
STUDENT DATA STANDARDS DOCUMENT

Version 5.1



STATEWIDE STUDENT DATA SYSTEMS

MAINE DEPARTMENT OF EDUCATION

23 State House Station
Augusta ME 04330-0023

Help Desk: 207.624.6896
MEDMS.Helpdesk@Maine.Gov

This document is **valid until June 30, 2024**, unless a revision is published prior

Document Change Control

The following is the revisions control log for updates /changes to this document.

Version	Date	Primary Editor	Change Highlights
2.0	4-30-2010	D. Chuta	Version 2.0
2.1	6-8-2021	D. Chuta	Added definitions for Special Ed Exit Reasons
2.2	6-17-2010	D. Chuta	Updated PAAP contact and race/ethnicity
2.3	6-28-2010	D. Chuta	Clarified ability to enter multiple race identifications
2.4	6-29-2010	D. Chuta	Added R/E determination methods, removed identity standards
2.5	6-30-2011	L. Gilman	Minor modifications, updates and formatting throughout document
2.5.1	5-15-2012	T. Wood	Updated document with new MDOE icon
2.6	8-9-2012	L. Gilman	Yearly document review/update
2.7	5-15-2014	S. Wright	Updated behavior information
2.8	6-20-2014	S. Wright	Yearly document review/update, changes include FRAM, LEP and Truancy data collection
2.9	8-7-2015	R. Cunningham	Yearly document review/update
3.0	6-30-2016	Data Team	Yearly document review/update: Title Change, Personnel updates, EL/ELL (LEP) Language update, Graduation, Truancy, Behavior, Legal Gender.
4.0	12-20-2017	Data Team	Complete revision due to change in state student information system

4.1	9-30-2018	R. Cunningham R. Bergeron C. Ellis	Yearly document review/update. Updated contacts. Removed fax number. Amended all links due to new MDOE website.
4.2	6-30-2019	R. Cunningham	Yearly document review/update. Added new MEDMS Logo
4.3	7-26-2019	D. Mitchell	Updated Attendance into its own section, CTE, Truancy, EL, Added Watermark
4.4	7-30-2019	D. Mitchell T. Burns R. Cunningham R. Bergeron	Yearly document review/update: Corrected formatting/spelling issues Added updates to make attendance and economic status clearer. Linked all statutes, Footer now links back to top of page
4.5	1-9-2020	R. Cunningham	Changed term "Gender" to "Sex"
4.6	10-6-2020	M. Mikrut	Updated Immigrant Flag definition
5.0	1-10-2020	M. Mikrut	Complete rewrite to fix formatting.
5.1	10-3-2023	M. Mikrut	Updated contact information
5.2	1-26-2024	A. Newman	Updated EL section to ML, corrected spelling/syntax/grammatical and contact name/phone#/email issues



Purpose of this Document

The purpose of this document is to give Maine schools and districts a set of guidelines for collecting and entering required data into the state's student information system. Many of these fields are required by the Maine Department of Education for financial, assessment, and accountability purposes. Note: all asterisk items in this document will affect EPS calculations.

While this information is applicable to all data entry into the system (upload or direct entry), it has been designed to follow the user interface (logging in and viewing the screens). The data-standards, however, remain the same regardless of entry method.

The Maine Department of Education is responsible for preparing and maintaining this official document. Please feel free to submit your comments and/or questions about this official document to the education data manager: Data.DOE@Maine.gov or by calling (207) 624-6696

Table of Contents

Document Change Control	1
Purpose of this Document	4
Contact Information	6
Synergy State Edition Contacts	6
Federal Reporting.....	6
Program Specific Contacts	6
Attendance Reporting	8
Student Demographics Fields	10
FAQs.....	12
Student Enrollment Fields	13
Enrollment Information	13
Enrollment Activity	14
Special Ed Student Services	19
Economic Status	22
English Learner (EL)	23
Student Discipline/Behavior	24
Truancy	25
Student Health Information	27
Career and Technical Education Information	27
Credit Bearing Data	28

Contact Information

Synergy State Edition Contacts

Data Systems Technical Support: MEDMS Helpdesk
MEDMS.Helpdesk@Maine.gov or (207) 624-6896

Data Systems Helpdesk Manager: Drew Mitchell
Drew.Mitchell@Maine.gov or (207) 624-6799

Education Data Systems Manager: Kim Hall
Kimberly.A.Hall@Maine.gov or (207) 816-0429

Educational Data Warehouse (EDW): Tori Ryan
Victoria.Ryan@Maine.gov or (207) 441-9259

DOE Data Manager: Katherine Warren
Katherine.Warren@Maine.gov or (207) 592-1793

Federal Reporting

Behavior/ Bullying/ Restraint and Seclusion: Bear Shea
W.Bear.Shea@Maine.Gov or (207) 441-7404

Multilingual Learners/Title III: Jane Armstrong
Jane.Armstrong@Maine.gov or (207) 446-3294

ESSA (Every Student Succeeds Act): Janette Kirk
Janette.kirk@maine.gov or (207) 441-2958

Federal Reporting Coordinator: Eric Ogden
eric.ogden@maine.gov or (207) 816-0250

Program Specific Contacts

Assessment MEA/SAT: Janette Kirk
Janette.kirk@maine.gov or (207) 441-2958

Assessment - MSAA/PAAP/ ACCESS for ELLs: Jodi Bossio-Smith
Jodi.Bossio-Smith@Maine.Gov or (207) 530-1462

Career and Technical Education (CTE): Shawn Lagasse
Shawn.Lagasse@Maine.Gov or (207) 624-6743

Gifted and Talented: Andrea Logan
Andrea.Logan@Maine.gov or (207) 592-2011

Student Health: Emily Poland
Emily.Poland@Maine.Gov or (207) 592-0387

Homeless Students: Amelia Lyons
Amelia.Lyons@Maine.Gov or (207) 557-1787

Home Instruction: Pamela Ford-Taylor
Pamela.Ford-Taylor@Maine.gov or (207) 624-6617

Special Education Services: Shawn Collier
Shawn.Collier@Maine.Gov or (207) 624-6615

Student Data Coordinator: Trevor Burns
Trevor.R.Burns@Maine.Gov or (207) 624-6678

Title IA (Disadvantaged): Jessica Caron
Jessica.Caron@Maine.Gov or (207) 458-0334

Title IC (Migrant): Amelia Lyons
Amelia.Lyons@Maine.Gov or (207) 557-1787

Truancy: Pamela Ford-Taylor
Pamela.Ford-Taylor@Maine.gov or (207) 624-6617

Attendance Reporting

Attendance is its own module within Synergy and requires you to enter a record for each day of instruction for each student.

Attendance reporting is completed each quarter with a certification of the data in NEO by the Superintendent:

- (Q1) Quarter 1: First Day of School through 9/30
- (Q2) Quarter 2: 10/1 through 12/31
- (Q3) Quarter 3: 1/1 through 3/31
- (Q4) Quarter 4: 4/1 through Last Day of School

The proper format of upload files can always be found on the Synergy Instructions Page of The MEDMS Helpdesk website:

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

Date: YYYYMMDD

Field sets the date the attendance record is for. A student will need a record for each day of instruction they are supposed to attend.

Attendance Status: *Present*, *Excused Absence*, or *Unexcused Absence*.

- A student is Present if they attend 50% or more of their instructional day.

[Chapter 209, Part 3, Section 4801](#)

Excusable absences: A student's absence can be excused by a school administrator for the following reasons:

- A. Personal illness.
- B. An appointment with a health professional that must be made during the regular school day and the absence has prior approval.
- C. Observance of a recognized religious holiday when the observance is required during the regular school day and the absence has prior approval.
- D. . A family emergency.
- E. A planned absence for a personal or educational purpose that has prior approval.

F. Education disruption resulting from homelessness, unplanned psychiatric hospitalization, unplanned hospitalization for a medical emergency, foster care placement, youth development center placement or some other out-of-district placement that is not otherwise authorized by either an individualized education plan or other education plan or a superintendent's agreement developed in accordance with section 5205, subsection 2. This paragraph does not apply to a student who is out of school for 10 or more consecutive school days as a result of a planned absence for a reason such as a family event or a medical absence for planned hospitalization or recovery.

Please note that granting these excused absences are at the discretion of the local administrator.

Link to Compulsory attendance statute:

<http://www.mainelegislature.org/legis/statutes/20-A/title20-Asec5001-A.html>

Modality: *FacetoFace or Remote*

Indicates whether that particular day for the student was either classified as an in-person instruction day, or a remote instruction day. If a student was exactly 50% Remote and In-Person, the school will want to choose Remote.

Student Demographics Fields

Data pertaining to the personal data for each student can be found under the Demographics tab located on the student page in Synergy.

The following are required fields which create an identity for the student in Synergy. Without creating this identity first, either by upload or manual entry, other processes may not work.

- **SAU ID:** NEO Organization ID for the attending SAU. District number on import MUST match district number tied to the student's enrollment. If no match is found you will be provided the following error: "Student does not have an enrollment in this SAU ID, School ID, and school year." A complete list of SAU IDs can be found here: <https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/infrastructure> (Click on School Administrative Units to download the file)
- **StateStudentID:** Student ID provided by State Student Information System.
- **Last Name:** Last Name: The last name of the student. (Do not include suffixes such as Jr., Sr., III, etc. – there is another field for this).
- **First Name:** The first name of the student.
- **Sex:** The concept describing the biological traits of a student that distinguish the males and females of a species. Please note that this needs to be the student's legal gender and not preferred designation.
- **Birth Date:** This is the month, day, and year on which an individual was born.
- **Ethnicity:**
 - **Hispanic/Latino:* An indication that the individual traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, and other Spanish cultures, regardless of race.

Note: if Hispanic/Latino is selected as YES then a Race must also be selected.

- **Race:** The general racial category which most clearly reflects the individual's recognition of his or her community or with which the individual most identifies. (Select one or more of the following):

-American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliations or community recognition.

-Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This area includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Thailand, and Vietnam.

-Black or African American: A person having origins in any of the black racial groups of Africa.

-Native Hawaiian or Other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

-White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Note: For federal reporting purposes, if the student selected “NO” for Hispanic ethnicity and has selected two or more of the race categories above, the student will be reported as “Two or More Races” and NOT counted in each of the individual races. If the student selected “YES” for Hispanic ethnicity and has selected one or more of the race categories above, the student will be reported as “Hispanic”.

- **Immigrant Flag:** This identification is used for students who (A) are aged 3 through 21; (B) were not born in any US state or US territory (defined as each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico), including children born to U.S. citizens abroad (e.g., children born on a military base overseas)

and children born in other countries and adopted by U.S.citizens; and (C) have not been attending one or more schools in any one or more US states for more than 3 full academic years (cumulatively). If the Immigrant Flag is YES, then *DateEnteredUS* is required.

- **US School Date:** This is the month, day, and year on which the student first entered a US school. *If the student is identified as an English Language Learner (ELL), then the Date Entered US School is required.*
- **Native Language 1-5:** The International Organization for Standardization (ISO) code for language normally used by students or normally used by the parents of the student. (A complete list can be found [here](#). (Scroll down to Student Personal - Data Dictionary then select the "Language Codes" tab).
 - Students identified as Multilingual Learners must have a native language reported.
- **Interpreter 1-5:** Indicates if interpreter services are needed for the corresponding language field.

FAQs

Note: To be able to change any student demographic data you must be focused on the school of enrollment for that student.

Name Changes: If a student's legal name changes (by adoption, court order, etc.), please edit the information in the Demographics Tab. Only change the student's name if the information is incorrect or has been legally changed. Please note that changing a student's name will overwrite the existing name.

Race/Ethnicity or Date of Birth: Simply edit these fields on the Demographics Tab.

Sex Changes: Only change the sex of a student if the information is incorrect or has legally been changed. The system is collecting Legal Sex only. Please note that changing a student's sex will overwrite the existing sex.

Enrollment Changes Guide: https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions
(Click on the Enrollment Changes Guide for details on how to edit any of the above)

Student Enrollment Fields

The Enrollment tab for each student consists of two sections called Enrollment Information and Enrollment Activity.

A complete Data Dictionary for Student Enrollment Fields can be found here: https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions

Enrollment Information

Start Date: The month, day, and year on which an individual enters and begins to receive instructional services in a school or an institution during a given session.

Start Status: This indicates the student's previous status or describes the reason for creating the enrollment. For a complete list of start codes, see:

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions (Scroll down to Student Enrollment and then click on Data Dictionary then select the "Start Status Code" tab).

Exit Date: The month, day, and year on which a student exits and stops receiving instructional services in a school or an institution during a given session. (This date must be the last date of attendance, not the date on which a request for records was received.)

Exit Status: This is the reason why the enrollment ended. For a complete list of exit codes, see:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions (Scroll down to Student Enrollment and then click on Data Dictionary then select the “Exit Status Codes” tab).

All students must have the appropriate exit code applied at the end of every school year.

Special Ed Only Enrollments

- 1) Students that have been expelled are eligible to continue receiving special ed services until their 22nd birthday, and will need an FTE 5 - Special Education Only enrollment.
- 2) Students that attend a private school at parental expense which does not offer special education services, and those services are instead provided by a public SAU will need an FTE 5 - Special Education Only enrollment.
 - In this case only, the resident unit is not the responsible unit, the unit in which the private school is physically located is responsible for these services and will hold the primary enrollment.

Home Instruction Enrollments

There are only two scenarios that warrant this type of enrollment:

- 1) Student is part-time in Home Instruction and part-time in regular classes. Use FTE codes 1-4 for these students, depending on the amount of time spent in regular classes.
- 2) A Home Instruction student is attending a Career Technical Education school, and receiving all other instruction in a Home Instruction setting. The responsible SAU will have the student enrolled in their expected 9-12 school and mark the student as Home Instruction and FTE: 1.

Enrollment Activity

The following fields are required for all students:

Last Modified Date: Shows the date the enrollment was changed or entered. This is a system-generated date and you cannot change it.

Effective Date: Is the date the change is effective, generally the same as the Enter Date. Date of change in status for the following fields: Resident Town Code, Resident SAU ID, Fiscal Responsibility Code.

FTE Code: Is the code assigned for the student's full-time equivalent level. The percent of time spent at school by a home-schooled student. Also, an option to designate only Special Education services received at school.

Resident Town Code: The Resident town of the student's parent/guardian. A complete list can be found here: <https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/infrastructure> (Click on the SAU and School Cross Reference link)

Fiscal Responsibility: This is the current fiscal responsibility for the student.

A complete list of fiscal responsibility codes can be found here:

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

(Scroll down to Student Enrollment and then click on Data Dictionary then select the

"FiscalResponsibilityCodes" tab).

B - Paid by Governor Baxter School for the Deaf: Only to be used by The Governor Baxter School for the Deaf or Portland Public Schools.

C - Maine Public Charter School Funding: For students who are attending Maine Charter Schools as pursuant to 20-A MRSA Section 2413-A, subsection 5. For use by charter schools only.

S - Superintendent Agreement: Used when a student is attending another district at no cost with an agreement between superintendents. Not to be used when a student is tuitioned to another district at resident district's expense.

F - 100% State/Federal Funding: Used by State-run schools (Maine School of Science and Math, Correctional Facilities). Also used for students that are

state wards or state agency client. If used by a non-state-run school, they must be SAC status. This is not meant to be used for EUT students.

O – Paid by Resident SAU or EUT: Used when a student is tuitioned and paid by another resident SAU (or EUT).

P – Paid by Other Source: Used when the student is privately paid (e.g. Parents)

R – Resident of School Unit: Used when a student is attending school in their resident district.

Grade*: The grade that the student is in. A complete list of grade codes can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions

(Scroll down to Student Enrollment and then click on Data Dictionary then select the “GradeCodes” tab).

Alternative Education: This identification is used if the student is participating in an Alternative Education program. "Alternative education program" means a program in which the primary purpose is to provide at-risk students with curricula and assessment in a setting designed to effectively meet the student’s academic, social and relational needs.

Military Family: Applies if student returns the annual form sent home to parents stating yes to the following question:

Do one or both of this student’s parents serve in the uniformed service either in the active uniformed service of the United States (Army, Navy, Air Force, Marine Corps, or Coast Guard) and at least within one year of medical discharge or retirement, or as a member of the National Guard (Army or Air Force), or in the Federal Reserve Force (Army, Navy, Air Force, Marine Corps, or Coast Guard)?

If both of this student’s parents serve in the uniformed services, and at least one serves in the active uniformed service of the United States and at least within one year of medical discharge or retirement, check Active Duty. Please note that under ESSA school districts are required to ask this question of families and this will be reported as a subgroup as part of ESSA reporting, this is a required field. For more

information on the Military Family Flag please go to:
<http://www.mic3.net/maine.html> .

Military Family Indicator Form:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/studentenrollmentguides>

(Scroll down to the Student Enrollment Section and then select the Military Family Indicator Form)

The following homeless indicators are necessary for all homeless students – regardless of whether they are receiving homeless services or not.

Homeless Unaccompanied Youth: An unaccompanied youth is a student who is not in the physical custody of a parent or guardian; this includes youth who have run away from home, been kicked out of their homes, or been abandoned by parents.

Homeless Night-time Residence: The primary nighttime residence of the student at the time the student is identified as homeless. This identification should remain for the duration of the school year, even if the student is no longer homeless.

Shelter: shelters transitional housing, awaiting foster care.

Doubled up: doubled up (e.g. living with another family, sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason).

Unsheltered: unsheltered (e.g. cars, parks, campgrounds, temporary trailer, or abandoned buildings, FEMA trailer).

Hotel/Motel: living in a hotel or motel.

Gifted Talented Academic: This identification is used if the student is identified as having general intellectual ability (having demonstrated significant achievement or potential for significant accomplishment above their peers in all academic areas) or specific academic aptitude (having demonstrated significant achievement or potential for significant accomplishment above their age peers in one or more academic areas).

Gifted Talented Artistic: This identification is used if the student is identified as having artistic ability (having demonstrated significant achievement or potential for significant accomplishment above their age peers in the literary, performing, and/or visual arts).

Transition Bilingual Early Exit: Description: Student is eligible or receiving services in an EL program for Transitional Bilingual Education or Early Exit Bilingual Education

Dual Language Two Way Immersion: Description: Student is eligible or receiving services in an EL program for Transitional Bilingual Education or Early Exit Bilingual Education

Dual Language Two Way Immersion: Description: Student is eligible or receiving services in an EL program for Dual Language or Two-way Immersion.

ESLELD: Description: Student is eligible or receiving services in an EL program for English as a Second Language (ESL) or English Language Development (ELD).

Content Classes: Description: Student is eligible or receiving services in an EL program in Content Classes with Integrated ESL Support

Newcomer: Description: Student is eligible or receiving services in an EL program for Newcomer Programs.

Home Instruction*: This identification is used if the student is home-schooled but attends the school for one or more academic, on-site courses. Note: *the FTE must be 1-4.*

Section 504 Plan: This identification is used if the student participates in a Section 504 Plan. [Section 504 is a part of the Rehabilitation Act of 1973](#) that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the nondisabled are met.

Title IA Math: This identification is used if the student meets the local Title IA selection criteria and receives supplemental Title IA services anytime during the school year. (In a Title IA School-wide Program, all students are considered Title IA, and the school will be identified rather than students- no action is required). *This identification should remain for the duration of the school year, even if the student's status changes in the course of the year.*

Special Ed Student Services

The following fields are required only if the student has an active IEP

Description (DisabilityCode): Choose appropriate disability for student receiving special education services. Please only enter the primary need/service into Synergy. A complete list of disability codes with definitions can be found here:

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

(Scroll down to Special Education and then click on Data Dictionary, then select the “Disability Codes” tab).

- Autism
- Deaf-blindness
- Developmental delay (*valid only for 4yr Old, EK, K and a maximum age of 6 years old*)
- Emotional disturbance
- Hearing impairment
- Intellectual Disability
- Multiple disabilities
- Orthopedic impairment
- Other health impairment
- Specific learning disability
- Speech or language impairment
- Traumatic brain injury
- Visual impairment

Service Code (PlacementCodes): Educational setting of special education student. Please only enter the primary service into Synergy. A complete list of service codes with definitions can be found here:

- Inside regular class 80% or more of the day
- Inside regular class 40% through 79% of the day
- Inside regular class less than 40% of the day
- Separate school (students receiving services at an SPPS or RP)
- Residential facility
- Homebound/hospital
- Correctional facility
- Parentally placed in private school

The following are for preschool students only.

- Other location regular early childhood program (less than 10 hours)
- Other location regular early childhood program (at least 10 hours)
- Services regular early childhood program (less than 10 hours)
- Services regular early childhood program (at least 10 hours)
- Separate special education class
- Home
- Service provider or other location not in any other category

Start Date: This is the month, day, and year on which the Special Ed Status became “Yes”. You may also use the 1st day of enrollment in the current school year.

Exit Date (SpedExitDate): This is the month, day, and year (within the current school year) on which the student exited special education or transferred districts.

Exit Status (ExitCodes): Reason student exited special education. A complete list of Sped Exit reasons with definitions can be found here:

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

(Scroll down to Special Education and then click on Data Dictionary, then select the “Exit Codes” tab).

- Graduation with Diploma
- Reached Maximum Age
- Dropped Out
- Exited to Regular Education
- Moved Out-of-district, known to be continuing
- Deceased
- *Parents Refuse Services* - Only for preschool students
- Change - Change in either Disability or Placement/Setting

Special Ed Alternate Assessment: Indicator that the student will be taking an alternate assessment for state assessment purpose

Note: When performing a Special Education file upload, the following fields are also required:

SAU ID: NEO Organization ID for the attending SAU. A complete list of SAU ID’s can be found here:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/infrastructure> (Click on the SAU and School Cross Reference link)

School ID: This is the state-assigned ID number for the school. A complete list of School ID’s can be found here:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/infrastructure>

(Click on the SAU and School Cross Reference link)

Student State ID: This is the student’s state identification number.

Year Code: This is the year code used to identify the current school year. (2017-2018, 2018-2019, 2019-2020, etc.)

Economic Status

If entered manually, a student's Economic Status page can be found by typing "Economic Status" in the Quick Launch field.

Note: If a student is on the Direct Certification list that comes directly from DHHS they will appear as a yes for economically disadvantaged regardless of what you put into Synergy.

The following fields are required:

Code (EligibilityCodes): The student's eligibility status. A complete list of eligibilities (status codes) and their definitions can be found here:

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

(Go to Economic Status un uploads and select Data Dictionary, then select the "Eligibility Codes" tab).

Enter Date (StartDate): Eligibility start date.

Exit Date (EndDate): Eligibility end date.

Note: When performing an Economic Status file upload, the following fields are also required:

School ID: NEO Organization ID for the attending school. A complete list of School ID's can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions

(Go to StateID then select Data Dictionary)

Year Code: School year designation. (2017-2018, 2018-2019, 2019-2020, etc.)

Action (upload only): Blank means insert a new record or update to an existing record in Synergy. A value of D will indicate to delete the Economic Status record for the given State Student ID, Start Date, Eligibility value.

Multilingual Learner (ML)

Note: When performing a Multilingual Learners file upload, the following fields are required. End dates are entered by the MDOE when the student tests out. School districts do not have the ability to end the ML status of a student.

SAU ID: NEO Organization ID for the attending SAU. A complete list of SAU ID's can be found here: <https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/infrastructure>
(Click on the SAU and School Cross Reference link)

State Student ID: This is the student's state identification number.

School ID: NEO Organization ID for the attending school. A complete list of school ID's can be found here: <https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/infrastructure>

Year Code: This is the year code used to identify the current school year. (2019-2020, 2020-2021, etc...)

Start Date: Date when student first enrolled in Multilingual Learner program.

If you need to re-enter a student who has exited from ML please fill out the following form:
https://mainedoe.co1.qualtrics.com/jfe/form/SV_cOMYwfxdncLJVqt

Student Discipline/Behavior

Incident Date: Date when incident occurred.

Description (Incident Type): Basic description of the incident. A complete list of Incident Types can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instr

[actions](#) (Go to Behavior and select Data Dictionary, then select the “IncidentType” tab).

Weapon Type (WeaponType): Description of weapon. A complete list of Weapon Types can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions

(Go to Behavior and select Data Dictionary, then select the “WeaponType” tab). All weapons-based incidents will require weapon type.

Resolution Type (ResolutionType/OtherConsequenses): Description of resolution. A complete list of Resolution Types can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions

(Go to Behavior and select Data Dictionary, then select the “ResolutionType” tab).

Other Consequences (OtherConsequenses): Other actions taken. A complete list of Other Consequences can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions

(Go to Behavior and select Data Dictionary, then select the “Other Consequences” tab).

Days (ResolutionDuration): Number of days duration of the resolution should be a *minimum of 0.5*. Expulsions should be the remaining days in the school year.

Note: When performing a Behavior file upload, the following fields are also required:

State Student ID: This is the student’s state identification number.

School ID: NEO Organization ID for the attending school. A complete list of School ID’s can be found here:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/infrastucture> (Click on the SAU and School Cross Reference link)

Year Code: This is the year code used to identify the current school year. (2017-2018, 2018-2019, 2019-2020, etc.)

Truancy

Truancy Type: The type of truancy.

A complete list of Truancy Types can be found here:

https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/synergy_instructions

(Go to Truancy and select Data Dictionary, then select Truancy Type Codes)

State Student ID: This is the student's state identification number.

School ID: NEO Organization ID for the attending school.

A complete list of School ID's can be found here:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/infrastucture> (Click on the SAU and School Cross Reference link)

Start Date: The date the truancy record begins.

Attending School: This field populates automatically based on the student's enrollment.

Truancy Note: Text field for leaving a comment as it pertains to the truancy.

Truancy Details: Selecting Truancy Details opens the Student Truancy Details window. Please note that some steps must be done before others become available, the [Truancy Manual Entry Guide](#) explains these steps in full detail.

Note - when performing a Truancy file upload, the following fields are also required:

Notify Superintendent of Truant Student Date: Import the date the Superintendent notification took place.

Notify Superintendent of Truant Student Note: Import a description of the Superintendent notification.

Intervention Plan Date: Import the date the attendance intervention plan was started.

Intervention Plan Note: Import comments related to attendance intervention plan.

Official Parent Notification Date: Import the date the student's parents were notified of the truancy .

Official Parent Notification Note: Import comments tied to parent notification.

Superintendent Notifies School Board Date: Import date School Board was notified.

Superintendent Notifies School Board Note: Import notes indicating school board notification.

Official Parent Meeting Date: Import date that parent meeting was scheduled.

Official Parent Meeting Note: Import comments tied to the parent meeting.

Referral to Law Enforcement Date: Import the date that notification was sent to law enforcement.

Referral to Law Enforcement Note: Import comments related to the law enforcement notification.

Optional - Additional Intervention Plan Date: Import the date for any additional intervention that was taken.

Optional - Additional Intervention Plan Note: Import the note describing what additional intervention was taken.

Note: these steps do not automatically send notifications; they only denote that the step has been taken.

Truancy statute: <http://www.mainelegislature.org/legis/statutes/20-A/title20-Asec5051-A.html>

Student Health Information

Information related to the collection of student health data (e.g. immunization, health screenings) is provided in separate documentation.

<http://maine.gov/doe/schoolhealth/manual/index.html>

Career and Technical Education Information

CTE Code: The CTE program code. The code must match the value and format in a list provided by MDOE. The CIP code must match what codes have been approved for the uploading CTE.

CTE Master CIP List:

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions
(Go to Career and Technical Education (CTE) and then select Master CIP List)

CTE School CIP List:

https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions
(Go to Career and Technical Education (CTE) and then select SchoolCIP List)

Start Date: The date the student started the CTE program

End Date: The date the student exited the CTE program

Exit Status: The reason for exiting or ending CTE program.

Early College LD: The student is a participant in the school's Early College LD 1412 Grant.

Out-of-Work Individual: The student is an out-of-work individual.

Single Parent: Indicates the student meets the federal guidelines of a Single Parent household, defined as an individual who: is unmarried or legally separated from a spouse

and has a minor child or children for which the parent has either custody or joint custody; or is a student who is pregnant.

700 Instructional Hours: The student is receiving at least 700 instructional hours in the CTE program in the same school in the same year.

Satellite Program: Indicates if the course is being taken at a satellite facility of the CTE school.

Note: When performing a CTE file upload, the following fields are also required:

SAU ID: NEO Organization ID for the attending SAU.

A complete list of SAU ID's can be found here:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/infrastructure> (Click on the SAU and School Cross Reference link)

State Student ID: The student's state ID.

School ID: NEO Organization ID for the attending school. A complete list of School ID's can be found here:

<https://www.maine.gov/doe/datareporting/collection/helpdesk/resources/infrastructure> (Click on the SAU and School Cross Reference link)

Credit Bearing Data

If a student is receiving post-secondary credit for a CTE course, the school will need to indicate that in the Credit Bearing sub-section of the CTE Program in state Synergy or uploaded use the Credit Bearing file type.

Institution: The post-secondary institution granting the credit.

Credit Type: The type of credits or units of value available for the completion of a course in addition to Carnegie Units.

Credit Amount: The amount of credit earned by the student.

These codes and approved institutions can be found in the Credit Bearing Data Dictionary found on the Helpdesk Synergy Instruction Page: https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/synergy_instructions (Click Data Dictionary link on the Credit Bearing line)

If you have any questions, comments, or concerns regarding this document, please do not hesitate to contact the MEDMS Data Systems Support directly.

Contact Us

(207)-624-6896

Medms.helpdesk@maine.gov

Hours: Mon-Fri – 8:00 am to 4:00 pm