Fall 2008 Fall Attendance Collection – File Upload

VERIFYING STUDENT ENROLLMENTS

Use Student Information Reports or Ad Hoc Filters to verify data entry to ensure that all students are enrolled.

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

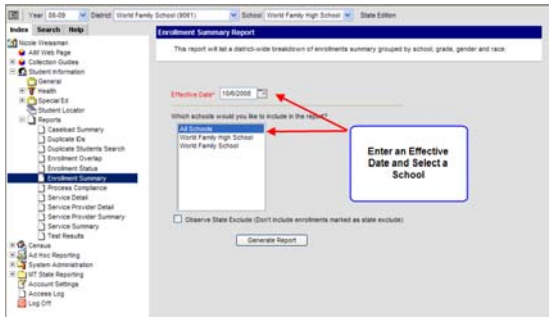
From the **NAVIGATION TOOLS**, expand the **Student Information** module. Expand **Reports**.

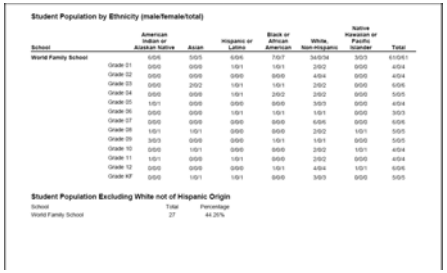
Select the ***Enrollment Summary*** report. Enter an **Effective Date** (the date you want the information current "as of"). Select the **School(s)** for which you want information. Select ***Generate Report***.

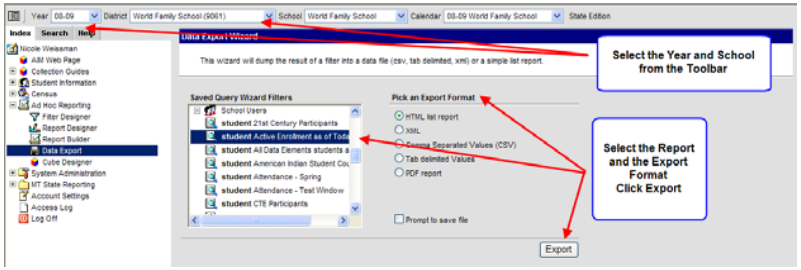
Ad Hoc Filter Report: Lists students actively enrolled on the day the report is generated.

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.







Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 1)

Enrolling New Students:

Students new to the district (transfer students, students entering school for the first time) need to have a State Student ID located or assigned and an enrollment record created.

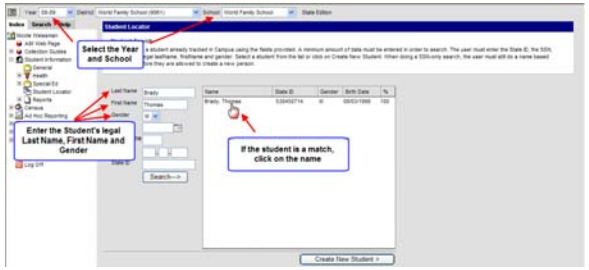
Select the 08-09 **Year** and the **School** from the **TOOLBAR**.

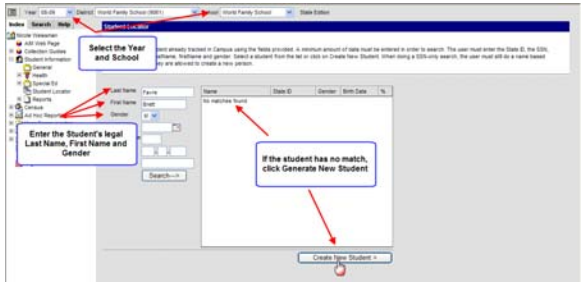
From the **INDEX**, expand **Student Information** and select ***Student Locator***. Type in the **First Name**, **Last Name** and **Gender** of the student. Click ***Search***.

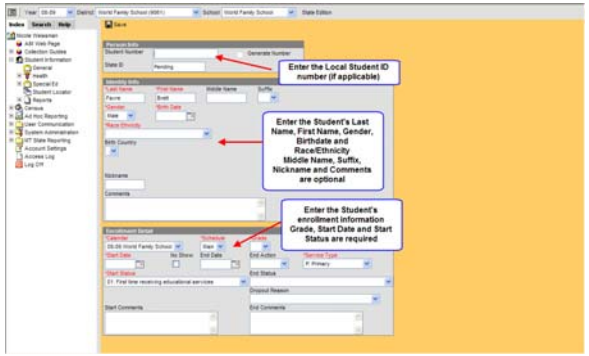
A list of potential matches will appear on the right. If the student is a match, click on that student's name. Enter the student's demographic and enrollment information. Click ***Save***.

If the Student Locator returns "*No matches found*", or if the student's name does not match those listed, click ***Create New Student***. Enter the student's demographic and enrollment information. Click ***Save***.

Note: See "*Using Student Locator*" at the end of this Quick Reference Guide.







Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 1)

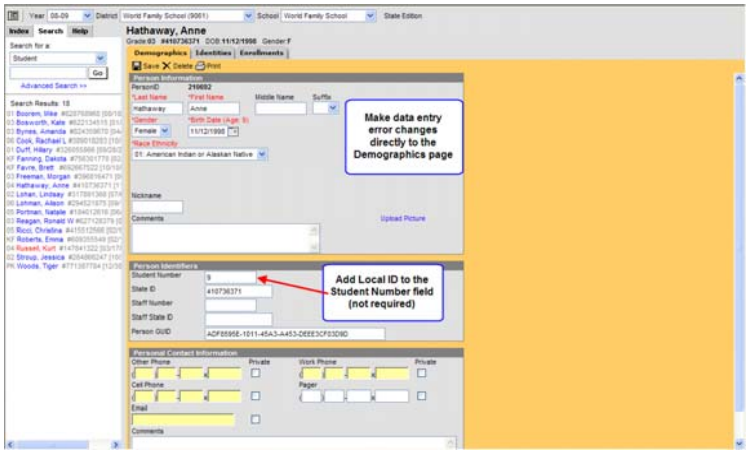
Changes to Demographic Information:

If a student has an error in demographic information (misspelled **Name**, wrong **Birthdate**, error in **Race/Ethnicity**, missing **Student Number** (local ID)), those changes can be made under **Census**.

From the **NAVIGATION TOOLS**, select **Census** and ***People***. Make any changes on the **DEMOGRAPHICS** tab. I

If the student has a legal name change, click on the **IDENTITIES** tab. Select ***New***. Enter the student's new last name and all other demographic information. Click ***Save***.

The student will now have two identity records, with the most current record being the name displayed on the *User Interface* and all other reports. A search for the student under either name will yield a match.



Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 1)

Changes to Enrollment Information:

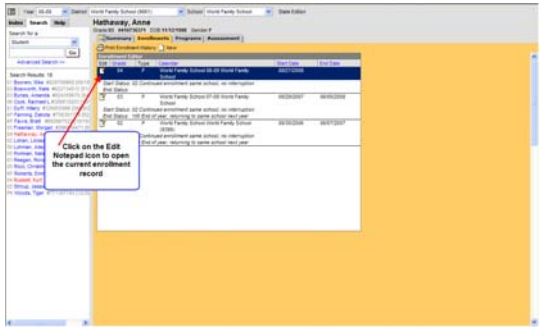
If a student has changes to **Grade Level**, **Start Date**, **Start Status**, **End Date**, **End Status** or **Service Type**, make those changes in the student's enrollment record.

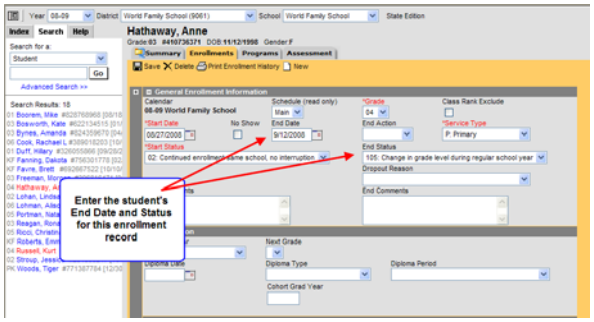
From the **NAVIGATION TOOLS**, select **Student Information** and ***General***. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon. Edit the enrollment information and click ***Save***.

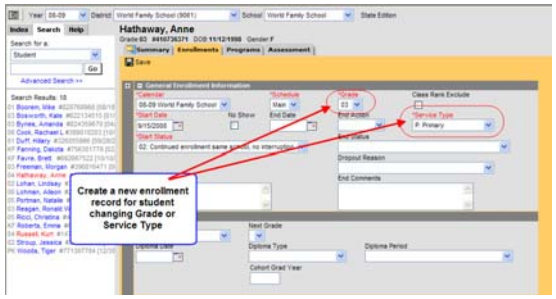
If a student has a change in **Grade** (student moves from first grade back to Kindergarten) or if the student has a change in **Service Type** (e.g., moves from *N: Special Ed Services* to *P: Primary*), a new enrollment record needs to be created.

Enter the student's **End Date** and **End Status** (*105: Change in grade level during regular school year*) for the current enrollment record. Click ***Save***.

Select ***New*** and enter the student's **Start Date** and **Start Status** (*02: Continued enrollment same school, no interruption*) for the change in **Grade** and/or **Service Type**.







Fall 2008 Fall Attendance Collection – File Upload

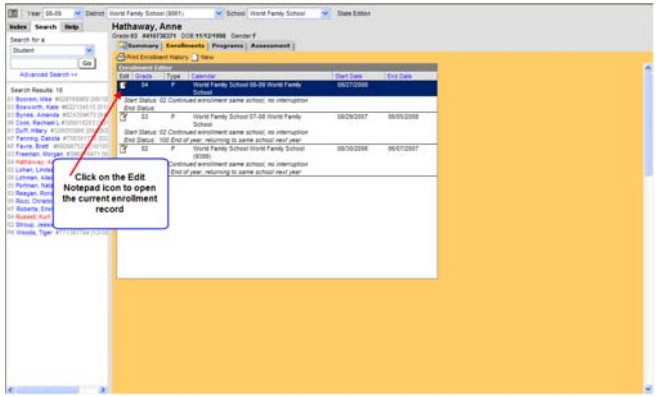
EDITING STUDENT INFORMATION (OPTION 1)

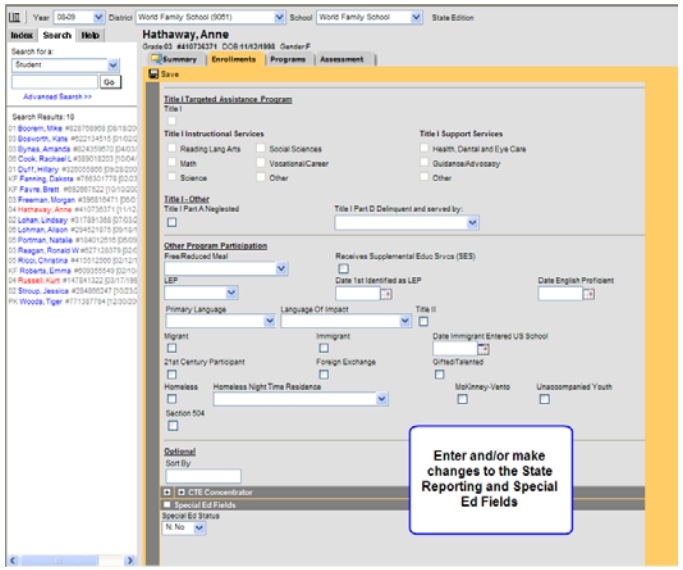
Changes to Program Participation Information:

From the **NAVIGATION TOOLS**, select **Student Information** and ***General***. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields**. Enter and/or make changes to any of the state reported data elements.

Expand the **Special Ed Fields**. Enter and/or make changes to **Special Ed Status**.





Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

Student Demographic File:

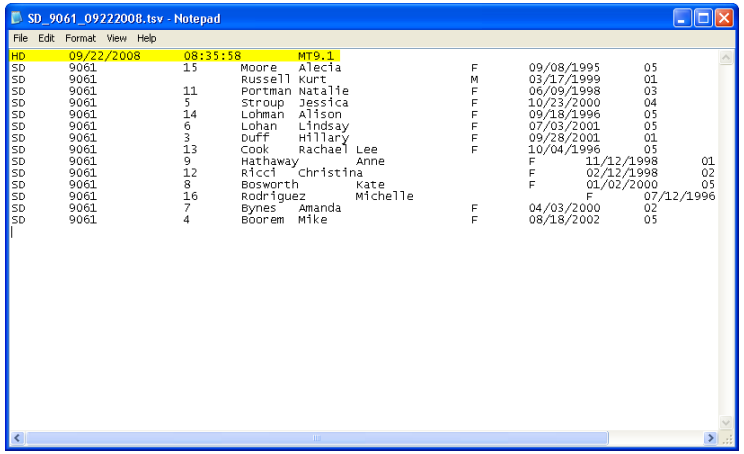
Extract the *Student Demographic* file from your local Student Information System (SIS).

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.

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SD      9061            11      Portman Natalie                 F       06/09/1998      03
SD      9061            5       Stroup  Jessica                 F       10/23/2000      04
SD      9061            14      Lohman  Alison                  F       09/18/1996      05
SD      9061            6       Lohan   Lindsay                 F       07/03/2001      05
SD      9061            3       Duff    Hillary                 F       09/28/2001      01
SD      9061            13      Cook    Rachael Lee             F       10/04/1996      05
SD      9061            9       Hathaway        Anne                    F       11/12/1998      01
SD      9061            12      Ricci   Christina                       F       02/12/1998      02
SD      9061            8       Bosworth        Kate                    F       01/02/2000      05
SD      9061            16      Rodriguez       Michelle                F       07/12/1996
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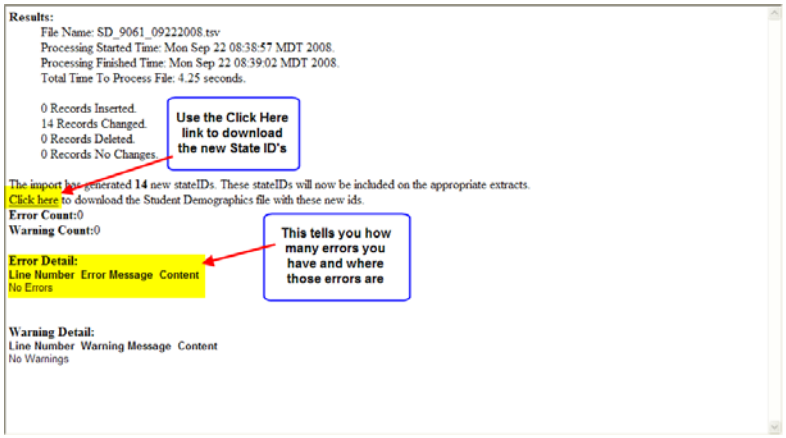


Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

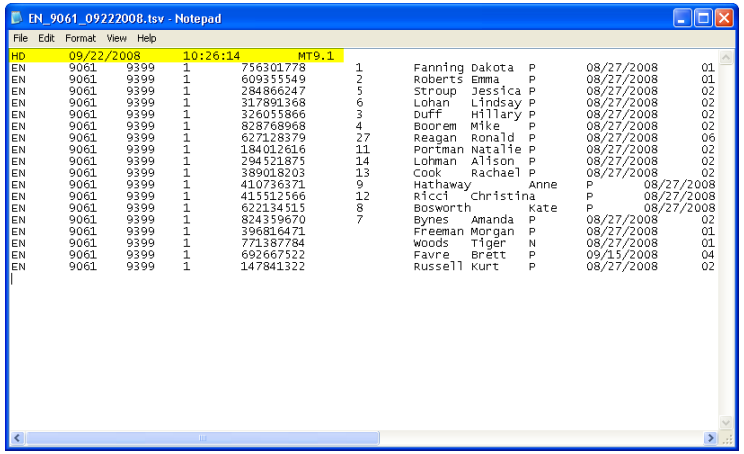
Student Enrollment File:

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       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
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EN      9061    9399    1       692667522               Favre   Brett   P       09/15/2008      04
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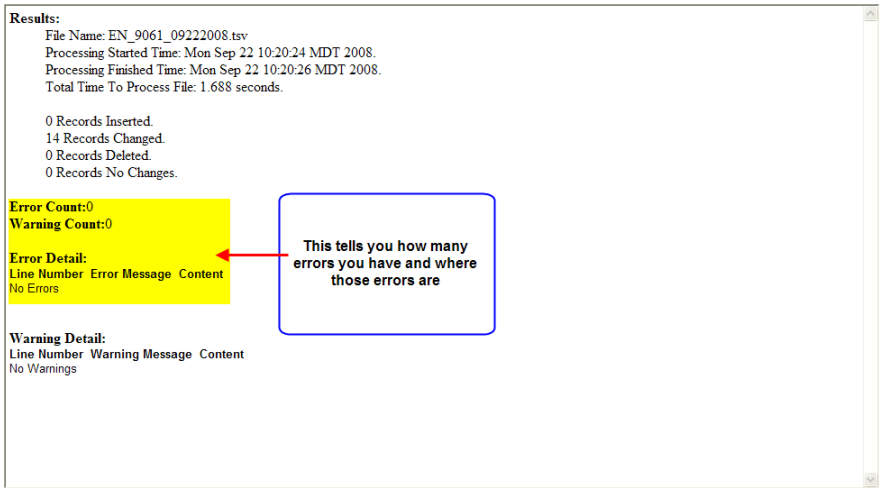


Fall 2008 Fall Attendance Collection – File Upload

EDITING STUDENT INFORMATION (OPTION 2)

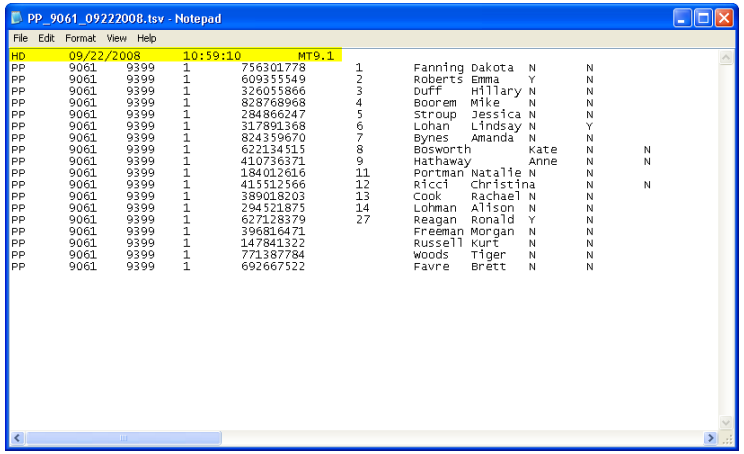
Program Participation Data:

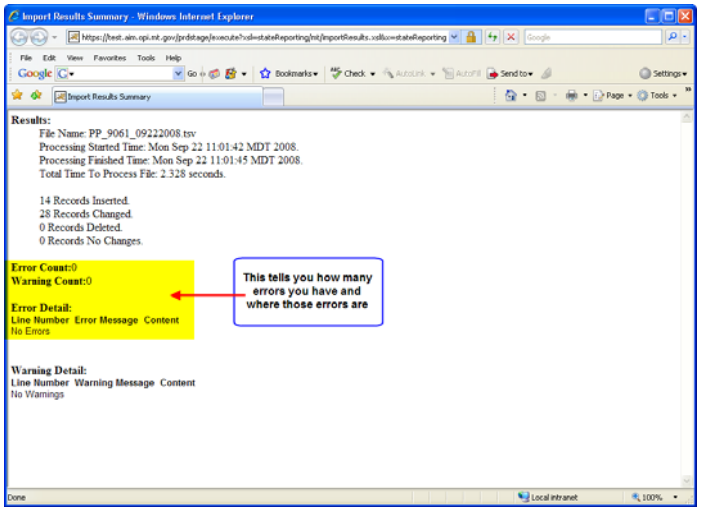
Extract the *Program Participation* file from your local Student Information System (SIS).

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.





Fall 2008 Fall Attendance Collection – File Upload

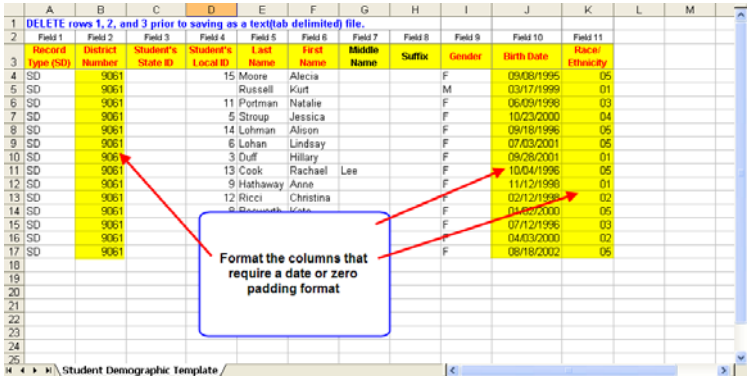
EDITING STUDENT INFORMATION (OPTION 3)

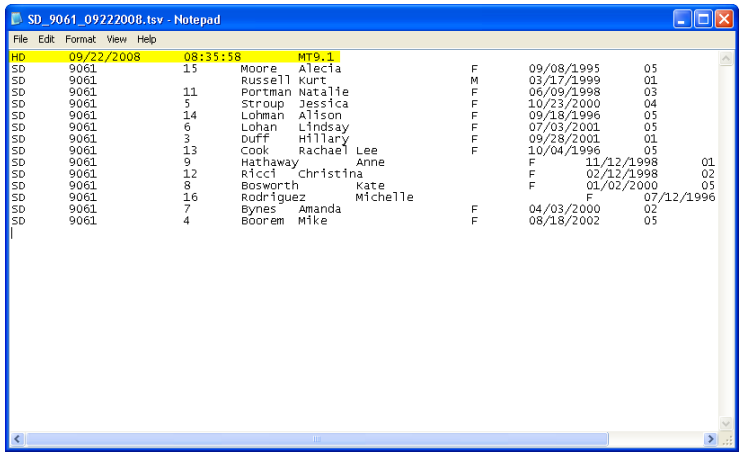
Student Demographic File:

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 Fall Attendance Collection – File Upload

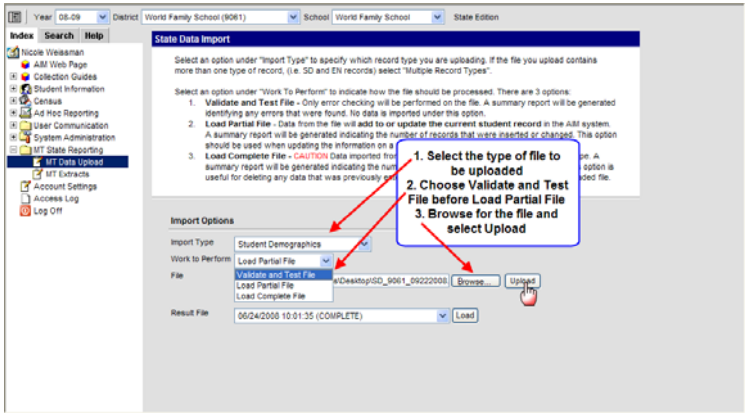
EDITING STUDENT INFORMATION (OPTION 3)

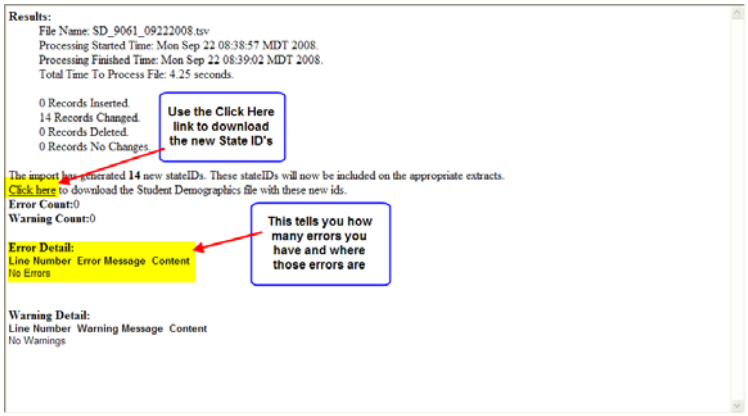
Student Demographic File:

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**.





Fall 2008 Fall Attendance Collection – File Upload

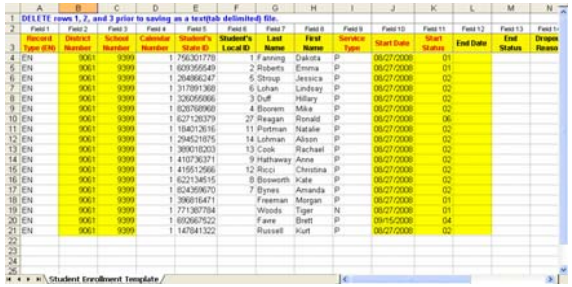
EDITING STUDENT INFORMATION (OPTION 3)

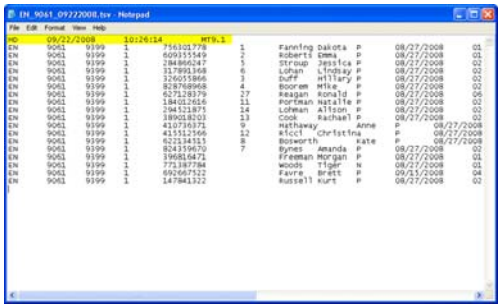
Student Enrollment File:

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.





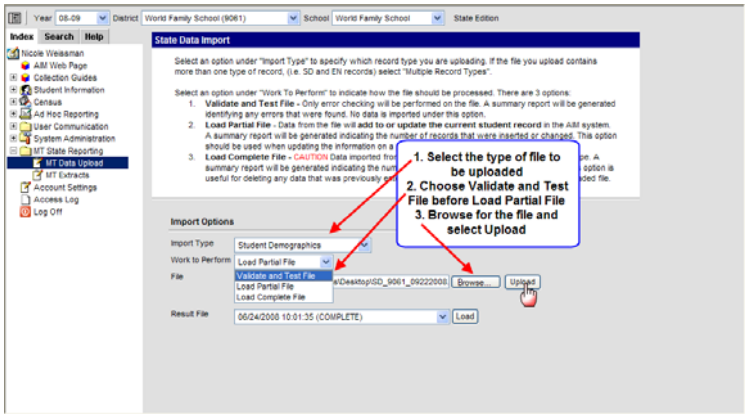
Fall 2008 Fall Attendance Collection – File Upload

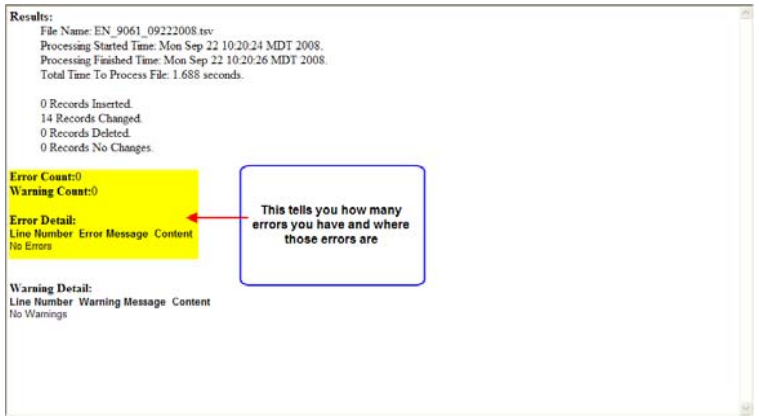
EDITING STUDENT INFORMATION (OPTION 3)

Student Enrollment 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.





Fall 2008 Fall Attendance Collection – File Upload

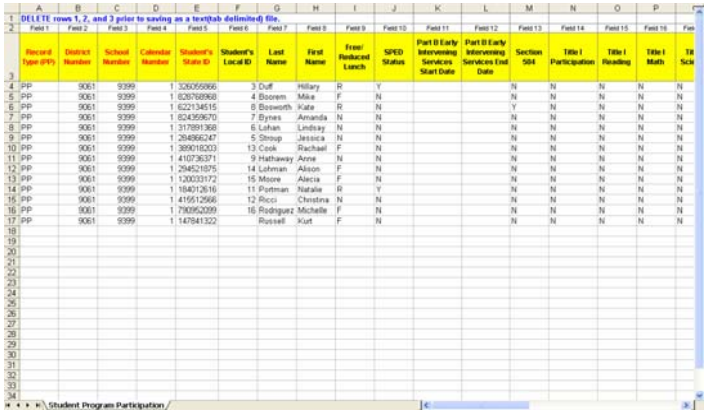
EDITING STUDENT INFORMATION (OPTION 3)

Program Participation Data:

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

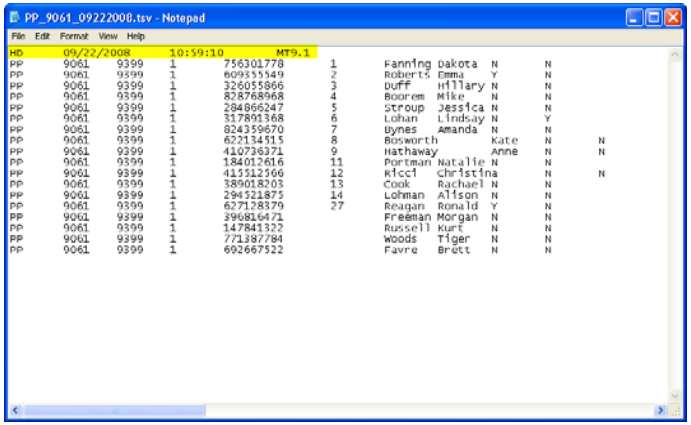
Enter the student enrollment information into the template. Check that all columns requiring leading zeros are formatted correctly. (See Excel Tips at the end of this Quick Reference Guide)

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.



	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.															
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 (PP)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Free/ Reduced Lunch	SPED Status	Part B Early Intervening Services Start Date	Part B Early Intervening Services End Date	Section 504	Title I Participation	Title I Reading	Title I Math
4	PP	9061	9399	1	326055866	3	Duff	Hillary	R	Y			N	N	N	N
5	PP	9061	9399	1	828768968	4	Boorem	Mike	F	N			N	N	N	N
6	PP	9061	9399	1	622134515	8	Bosworth	Kate	R	N			Y	N	N	N
7	PP	9061	9399	1	824359670	7	Bynes	Amanda	N	N			N	N	N	N
8	PP	9061	9399	1	317891368	6	Lohan	Lindsay	N	N			N	N	N	N
9	PP	9061	9399	1	284866247	5	Stroup	Jessica	N	N			N	N	N	N
10	PP	9061	9399	1	389018203	13	Cook	Rachael	F	N			N	N	N	N
11	PP	9061	9399	1	410736371	9	Hathaway	Anne	N	N			N	N	N	N
12	PP	9061	9399	1	294521875	14	Lohman	Alison	F	N			N	N	N	N
13	PP	9061	9399	1	120033172	15	Moore	Alecia	F	N			N	N	N	N
14	PP	9061	9399	1	184012616	11	Portman	Natalie	R	Y			N	N	N	N
15	PP	9061	9399	1	415612566	12	Ricci	Christina	N	N			N	N	N	N
16	PP	9061	9399	1	790952099	16	Rodriguez	Michelle	F	N			N	N	N	N
17	PP	9061	9399	1	147841322	1	Russell	Kurt	F	N			N	N	N	N

Student Program Participation



PP_9061_09222008.tsv - Notepad

File Edit Format View Help

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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       415612566       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
```

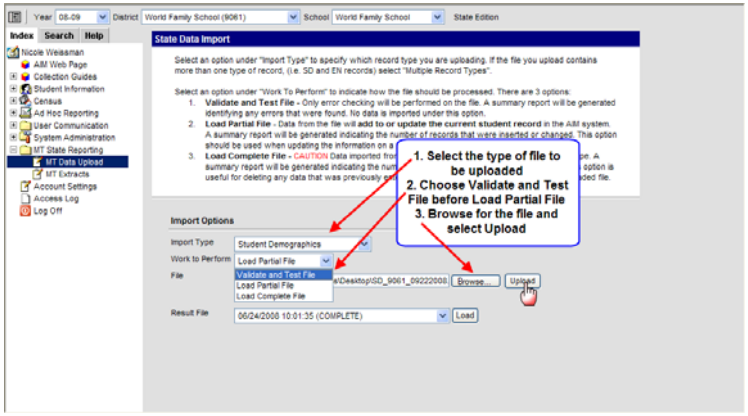
Fall 2008 Fall Attendance Collection – File Upload

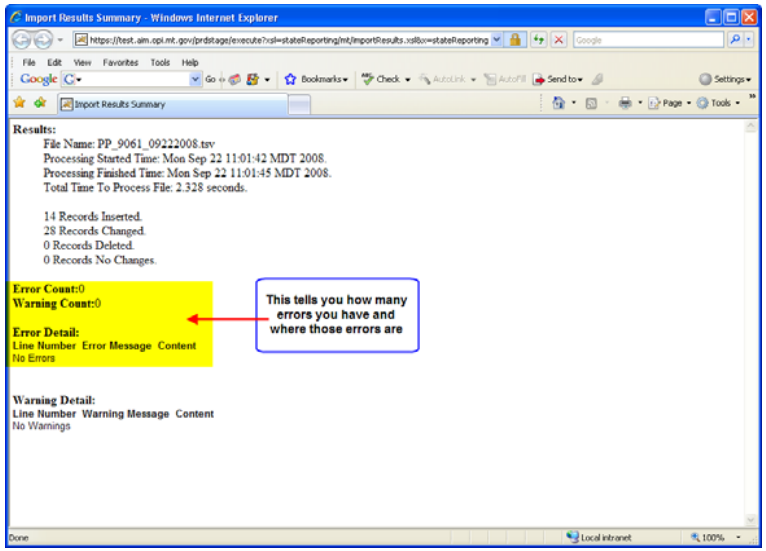
EDITING STUDENT INFORMATION (OPTION 3)

Program Participation Data:

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.





Fall 2008 Fall Attendance Collection – File Upload

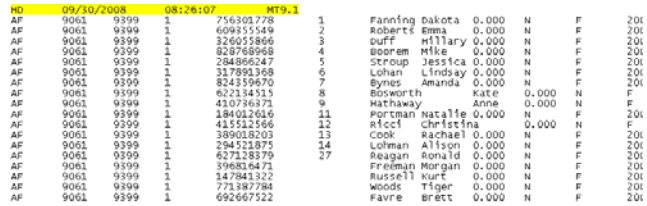
REPORTING FALL ATTENDANCE (OPTION 1)

Extract the *Attendance – Fall Count* file from your local Student Information System (SIS).

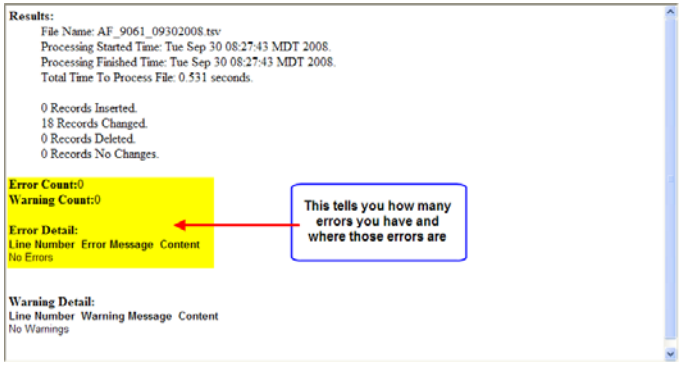
Open the file and verify that the header row and the data rows are properly formatted.

From the **NAVIGATION TOOLS**, expand **MT State Reporting**, and select ***MT Data Upload***. From the **Import Type**, select *Attendance – Fall Count*. **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.



HD	09/30/2008		08:26:07		MT9.1						
AF	9061	9399	1	756301778		1	Fanning	Dakota	0.000	N	F	20(
AF	9061	9399	1	609355549		2	Roberts	Emma	0.000	N	F	20(
AF	9061	9399	1	326055866		3	Duff	Millary	0.000	N	F	20(
AF	9061	9399	1	828768968		4	Boorem	Mike	0.000	N	F	20(
AF	9061	9399	1	284866247		5	Stroup	Jessica	0.000	N	F	20(
AF	9061	9399	1	317891368		6	Lohan	Lindsay	0.000	N	F	20(
AF	9061	9399	1	824359670		7	Bynes	Amanda	0.000	N	F	20(
AF	9061	9399	1	622134515		8	Bosworth		Kate	0.000	N	F
AF	9061	9399	1	410736371		9	Hathaway		Anne	0.000	N	F
AF	9061	9399	1	184012616		11	Portman	Natalie	0.000	N	F	20(
AF	9061	9399	1	415512566		12	Ricci	Christina		0.000	N	F
AF	9061	9399	1	389018203		13	Cook	Rachael	0.000	N	F	20(
AF	9061	9399	1	294521875		14	Lohman	Alison	0.000	N	F	20(
AF	9061	9399	1	627128379		27	Reagan	Ronald	0.000	N	F	20(
AF	9061	9399	1	396816471			Freeman	Morgan	0.000	N	F	20(
AF	9061	9399	1	147841322			Russell	Kurt	0.000	N	F	20(
AF	9061	9399	1	771387784			Woods	Tiger	0.000	N	F	20(
AF	9061	9399	1	692667522			Favre	Brett	0.000	N	F	20(



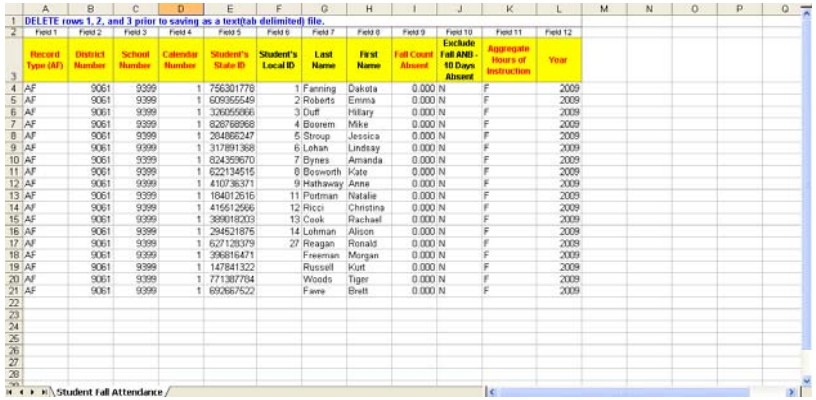
Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 2)

Download the Excel Template, **Student Fall Attendance**, 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.



DELETE rows 1, 2, and 3 prior to saving as a text(tab delimited) file.

	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 (AF)	District Number	School Number	Calendar Number	Student's State ID	Student's Local ID	Last Name	First Name	Fall Count Absent	Exclude Fall AND - 10 Days Absent	Aggregate Hours of Instruction	Year
4	AF	9061	9399	1	756301778	1	Fanning	Dakota	0.000	N	F	2009
5	AF	9061	9399	1	609355549	2	Roberts	Emma	0.000	N	F	2009
6	AF	9061	9399	1	326055866	3	Duff	Hillary	0.000	N	F	2009
7	AF	9061	9399	1	828768968	4	Boorem	Mike	0.000	N	F	2009
8	AF	9061	9399	1	284866247	5	Stroup	Jessica	0.000	N	F	2009
9	AF	9061	9399	1	317891368	6	Lohan	Lindsay	0.000	N	F	2009
10	AF	9061	9399	1	824359670	7	Bynes	Amanda	0.000	N	F	2009
11	AF	9061	9399	1	622134515	8	Bosworth	Kate	0.000	N	F	2009
12	AF	9061	9399	1	410736371	9	Hathaway	Anne	0.000	N	F	2009
13	AF	9061	9399	1	184012616	11	Portman	Natalie	0.000	N	F	2009
14	AF	9061	9399	1	415512566	12	Ricci	Christina	0.000	N	F	2009
15	AF	9061	9399	1	389018203	13	Cook	Rachael	0.000	N	F	2009
16	AF	9061	9399	1	294521875	14	Lohman	Alison	0.000	N	F	2009
17	AF	9061	9399	1	627128379	27	Reagan	Ronald	0.000	N	F	2009
18	AF	9061	9399	1	396816471		Freeman	Morgan	0.000	N	F	2009
19	AF	9061	9399	1	147841322		Russell	Kurt	0.000	N	F	2009
20	AF	9061	9399	1	771387784		Woods	Tiger	0.000	N	F	2009
21	AF	9061	9399	1	692667522		Favre	Brett	0.000	N	F	2009

Student Fall Attendance

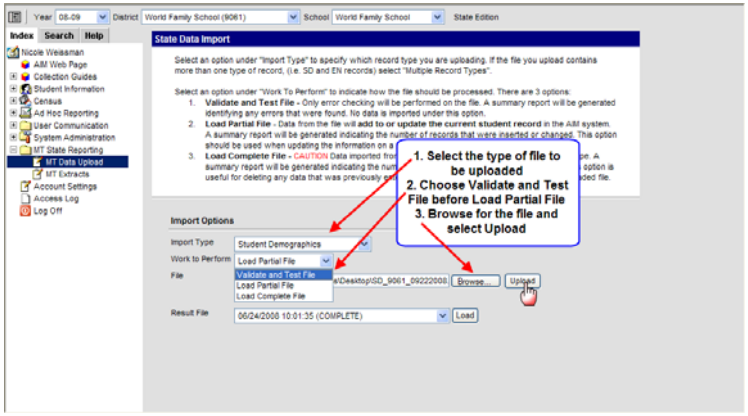
```
HD      09/30/2008      08:26:07        MT9.1
AF      9061    9399    1       756301778       1       Fanning Dakota  0.000   N       F       20
AF      9061    9399    1       609355549       2       Roberts Emma    0.000   N       F       20
AF      9061    9399    1       326055866       3       Duff    Hillary 0.000   N       F       20
AF      9061    9399    1       828768968       4       Boorem  Mike    0.000   N       F       20
AF      9061    9399    1       284866247       5       Stroup  Jessica 0.000   N       F       20
AF      9061    9399    1       317891368       6       Lohan   Lindsay 0.000   N       F       20
AF      9061    9399    1       824359670       7       Bynes   Amanda  0.000   N       F       20
AF      9061    9399    1       622134515       8       Bosworth        Kate    0.000   N       F
AF      9061    9399    1       410736371       9       Hathaway        Anne    0.000   N       F
AF      9061    9399    1       184012616       11      Portman Natalie 0.000   N       F       20
AF      9061    9399    1       415512566       12      Ricci   Christina       0.000   N       F
AF      9061    9399    1       389018203       13      Cook    Rachael 0.000   N       F       20
AF      9061    9399    1       294521875       14      Lohman  Alison  0.000   N       F       20
AF      9061    9399    1       627128379       27      Reagan  Ronald  0.000   N       F       20
AF      9061    9399    1       396816471               Freeman Morgan  0.000   N       F       20
AF      9061    9399    1       147841322               Russell Kurt    0.000   N       F       20
AF      9061    9399    1       771387784               Woods   Tiger   0.000   N       F       20
AF      9061    9399    1       692667522               Favre   Brett   0.000   N       F       20
```

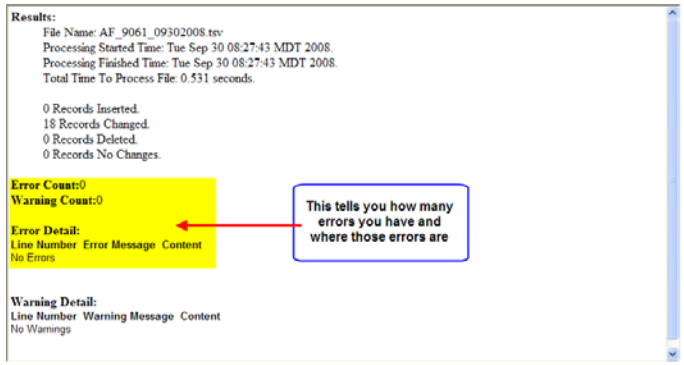
Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 2)

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.





Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 3)

Default All Students to Full Time Enrolled:

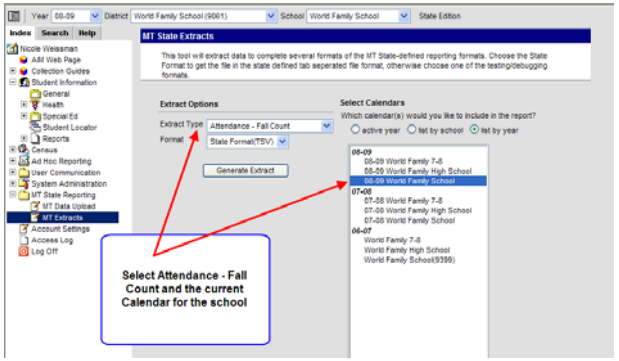
From the **NAVIGATION TOOLS**, select **MT State Reporting** and ***MT Extracts***.

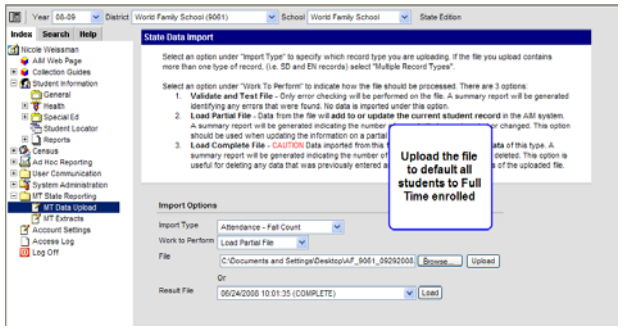
From the **Extract Type**, select *Attendance – Fall Count*. **Format** should default to *State Format (TSV)*. Select the school(s) from the current year's calendar.

Click ***Generate Extract***. Save the file.

From the **NAVIGATION TOOLS**, select **MT State Reporting** and ***MT Data Upload***. From the **Import Type**, select *Attendance – Fall Count*. From the **Work to Perform**, select *Load Partial File*. Browse for the file and select ***Upload***.

Note: This process defaults all students to full-time enrollment. If you have students who are less than *Full Time enrolled*, see the next slide to correct **Aggregate Hours** for those students.





Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 3)

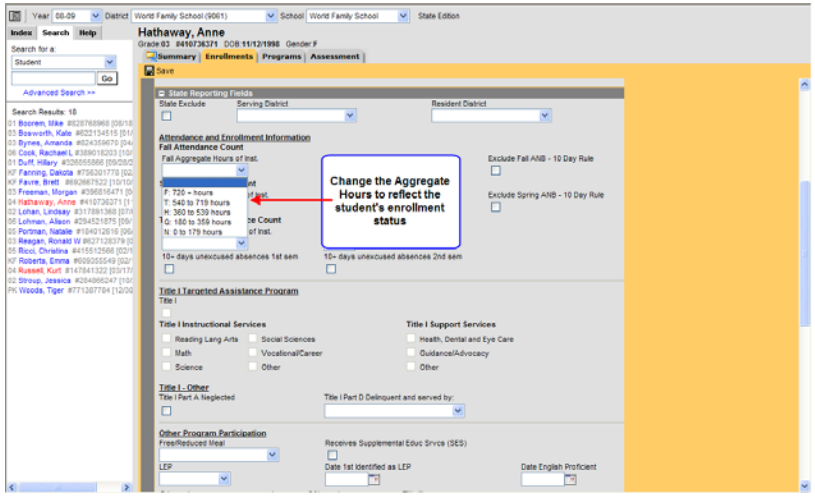
Adjustments to Aggregate Hours:

From the **NAVIGATION TOOLS**, select **Student Information** and ***General***. Click on the **ENROLLMENT** tab. Open the current enrollment record by clicking on the **Edit Notepad** icon.

Expand the **State Reporting Fields** and scroll to the ***Attendance and Enrollment Information***. If the student is less than full time enrolled, change the **Aggregate Hours** from *F: 720+ hours* to the student's actual enrollment status.

Full Time – *F: 720+ hours*
Three-Quarter Time – *T: 540-719 hours*
Half Time – *H: 360-539 hours*
One-Quarter Time – *Q: 180-359 hours*
Less Than One-Quarter Time – *N: 0-179 hours*

Click ***Save***.



Fall 2008 Fall Attendance Collection – File Upload

REPORTING FALL ATTENDANCE (OPTION 3)

Entering Fall Absent Information:

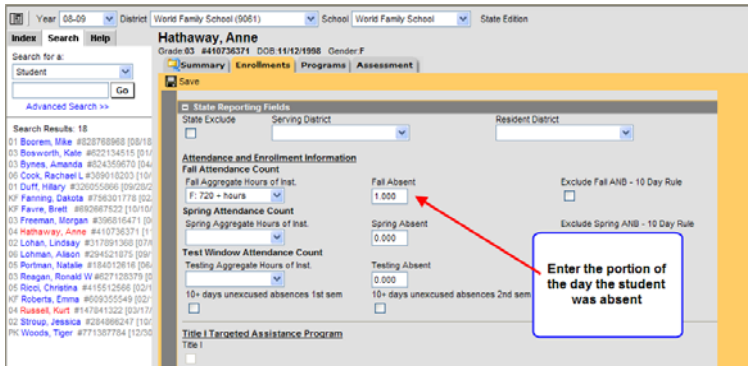
From your local student information system, generate a list of all students absent on the *Count Date* (October 6, 2008).

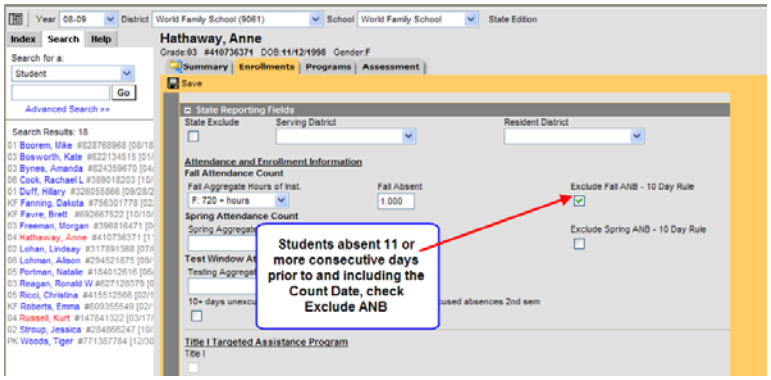
From the **NAVIGATION TOOLS**, select **Student Information** and ***General***. Type the name of a student or click ***Go*** for a list of all students. Select a student who was absent on the *Count Date*. Click on the **ENROLLMENTS** tab.

Open the student's current enrollment record by clicking on the **Edit Notepad** Icon. Expand the **State Reporting Fields**. Scroll down to the ***Attendance and Enrollment Information***. Enter the student's absence in the **Fall Absent** field (e.g., full absence = *1.000*, half-day = *0.500*).

If a student was absent 11 or more consecutive days prior to and including the *Count Date*, enter *1.000* for **Fall Absent** and check the **Exclude Fall ANB – 10 Day Rule** box.

Click ***Save***.





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.

Fall 2008 Fall Attendance Collection – File Upload

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.

Fall 2008 Fall Attendance Collection – File Upload

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.

Fall 2008 Fall Attendance Collection – File Upload

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.

Fall 2008 Fall Attendance Collection – File Upload

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.

USING STUDENT LOCATOR

The Student Locator function in the AIM System is used to locate students that have already been assigned a State Student ID number. The Student Locator function is the best practice for enrolling new students. Understanding how the Student Locator works, however, is essential for avoiding the duplicate of State Student ID numbers.

Q: *How does the Student Locator work?*

A: The Student Locator works by matching the name entered to an existing name in the AIM system based upon the principals of Soundex. Soundex is a phonetic coding system that matches names based upon pronunciation, regardless of minor differences in spelling. You must enter Last Name, First Name and Gender to search for a student.

Q: *What are the limitations of the Student Locator?*

A: The Student Locator successfully locates most entries. However, if a student is entered into the AIM system (or the enrolling district is attempting to enroll the student) with a name other than their legal name (step-parent's last name, hyphenated last name, nickname, etc.) the Student Locator will not always return a match. If you know that a student has been previously enrolled in a Montana School District, try searching by other names used, nickname, etc.

Q: *What if I still cannot find a match using Student Locator?*

A: If a student was previously enrolled in a Montana School District, and you are unable to locate that student's State ID number, call a member of the OPI AIM Staff for assistance. We have the ability to search the entire state database to help you locate that student's State ID number.

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.