Dropout reporting

Things to know:

- **Report Timeframe: Open Date:** 11/26/2018   **Close Date:** 12/14/2018
- **Dropouts:**
  - Students who are part of the 2017/18 Cohort, who were enrolled in your school in 2017/18 and were exited with a code that we expected them to return in 2018/19 and there are no enrollments for this student in 2018/19.
  - Students who were exited in 2017/18 who are in grades 7 through 12 with a code that correlates to being a dropout.
- **Future Dropouts:**
  - Students who were exited in 2017/18, who are part of a future cohort beyond 2017/18 and who are in grades 7 through 12 with a code that we expected them to return in 2018/19. If no enrollments appear in 2018/19 for them, they will receive and dropout count during the <u>next</u> reporting period.

Directions for reporting:

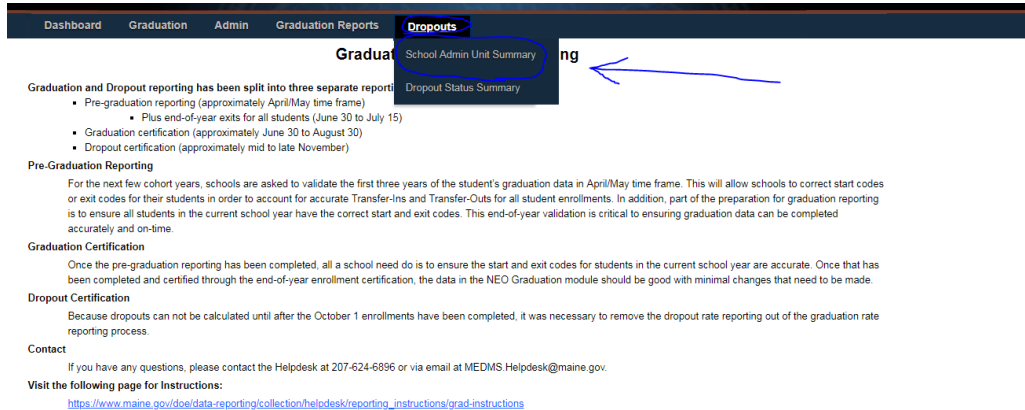- On the NEO dashboard; find the ribbon header labeled "Graduation Data". This is where dropout reporting is located.

- Here, you'll see a landing page with some information explaining the reporting process. From here, locate the 'Dropouts' header and choose "School Admin Unit Summary".

- You will find a selection box on this screen. Just select the SAU you wish to report for.
- In order to view the reports for your schools, you'll need to click the 'View' link under the 'Navigation' Column on each one.

- Once inside your reports, confirm the information and the counts are correct. This process is your only chance to remove dropouts before they are reported and cannot be undone.

- Once you've confirmed the reports information, hit the button labeled 'Completed' located at the bottom of your report page. If you have no dropouts or no future dropouts, you will be greeted by a red text indicating so.

| Dashboard | Graduation | Graduation Reports | Dropouts |

Dropouts

SAU : Acton Public Schools
School : Acton Elementary School
School Year : 2017-2018

No Known Dropouts for this school for this Reporting Period.

If you feel this is an error please contact the Help Desk: (207)-624-6896 or Send an email to the MEDMS Helpdesk: medms.helpdesk@maine.gov

Go Back to Summary Page   Completed

SAU Submitted/ Resubmitted By :
SAU Submitted/ Resubmitted Date :

Approved By :
Approved Date :

- Once the completed button is pressed, the user who completed the form will have his log-in email and the time of completion recorded in the fields below.
- After all reports in a district have been completed, the "Submit to DOE" button will become available on the bottom of the School Admin Unit Summary page.

School Admin Unit Summary

Select SAU : RSU 02

─────────────────────── Dropout Report : ───────────────────────

Hall-Dale Middle and High School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Monmouth Academy

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Richmond High School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Hall-Dale Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Monmouth Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Richmond Middle School

Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				View

Submit to DOE

- Once that button gets pressed, this will allow the DOE to go in and confirm the information is all set and matches what's in our records.
- You will receive a notification by email once your reports have been approved. From here, all that's left is to certify the data. Your Superintendent will need to be the one handling certification.

- In the 'Dropout' ribbon where you found the School unit summary, is a section labeled "Dropout Status Summary". Here is where you'll find the certification page.

- You will receive a list of your Districts with a 'View' link and 'Certify' link under the navigation column. Just click the certify link.
- Here you will see a summary of the dropout information for your schools broken down by Middle Schools and High Schools. This is the last time to check the information before it gets certified and ready for reporting. The 'Certify' button is located on the bottom left of the page.

School Reporting Period : 2018

Dropouts for Middle School

School Name	Dropout Count	Attending Enrollment (as of 10/01)	Dropout Rate
~~Russ....~~	0	352	0.00 %
~~......~~	0	344	0.00 %
~~......~~	1	301	0.33 %
Total Middle School Dropouts	1	997	0.10 %

Dropouts for High School

School Name	Dropout Count (7th to 9th Grade)	Attending enrollment (7th to 9th Grade)	Drop Rate (7th to 9th Grade)	Dropout Count (9th to 12th Grade)	Attending enrollment (9th to 12th Grade)	Drop Rate (9th to 12th Grade)	Dropout Count	Attending Enrollment (as of 10/01)	Dropout Rate
~~......~~	0	0	0.00 %	30	756	3.97 %	30	756	3.97 %
~~......~~	0	0	0.00 %	19	924	2.06 %	19	924	2.06 %
~~......~~	0	0	0.00 %	4	386	1.04 %	4	386	1.04 %
Total High School Dropouts	0	0	0.00 %	53	2066	2.57 %	53	2066	2.57 %

District Total Dropouts: 2018

District Name	Dropout Count (7th to 9th Grade)	Attending enrollment (7th to 9th Grade)	Drop Rate (7th to 9th Grade)	Dropout Count (9th to 12th Grade)	Attending enrollment (9th to 12th Grade)	Drop Rate (9th to 12th Grade)	Dropout Count	Attending Enrollment (as of 10/01)	Dropout Rate
Total Dropouts for ~~.....~~ Public Schools	1	997	0.10 %	53	2066	2.57 %	54	3063	1.76 %

I Certify that the above data correctly reflects Dropout data for Portland Public Schools for the 2018 School Year.

Certify

Once the 'Certify' button is pressed by the district's Superintendent, this will complete the Dropout reporting process.