



# Maine Department of Education

## Data Systems Student Cohort Change Procedures

**Implementation Date:**

**Revised Date:** n/a

**Next Review Date:** July 1, 2023

### Purpose:

Describes the specific process used by Helpdesk Analysts to determine whether a cohort change is needed for a student.

### Applicable Audience:

Office	Division	Section	Position
School Finance & Operations	Data Management	MEDMS Helpdesk	Helpdesk Manager
School Finance & Operations	Data Management	MEDMS Helpdesk	Helpdesk Analyst

### Definitions:

A **Data System** is the assemblage of software applications, network of communication channels, and data collection interfaces that allow for the organizational operations.

The **User** is a school staff person who uses or operates a data system.

The **Analyst** is the person employed at the MEDMS Helpdesk tasked with administering and maintaining Synergy and NEO.

**NEO** is an education data management system for the State of Maine. School districts across the State directly access this system to input various data points to complete required State & Federal reporting.

**Synergy** is a 3<sup>rd</sup> party Student Information System owned by Edupoint that the State has contracted as a student data collection system, which Schools access to input their student data.

**Cohort** is a student's expected year of graduation, determined by a student's first high school enrollment (9-12).

### Statutes, Rules or References:

N/A

### Tasks, Responsibilities and Accountabilities:



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The Helpdesk Manager is responsible for implementing these procedures and ensuring compliance. All exceptions must be approved by the Education Data Manager.

## Procedure:

The procedure will be used any time there is a dispute or reporting discrepancy arising from a student’s cohort.

Cohort is determined by a student’s first high school (9-12) enrollment in the State Synergy Student Data System. The purpose is to track graduates and facilitate assessment testing of a student. For example: a student moves to Maine from another State or Country for the first time in the 2019-2020 school year. The schools assesses that based on the student records or other available information that the student will be considered 10<sup>th</sup> grade. This sets the student’s cohort to 2022, meaning they will be expected to graduate in the 2021-2022 school year (after 3 school years since enrollment).

Situations we **will** adjust a Cohort:

- 1) Schools alter this initial grade in Synergy later on.
- 2) A school entered a 1-day enrollment in Synergy, expecting the student to attend for a certain grade, but then the student ends up attending elsewhere at a different assessed grade.
- 3) Simple user error uploading or manually entering to Synergy.

Situations we **will not** adjust a cohort:

- 1) Student was held back a grade.
- 2) Student Synergy enrollment history clearly shows multiple years of certified reporting through high school grade progression.
- 3) A student is graduating early. (They remain with their original cohort and will be captured in graduation reporting as such)

If the determination is made that it is a legitimate case to adjust the cohort, Helpdesk staff will use the tool located in NEO > Core > Update Cohort Year to locate the student and set the cohort. This will take effect immediately in the databases and active reports will update at their next refresh. This action has no effect on closed or Certified reports. We should also ensure an current year Synergy data is also updated by the SAU to match the current true situation.

## Roles:

Key Contact	Position	Email	Phone Number
Drew Mitchell	Helpdesk Manager	<a href="mailto:Drew.Mitchell@maine.gov">Drew.Mitchell@maine.gov</a>	624 6809
Mike Mikrut	Helpdesk Analyst	<a href="mailto:Michael.Mikrut@maine.gov">Michael.Mikrut@maine.gov</a>	624 6698
Alex Newman	Helpdesk Analyst	<a href="mailto:Alex.Newman@Maine.Gov">Alex.Newman@Maine.Gov</a>	624 6607

## Document History & Distribution:



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This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

Version	Revision Log	Date
Version 1.0	Initial Publication	May 23, 2023