Job Corps' entered in the Start Comments field.

Clooney, George J
 Grade: 11 #855538486 DOB: 03/03/1999 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records

Summary Enrollments Schedule Attendance **Flags** Grades Trans

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	User Warning
Part B Early Intervening Services			

Student Flag Detail

*Flags
 JOBCORPES:Job Corps

*Start Date: 09/02/2015 End Date: Eligibility Start Date: Eligibility End Date:

User Warning:

Participation Details:

Description:

JOB CORPS AIM FLAGS TAB

A student in Job Corps must have an AIM enrollment and must also have an entry on the **Flags** tab.

Click the **Flags** tab (path: **Student Information/ General/Flags**).

Click **New**. Select the *Flag* for Job Corps and enter the *Start Date* (first day of enrollment in the program).

Click **Save**.

JOB CORPS AGGREGATE HOURS

Set Aggregate Hours to *F: 720+ hours* for students enrolled in Job Corps. They count as full-time students for ANB purposes.

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Credit Summary Assessment Behavior Graduation AdHoc Letters Records

Summary **Enrollments** Schedule Attendance Flags Grades Trans

Save Delete Print Enrollment History New New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	11	P	15-16 Granite High School	09/02/2015	
	10	P	14-15 Granite High School	09/02/2014	05/29/2015
	09	P	13-14 Granite High School	09/03/2013	06/06/2014
	08	P	12-13 Philiosburo 7-8	09/04/2012	05/31/2013

General Enrollment Information

Calendar: 15-16 Granite High School Schedule (read only): Main *Grade: 11 Class Rank Ex:

*Start Date: 09/02/2015 No Show: End Date: End Action: *Service Type: P. Primary

*Start Status: 02: Continued enrollment same school, no interruption End Status:

Dropout Reason:

Start Comments:

End Comments:

Future Enrollment

Next Calendar: Next Schedule Structure:

State Reporting Fields

State Exclude: Serving District: Select a Value Resident District: Select a Value

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.: F: 720 + hours Fall Absent: 0.000 Exclude Fa:

EXITING JOB CORPS STUDENTS

When a student discontinues enrollment in the Job Corps ***OR*** requests to sit for the HiSET (formerly GED), end the student's enrollment in AIM.

The End Date is the last date of the student's enrollment in the program or the date of the request to sit for the HiSET.

If the student does not continue enrollment in the public school, the student must be coded as a dropout.

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Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	11	S	15-16 Granite High School	09/02/2015	
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	09	P	13-14 Granite High School	09/03/2013	06/06/2014
	08	P	12-13 Philiosburg 7-8	09/04/2012	05/31/2013

General Enrollment Information

Calendar: 15-16 Granite High School Schedule (read only): Main *Grade: 11 Class Rank Exclude:

*Start Date: 09/02/2015 No Show: End Date: 12/11/2015 End Action: *Service Type: P. Primary

*Start Status: 09: Transfer from home school within the state End Status: 330: Withdrew to enroll in non-diploma program
Dropout Reason: 18: HiSET Pursuing

Start Comments: End Comments:

Clooney, George J
Grade: 11 #855538486 DOB: 03/03/1999 Gender: M

Credit Summary Assessment Behavior Graduation

Summary Enrollments Schedule Attendance **Flags**

Save Delete New

Student Flag Editor

Flag	Start Date	End Date	User
Part B Early Intervening Services			
Job Corps	09/02/2015		

Student Flag Detail

*Flags: JOBCORPS:Job Corps

*Start Date: 09/02/2015 End Date: 12/11/2015 Eligibility Start Date:

User Warning:

Enter the student's *End Date* on the **Flags** tab.

MONTANA DIGITAL ACADEMY (MTDA)

Students participating in one or more **MTDA** courses must enroll in the courses through their local public school (district of residence). Districts are **not eligible** for ANB for **non-resident** students who participate in the MTDA classes. *For more information, see Section 20-7-118, MCA*

When a student takes MTDA course(s) to complement their district enrollment, no modification to enrollment is needed.

The start date for students taking a combination of district/MTDA classes is the first day of attendance in the district. The start date for the students only taking MTDA classes is the first day of the MTDA semester or the first day of enrollment at the MTDA, whichever is later.

However, if a student enrolls from a home school or private school or if the student is not working toward graduation from the district, and takes courses from MTDA through the public school, enter *Service Type, S: Partial* and a *Start Status* that reflects their current enrollment (e.g., *09: Transfer from home school within the state*).

Note: While optional, Start Comments are very helpful.

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Summary **Enrollments** Schedule Attendance Flags Grades Transcript

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Edit	Grade	Type	Calendar	Start Date	End Date
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	09	P	13-14 Granite High School	09/03/2013	06/06/2014
	08	P	12-13 Philiosburo 7-8	09/04/2012	05/31/2013

General Enrollment Information

Calendar: 15-16 Granite High School Schedule (read only): Main *Grade: 11 Class Rank Exclude:

*Start Date: 09/02/2015 No Show: End Date: End Action: *Service Type: S: Partial

*Start Status: 09: Transfer from home school within the state End Status: Dropout Reason: End Comments:

Start Comments: MTDA

MTDA AGGREGATE HOURS

For students enrolled in MTDA classes, calculate *Aggregate Hours* as if the students were enrolled in the district for the same courses.

If the student is enrolled in regular district courses in addition to the MTDA courses, add the course to the student's regular schedule (e.g., six regular district courses + one MTDA course = seven regular district courses for ANB purposes).

If the student is only enrolled in MTDA courses, calculate the ANB as if the student were enrolled in that course through the district.

Example:

A home school student takes one MTDA course. The district's course is 50 minutes, 180 days per year. Aggregate Hours = 150 hours (*N: 0-179 hours*). The student takes two courses, Aggregate Hours = 300 hours (*Q: 180-359 hours*).

EXITING MTDA STUDENTS

MTDA students who complete or drop courses must also have their enrollment ended. The *End Status* should reflect their return to their original school.

Students taking courses to complement their district enrollment continue their enrollment.

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Summary Enrollments Schedule Attendance Flags Grades Transcript

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Edit	Grade	Type	Calendar	Start Date	End Date
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	10	P	14-15 Granite High School	09/02/2014	05/29/2015
	09	P	13-14 Granite High School	09/03/2013	06/06/2014
	08	P	12-13 Philosburo 7-8	09/04/2012	05/31/2013

General Enrollment Information

Calendar: 15-16 Granite High School Schedule (read only): Main *Grade: 11 Class Rank Exclude:

*Start Date: 09/02/2015 No Show: End Date: 12/11/2015 End Action: *Service Type: S. Partial

*Start Status: D9: Transfer from home school within the state End Status: 170: Transfer to a home school in the state Dropout Reason: End Comments:

Start Comments: MTDA

For assistance please contact the OPI AIM Help Desk at opiaimhelp@mt.gov or 1-877-424-6681.