

Attendance Certification

End of Year

Report Details

Reporting Timeframe: Open Date: 06/1 Due Date: 07/15

Who should report: Charter Schools, CSDs, Maine Indian Education, MSUs, RSUs, State Operated, UT, Private Special Purpose, Regional Programs, Privates that except Publicly Funded Students.

Description: End of Year attendance will show attendance per school in your district, along with the percent of student body chronically absent.

Accessing the reports:

To access this report, you will [log into NEO](#). **(Student Data permission are required)**

Then go to Student Data, then Student Reports, you will see these four reports (*Certification and Summary are the focus of these instructions*):

- Certification Report will load the district aggregate totals per school, you can also see the modality totals per school, and allow the Superintendent to certify the data.
- Summary Report will load all district students that have been entered into Synergy to show their attendance for the entire year. This data can be all schools or individual schools within the district.
- Detail's Report will load district/school level attendance totals.
- The Lookup Report will allow you to lookup individual students and see their attendance entered by each day for the entire year.

Daily Attendance Certification Report

Student Data Reports Dashboard



Reporting Area :

[Create New Report](#)

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	Alternate Assessments (MSAA/MSAA Science/ACCESS for ELLs)	List of students who are eligible to participate in alternate assessments.	Edit View Report
Assessment	English Language Proficiency ACCESS for ELLs - Grades K-12	Lists students eligible to participate in the English Language Proficiency Assessment - ACCESS for ELLs or Alternate Access for ELLs.	Edit View Report
Assessment	ESEA Demographics Certification Report	Aggregation of students enrolled on 05/27/2022 for participation in state assessments during the 2022 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	Edit View Report
Assessment	ESEA Demographics Detail Report	Details of students enrolled on 05/27/2022 for state assessments during the 2022 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	Edit View Report
Assessment	Maine Science Assessment – Grades 5, 8 and 3rd year HS	List of grades 5, 8, and third year high school students eligible to participate in the MEA Science assessment. This report does not refresh.	Edit View Report
Assessment	NWEA Mathematics & Reading – Grades 3-8, 2nd & 3rd year HS	List of students that are eligible to participate in the NWEA Mathematics & Reading – Grades 3-8, 2nd & 3rd year HS.	Edit View Report
Enrollments	April Enrollment Certification	April Enrollment Certification Report.	Edit View Report
Enrollments	April Enrollment Details	April Enrollment Details Report.	Edit View Report
Enrollments	Attending Student Details	Attending Student Details Report (formerly known as Attending Student Download) is a tool to use to validate enrollment and demographic data entered into the state level Synergy student data system. This report lists all student enrollment and demographics for students attending schools in your district. Students may appear multiple times on this report if there are changes to enrollment or programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	Edit View Report
Enrollments	Behavior Certification Report	SAUs are required to enter and certify incidents of prohibited behavior in Synergy. This certification must be done even if there are no incidents to assure that the report is complete with zero "events." This report refreshes hourly until certified.	Edit View Report
Enrollments	Behavior Details Report	This report lists the student and behavior incident data that were reported in Synergy Student Information System. This report refreshes hourly.	Edit View Report
Enrollments	CTE October Student Count	CTE report for October Student count.	Edit View Report
Enrollments	CTE Program Details Report	The purpose for this report is for the CTE Centers and Regions to self-validate student related data within the state level Synergy SIS. This report lists all student enrollment and demographics for students attending a CTE based on their primary school and concurrent enrollments. Students may appear multiple times on this report if there are changes to enrollments or multiple programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	Edit View Report
Enrollments	Daily Attendance Certification Report	Daily Attendance Certification Report	Edit View Report
Enrollments	Daily Attendance Details Report	Beginning in 2021-2022, this report is used for the district/school level of student daily attendance details.	Edit View Report
Enrollments	Daily Attendance Student Lookup	This is a tool used to view a single student's daily attendance records and navigate to the individual student's Details Report.	Edit View Report
Enrollments	Daily Attendance Summary Report	Beginning in 2021-2022, this report is used for the district/school level of student daily attendance summary data.	Edit View Report

Click on 'View Report' for 'Daily Attendance Certification Report'. Then select your district under the Reporting Organization dropdown, along with 'End of Year' under quarter, which will load your district data. **Please note that if you only have access to one district it will be auto loaded by default but those with access to multiple districts will need to pick one to view.**

Each school in your district will be listed along with totals:

Daily Attendance Certification Report

Reporting Year: 2022-2023

Content Area: Data Management Team

DOE Contact: MEDMS Helpdesk (2076246896)

Attending Organization : Hudson Falls School

Report Date: 10/26/2022 10:43 AM

Data as of: 10/26/2022 10:43 AM

Attending Organization	Attending School	Total Days Enrolled	Total Days Present	Percent Absent	Number Excluded (E)	Total Number of Students	Number of Chronically Absent Students	Percent of Student Body Chronically Absent	Count Incomplete Records	Navigation
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Hudson Falls School	Hudson Falls School	100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report
Organization Totals (Distinct Students):		100%	7549	0.0%	0	7549	0	0.0%	0	Link to Summary Report

Attending Organization	Attending School	Modality	Total Days Enrolled	Total Days Present	Percent Absent
Hudson Falls School	Hudson Falls School	In-Person	7549	7549	0.0%
Hudson Falls School	Hudson Falls School	Remote	0	0	0.0%
Hudson Falls School	Hudson Falls School	In-Person	7549	7549	0.0%
Hudson Falls School	Hudson Falls School	Remote	0	0	0.0%
Hudson Falls School	Hudson Falls School	In-Person	7549	7549	0.0%
Hudson Falls School	Hudson Falls School	Remote	0	0	0.0%
Hudson Falls School	Hudson Falls School	In-Person	7549	7549	0.0%

The report has 11 columns:

Attending Organization: District where data is pulled from.

Attending School: Specific school data is pulled from.

Total Days Enrolled: This is the number of active instructional days that all students have been in enrolled in the specific quarter.

Total Days Present: The total number of days all students were in attendance in the specific quarter for at least 50% or more of the student’s scheduled school day.

Percent Absent: Percentage of the quarter that all students were absent.

Number Excluded: This column reports the total amount of the student body that are excluded from the chronic absenteeism count.

Total Number of Students: The total amount of students for the quarter that should have attendance.

Number of Chronically Absent Students: The total amount of the student body for the quarter that were chronically absent.

Percent of Student Body Chronically Absent: The percentage of the student body that was chronically absent.

Count Incomplete Records: The number of students that are missing attendance. Clicking into 'Live Student Data' will allow you to filter on Incomplete Data and see who these students are.

Navigation: Links to the 'Attendance Details Report – Quarterly' report

The bottom section displays attendance per school based on modality.



Important things to note:

- **The report cannot be certified until all 'Counts Incomplete Records' have been resolved.**
- Only the Superintendent will be able to click the 'Certify and Submit to DOE' button. If a certification submission needs to be removed please contact the helpdesk. (Contact info is at the bottom of instructions)

Daily Attendance Summary Report

Student Data Reports Dashboard



Reporting Area :

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Click on 'View Report' for 'Daily Attendance Summary Report'. Then select your district under the Reporting Organization dropdown, along with 'Attending School under quarter, which will load your district data.

A school will be listed based on the dropdown selection for attending school along with end of year totals (**By default, the Attending Schools will be set to All. Please note that if you only have access to one district it will be auto loaded by default but those with access to multiple districts will need to pick one to view via Attending Organization**):

Daily Attendance Summary Report

Reporting Year: Attending Organization: Attending Schools: Report Date: Data as of: [Export to Excel](#)Show entriesSearch:

Year	Attending Organization	Attending School	Last Name	First Name	Middle Name/Initial	State Student ID	Grade	Total Days Enrolled	Total Days Present	Total Days Absent	Excused Absences	Percent Absent	Chronically Absent	Incomplete Data	Truancy Record	Navigation
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details
2021-2022	Link to Student Details

The report has 17 columns:

Year: School year for data details.

Attending Organization: District where data is pulled from.

Attending School: Specific school data is pulled from.

Last Name: Students last name.

First Name: Students first name.

Middle Name/Initial: Students middle name or initial.

State Student ID: Students SSID.

Grade: Students Grade.

Total Days Enrolled: This is the number of active instructional days that the student has been in enrolled in the specific quarter.

Total Days Present: The total number of days the student was in attendance in the specific quarter for at least 50% or more of the student's scheduled school day.

Total Days Absent: Number of days the student was absent in the quarter.

Excused Absences: Number of excused absences the student has for the quarter.

Percent Absent: Percentage of the quarter that the student was absent.

Chronically Absent: Indicates if the student was chronically absent for the quarter.

- **Please note that the 'E' means they are excluded from CA counts.**

Incomplete Data: Allows you to see if the student needs attendance data entered into Synergy.

Truancy Record: Indicates if the student has a truancy record in Synergy.

Navigation: Links to the details report which will show the district level attendance information.

Important things to note:

- The data in the details report is "live" and updates every hour and a half. (once the report is certified this will no longer update)
- If you do not see a change you made in Synergy please wait an additional hour, if you still do not see the change please contact the helpdesk.

We have two more reports for daily attendance:

[Daily Attendance Details Report Instructions](#): Beginning in 2021-2022, this report is used for the district/school level of student daily attendance details.

[Daily Attendance Student Lookup Instructions](#): This is a tool used to view a single student's daily attendance records and navigate to the individual student's Details Report.

Once everything looks correct, the Superintendent can click on 'Certify and Submit to DOE' via the Daily Attendance Certification Report.

Contact Information

If you have any questions or comments please contact the MEDMS Helpdesk:

Email: medms.helpdesk@maine.gov

Phone: (207) 624-6896