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Fall Attendance Collection

The Fall Attendance Collection is used to collect the Aggregate Hours of Instruction and Absent Counts of all students enrolled on the fall count date of Monday October 1, 2012. Student data from AIM is then imported into the MAEFAIRS system to determine the count of students used in the calculation of Average Number Belonging (ANB). The American Indian Student Achievement Gap payment is determined by the student's race as it is imported into MAEFAIRS.

There are multiple ways of entering Aggregate Hours and Attendance information into AIM, including defaulting all students to full-time.

Detailed instructions can be found at this link: [Fall Attendance Collection Guide](#)

We encourage AIM Specialists to have all 2012-13 enrollment, attendance, and race information entered and verified by the collection due date of October 12, 2012.

MAEFAIRS and AIM Verification

The Fall MAEFAIRS collection is a snapshot of enrollments as of October 1, 2012. Enrollments are entered in AIM, then imported into MAEFAIRS. In order for students to be correctly counted for ANB in MAEFAIRS, the student must be enrolled on the count date with service type P or S and have Aggregate Hours marked. This includes:

- Special education students in grades K-12
- Homebound students qualifying under 10.20.102, ARM
- Students attending the Job Corps or MT Youth Challenge Academy
- Students taking classes through the MT Digital Academy

Students NOT included in the MAEFAIRS student count for ANB include:

- Students absent for 11 or more consecutive days prior to and including the count date
- Students who will not resume attendance pursuant to notice given to the district (*see Overlapping Enrollments and End Dates below*)
- Students otherwise unable to continue in attendance for any reason
- Pre-School students
- Students who are residents of the district, but are attending an out-of-district school

The MAEFAIRS system provides verification reports that indicate which students are not being counted for ANB and the specific reason. These reports are especially useful to the AIM specialist who may need to make corrections in AIM. AIM specialists and MAEFAIRS registered users should work closely to ensure the data is accurate.

Detailed instructions for can be found at this link: [Fall MAEFAIRS & AIM Verification Guide](#)

Concurrent Enrollments

A student in kindergarten through grade 12 who is concurrently enrolled in more than one public school, program, or district may not be counted as more than one full-time pupil for ANB purposes. Schools that share student enrollments for other schools should contact the school with the secondary enrollment and make arrangements for how students will be reported in AIM and MAEFAIRS. If students are enrolled for more than one full-time pupil for ANB purposes, the school with the primary enrollment will be asked for clarification before the data is finalized.

Overlapping Enrollments and Enrollment End Dates

Every student should have only one primary enrollment record for any given day. Overlapping enrollments occur with conflicting start and end dates between the transferring schools. These overlaps must be resolved, especially over the count date. The OPI continually runs checks to locate these overlapping records and will contact the schools to make the necessary changes in their local systems.

Once the district has received notice that the student is no longer attending (either a request for records, parent notice, student notice, OPI notice, etc.) the school marks the enrollment end date as the last day the student was present.

Example:

Student at School A

9/25/2012 - present

9/26/2012 - present

9/27/2012 - present

9/28/2012 - absent

10/1/2012 - absent

10/2/2012 - absent

10/3/2012 - District receives request for records. OPI calls to notify student has enrolled in another district.

The student's enrollment end date is 9/27/2012 (not 10/3/2012, the date records request was received. This is just the date the info came in the mail.) If the student transferred to another school and started on 9/28/2012, there would be an overlap if School A left the end date at 10/3/2012). The student information system allows accurate accounting of the enrollments for each student. The student can only be in one place at one time.

Some student information systems record the enrollment end date as the day after the last day of attendance. The AIM (Infinite Campus) system is inclusive, meaning if the end date is 9/27/2012, the student was enrolled on this date and not on 9/28/2012.

As always, if you have any questions, don't hesitate to contact the AIM Helpdesk at 1-877-424-6681 or 406-444-3800, or email opiainhelp@mt.gov.

Thanks.

Sara, Mike, Jim, Andy, and Eric

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Montana Office of Public Instruction, AIM
P.O. Box 202501, Helena, Montana 50620-2501