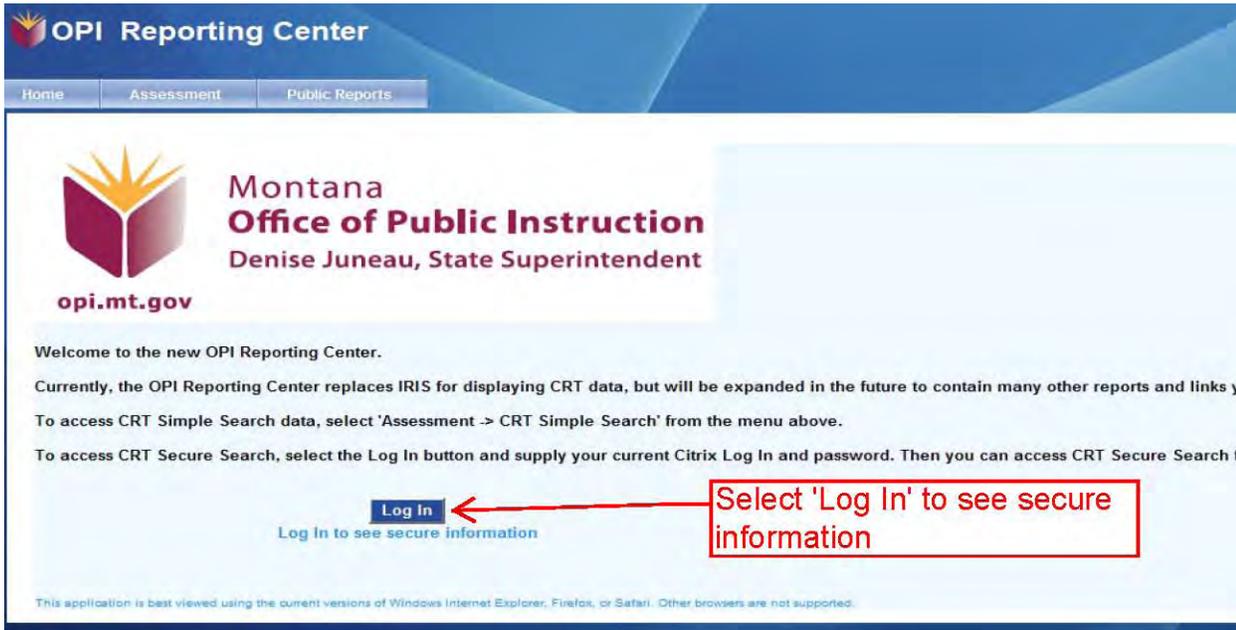


- Navigate to the OPI Reporting Center by clicking on this link:

<https://data.opi.mt.gov/opireportingcenter/>



You need to initially establish a password by clicking on the **Forgot Your Password** link in the Log In box. Enter your username, and select Submit. This will generate a password that will be sent to the email account we currently have on record for you. When you receive the password you can highlight it with your mouse and right-click, select Copy, then go back to the OPI Reporting Center log in page, enter your User Name, right-click in the Password field and select Paste. You can utilize the Forgot Your Password link each time you log in, if necessary.

- Under AIM Student Reports, Certification Reports, select either the Cohort Dropout or Graduate Report. You must select the dropout report for both High School and 7-8 schools.

The screenshot shows the OPI Reporting Center interface. At the top, there is a navigation menu with options: Home, Assessment, Public Reports, AIM Student Reports, Administration, Login, and Logout. The 'AIM Student Reports' menu is expanded, showing 'Certification Reports' with a sub-menu containing 'Cohort Certification Report', 'Dropout Certification Report', and 'Graduates Certification Report'. Three red callout boxes provide additional information: one points to 'Cohort Certification Report' with the text 'Only those district with grades 9-12'; another points to 'Dropout Certification Report' with the text 'All districts with grade 7 and higher'; and a third points to 'Graduates Certification Report' with the text 'Only those districts with grades 9-12'. The main content area features the Montana Office of Public Instruction logo and the name of the State Superintendent, Denise Juneau. Below the logo, there is a welcome message and instructions on how to navigate the site, including links to 'School Directory', 'Special Education District Public Reporting', and 'CRT Data'. A login notice states 'You are logged in to see secure information'. At the bottom, there is a note about browser compatibility: 'This application is best viewed using the current versions of Windows Internet Explorer, Firefox, or Safari. Other browsers are not supported.'

- Schools with only grades K-8 do not need to submit the Graduate or Cohort Certification Reports, (as it they are only for High School districts).

☐ Select a district you want to start with. ☐ Select 'Print to PDF' to view the report.

☐ It takes approximately 1 minute for the report to run.

OPI Reporting Center

Home Assessment Public Reports AIM Student Reports Administration Login Logout

Dropout Certification Report

Print To PDF Print To Preview

State Fy: 2011

Select District(s):

Absarokee Elem - 0861
Absarokee H S - 0862

Hold the Shift key down while selecting multiple districts to select a group of districts.
Hold the Ctrl key down while selecting multiple districts to select districts not in a group.

Select All Districts

The data available from this report is accurate as of 9/26/2011

- File Download dialog box is displayed.
- Select 'open' to view the file or 'save' to save a copy to your computer.
- Print a hard copy of the report from Adobe.

- Changes to the data must be made in your district's AIM site (or your Infinite Campus District Edition).
- If a student is marked as a dropout and should not be
 - Change the students End Status to the appropriate, non-300 series, code
 - Remove the two digit Dropout Reason
- If a student is not included on the report but should be
 - Change the student's End Status to the appropriate, 300 series code
 - Chose the most appropriate Dropout Reason from the drop down menu



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Office of Public Instruction
Denise Juneau, State Superintendent

Students Who Dropped Out In School Year 2010-11

0861 Absarokee Elem
1775 Absarokee 7-8

Students are identified as a dropout if they met the following criteria as reported in the state AIM system:

- *Enrolled in a school offering grades 7-12
- *Enrollment Service type of P 'Primary School Enrollment'
- *Enrollment End Status code in the 300 range

Last Name	First Name	State ID	Grade	End Date	End Status	Dropout Reason
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Total Drop Outs For SC 1775 Absarokee 7-8 : 0

Look over the list of dropouts to see if they and the coding are accurate

- Changes made in AIM go through a nightly load process into the data file used to generate the reports and will not appear in the OPI Reporting Center until the next day.

Confirm dropout numbers by grade and total by school, sign the confirmation page and send back to the OPI.



Students Who Dropped Out In School Year 2010-11

2010-11 Dropout Report Data Certification Sheet for Absarokee H S - LE: 0862

	Grade	Number of Dropouts
Absarokee High School - SC: 1126	12	2

By grade (points to Grade 12)

Confirm numbers (points to Number of Dropouts 2)

Total Number of 2010-11 Dropouts for Absarokee H S: _____ 2

Have authorized representative sign (points to signature line)

My signature below indicates that the data contained in these reports is valid and accurate.

 X

Mike Reynolds, Superintendent, Absarokee H S

Please return this signed Dropout Certification Sheet only to the OPI by October 19, 2011

When correct please mail, just the signature page, to this address

Mail to: Andy Boehm c/o OPI
P.O. Box 202501
Helena, MT 59620-2501

If you have questions, please feel free to contact Andy Boehm at aboehm@mt.gov or call (406) 444-0375.

When correct please mail a copy of the signature page to the address indicated above.

Look over the list of graduates to see if they and the coding are correct.

 Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

**Students Who Graduated
In School Year 2009-10**

**0355 Willow Creek H S
0477 Willow Creek High School**

Students are identified as a graduate if they met the following criteria as reported in the state AIM system:

- *Enrolled in a school offering grades 9-12
- *Enrollment Service type of P "Primary Public School Enrollment"
- *Enrollment End Status code of 400 "Graduated"
- *Not be marked as a Foreign Exchange student

Last Name	First Name	Grade	State ID	Diploma Date	Diploma Period	Diploma Type
				05/27/2010	03 - Four years or with IEP allowing for longer	01 - Regular Diploma

Total Graduates For SC 0477 Willow Creek High School : 1

Look over the list of graduates to see if they and the coding are accurate

9/21/2010 2:52:28PM T5T:opi\GraduateForSignoff.rpt Page 1 of 2

Confirm graduation numbers by grade and by school sign the confirmation page and send back to the OPI.



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Students Who Graduated In School Year 2010-11

2010-11 Graduation Report Data Certification Sheet for Absarokee H S - LE: 0862

	<u>Grade</u>	<u>Number of Graduates</u>
Absarokee High School - SC: 1126	12	24

By grade (points to Grade 12)

Confirm numbers (points to Number of Graduates 24)

**Total Number of 2010-11
Graduates for Absarokee H S:**

24

Have authorized representative sign (points to signature line)

My signature below indicates that the data contained in these reports is valid and accurate.

 X
Mike Reynolds, Superintendent, Absarokee H S

Please return this signed Graduation Certification Sheet only to the OPI by October 19, 2011

Mail to: Andy Boehm c/o OPI
P.O. Box 202501
Helena, MT 59620-2501

If you have questions, please feel free to contact Andy Boehm at aboehm@mt.gov or call (406) 444-0375.

When correct please mail, just the signature page, to this address

When correct please mail a copy, of this page only, to the address indicated above.

For the Cohort Certification Report:



Cohort End Year 2011 Cohort Certification Report

New for Fall 2011

What is the Cohort Certification Report?

What is the Four Year Adjusted Cohort Graduation Rate?

The four-year adjusted cohort graduation rate is the percentage of students in a cohort, adjusted for transfers in and out of school, district, or state, that graduate with a regular high school diploma within four years of the first enrollment in ninth grade.

$$= \frac{\text{Four Year Cohort Graduation Rate}}{\text{the number of students in the adjusted cohort earning a regular high school diploma by August four years after entering 9th grade}}{\text{the number of first time ninth graders in the cohort, adjusted for transfers in and out}}$$

Note that the numerator includes only students earning regular high school high school diplomas in four years or fewer. Students earning General Education Development (GED) certificates are not included; nor are students who graduate in more than four years, even if the student has an individualized education plan (IEP) that specifies more than four years for completion of graduation requirements. Both sets of students here will be included in the adjusted cohort (denominator), but will not be included in the count of students earning regular high school diplomas (numerator).

The OPI will report a four-year adjusted cohort graduation rate in 2011 for the student cohort that entered 9th grade for the first time in 2007-08. In addition, OPI will present cohort graduation rates for student groups at the state, district, and school level.

Why are we collecting data this way?

Why is the OPI changing the graduation calculation?

In 2008, the U.S. Department of Education Title I regulations required state to implement a cohort graduation rate for Adequate Yearly Progress (AYP) reporting. It is expected that state calculation and reporting of graduation rates will be more uniform once the four-year adjusted cohort graduation rate is implemented in all states.

Establishing a uniform and accurate graduation rate is an important step to understanding students' experiences in high school, and will inform plans for school accountability and improvement efforts. The cohort graduation rate, however, requires longitudinal student level data. The Achievement in Montana (AIM) student information system was fully implemented in January of 2007. The Montana Office of Public Instruction will report graduation rates in 2011 using a 4-year cohort based on four years of individual student-level data from AIM.

What do I need to do?

- Look over the lists of students to see if they and their codings are correct.
- Confirm Cohort numbers by School.
- Have the Authorized Representative for the District sign the Confirmation Page.
- Mail the signed Confirmation Page only back to the OPI, per instructions on the page.

What we need you to do

Look over the list of students in cohort who graduated.



Cohort End Year 2011

0862 Absarokee H S
1126 Absarokee High School

Students are identified as a Graduate in the Cohort based on the following criteria:

*Enrollment Service type of P 'Primary Public School Enrollment'

*Not be marked as a Foreign Exchange student

*Enrollment End Status code of 400 'Graduated'

*NCLB Cohort Year listed in the Graduation tab is 2011

Links to explanations of codes:

[End Status Codes](#)

[Diploma Type Codes](#)

[Diploma Period Codes](#)

Click on to see what the various codes mean

List Of Students In Cohort Who Graduated

StateID	LastName	FirstName	Grade9 EntryDate	EntrySchoolName	End Status	DiplomaDate	Diploma Type	Diploma Period
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Look over the list of students in the cohort who graduated and see if they and the coding are accurate

Look over the list of students in cohort who dropout out



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Office of Public Instruction
Denise Juneau, State Superintendent

Cohort End Year 2011

0862 Absarokee H S
1126 Absarokee High School

Students are identified as Dropped Out from the Cohort based on the following criteria:
 *Enrollment Service type of P 'Primary Public School Enrollment' *Not be marked as a Foreign Exchange student
 *Enrollment End Status code between '300' and '399'
 *Last enrollment is in a school offering grades 9 - 12

Links to explanations of codes: [End Status Codes](#) [Dropout Reason Codes](#)

List Of Students In Cohort Who Dropped Out

<u>StateID</u>	<u>LastName</u>	<u>FirstName</u>	<u>Grade9</u> <u>EntryDate</u>	<u>EntrySchoolName</u>	<u>End</u> <u>Status</u>	<u>EndDate</u>	<u>Grade</u>	<u>Dropout</u> <u>Reason</u>
----------------	-----------------	------------------	-----------------------------------	------------------------	-----------------------------	----------------	--------------	---------------------------------

← Members of the cohort of 2011 who dropped out

Look over the list of students still in cohort who have not dropped out or graduated



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Cohort End Year 2011

0862 Absarokee H S
1126 Absarokee High School

Students are identified as Included in the Cohort Who Have Not Dropped Out or Graduated based on the following criteria:
 *Enrollment Service type of P 'Primary Public School Enrollment'
 *Enrollment still active without any Enrollment End Status of '400' or between '300' and '399'
 *Not be marked as a Foreign Exchange student

Links to explanations of codes: [End Status Codes](#)

List Of Students Still In Cohort Who Have Not Dropped Out Or Graduated

<u>StateID</u>	<u>LastName</u>	<u>FirstName</u>	<u>Grade9</u> <u>EntryDate</u>	<u>EntrySchoolName</u>	<u>End</u> <u>Status</u>	<u>Grade</u>
----------------	-----------------	------------------	-----------------------------------	------------------------	-----------------------------	--------------

← Members of the 2011 cohort who have not graduated and have not dropped out

List of Students not included in cohort



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Denise Juneau, State Superintendent

Cohort End Year 2011

0862 Absarokee H S
1126 Absarokee High School

Students are identified as not Included in the Cohort based on the following criteria:
 *Enrollment Service type of P 'Primary Public School Enrollment'
 *Left state, entered into Private School or Home School, or Passed Away
 *Not be marked as a Foreign Exchange student

Links to explanations of codes: [End Status Codes](#)

List Of Students Not Included In Cohort

<u>StateID</u>	<u>LastName</u>	<u>FirstName</u>	<u>Grade9</u> <u>EntryDate</u>	<u>EntrySchoolName</u>	<u>End</u> <u>Status</u>	<u>EndDate</u>	<u>Grade</u>
----------------	-----------------	------------------	-----------------------------------	------------------------	-----------------------------	----------------	--------------

← Students who have left the 2011 cohort to attend out of state, private, or home school, or passed away

Have the Authorized Representative for the District sign the confirmation page



Cohort End Year 2011

0355 Willow Creek H S

Cohort Verification Report For LE : Willow Creek H S

Willow Creek High School

Students In Cohort Who Graduated: 4	← Confirm numbers
Students In Cohort Who Dropped Out: 0	
Students Still In Cohort Not Grad Or Dropout: 0	
Students Not Included In Cohort: 3	
Final Cohort Count: 4	
	Cohort Graduation Rate: 100.00%
	Cohort Dropout Rate: 0.00%

By school ↑

District Summary Data

Graduates: 4
Dropouts: 0
Total In Cohort: 4

Graduation Rate: 100.00 %
Dropout Rate: 0.00 %

Have authorized representative sign ↓

My signature below indicates that the data contained in these reports is valid and accurate.

X

Bonnie Lower, Superintendent, Willow Creek H S

Please return this signed Cohort Certification Sheet only to the OPI by October 19, 2011

Mail to: Andy Boehm c/o OPI
P.O. Box 202501
Helena, MT 59620-2501

If you have questions, please feel free to contact Andy Boehm at aboehm@mt.gov or call (406) 444-0375.

When correct please mail, just the signature page, to this address →

Mail the signed confirmation page to the address indicated above.