MAINE DEPARTMENT
OF EDUCATION

Title I Eligible Student Reporting 2024-2025

Presented by: The Data and ESEA Team

Maine Department of Education

This webinar is being recorded

In consideration of others participating today and for those who will view this recording, please;

Keep your microphone **muted**.

Use the "**Chat**" feature to ask a question OR

Use the "**Raise Hand**" feature to signal that you have a question.

Interact! We will have a few **scenario questions** for you to interact with, and the "**Reactions**" feature can be used to provide feedback to speakers throughout the presentation.

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Overview

- Title IA Equitable Service amounts are generated by eligible low-income counts of students in non-public schools
- Eligible students that generate proportional shares:
  - Enrolled in non-public on Oct 1
  - Would otherwise attend a Title I school in the public LEA
  - Economic status of students is low-income (Direct Cert/F&R)
  - Generates proportional share of the SAU's total Title I Allocation amount
- This change in procedure requires non-publics to enroll students in State Synergy

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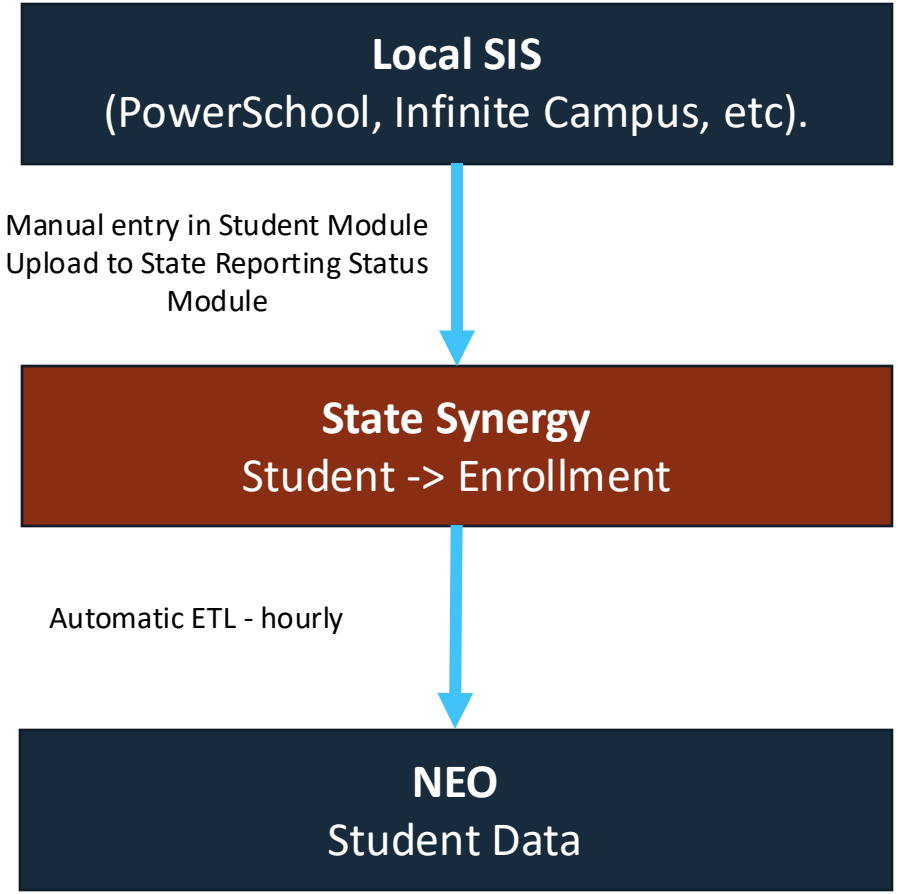
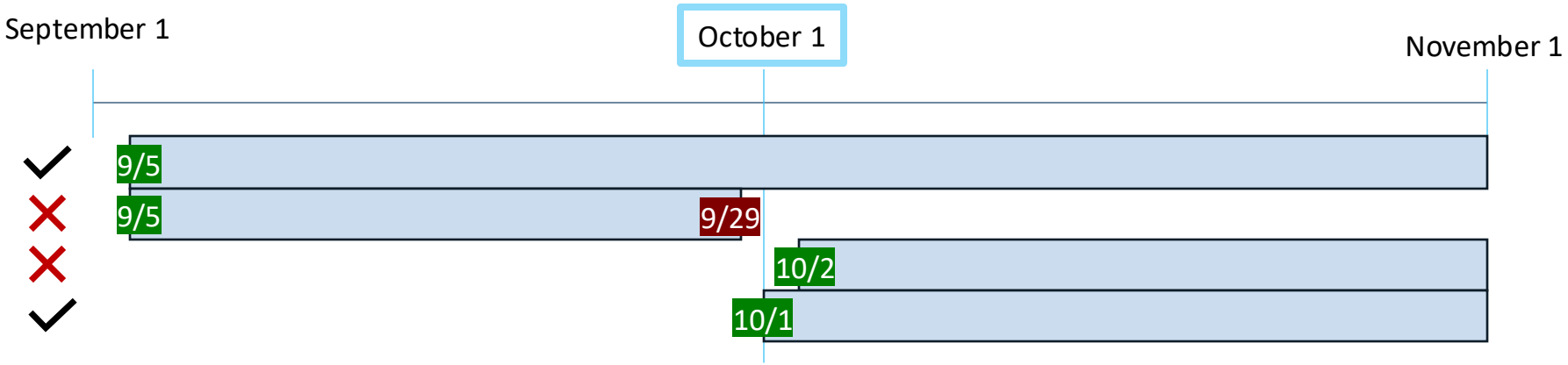
Reporting Requirements



Enrollment Dates in State Synergy



Only enrollments ON October 1 are counted in this report.

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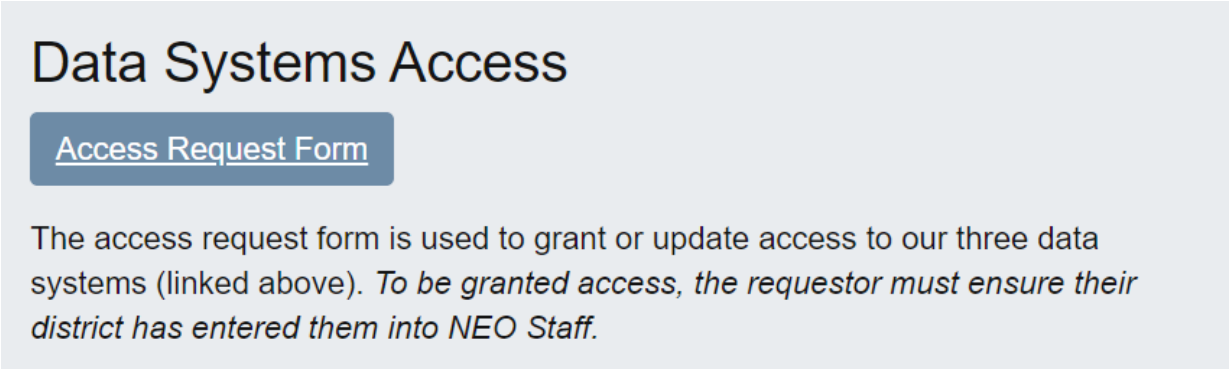
System Access

If you do not have Synergy and/or NEO credentials please have your Superintendent or Head of School submit a NEO Access Request Form on your behalf.

Staff who require NEO accounts/access must be entered into NEO Staff prior to submitting an Access Request.



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Student Data Entry & Reporting

Synergy Entry Guides

Student Reports

Student Enrollment Guides

Student Data Entry & Reporting

Locating Resources

- maine.gov/doe/data-reporting/medmssupport

- Student Data Entry & Reporting
  - Synergy Uploads
    - State ID Import Data Dictionary
    - Student Enrollment Data Dictionary
    - Economic Status Data Dictionary
  - Student Enrollment Guides
    - Enrollment Guidance

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ID Codes

- SAU & School Codes
  - Found on the All SAUs and Schools Infrastructure document

- State Student ID Codes
  - Unique to each student in the state
  - Follow students from Maine SAU to Maine SAU
    - **Include State Student ID codes on transfer or records requests**
  - Generated from Synergy

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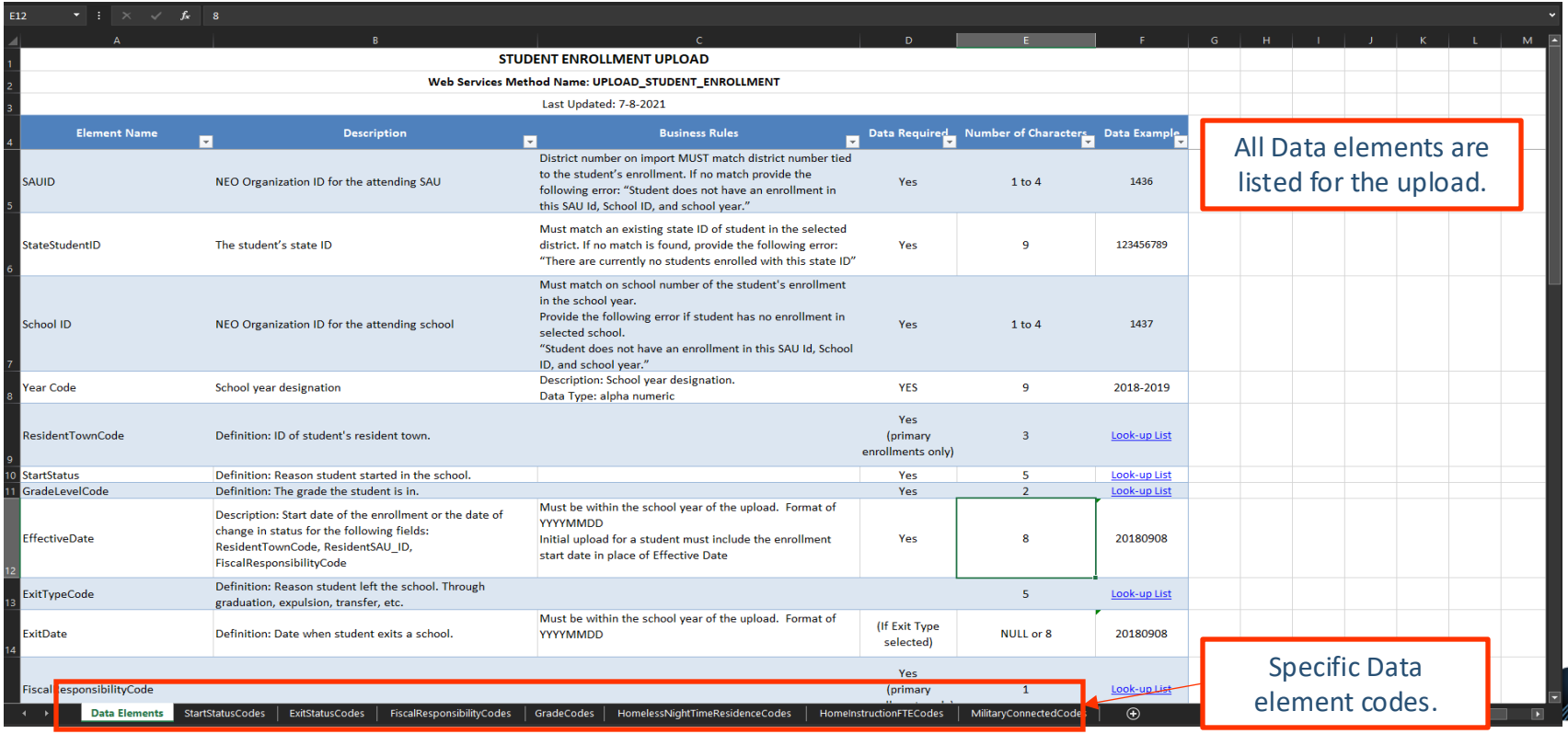
Student Enrollment Data Dictionary



STUDENT ENROLLMENT UPLOAD

Web Services Method Name: UPLOAD_STUDENT_ENROLLMENT

Last Updated: 7-8-2021

Element Name	Description	Business Rules	Data Required	Number of Characters	Data Example
SAUID	NEO Organization ID for the attending SAU	District number on import MUST match district number tied to the student's enrollment. If no match provide the following error: "Student does not have an enrollment in this SAU Id, School ID, and school year."	Yes	1 to 4	1436
StateStudentID	The student's state ID	Must match an existing state ID of student in the selected district. If no match is found, provide the following error: "There are currently no students enrolled with this state ID"	Yes	9	123456789
School ID	NEO Organization ID for the attending school	Must match on school number of the student's enrollment in the school year. Provide the following error if student has no enrollment in selected school. "Student does not have an enrollment in this SAU Id, School ID, and school year."	Yes	1 to 4	1437
Year Code	School year designation	Description: School year designation. Data Type: alpha numeric	YES	9	2018-2019
ResidentTownCode	Definition: ID of student's resident town.		Yes (primary enrollments only)	3	Look-up List
StartStatus	Definition: Reason student started in the school.		Yes	5	Look-up List
GradeLevelCode	Definition: The grade the student is in.		Yes	2	Look-up List
EffectiveDate	Description: Start date of the enrollment or the date of change in status for the following fields: ResidentTownCode, ResidentSAU_ID, FiscalResponsibilityCode	Must be within the school year of the upload. Format of YYYYMMDD Initial upload for a student must include the enrollment start date in place of Effective Date	Yes	8	20180908
ExitTypeCode	Definition: Reason student left the school. Through graduation, expulsion, transfer, etc.			5	Look-up List
ExitDate	Definition: Date when student exits a school.	Must be within the school year of the upload. Format of YYYYMMDD	(If Exit Type selected)	NULL or 8	20180908
FiscalResponsibilityCode			Yes (primary	1	Look-up List

Data Elements | StartStatusCodes | ExitStatusCodes | FiscalResponsibilityCodes | GradeCodes | HomelessNightTimeResidenceCodes | HomeInstructionFTECodes | MilitaryConnectedCodes

All Data elements are listed for the upload.

Specific Data element codes.

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Dates

- Enrollments must be within the current school year
  - July 1, 2024 to June 30, 2025

- Enrollments cannot have a future start date from the date of entry.
  - i.e. Enrollments beginning 9/1/24 cannot be entered until on or after 9/1/24

Start dates should be representative of the student's first day of attendance for the school year.

July 2024 July 1, 2023 Beginning of Year	**August 2024**	**September 2024**
October 2024	**November 2024**	**December 2024**
January 2025	**February 2025**	**March 2025**
April 2025	**May 2025**	**June 2025** June 30, 2025 End of Year

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Resident Town Code & Fiscal Responsibility

- Resident Town Code should represent the town that a student resides in, regardless of funding source.

Fiscal Responsibility Code	Description
B	Paid by Governor Baxter School for the Deaf
C	Maine Public Charter School Funding
F	100% State/Federal Funding
L	Funded Under Chapter 327
O	Paid by Resident SAU or EUT
P	Paid by Other Source (private pay, etc)
R	Resident of School Unit
S	Superintendent Agreement
W	Maine Ocean School Funding

P – Paid by Other Source (private pay, etc)

- Privately funded students

O – Paid by Resident SAU or EUT

- Publicly funded student paid for by the Resident SAU

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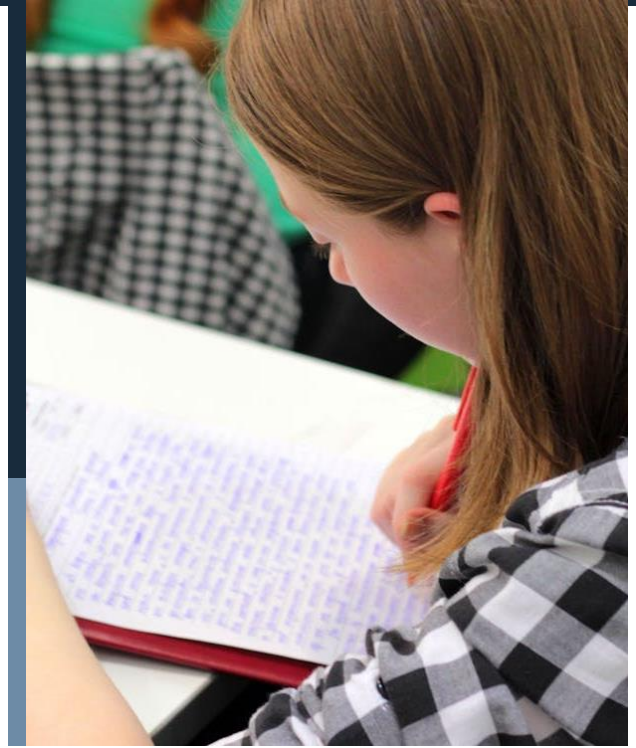

Title IA Flag

- Yes or No flags for students receiving targeted services
- Refer to your local Subject Matter Experts to validate these flags

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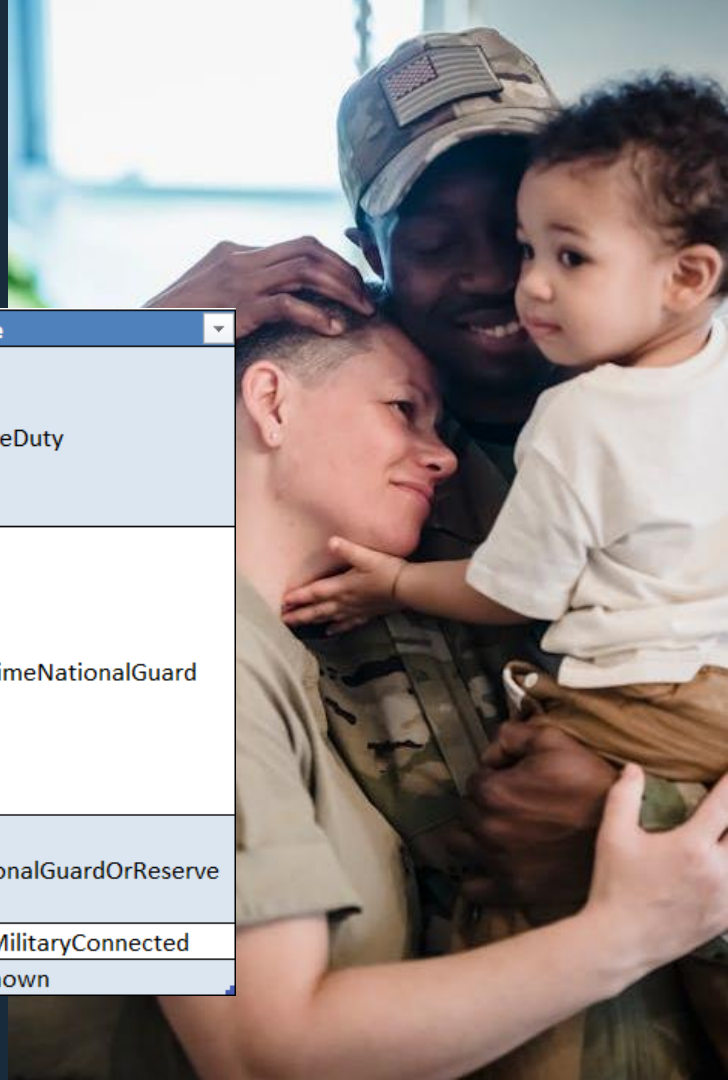
Military

Required field for all student enrollments

Description	Definition	Code
Active Duty	Student is a dependent of a member in full-time duty in active military service of the United States, including full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned.	ActiveDuty
Full Time National Guard	Student is dependent of a member in training or other duty, other than inactive duty, performed by a member of the Army National Guard of the United States or Air National Guard of the United States in the member's status as a member of the National Guard of a State or territory, the Commonwealth of Puerto Rico, or the District of Columbia under section 316, 502, 503, 504, or 505 of title 32 for which the member is entitled to pay from the United States or which the member has waived pay from the United States.	FullTimeNationalGuard
National Guard Or Reserve	Student is a dependent of a member of the National Guard (not full-time duty) or Reserve Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard).	NationalGuardOrReserve
Not Military Connected	Student is not military-connected.	NotMilitaryConnected
Unknown	It is unknown whether or not the student is military-connected.	Unknown



Student Personal Upload Data Dictionary

STUDENT PERSONAL UPLOAD

Web Services Method Name: UPLOAD_STUDENT_PERSONAL

Last Updated: 04-14-2022

Element Name	Description	Business Rules	Data Required	Number of Characters	Data Example
LastName	Legal last name of student (no suffix).		Y	2 to 50	Smith
FirstName	Legal first name of student (no alias or suffix) .		Y	2 to 50	John
MiddleName	Legal middle name of student.		N	0 to 50	James
Alias	Alias or nickname if it exists.		N	0 to 50	Jack
NameSuffixCode	A suffix representing the student following the name, such as Jr, III, etc.		N	0 to 10	Look-up List
HispanicLatino	Is the ethnicity of the student Hispanic/Latino?	What is this person's ethnicity? Hispanic or Latino = Y Not Hispanic or Latino = N	Y	1	N or Y
AmericanIndianAlaskaNative	Is the race of the student American Indian or Native Alaskan?	Mark one or more races to indicate what this person considers himself/herself to be. If student is American Indian or Alaska Native = Y, else N	Y	1	N or Y
Asian	Is the race of the student Asian?	Mark one or more races to indicate what this person considers himself/herself to be. Asian = Y, else N	Y	1	N or Y
BlackAfricanAmerican	Is the race of the student Black or African American?	Mark one or more races to indicate what this person considers himself/herself to be. Black or African American = Y, else N	Y	1	N or Y
NativeHawaiianPacificIslander	Is the race of the student Native Hawaiian or other Pacific Islander?	Mark one or more races to indicate what this person considers himself/herself to be. Native Hawaiian or Other Pacific Islander =	Y	1	N or Y

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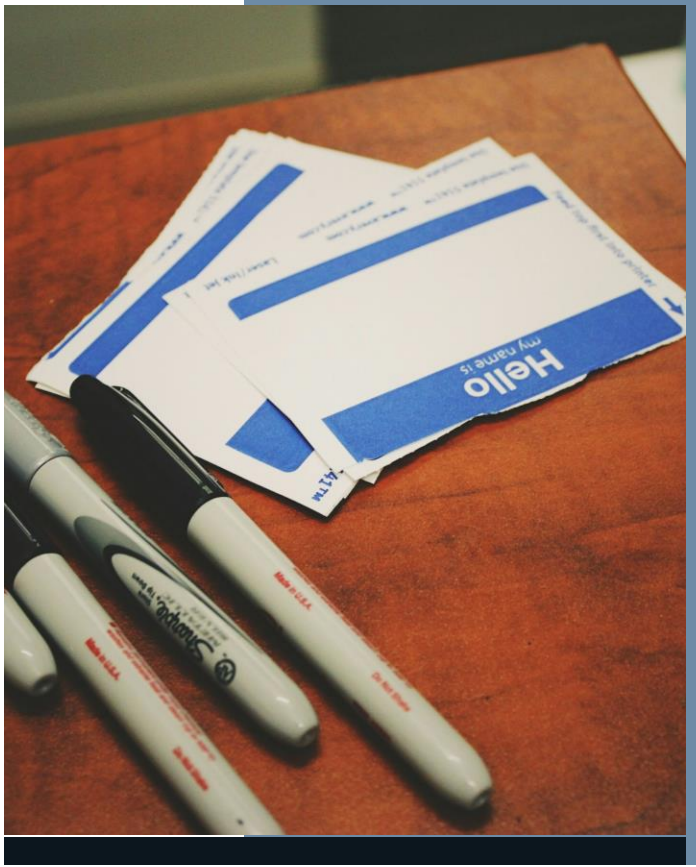
Name

Required – Legal Name

- Last Name
- First Name

Not Required

- Middle Name
- Alias
- Name Suffix



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Race/Ethnicity

- Hispanic/Latino
- American Indian/Alaska Native
- Asian
- Black/African American
- Native Hawaiian/Pacific Islander
- White

All require a Yes or No response

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Parent/Guardian, Birthdate, & Sex

- Parent/Guardian Names are not required
- Birthdate Year, Month, Day of birth are required
- Sex can be representative of self-reported sex, does not need to be birth certificate sex

Description	Definition	Code
Male	Sex is male.	M
Female	Sex is female.	F
Not Selected	Sex is not selected.	NotSelected

Directory Information

- Physical Address
  - Line 1, (Line2) Town, State, Zip
- Mailing Address
  - Line 1, (Line 2), Town, State, Zip

Not required:

- Home Phone
- Email

Include house numbers in Line 1

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Economic Status Data Dictionary

ECONOMIC STATUS UPLOAD

Web Services Method Name: UPLOAD_ECONOMIC_STATUS

Last Updated: 10-24-2019

Element Nam	Description*	Business Rules	Data Requir	Number of Characte	Data Exampl
Year Code	Description: School year designation. Data Type: alpha numeric	Full school year	YES	9	2018-2019
Action	Value to define if this is an Add/Update of a student Economic Status record or a delete.	Blank means we will insert or update to an existing record in Synergy. A value of D will indicate we will delete the Economic Status record for the given State Student ID, Start Date, Eligibility value			
Eligibility	the student's eligibility status		YES	15	Look-up List
StartDate	EligibilityStartDate	Must be within the school year of the upload. Format of YYYYMMDD	Yes	8	20180908
EndDate	EligibilityEndDate	Format of YYYYMMDD Must be within the school year of the upload OR = NULL	No	0 or 8	20180909

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Eligibility

ECONOMIC STATUS CODES

Last Updated: 8-2-2018

Description	Definition	Code
Free	Free is the student's level of eligibility.	Free
Full price	Full price is the student's level of eligibility.	FullPrice
Reduced price	Reduced price is the student's level of eligibility .	ReducedPrice

The State of Maine uses the student's Free/Reduced lunch status to determine if a student is "economically disadvantaged". A student can be deemed economically disadvantaged using

- Direct Certification from DHHS
- Collection of the Application for Free/Reduced Lunch meals

Students with either Free or Reduced Price status in Synergy are marked as Economically Disadvantaged in NEO

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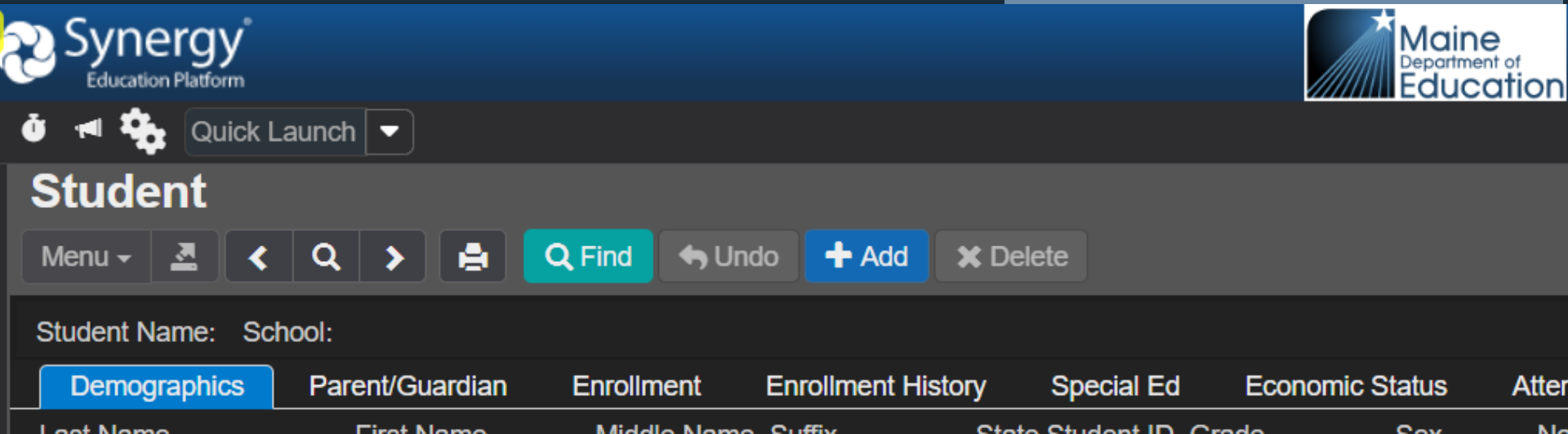
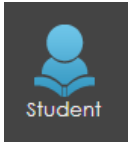
Entering Data into Synergy



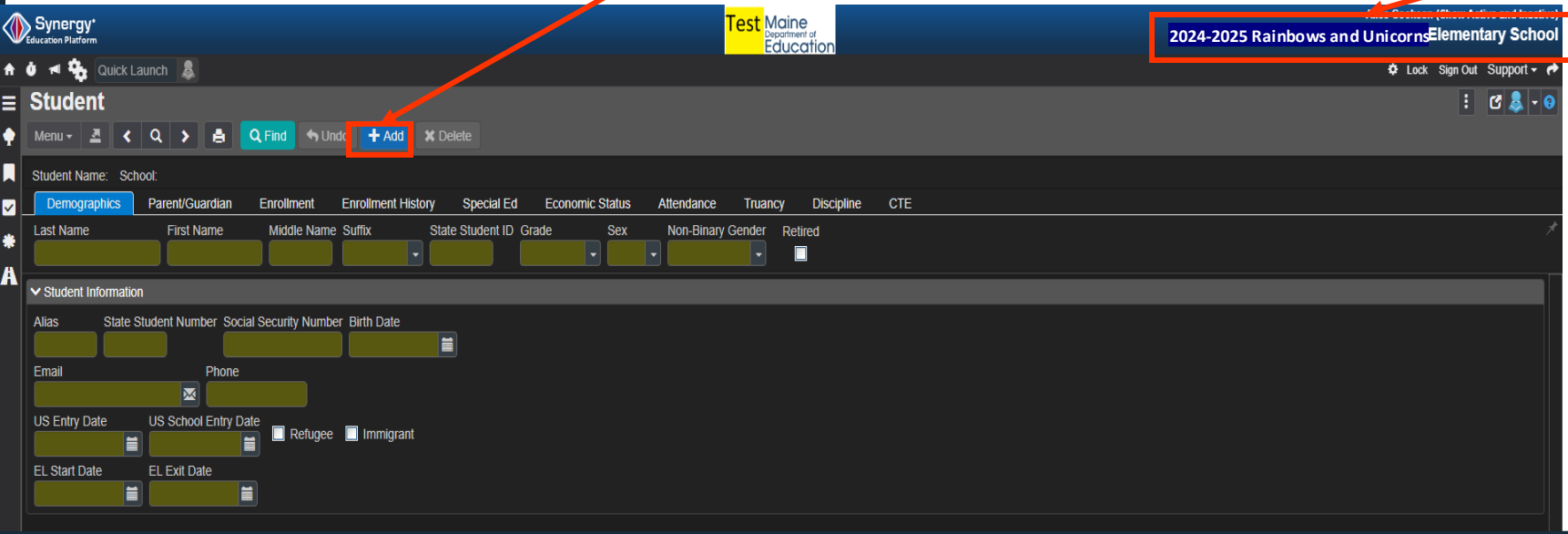
Manual Enrollment (One Student at a time)



This is done on the **Student** module of Synergy

Enrolling a student is done using the +Add button

Focus must be set to the SCHOOL level (if not, the +Add button will be grayed out)



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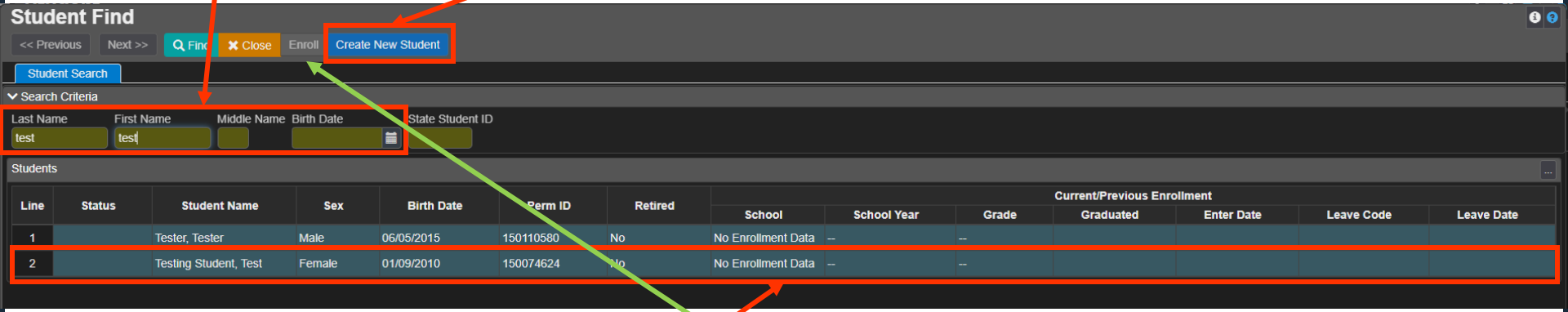
Student Find

Search for the student using Last Name and Birth Date

If the student does not come up in the search, select “Create New Student”



If the student you are looking for has been enrolled in a Maine school in previous years select them from the list. Then the “Enroll” button will turn Green to be selected

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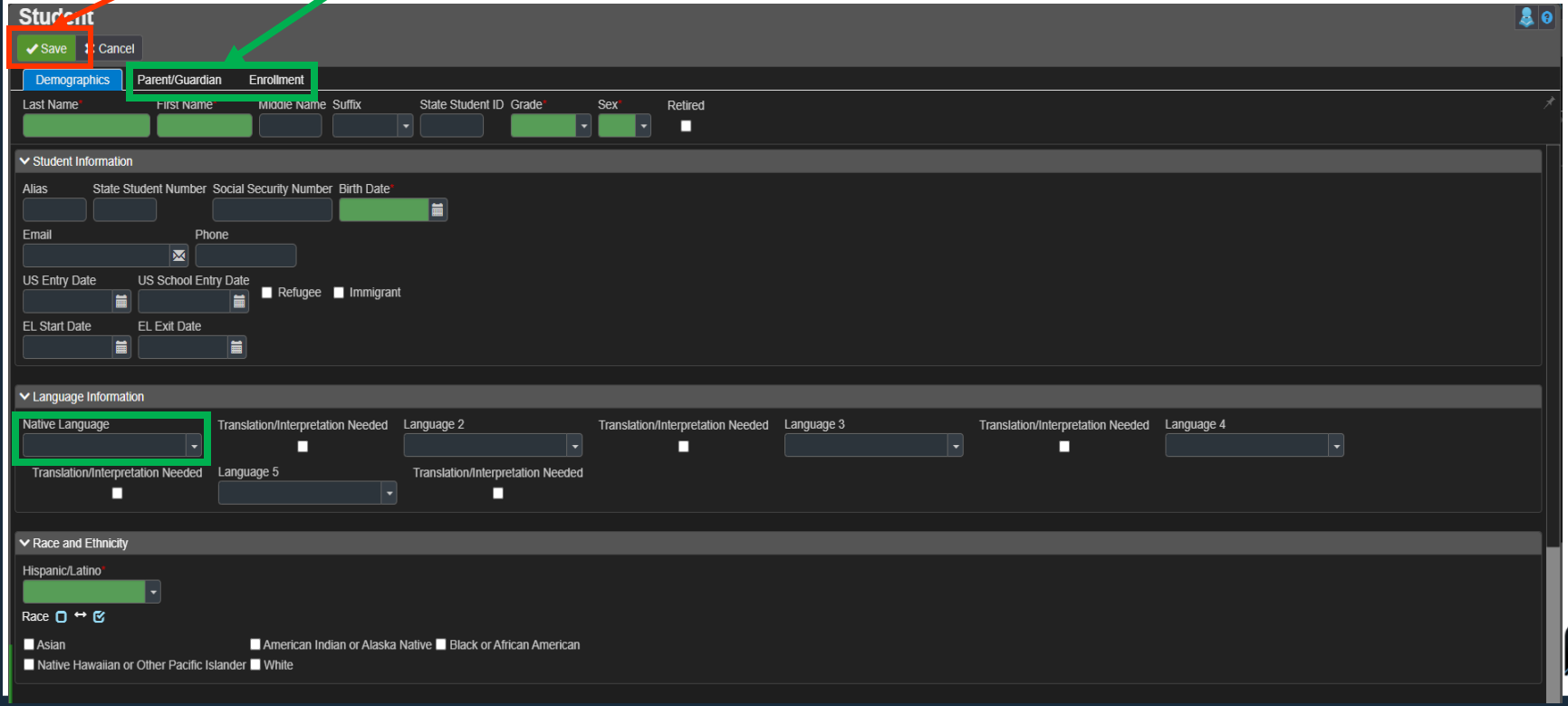
Student Enrollment Screen

When all green fields are complete, click "Save"

Fill in all Green fields, toggle to Parent/Guardian, and Enrollment to complete all green fields on those tabs as well.



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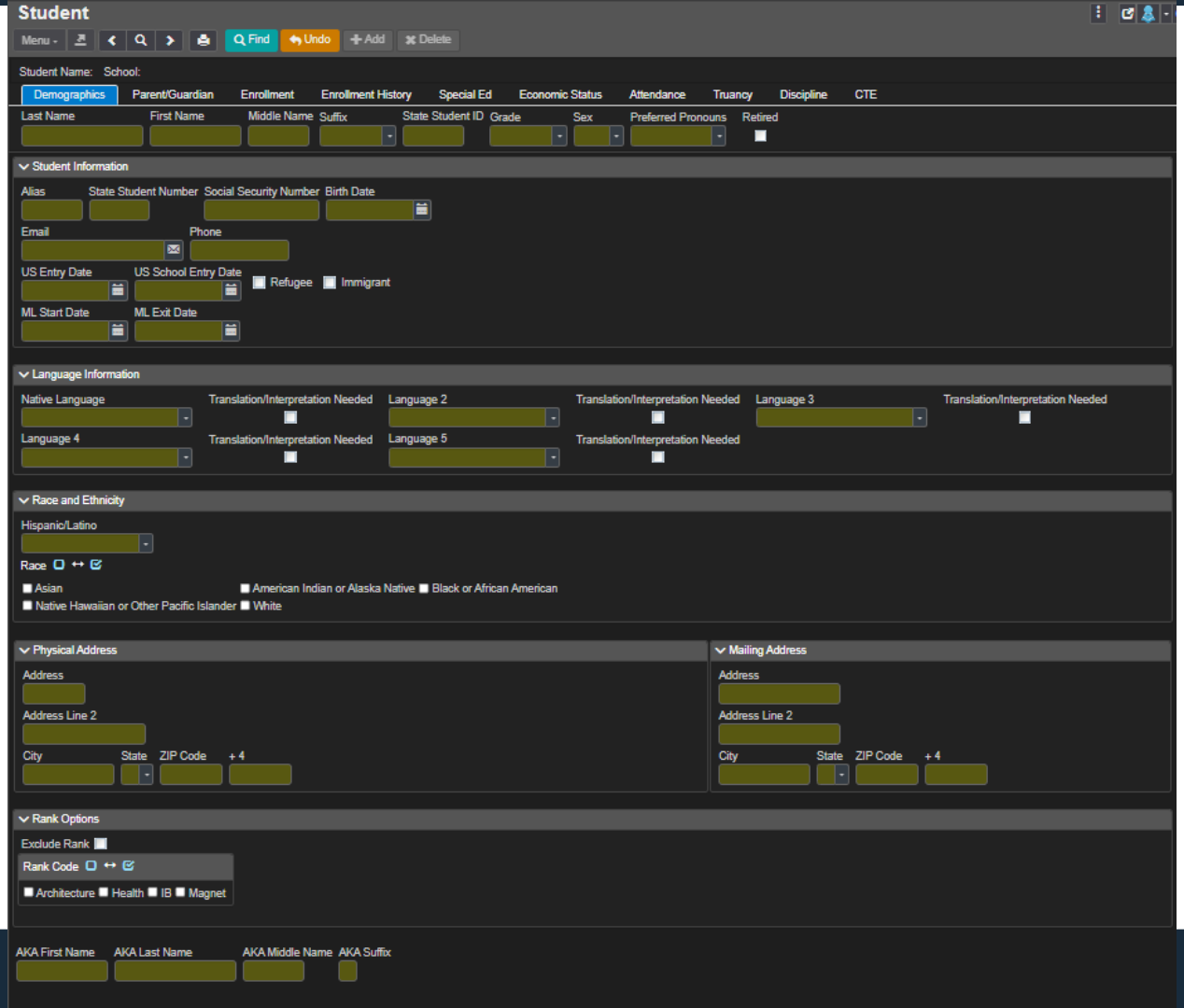

Demographics Tab

- Student information
- Language
- Race and Ethnicity
- Physical/Mailing Addresses

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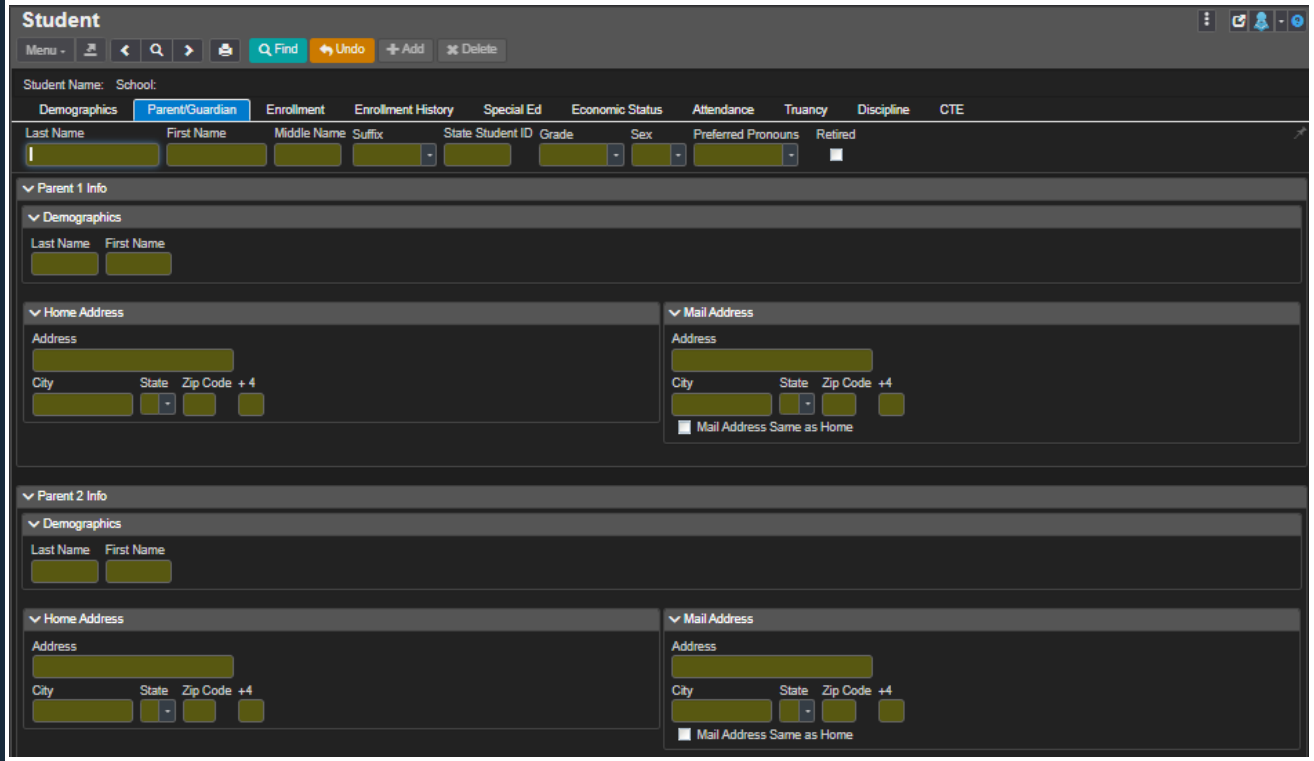
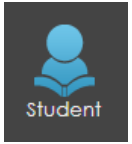


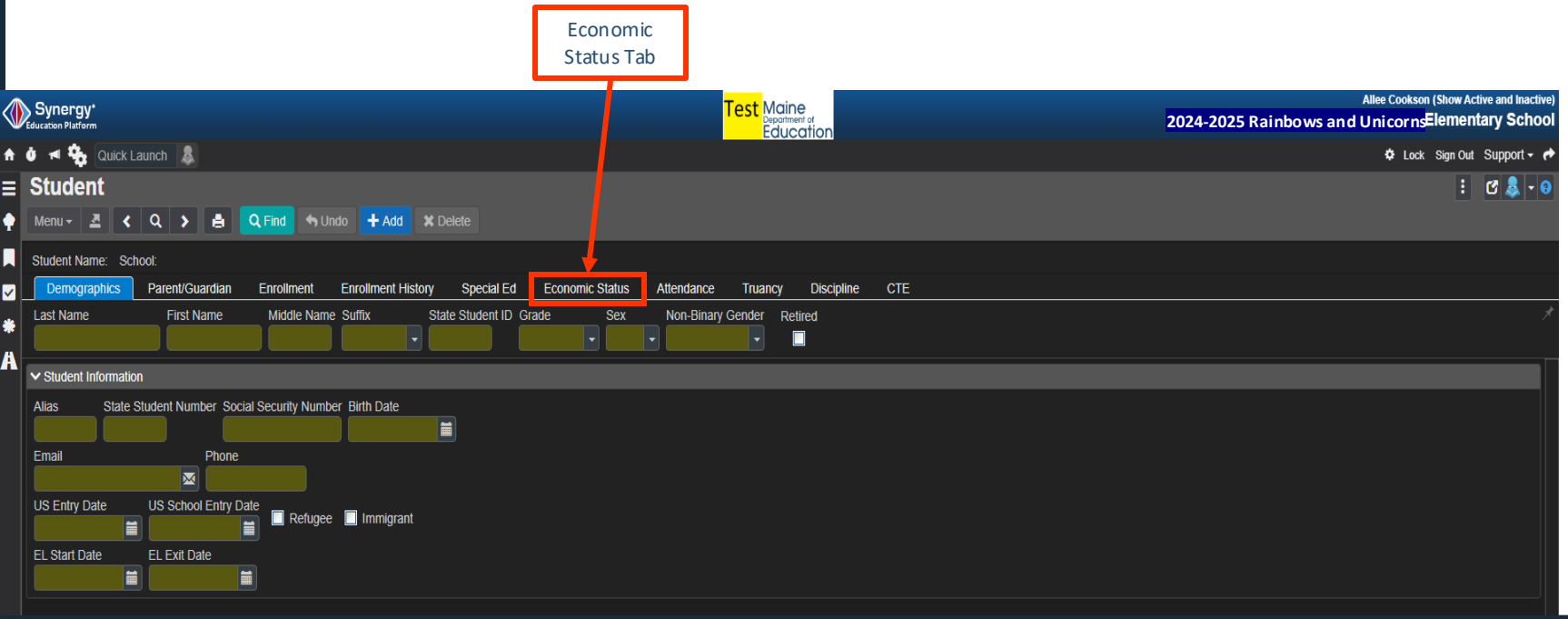
Parent/ Guardian Tab

- Parent information

Manual Economic Status (One Student at a time)



This is done in the **Student** module of Synergy, on the Economic Status tab



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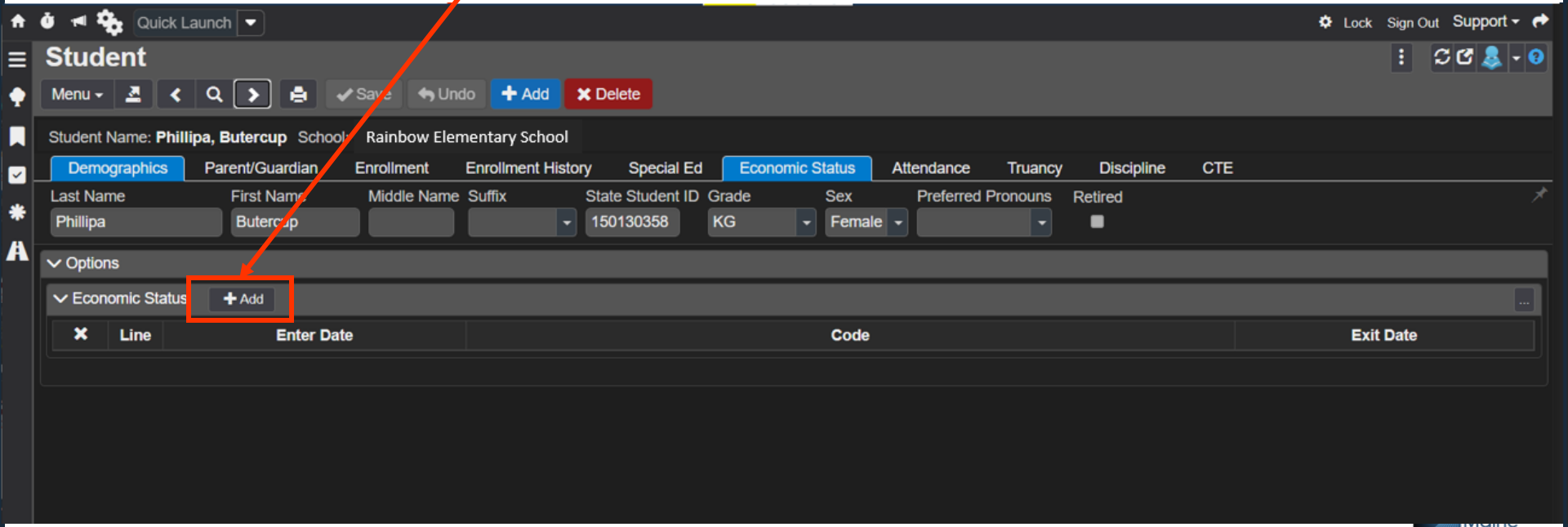
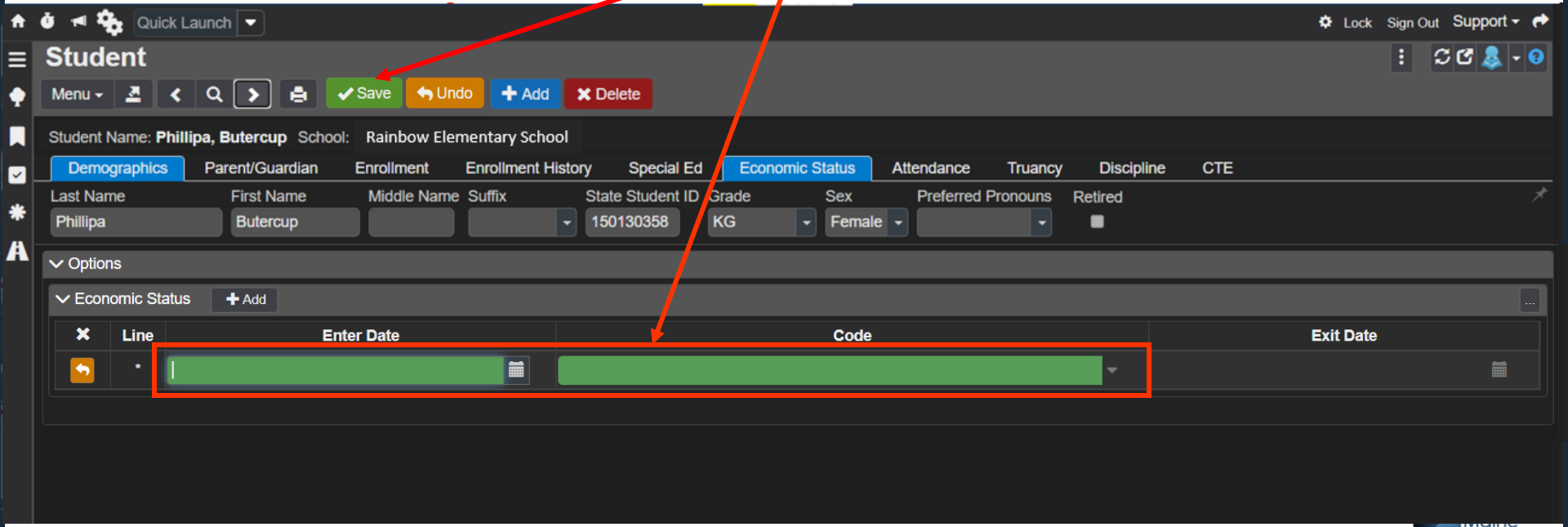
Add Economic Status Record

Select Add to input an Economic Status Record for the selected student



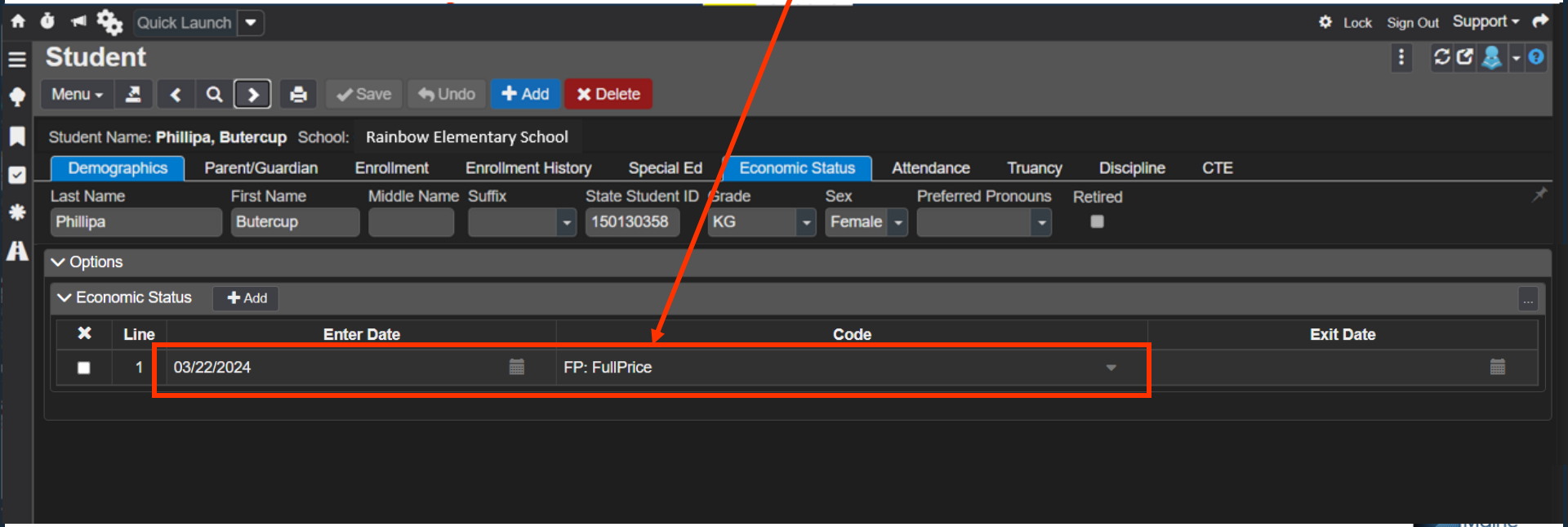
Add Economic Status Record

Fill in Economic Status Enter Date and Code, then select Save



Review Economic Status Record

Review the data that was entered



Uploading Enrollments

- If a student has never attended a Maine SAU or a student transfers into the SAU without a known State Student ID number, the **state student ID number must be resolved before an enrollment upload can be done for them**.
  - Manual entry of the student does not require this additional step as it is assigned to the selected student or a new one is created when the student is created.

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State ID Import Data Dictionary

Make sure these data elements are entered with as much accuracy as possible to avoid creating a duplicate ID for a student

STATE STUDENT ID

Web Services Method Name: UPLOAD_STATE_ID_IMPORT

Updated 1-27-2022

Element Name	Description*	Business Rules	Data Required	Number of Characters	Data Example
SAUID	NEO Organization ID for the attending SAU		YES	1 to 4	1000 Look-up List
SchoolStudentID	Definition: School Student identification number.		N	0 to 10	1234567890
LastName	Definition: Legal last name of student (no suffix). Type of Data: varchar		YES	2 to 50	Doe
FirstName	Definition: Legal first name of student (no alias or suffix) . Type of Data: varchar		YES	2 to 50	Jane
MiddleName	Definition: Middle name of student. Type of Data: varchar		NO	0 to 50	Mary
Sex	The student legal sex		YES	1	F
Birthdate	The student birthdate	Format of YYYYMMDD	YES	8	20130109
Grade	Grade of student. The key grade here would be of PK, KG type.		YES	2	PK
StartStatus	Reason student started school.		YES	5	Look-up List

*include State IDs on transfer paperwork if possible.

- Reduces opportunity for duplicate IDs to be created

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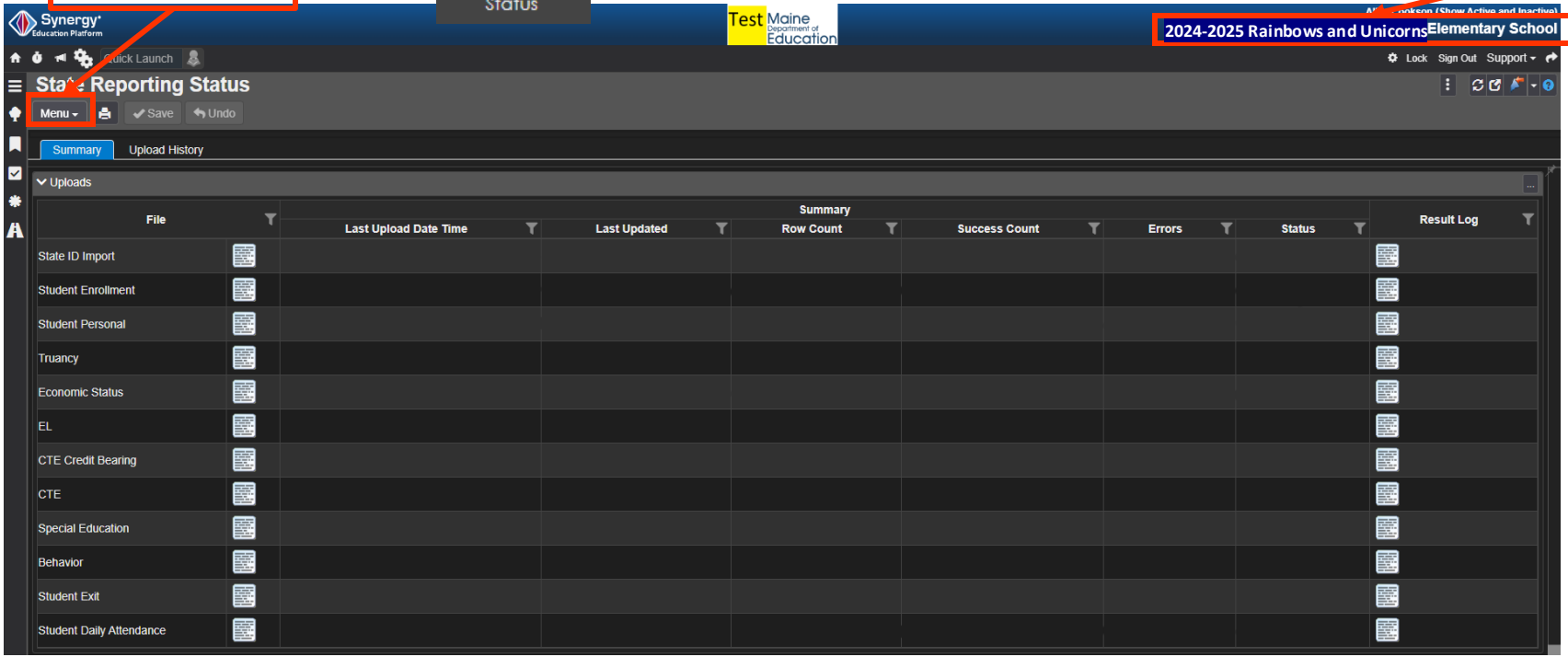
Student ID Import Upload (new SSIDs)

All uploads can be done under "Menu"

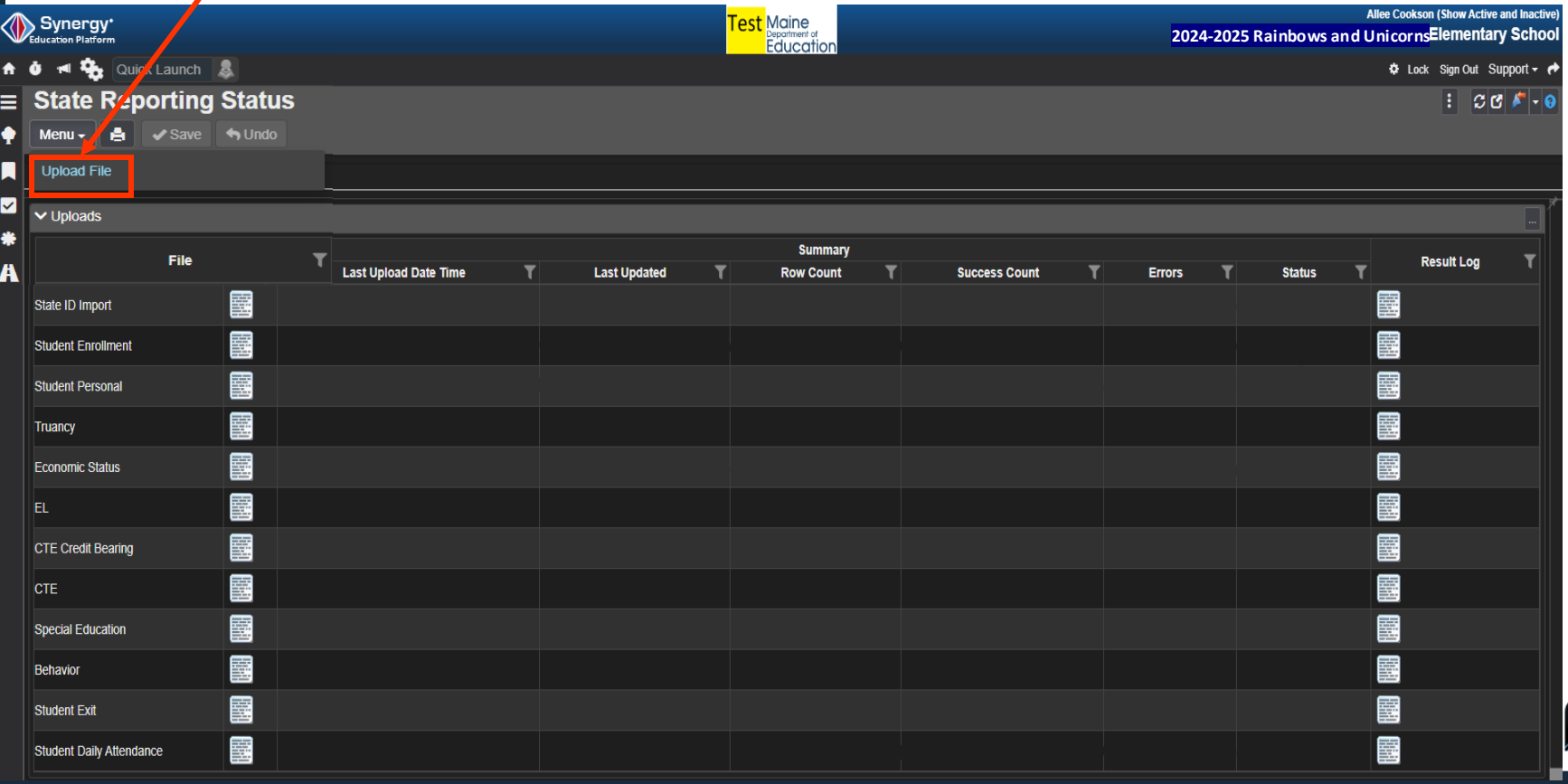
This is done on the **State Reporting Status** module of Synergy

Focus must be set to the SCHOOL level



State Reporting Screen

Select Upload File



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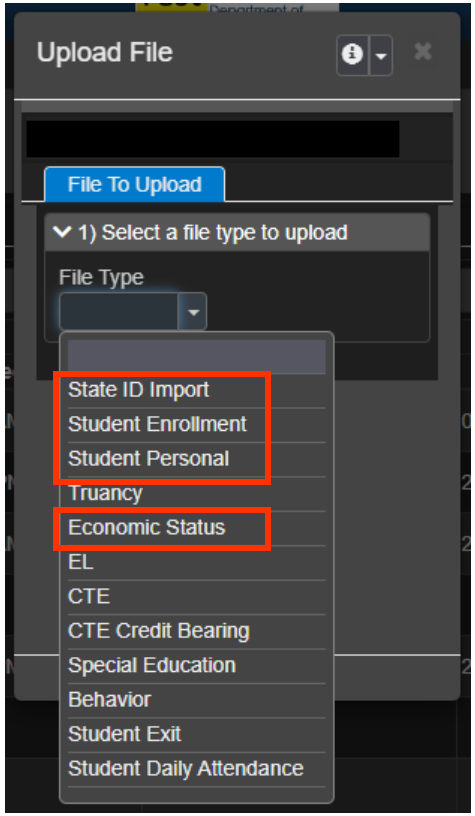
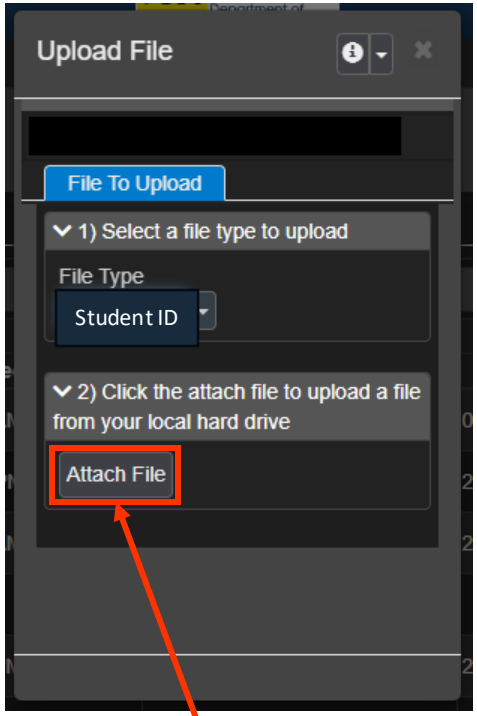
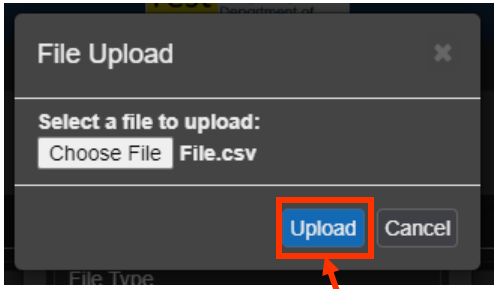
Upload Screens



Select File Type



Select Attach File



Select Upload

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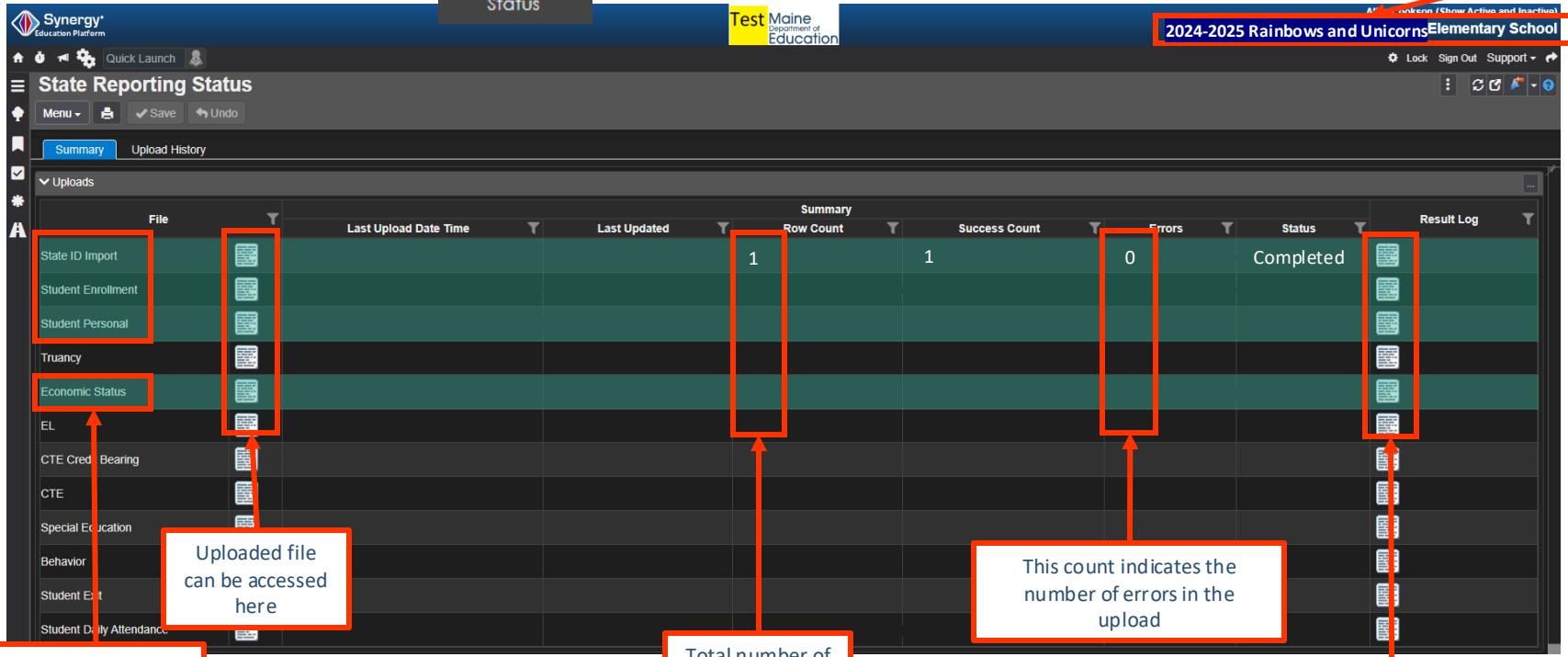
Upload Enrollments (Multiple students at a time)

This is done on the **State Reporting Status** module of Synergy

Focus must be set to the SCHOOL level



Uploaded file can be accessed here

Upload types will be listed here.

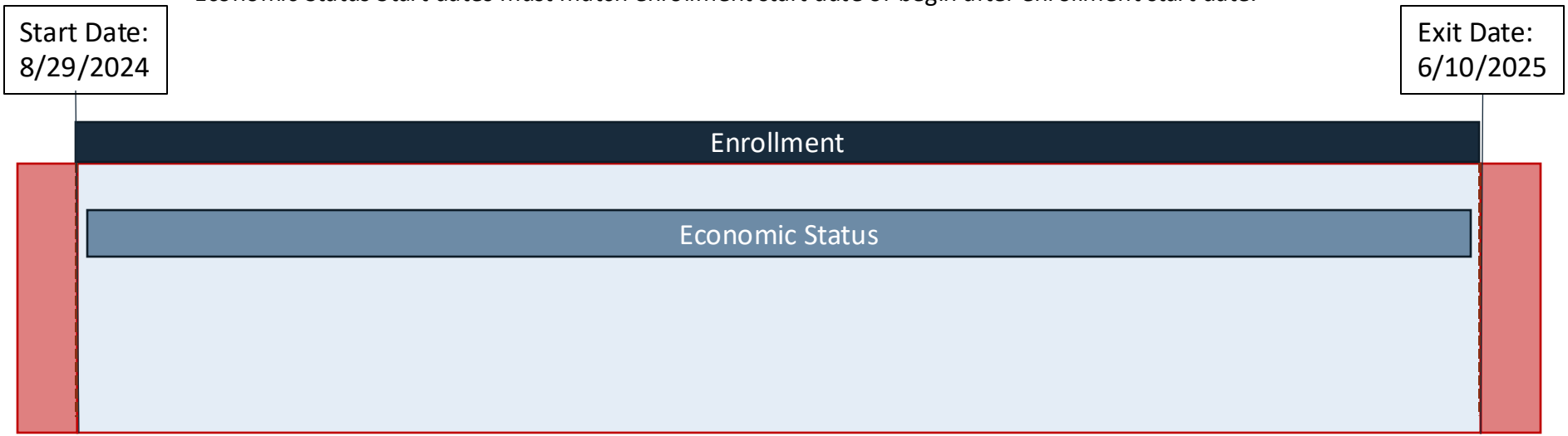
Total number of rows (students) uploaded

This count indicates the number of errors in the upload

Review any errors here.
Note: Student IDs will be in the Result log after the upload is complete.

Enrollment Dates

- All data entered into Synergy MUST be within an enrollment timeframe
  - Example: Enrollment Start Date 8/29/2024 Exit Date 9/2/2024 cannot have data entered for 8/28 nor 9/3
  - Economic Status Start dates must match enrollment start date or begin after enrollment start date.



Next Steps

Non-public school officials should begin conversations with key personnel

- What data is required
- When will the data be collected
- How will the data be collected
- Who will collect and input the data

- Submit data before October 30, 2024
  - Non-public schools opting-in to Title I must provide and submit the student enrollment data.
  - Non-public schools not providing appropriate enrollment information by October 30, 2024, will automatically be determined as opting out of ESEA equitable services.
- The Synergy Training link will be sent to registrants

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Questions?

Get In Touch

Contact Our Data System Support Team

Email

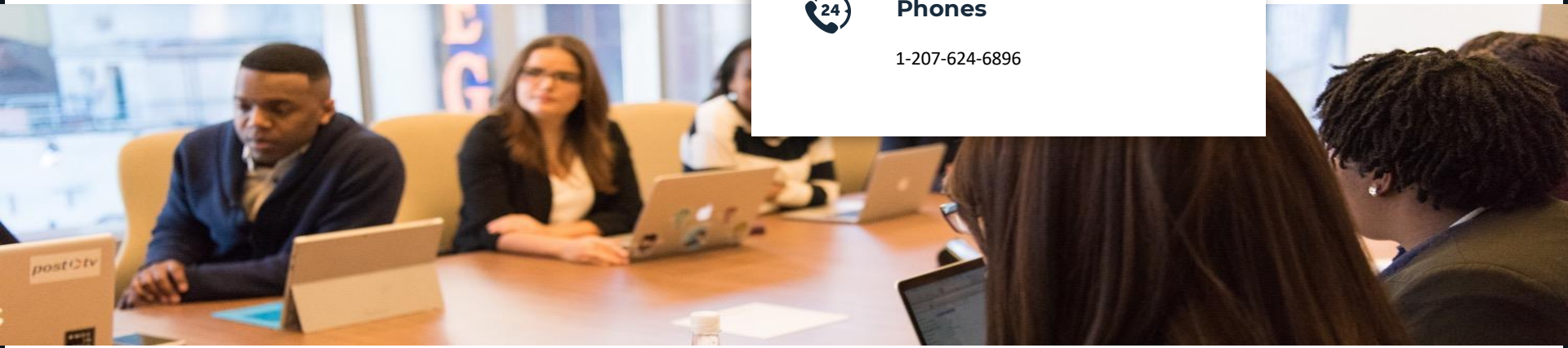
MEDMS.Support@Maine.gov

Our Sites

https://www.maine.gov/doe/data-reporting/medmssupport

Phones

1-207-624-6896



Maine Department of Education