

2018-2019 Dropout Webinar QA

Q1: What if they return, but it's after Oct. 1

A1: If the student is not enrolled on October on Oct 1, they will receive the dropout even if they returned after Oct 1.

Q2: How does MDOE know the term is not over

A2: The duration of the expulsion is reported in the behavior incident

Q3: So, what if they finish the rest of the year?

A3: The dropout would already be counted.

Q4: How old does a student need to be to be considered a "drop out?" There was discussion at a recent meeting about keeping a student enrolled as truant if they haven't yet turned 17 years old.

A4: If the student is compulsory age (older than 6 and younger than 17) they will need to meet a specific set of guidelines in order to be counted as a dropout. Those guidelines can be found here: <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/ApprovedCompulsoryAgeDropouts.pdf>

Q5: Is this from the federal level?

A5: Yes

Q6: Will you be posting these slides on MDOE site?

A6: Yes, an email was sent out with the slides, but they will be posted on the helpdesk site

Q7: What if the student meets the drop out definition re-enrolling after Oct. 1 but finishes the school year with a diploma?

A7: Students can be counted as a dropout and later return to graduate. The student will be counted as a dropout for one year and a graduate for the next.

Q8: Why do we need to create a one-day enrollment in the new year to show the student transferred?

A8: One day enrollments are used mostly for graduation purposes to track outs and ins to schools. You would only need to create them in order to give them an out or an in if it affects reporting or to correct an incorrect exit.

Q9: If a student does not return in the fall, are they considered not enrolled?

A9: If the student was expected to return and does not, yes.

Q10: If a student drops out before October 1st, and returns after October 1st and drops out again before the end of the school year, are they counted as a drop more than once in that year?

A10: No, they only get one dropout count per year.

Q11: Helpdesk told me this: 16 years old can drop out but there are conditions. 1. Parent or Legal Guardian signature 2. Meeting with the Superintendent If both of those are done and approved then you need to contact Gayle Erdheim so she can look over that with you. If she approves the dropout then she will contact us so that we can mark them as a dropout in Synergy. If that does not happen, you're required to leave the student enrolled for the year, reporting attendance and doing truancy. You are not required to enroll them the following year. In either scenario you get a dropout count in graduation.

A11: Correct both scenarios give a dropout count.

Q12: When does a truancy turn into a dropout? Or should dropout only be used for cases with dropout paperwork?

A12: If all the truancy steps are followed (parent contact, referral to law enforcement, etc.) then the truancy will be carried out until the end of the school year in which the final steps took place.

Q13: I think the question about the "dropout age" was referencing the fact that a student must be a certain age in order to use the "discontinued schooling" exit code.

A13: Correct, unless they meet the conditions from Gayle Erdheim here:

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/ApprovedCompulsoryAgeDropouts.pdf>

Q14: Seems to conflict with what was just said. I have a 16 year-old that has filled out drop out paperwork. Even though he is compulsory age, I can mark him as a drop out?

A14: If they met the requirements set by Gayle Erdheim, but if you are looking for those specific requirements you can contact Trevor Burns or can go here:

<https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/ApprovedCompulsoryAgeDropouts.pdf>

Q15: Just to verify, if we find an error in a previous year's data we contact the helpdesk (or is it Trevor), request a secure email, and then provide the documentation (aka request for records)?

A15: Yes, unless it's a dropout that has already been reported previously, then it can't be undone.

Q16: We have students that are over the age of 18 and we can't find the student and they will not return phone calls or letters and even home visit. How long do we need to carry them and when/how can we drop them?

A16: The student should remain enrolled for the duration of the year unless the parent or student officially withdraws. Schools should make every effort to locate the student and encourage school completion. The student can be exited at year end (03502-not enrolled,

eligible to return if still eligible, 01926-reached maximum age for services if not). Schools need not open an enrollment for the student the following year.

Q17: I am concerned regarding the Special Education Life Skills students who would normally receive a certificate of attendance or would age out are now going to be counted as dropouts.

A17: We agree that its concerning, but the federal guidelines strictly ask for this.

Q18: Cases where we expect a student to return in the fall but they don't and we're unable to track them down using the contact phone - how do we determine their true enrollment status? Considered dropout even if they're attending other state or private school?

A18: If you have a request for records from an out of state school or a private school, put in one day enrollment and exit with the appropriate exit code to indicate the transfer.

Q19: If a student is 17+, is receiving services, and is not attending, can the student be dropped?

A19: Not sure what you mean as dropped. The student should have an FTE 5 enrollment and would not receive a dropout until they age out

Q20: Want to make sure I heard this right. If a student of compulsory attendance age was expected to return, but doesn't, we need to have an enrollment for him/her for 10/1 and have a truancy record?

A20: If a student of compulsory attendance age stops attending school without fulfilling the attendance exception requirements outlined in 20-A Section 5001-A (1-A)(2), a truancy record should be opened on the student. The school should follow and document all statutory truancy response steps, up through and including filing a report with the appropriate local law enforcement department. The student's enrollment should be maintained until the end of the school year and then exited (03502-not enrolled, eligible to return). If these steps are followed, the school does not need to open an enrollment for the student the following year unless the student actually returns.

If the school has not followed and documented the truancy process by year's end, an enrollment should be opened the following year and truancy actions pursued if the student does not attend or transfer.

Q21: Would it be possible to have a (or another this year) Truancy webinar? (with Gayle)

A21: We are planning one for some time in January.

Q22: If the Superintendent does not agree with the list sent to him to certify, how would this be resolved?

A22: Please contact Trevor Burns with documentation explaining the discrepancy.

Q23: Will exit status codes be allowed to be corrected prior to the certification of the dropout list?

A23: No, the codes from last year are closed.

Q24: When will the report be available to complete?

A24: Sometime in January.

Q25: Is there a place where we can access the guidelines about the process for students who are of compulsory age and don't show up for school in the fall or choose to dropout? I know we can call Gayle, but I'm wondering if the information exists in a written form somewhere.

A25: The guidelines are available here:

<https://www.maine.gov/doe/sites/maine.gov.doefiles/inline-files/ApprovedCompulsoryAgeDropouts.pdf>

Q26: So we should leave exit codes inaccurate if we find an inaccuracy?

A26: These should be a rare scenario and dealt with through a one-day enrollment or by contacting Trevor Burns.

Q27: How should we mark students who move to an Adult Education program or Job Corps?

A27: We have exit codes for those exits specifically – please see the ExitStatusCodes tab in the Student Enrollment Data Dictionary document from our Helpdesk Synergy Instructions webpage.

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions

Q28: So, there is not drop out report now until January?

A28: Correct, it'll take some time to implement these changes. For this year only, the reporting will be done in January.

Q29: If I enter an FTE of 5...I can drop the student? I just want to make sure I understand correctly.

A29: No, FTE 5 is if the student is only receiving special education services and will ensure that these students will not count as dropouts until they age out. The student must be receiving special education services to use this coding.

Q30: So, if a SPED student is being tutored and doesn't attend school that is an FTE 5?

A30: Correct.

Q31: WHERE IS THE FTE 5 FLAG SET?

A31: The flag can be set in Synergy, on the enrollment tab or in the enrollment update screen.