

April 1 Enrollment Counts

Things to know:

Reporting Timeframe: **Open Date:** 5/4/2020 **Due Date:** 6/15/2020

Who should report: RSU's, CSD's, MSAD's, Municipal School Units and Maine Indian Education, that operate schools.

The April Enrollment Count report will be available for SAU's to submit and certify beginning on May 4th. Once a report is submitted/certified, the DOE will then review the reports and accept/reject them accordingly.

April 1 Enrollment Count Reporting

Description/Purpose:

The April Enrollment Count Reports will be used for the purpose of calculating tuition rates. The April 1 count is necessary in order to calculate the tuition rate according to [Title 20-A, §5805, subsection 1.B, which states: B.](#) "The number of students shall be the average number of public secondary pupils enrolled on October 1st and April 1st of the same year." This count will not be used for the Essential Services and Programs (EPS) School funding formula but is still necessary for calculating the tuition rates. Students that are enrollment outside placements at regional programs or special purpose private schools will not count for enrollment counts in the primary enrollment district. In preparation for this report, it is vital that each school administrative unit (SAU) keeps their enrollment data accurate as well as complete.

This year the report will also include student demographic data that was normally collected on the ESEA Demographics Certification Report that was used for Assessment Reporting. These student groups on the Student Details report should also be validated for accuracy before certifying.

Completion Instructions:

To access this report, you will log into NEO:

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

Then go to Student Data, then Student Reports,

Enrollments	April Enrollment Count	The April 1 count, enrollment and attending are referring to the SCHOOL that is responsible for educating the student for April 1, 2020. We are not asking schools to take attendance on April 1, just to certify the students for which they are responsible on this date. Enrollment counts of Students on April 1 are for purposes of calculating public school tuition rates.	Edit View Report
-------------	------------------------	---	--

Click on 'view report' for 'The April Enrollment Count' report. Then select your district under the SAU Name dropdown which will bring to this page.

Reporting Period	SAU Name	Duplicates	Errors	Status	Report Status Date	Navigation
2019-2020		0	0	New		View
Totals:		0 (0 total)	0 (0 total)			

Now click 'View' in the navigation column, which will open this page:

April Enrollment Count Report

SAU/District Name: [Redacted]

Data for Collection Year: 2019-2020

Schedule: 4/1/2020 12:00:00 AM

Submission Due Date: 5/30/2020 12:00:00 AM

Content Area: Data Management Team

DOE Contact: MEDMS Helpdesk 2076246896

	Status	Status Date	Navigation
Student Counts Summary	New		Review

Count Details as of April 1	View
Error Report	View
Out of District Placement *	View
Attending Student Report *	View

* Encompasses Entire School Year

Clicking review will open the April 1 Student Count Summary page:

PRINT

UNCERTIFY / REFRESH DATA

April 1 Student Count Summary :

Search:

Attending School	Counts 4YO / PreK-8	Counts 9-12	Counts 4YO / PreK-12
	0	621	621
	344	0	344
	320	0	320
	281	0	281
	300	0	300
	366	0	366
Grand Totals:	1,611	621	2,232

	Counts 4YO / PreK-8	Counts 9-12	Counts 4YO / PreK-12
October 2019 Attending Counts	1,616	637	2,253
Difference(April 2020 - October 2019)	-5	-16	-21
% Difference	-0.31 %	-2.51 %	-0.93 %

I certify that the above information is accurate for this reporting period to the best of my knowledge and belief.

CANCEL

Certified By:
Certified Date:
Accepted By:
Accepted Date:

Where you can see the total students for each school with your district in the 'Counts 4YO/PreK12' column as well as the subgroup information categories in the previous 2 columns

To view the details of the report, return to the summary screen and click on 'Count Details as of April 1' as shown below

April Enrollment Count Report

SAU/District Name:

Data for Collection Year: 2019-2020

Schedule: 4/1/2020 12:00:00 AM

Submission Due Date: 5/30/2020 12:00:00 AM

Content Area: Data Management Team

DOE Contact: MEDMS Helpdesk 2076246896

Student Counts Summary	Status	Status Date	Navigation
	New		Review

Count Details as of April 1	View
Error Report	View
Out of District Placement *	View
Attending Student Report *	View

* Encompasses Entire School Year

- Count Details as of April 1 – this is the student level detail data which comprises the enrollment counts.
- Error Report – This list known errors. If there are any Tier 1 errors you will not be able to certify your data. Tier 2 errors are for students who will not be counted as enrollment. They must be fixed before the students will be counted. Some errors are simply informational and do not need correction.
- Out of District Placement – this is the student level details for students enrollment a school outside the district but resides within your district
- Enrollment Student Report – this is the student level data details of all students which attend schools in your district no matter if they reside in your district or not.

All of the reports listed in the matrix will help you determine if the April Enrollment Count report is accurate. If everything looks correct you would click on ‘Submit/Certify’.

Contact Information

MEDMS Helpdesk:

Email: medms.helpdesk@maine.gov

Phone: (207) 624-6896