

Graduation & Dropout Reporting Instructions

****IMPORTANT NOTICE--ALL current enrollments must be completed in Infinite Campus State Edition Prior to completing any of the Validation reports within the Graduation Module.***

Who is required to complete reports?

Graduation Validation Reports:

All Public & Charter School High Schools and 60% Publicly Funded Private Schools must complete the graduation validation reports which consists of the following:

- Dropout Report
- Completers Report
- 4-Year Cohort Graduation Report
- 5-Year Cohort Graduation Report
- 6-Year Cohort Graduation Report

Dropout Validation Report:

All Public and Charter Schools and 60% Publicly Funded Private Schools that may have a grade 7 and/or grade 8 are also required to complete only the Dropout Validation Report.

Deadlines:

Submitted Reports Deadline:

All reports must be submitted to DOE by **October 31, 2016**

Certification Deadline:

Once the validation reports have been submitted to DOE, they must be accepted by the DOE before the superintendent can certify. Reports will be processed in the order they were received. There may be a few weeks that go by before the DOE can get to your submissions. Once we have accepted your reports, the DOE will communicate back with both the superintendent and the person that submitted the reports to let them know we have accepted the reports and they are ready for certification by the superintendent. **The reports must be certified within two weeks of the DOE acceptance of those reports.**

If the DOE rejects any of the submitted reports, you will also be notified and will have 2 business days to resubmit. The DOE will prioritize these resubmitted reports and once accepted the DOE will let the superintendent know they are ready for certification.

Accessing NEO Graduation

To access the above reports, log into the NEO system at <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>.

Requesting NEO Access:

If you need access credentials to the system, please have the superintendent or head of school complete the [NEO Access Request Form](#) (opens in Excel).

To access the Graduation Module:

Once logged into NEO, click on [Graduation Data](#) from the NEO menu. If you do not see [Graduation Data](#), you do not have access. If you need access, see Requesting NEO Access above.

I'm in – Now What?

Select Graduation → School Admin Unit Summary

Each of the schools listed in the [Who has to complete these reports](#) section, called out above, will be listed individually.

It is not required that you complete these reports in any specific order however it is recommended that you do them in the order that they are listed as the Dropout Report is usually the messiest of the reports and will clean up the subsequent reports as the records are addressed in the Dropout Report.

School Admin Unit Summary

Select SAU :

Poland Regional H S

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View
Completers				View
4 YR Graduation				View
5 YR Graduation				View
6 YR Graduation				View

Bruce M Whittier Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

[SAU Graduation and Dropout Status](#)

Dropout Report:

To open the Dropout Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were enrolled in your school last year (2015/16) and was exited with an exit code which expects the students to return in 2016/17 and the students do not have an enrollment in 2016/17.

Student ID	First Name	Last Name	Student Cohort Year	Grade	Future Dropout	Dropout Count	Navigation	Status
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Search:

Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- Grade – grade at the time dropout was recorded
- Future Dropout – Excluding 4th year students, students who were exited with a code that does not correlate to a dropout will be listed as a Future Dropout (*) and will be counted in 2016/17 if the student does not enroll anywhere in Maine by the end of the 2016/17 school year. Students who are in their 4th year (or more) and are not enrolled in the 2016/17 school year, will be counted as 2016 dropouts. In addition, students exited with an exit code which correlates directly to a dropout will also be counted in the school year the exit code was entered.
- Dropout Count – by default every student is listed with a count of 1. As you modify exit statuses, they will be changed to 0 accordingly.
- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
 - SAU Updated – status whenever a record is modified by the SAU
 - DOE Update – status whenever a record is modified by the DOE
 - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
 - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

Use the search box to search for a specific student by entering the StudentID, First Name or the Last Name.

For a list of Exit Codes with explanations on their use, download the [Exit Code List](#).

Modifying Dropout Data

If a student is listed on the Dropout Report incorrectly, you will need to modify the exit code from the 2015/16 enrollment from within this NEO module to reflect what actually happened to the student. Select the student by clicking on the StudentID link or the Edit link in the Navigation column.

Student ID	First Name	Last Name	Student Cohort Year	Grade	Future Dropout	Dropout Count	Navigation	Status
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Change the end status by selecting the appropriate status in the End Status dropdown. If changed, you must also enter a brief explanation in the School Comment text box explaining your request. Click Save to commit your request.

End Status: 98: End of School Year

School Comment : *

DOE Comment:

Cancel Save

Once all changes have been made, click the Completed button at the bottom of the Dropout Report.

[Go Back to Summary Page](#)

Completed

You will then see this report status updated on the School Admin Unit Summary page.

Poland Regional H S

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts	rickbergeron@gmail.com	Completed	10/19/2015 11:45:19 PM	View
Completers				View
4 YR Graduation				View
5 YR Graduation				View
6 YR Graduation				View

Bruce M Whittier Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Completers Report

To open the Completers Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were enrolled in your school last year (2015/16) and were exited with a code 15 (Graduated with regular Maine Learning Results diploma) no matter which cohort they may have belonged to.

This report is used only for removing a student from your Completers Report in cases where they were exited with a code 15 in error last year. You cannot add students to the Completers Report using this method. Records that need to be added would be added through the Dropout Report, 4-Year Cohort Graduation Report, 5-Year Cohort Graduation Report, or 6-Year Cohort Graduation Report.

Graduates with Regular Maine Learning Results Diploma	
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2012-2013)	1
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2013-2014)	1
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2014-2015)	115
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2015-2016)	1
TOTAL :	118

						Search:	
Student ID	First Name	Last Name	Student Cohort Year	Completers Count	Navigation	Status	

Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- Completers Count – by default every student is listed with a count of 1. As you remove students from the completers list by modifying exit statuses, they will be changed to 0 accordingly.
- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
 - SAU Updated – status whenever a record is modified by the SAU
 - DOE Update – status whenever a record is modified by the DOE
 - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
 - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

This report will display summary totals of graduates for each cohort. Students can be considered as graduating in 2015/16 as long as they complete all graduation requirements before the start of school for the 2016/17 school year.

Modifying Completers Data

If a student is listed on the Completers Report incorrectly, you need to modify the exit code from the 2015/16 enrollment from within this NEO module to reflect what actually happened to the student. Select the student by clicking on the StudentID link or the Edit link in the Navigation column.

Change the end status by selecting the appropriate status in the End Status dropdown. If changed, you must also enter a brief explanation in the School Comment text box explaining your request. Click Save to commit your request.

School	Grade	School Year	End Date	Original End Status	Final End Status	School Comment	DOE Comment	Navigation
Poland Regional H S	12	2014-2015	9/21/2015	15-Graduated with regular Maine Learning Results diploma				Edit

Showing 1 to 1 of 1 entries

Search:

* - Indicates Required Field

Enrollment Record: 69869994 School: Poland Regional H S Grade: 12

End Status : 3: Transfer to a school in a different state

School Comment : *

DOE Comment :

[Go Back To Completers](#)

Once all changes have been made, click the Completed button at the bottom of the Completers Report.

4-Year Cohort Graduation Report

To open the 4-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9th graders for the first time anywhere in the 2012/13 school year and were enrolled with your school at least 1 day between the 2013 and 2016 school years.

4 Year Graduation Cohort

SAU :RSU 16
School :Poland Regional HS
Cohort Year :2014 - 2015 ▼

Search:

Student ID	First Name	Last Name	Student Cohort Year	School Cohort	Transfer In	Transfer Out	Graduated	Validate	Dropout	Year Dropped Out	Aged Out	Fifth Year	Navigation	Status
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Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- School Cohort – if student was a 9th grader for the first time in 2012/13 in your school, a 1 is displayed. If student was somewhere else before enrolling in your school, a 0 is displayed. Possible values are only 0 or 1.
- Transfer In – a 1 is displayed for each recorded transfer in to this school.
- Transfer Out – a 1 is displayed for each recorded transfer out from this school.
- Graduated – a 1 is displayed if the student was exited as a graduate (code 15) or a 0 is displayed if the student was not exited with a code 15 from this school.
- Validated – This field is calculated by the following formula; School Cohort +(plus) Transfer-In – (subtract)Transfer-Out –(subtract) Graduated. Valid numbers in this column are 0 or 1. If anything other than a zero or a one is displayed, there is something wrong with this record and the “Validate” status is displayed. Records with a 0 in the Validate column are the ones that are not hurting your graduation rate. If a 1 is displayed in the Validate column, the student must also display a 1 in either the Dropout column, Aged Out column, or 5th Year column. If a 1 is displayed in the Validate column and there is not a 1 in any of these other three columns, there is definitely something wrong with this record and the status of “Validate” appears in the status column.
- Dropout – a 1 is displayed if student if being counted or has been counted as a dropout between 2013 to 2016.
- Year Dropped Out – if student is being counted as a dropout, the year the dropout was recorded is displayed here.
- Aged Out – if the student turned 20 on or before July 1, 2016, the student is not eligible to attend in the 2016/17 school year and is classified as being aged out. These students are neither dropouts nor graduates. They do hurt the graduation rate but do not hurt the dropout rate.
- Fifth Year – a 1 is displayed if the student did not graduate and has returned for a 5th year.

- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
 - Validate – records that positively have an error and must be corrected. This report will not be able to be submitted to DOE if there are any records labeled with this status.
 - SAU Updated – status whenever a record is modified by the SAU
 - DOE Update – status whenever a record is modified by the DOE
 - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
 - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

Modifying 4 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student.

Grade	School	School Year	Start Date	Original Start Status	Final Start Status	End Date	Original End Status
9	Wiscasset Middle/High School	2012-2013	8/15/2012	2:Continuous in same school w/ no interruption		6/30/2013	98:End of School Year
10	Morse High School	2013-2014	9/3/2013	2:Continuous in same school w/ no interruption		6/26/2014	98:End of School Year
11	Morse High School	2014-2015	9/2/2014	2:Continuous in same school w/ no interruption		1/20/2015	23:Transfer to a Maine Approved High School Equivalency Program

The above image displays all enrollments for a specific student. Notice that the only ones you can modify are displayed by there being a hyperlink on the grade number. In the above image, notice that Morse HS is able to modify the records for the grade 10 and grade 11 enrollments while they can only view the records from the grade 9 enrollment from Wiscasset.

In the example above, the Start Status for the grade 10 enrollment is incorrect as it does not reflect that the student transferred into Morse HS. You would click on the grade 10 to open the details for that specific enrollment.

The following enrollment would be displayed.

Enrollment Record: 69706824	School: Morse High School	Grade: 10
Start Status:	<input type="text" value="2: Continuous in same school w/ no interruption"/>	
End Status:	<input type="text" value="98: End of School Year"/>	
School Comment : *	<input type="text"/>	
DOE Comment :		
	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Select the drop down from the Start Status column and change it from a code 2 to a code 13 (transfer in from a public school in a different SAU). This would reflect the actual transfer in for that student. Whenever a change is made to any student enrollment, you will also need to enter a comment in the School Comment box describing your actions. Once completed, click on the Save button. This will bring you back to the 4 Year Validation Report but now the student would reflect that a Transfer In was added, the Validate column would change from a 1 to a 0 and the word "Validate" would be replaced with the word "SAU Updated" in the Status column.

Once all the records have been fixed and the word "Validate" no longer appears in any record, you will then see the Completed button in the lower left area of the form.

[Go Back to Summary Page](#)

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see it's status displayed on the School Admin Unit Summary Page.

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts	richard.bergeron@maine.gov	Completed	8/24/2016 3:58:51 PM	View
Completers	richard.bergeron@maine.gov	Completed	8/24/2016 3:58:46 PM	View
4 YR Graduation	richard.bergeron@maine.gov	Completed	8/24/2016 3:58:27 PM	View
5 YR Graduation				View
6 YR Graduation				View

Once all the reports have been completed, the "Submit to DOE" button will be enabled. Be sure to click this button once it does become enabled otherwise the DOE will never know that you have completed your work.

5-Year Cohort Graduation Report

To open the 5-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9th graders for the first time anywhere in the 2011/12 school year and were enrolled with your school at least 1 day between the 2012 and 2016 school years. Most of the data in this report has already been validated last year when you did the 4-Year Validation for these students. If the student returned for a 5th year of school and eventually graduated, transferred in or transferred out, this data would be reflected in this report. You can only edit records for the 2015/16 school year. The previous 4 years were completed and certified already the year before.

Modifying 5 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student. You are only allowed to edit records from the 2015/16 school year. The previous 4 years have already been certified in a previous year.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

[Go Back to Summary Page](#)

Completed

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see it’s status displayed on the School Admin Unit Summary Page.

6-Year Cohort Graduation Report

To open the 6-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9th graders for the first time anywhere in the 2010/11 school year and were enrolled with your school at least 1 day between the 2011 and 2016 school years. Most of the data in this report has already been validated last year when you did the 4-Year Validation and 5-Year Validation for these students. If the student returned for a 6th year of school and eventually graduated, transferred in or transferred out, this data would be reflected in this report. You can only edit records for the 2015/16 school year. The previous 5 years were completed and certified already in a previous year.

Modifying 6 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student. You are only allowed to edit records from the 2015/16 school year. The previous 5 years have already been certified in a previous year.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

[Go Back to Summary Page](#)

Completed

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see it’s status displayed on the School Admin Unit Summary Page.

Submitting all completed reports to DOE

Once all the records have been completed the “Submit to DOE” button becomes enabled on the School Admin Unit Summary page, be sure someone clicks that button otherwise the DOE will not know you have completed your validation work.

Once your reports have been submitted to the DOE, we will be analyzing them in the order they were received. The reports must be submitted by October 31, 2016. Once we have accepted them, we will notify the superintendent that the reports have been accepted and the superintendent will have two weeks from that day to certify the data.

Certifying Graduation/Dropout Data

From within the Graduation module, select Graduation → District Graduation and Dropout Status Summary.

You will then see the district(s) you have access to view. Click on the “Certify” link to view the finalized data. Those with the Superintendent security role will see the Certify button at the bottom of the report. Those with SAU Admin security role will see the report but not see the Certify button.

If you agree with the data displayed, click the certify button. The data is not final though until all Maine high schools have certified their data. If the DOE needs to modify your previously certified data, we will notify the superintendent that we had to make a modification and will ask for the report to be re-certified.

Historical Reports

Previously certified data can be obtained from *Graduation Reports* → *District Certified Graduation & Dropout Rates*.