

## 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 a dropout count during the next reporting period.

### Directions for reporting:

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

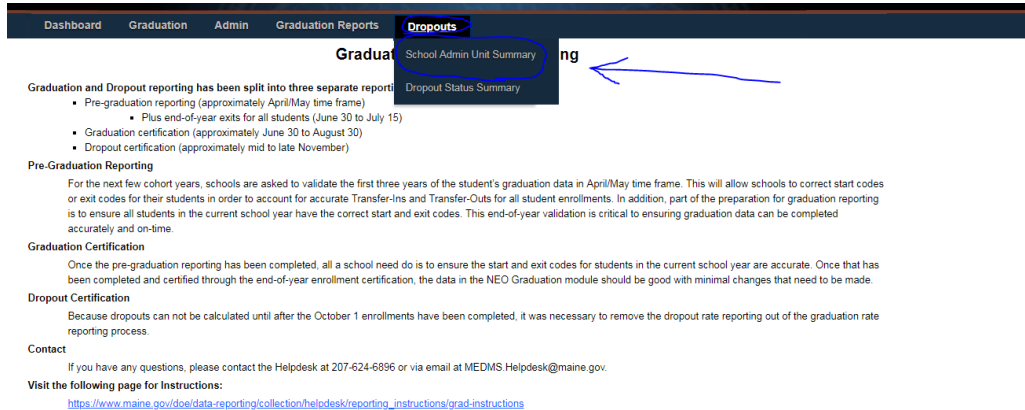
From Maine Department of Education

Dashboard   Core   DC&R   **Graduation Data**   Maine Educational Assessment   Maine Schools   Nutrition   RAS   Special Education   Staff   Student Data   Transportation

**Neo Dashboard**

PUBLIC	CORE	DC&R	FACILITIES
<a href="#">Certification Application Lookup</a> <a href="#">Contact Search (formerly Superintendent Search)</a> <a href="#">Graduation Rates &amp; Dropout Rates Data</a> <a href="#">MeDOE on Maine.gov</a> <a href="#">P100</a>	<a href="#">*Core Home*</a> <a href="#">Create Organization</a> <a href="#">Manage Accounts</a> <a href="#">Manage Existing Organization</a> <a href="#">User Rights</a>	<a href="#">*DC&amp;R Home*</a> <a href="#">DC&amp;R Main Record</a> <a href="#">DC&amp;R Reporting Calendar</a>	<a href="#">EFF-10 Instructions</a>
GRADUATION DATA	MAINE EDUCATIONAL ASSESSMENT	MAINE SCHOOLS	NUTRITION
<a href="#">*Graduation Data Home*</a> <a href="#">District Certified Graduation and Dropout Rates</a>	<a href="#">*Maine Educational Assessment Home*</a>	<a href="#">*Maine Schools Home*</a> <a href="#">Main Page</a>	<a href="#">*Nutrition Home*</a> <a href="#">Manage Nutrition</a> <a href="#">Nutrition Reports</a>
RAS	SPECIAL EDUCATION	STAFF	STUDENT DATA
<a href="#">*RAS Home*</a>	<a href="#">*Special Education Home*</a>	<a href="#">*Staff Home*</a> <a href="#">Staff Details - Courses</a> <a href="#">Staff Details - FTE</a>	<a href="#">*Student Data Home*</a>

- 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.

**School Admin Unit Summary**

Select SAU :

Dropout Report :

Hall-Dale Middle and High School				
Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				<a href="#">View</a>
Monmouth Academy				
Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				<a href="#">View</a>
Richmond High School				
Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				<a href="#">View</a>
Hall-Dale Middle School				
Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				<a href="#">View</a>
Monmouth Middle School				
Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				<a href="#">View</a>
Richmond Middle School				
Reports	Completion By	Report Status	Report Status Date	Navigation
Dropouts				<a href="#">View</a>

- 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](mailto:medms.helpdesk@maine.gov)

[Go Back to Summary Page](#)  

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 :

Dropout Report :

Hall-Dale Middle and High School					
Reports	Completion By	Report Status	Report Status Date	Navigation	
Dropouts				<a href="#">View</a>	
Monmouth Academy					
Reports	Completion By	Report Status	Report Status Date	Navigation	
Dropouts				<a href="#">View</a>	
Richmond High School					
Reports	Completion By	Report Status	Report Status Date	Navigation	
Dropouts				<a href="#">View</a>	
Hall-Dale Middle School					
Reports	Completion By	Report Status	Report Status Date	Navigation	
Dropouts				<a href="#">View</a>	
Monmouth Middle School					
Reports	Completion By	Report Status	Report Status Date	Navigation	
Dropouts				<a href="#">View</a>	
Richmond Middle School					
Reports	Completion By	Report Status	Report Status Date	Navigation	
Dropouts				<a href="#">View</a>	

- 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.

Dashboard Graduation Admin Graduation Reports **Dropouts**

Graduation School Admin Unit Summary ng

Dropout Status Summary

Graduation and Dropout reporting has been split into three separate reports:

- Pre-graduation reporting (approximately April/May time frame)
  - Plus end-of-year exits for all students (June 30 to July 15)
- Graduation certification (approximately June 30 to August 30)
- Dropout certification (approximately mid to late November)

**Pre-Graduation Reporting**

For the next few cohort years, schools are asked to validate the first three years of the student's graduation data in April/May time frame. This will allow schools to correct start codes or exit codes for their students in order to account for accurate Transfer-Ins and Transfer-Outs for all student enrollments. In addition, part of the preparation for graduation reporting is to ensure all students in the current school year have the correct start and exit codes. This end-of-year validation is critical to ensuring graduation data can be completed accurately and on-time.

**Graduation Certification**

Once the pre-graduation reporting has been completed, all a school need do is to ensure the start and exit codes for students in the current school year are accurate. Once that has been completed and certified through the end-of-year enrollment certification, the data in the NEO Graduation module should be good with minimal changes that need to be made.

**Dropout Certification**

Because dropouts can not be calculated until after the October 1 enrollments have been completed, it was necessary to remove the dropout rate reporting out of the graduation rate reporting process.

**Contact**

If you have any questions, please contact the Helpdesk at 207-624-6896 or via email at MEDMS.Helpdesk@maine.gov.

Visit the following page for instructions:  
[https://www.maine.gov/doe/data-reporting/collection/helpdesk/reporting\\_instructions/grad-instructions](https://www.maine.gov/doe/data-reporting/collection/helpdesk/reporting_instructions/grad-instructions)

- 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
Portland Middle School	0	352	0.00 %
Portland Middle School	0	344	0.00 %
Portland Middle School	1	301	0.33 %
<b>Total Middle School Dropouts</b>	<b>1</b>	<b>997</b>	<b>0.10 %</b>

**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
Portland High School	0	0	0.00 %	30	756	3.97 %	30	756	3.97 %
Portland High School	0	0	0.00 %	19	924	2.06 %	19	924	2.06 %
Portland High School	0	0	0.00 %	4	386	1.04 %	4	386	1.04 %
<b>Total High School Dropouts</b>	<b>0</b>	<b>0</b>	<b>0.00 %</b>	<b>53</b>	<b>2066</b>	<b>2.57 %</b>	<b>53</b>	<b>2066</b>	<b>2.57 %</b>

**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
<b>Total Dropouts for Public Schools</b>	<b>1</b>	<b>997</b>	<b>0.10 %</b>	<b>53</b>	<b>2066</b>	<b>2.57 %</b>	<b>54</b>	<b>3063</b>	<b>1.76 %</b>

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

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