MAINE DEPARTMENT
OF EDUCATION

Non-Public School Title I Eligible Students Reporting 2025-2026

Presented by: The Data and ESEA Team

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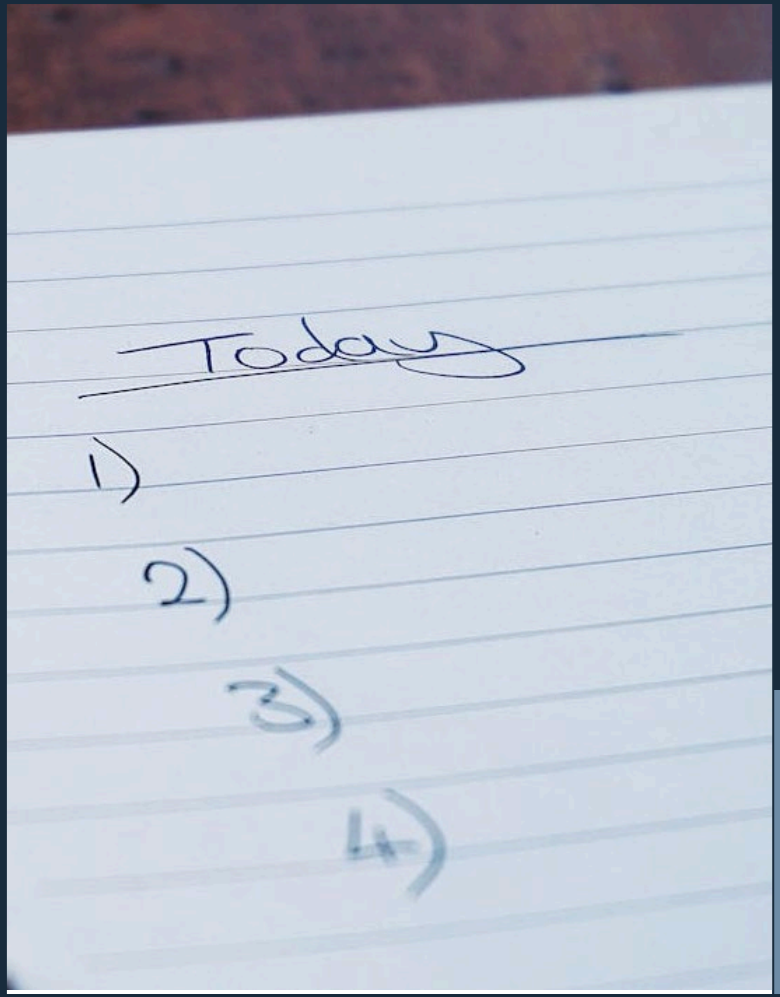

Agenda

- Overview of Title I Eligibility
- Reporting Systems
- Reporting Resources
- Required Data Elements
- Enrolling in State Synergy
  - Manual Entry
  - Upload
- Future planning for Connect implementation

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FY27 Title I Proportional Share Eligibility

- Title IA Proportional Share 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, 2025
  - Would otherwise attend a Title I school in the public LEA
  - Economic status of students is low-income
  - Generates proportional share of the SAU's total Title I Allocation amount

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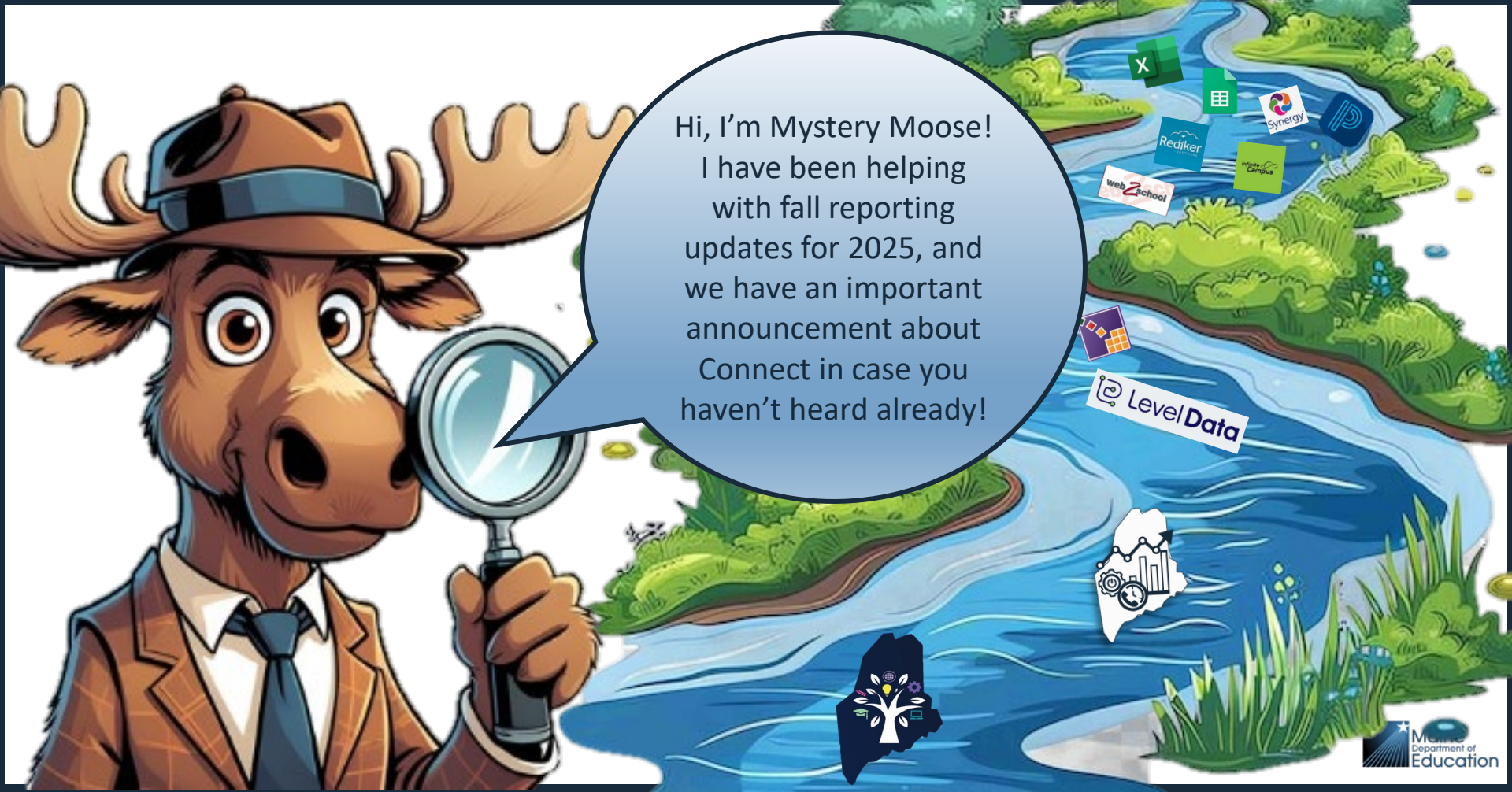
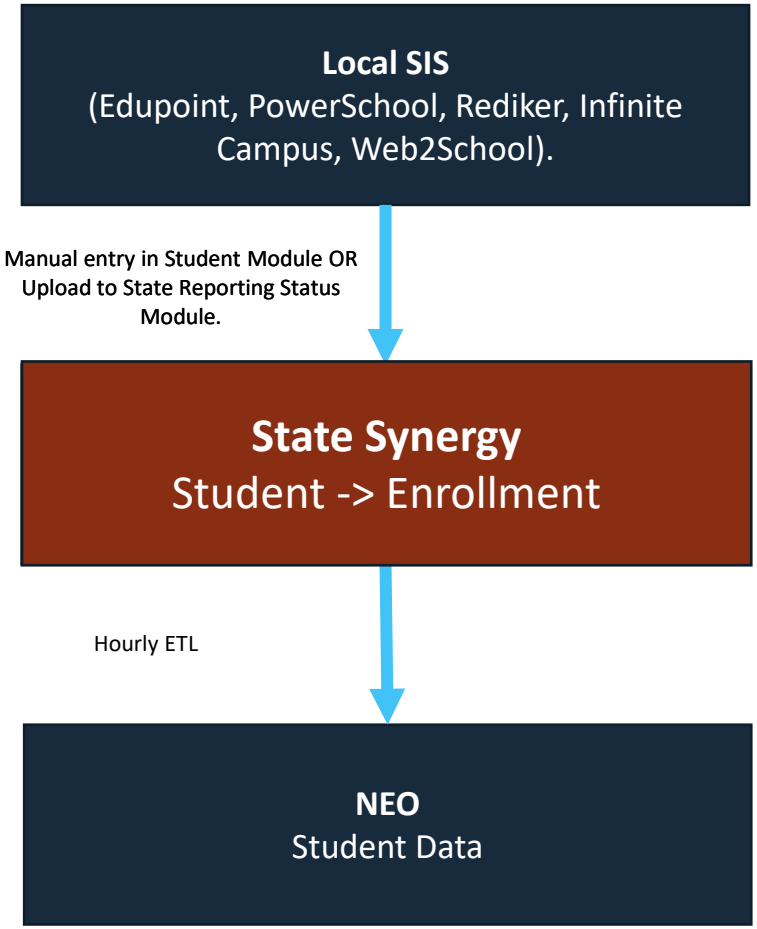

Hi, I'm Mystery Moose! I have been helping with fall reporting updates for 2025, and we have an important announcement about Connect in case you haven't heard already!
Synergy
Rediker
infinite Campus
web2school
LevelData
Department of Education

Student Data Reporting System Update

In response to data collection time frames and feedback regarding time to learn within the new Connect platform prior to use for state reporting, the Data Team has determined that the best course of action for fall reporting in 2025 will be to use State Synergy.

Maintaining predictable, accurate, complete, and timely data reports are our top priority.

This change will allow for parallel testing of Connect as Synergy is running data, this opportunity will allow time for SAUs to familiarize and build confidence within the Connect platform.



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What this means for SAUs

With a student information system (SIS) supporting SIF

- More experience seeing SIF work before using it for high stakes data collections.
- Additional time to work with SIS vendor to configure SIF agents.

Without a student information system (SIS) to support SIF

- Provide time to build out files for upload to Connect.
- Additional time to schedule training and update local workflows.

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.***

Data Systems Access

Access Request Form

The access request form is used to grant or update access to our three data systems (linked above). *To be granted access, the requestor must ensure their district has entered them into NEO Staff.*

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Data Elements

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Required Data Elements

- Synergy requires a minimum amount of data elements to enroll students.
- Title I allocation will be determined using the following data elements:
  - Resident town GEO code
  - Economic Status

Student Data & Entry Reporting

Connect Guides

Student Reports

Student Enrollment Guides

Student Data Entry & Reporting

Locating Resources

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

- Student Data Entry & Reporting
  - **Data Dictionaries**
    - State Student ID
    - Enrollment
    - Personal
    - Economic Status
  - Student Enrollment Guides
    - Enrollment Guidance
    - Fiscal Responsibility
    - Military Family Indicator Form

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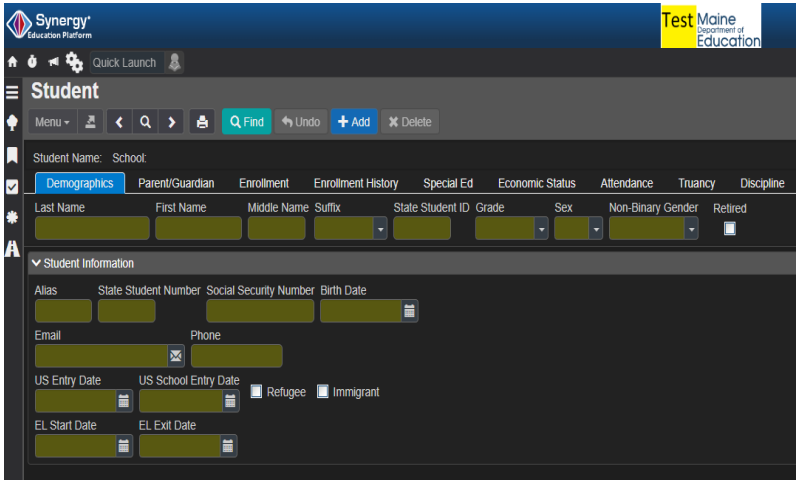
Data Entry Options

Manual Entry into Synergy

One student at a time



Add students, input data into the required fields

Upload into Synergy

Bulk upload multiple students

SAU ID	State Student ID	School ID	School Year	Resident Town GEO Code	Entry Type	Grade Level	Entry Date	Exit Type	Exit Date	Residency Status	Title 1A Flag Math	Title 1A Flag ELA	Home Instruction Flag	FTPT Status	Chapter 504 Status Flag	Gifted Talented Academic	Gifted Talented Artistic	Military Family Flag
28	100023355	1234	2025-2026	12345	01833	05	20250827			P	Y			0				ActiveDuty
28	100023354	1234	2025-2026	12340	01835	03	20250827			P				0				Unknown
28	100023353	1234	2025-2026	12444	01822	KG	20250827			P				0				Unknown
28	100023352	1234	2025-2026	10345	01835	03	20250827			P				0				ActiveDuty
28	100023349	1234	2025-2026	10345	01822	05	20250827			P		Y		0				Unknown

Download a sample file from MEDMS Support – Student Data Entry and Reporting

Input data into required fields as outlined in the associated Data Dictionary

Upload to Synergy

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Minimum Required Uploads for Title I Eligible Students attending Private Schools

Uploads
State Student ID
Personal
Enrollment Economic Status

Connect Data Dictionaries

Topic - Connect Data Dictionaries	Data Dictionary	Sample File
SIF Profile	SIF Profile	
CTE	Dictionary	Sample
CTE Credit Bearing	Dictionary	Sample
Discipline	Dictionary	Sample
Economic Status	Dictionary	Sample
Multilingual Learner	Dictionary	Sample
Student ID	Dictionary	Sample
Student Enrollment	Dictionary	Sample
Student Personal	Dictionary	Sample
Student Special Education Programs	Dictionary	Sample
Truancy	Dictionary	Sample

Data Dictionaries and sample files for each upload are available on the Student Data Entry & Reporting Page

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	A	B	C	D	E	F	G	H	I	J	K	L
1	SAU ID	School ID	Resident Town GEO Code	Local ID	Last Name	First Name	Middle Name	Suffix	Sex	Birthdate	Grade	Start Status
2	8888	8889	22222		Moose	Mystery	M		Male	20160501	04	01835
3												
4												
5												
6												

STATE STUDENT ID

Updated 6-09-2025

Element Name	Description*	Business Rules	Data Required	Number of Characters	Data Example
SAUID	Organization ID for the attending SAU		YES	1 to 4	Schools and SAUs
SchoolID	Organization ID for the attending School		YES	1 to 4	Schools and SAUs
ResidentTownGEOCode	Town where student resides		YES	5	Schools and SAUs
LocalID	Definition: School Student identification number.		No	0 to 25	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
Suffix	A suffix representing the student following the name, such as Jr, III, etc.		NO	0 to 10	Suffix Codes
Sex	The student legal sex		YES	4 to 11	Sex Codes
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	Grade Codes
StartStatus	Reason student started school.		YES	5	Start Status Codes

This page may be for future reference when Connect is implemented, OR you can **upload** this fall to Synergy!

State Student ID File

- Upload required data elements
- Sample Files can be used for formatting
- Required data elements, codes, and formats are outlined in the Student Enrollment Data Dictionary

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	SAU ID	State Student ID	School ID	School Year	Resident Tow	Entry Type	Grade Level	Entry Date	Exit Type	Exit Date	Residency Status	Title 1A Flag Math	Title 1A Flag ELA	Home Instruction Flag	FTPT Status	Chapter 504 Status Flag	Gifted Talented Academic	Gifted Talented Artistic	Military Family Flag
2	8888	1023678593	8889	2025-2026	22222	01833	04	20250901			R				0				Unknown
3																			
4																			
5																			

T	U	V	W	X	Y	Z	AA
Homeless Code	Unaccompanied Youth	Transition Bilingual Early Exit	Dual Language Two Way Immersion	ESL ELD	Content Classes	Newcomer	Parents Refuse ML Services

STUDENT ENROLLMENT UPLOAD

Last Updated: 3-28-2025

Field Name	Description	Business Rules	Data Required	Number of Characters
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."	Y	1 to 4
StateStudent ID	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"	Y	10
SchoolID	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."	Y	1 to 4
SchoolYear	School year designation	Description: School year designation. Data Type: alpha numeric	Y (primary enrollments only)	9
ResidentTownGeoCode	ID of student's resident town.		Y (prim enroll	5
EntryType	Reason student started in the sc			
GradeLevel	The grade the student is recei			
EntryDate	Start date of the enrollm status for the following ResidentSAU_ID, Fisca	rd. Format of rollment	Y	
ExitType	Reason student left expulsion, transfer,			N
ExitDate	Date when student			
ResidencyStatus	Indicator of the the relation to attendin Super Agreement, e			
Title1AFlagMath	Applies if the child i Title IA services by vir		If applica	
Title1AFlagELA	Applies if the child is c Title IA services by virtue			NULL or
HomeInstructionFlag	Students who are home in districts part time or home i only Special Education services required (see FTE below).			N
FTPTStatus	The percent of time spent at school by student. Also an option to designate only Sp Education services received at school.	nstructionFlag must use 1-4		

This page may be for future reference when Connect is implemented, OR you can **upload** this fall to Synergy!

Student Enrollment File

- Upload required data elements
- Sample Files can be used for formatting
- Required data elements, codes, and formats are outlined in the Student Enrollment Data Dictionary

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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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SAU and School ID numbers

Schools and SAUs

All Webinars are presented on Tuesdays/Thursdays at Noon

Webinars from previous years, as well as current year webinars that have been presented, can be found on the DOE Data Team's YouTube Channel

Maine Schools

Report Name	Instructions
Maine School Instructions	PDF

Organizational Data

Report Name	File	Description
SAU and School Data	All SAUs and Schools	This file correlates SAUs with their schools with organization IDs
Towns and SAU Data	Towns and SAUs	This file correlates SAUs with their towns with organization IDs

This section contains guides specific to the Essential Programs & Services (EPS).

EPS Training Handouts

- EPS Data Deadlines
- Reports That Impact Subsidy
- Staff FTE Positions

Schools & SAU Reporting

- Synergy Entry Guides
- Student Reports
- Student Enrollment Guides

School & SAU Reporting

Public Flag	SAU OrganizationId	SAU Name	SchoolOrg Id	School Name	School Type
N	1097	All Saints Catholic	1098	All Saints Catholic-St. Mary's	Private Sectarian
N	1097	All Saints Catholic School	1098	All Saints Catholic School	Private Sectarian
N	1278	Ashwood Waldorf School	1279	Ashwood Waldorf School	Private Non-Sectarian
N	1966	Atlantic Academy	1967	Atlantic Academy	Private Special Purpose
N	1311	Aucocisco School	1312	Aucocisco School	Private Special Purpose
N	1099	Bangor Christian Schools	1100	Bangor Christian Schools	Private Sectarian
N	1123	Bay School	1124	Bay School	Private Non-Sectarian
N	1307	Berwick Academy	1308	Berwick Academy	Private Non-Sectarian
N	1441	Blue Hill Harbor School	1442	Blue Hill Harbor School	Private - 60% Publicly Funded
N	1129	Bridgton Academy	1130	Bridgton Academy	Private Non-Sectarian
N	2211	Brightfield	2212	Brightfield School	Private Non-Sectarian
N	1345	Brixham Montessori Friends Sch	1346	Brixham Montessori Friends Sch	Private Non-Sectarian
N	1266	Carleton Project	1267	Carleton Project - Houlton	Private Non-Sectarian
N	1195	Carrabassett Valley Academy	1196	Carrabassett Valley Academy	Private Non-Sectarian
N	1160	Center For Teaching & Learning	1161	Center For Teaching & Learning	Private Non-Sectarian
N	1207	Central ME Christian Acad	1208	Central ME Christian Acad	Private Sectarian
N	1258	Cheverus High School	1259	Cheverus High School	Private Sectarian
N	2027	Chewonki Schools	2023	Maine Coast Semester at Chewonki	Private Non-Sectarian
N	2054	Children's Center-Early Intervention and Family Support	2055	Children's Center-Early Intervention and Family Support	Private Special Purpose
N	1756	Connections for Kids	1757	Kittery Academy	Private Special Purpose
N	1756	Connections for Kids	2041	Kittery Kids Academy	Private Special Purpose
N	1756	Connections for Kids	1956	Portland Kids Academy	Private Special Purpose
N	1409	Damariscotta Montessori School	1410	Damariscotta Montessori School	Private Non-Sectarian
N	2059	Dana Hall School	2060	Dana Hall School	Private Non-Sectarian
N	1148	Erskine Academy	1149	Erskine Academy	Private - 60% Publicly Funded
N	1154	Foxcroft Academy	1155	Foxcroft Academy	Private - 60% Publicly Funded
N	1180	Fryeburg Academy	1181	Fryeburg Academy	Private - 60% Publicly Funded
Y	1180	Fryeburg Academy	1181	Fryeburg Academy	Private 60/40
N	1121	George Stevens Academy	1122	George Stevens Academy	Private - 60% Publicly Funded
N	1164	Glenn Stratton Learning Center	1165	Glenn Stratton Learning Center	Private Special Purpose

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Dates

- Enrollments must be within the current school year
  - July 1, 2025 to June 30, 2026
- Format is YYYYMMDD
- Enrollments cannot have a future start date from the date of entry.
  - i.e. Enrollments beginning 9/10/25 cannot be entered until on or after 9/10/25

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

July 2025 July 1, 2025 Beginning of Year	**August 2025**	**September 2025**
October 2025	**November 2025**	**December 2025**
January 2026	**February 2026**	**March 2026**
April 2026	**May 2026**	**June 2026** June 30, 2026 End of Year

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Entry Type Codes

ENTRY TYPE CODES

Last Updated: 3/28/2025

Code	Description	Definition
00015	Transfer from an approved Maine private school	This indicates that the student attended an approved private school within the State of Maine in the previous school year or during the current school year with no interruption between the two enrollments. The list of approved Maine private schools may be found here:http://maine.gov/doe/schools/directories.html
00041	Re-entry after a voluntary withdrawal (from different school)	Re-entry after a voluntary withdrawal is the process by which the student entered a school during a given academic session.
00051	Re-entry after an involuntary withdrawal (from different school)	Re-entry after an involuntary withdrawal is the process by which the student entered a school during a given academic session.
01821	Transfer from a public school in the same local education agency	Transfer from a public school in the same local education agency is the process by which the student entered a school during a given academic session.
01822	Transfer from a public school in a different local education agency in the	Transfer from a public school in a different local education agency in the same state is the process by which the student entered a school during a given academic session.
01823	Transfer from a public school in a different state	Transfer from a public school in a different state is the process by which the student entered a school during a given academic session.
01830	Transfer from a school outside of the country	Transfer from a school outside of the country is the process by which the student entered a school during a given academic session.
01831	Transfer from an institution	Transfer from an institution is the process by which the student entered a school during a given academic session.
01832	Transfer from a charter school	Transfer from a charter school is the process by which the student entered a school during a given academic session.
01833	Transfer from home schooling	Transfer from home schooling is the process by which the student entered a school during a given academic session.
01835	Re-entry from the same school with no interruption of schooling	Re-entry from the same school with no interruption of schooling is the process by which the student entered a school during a given academic session.
01836	Re-entry after a voluntary withdrawal (from same school)	Re-entry after a voluntary withdrawal is the process by which the student entered a school during a given academic session.
01837	Re-entry after an involuntary withdrawal (from same school)	Re-entry after an involuntary withdrawal is the process by which the student entered a school during a given academic session.
01838	Original entry into a United States school	Original entry into a United States school is the process by which the student entered a school during a given academic session.

- Status of the student when they first enrolled.
- Returning students should have 01835

Leading Zeros: Codes with a zero at the beginning may need to be reformatted in the file to no longer be a number so that the zero remains.

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Resident Town GEO Code & Residency Status

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

Residency Status Code

Last Updated 3/28/2025

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
R	Resident of School Unit
S	Superintendent Agreement

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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Grade Level Codes

- Students grade level for 2025-2026

GRADE CODES	
Last Updated: 3/28/2025	
Code	Description
PK	Pre-Kindergarten
KG	Kindergarten
01	First grade
02	Second grade
03	Third grade
04	Fourth grade
05	Fifth grade
06	Sixth grade
07	Seventh grade
08	Eighth grade
09	Ninth grade
10	Tenth grade
11	Eleventh grade
12	Twelfth grade

Leading Zeros: Codes with a zero at the beginning may need to be reformatted in the file to no longer be a number so that the zero remains.

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FT/PT Status

- Full-time Part-time status is the amount of time a student is enrolled.
- Full time students are coded with FT/PT Status 0

SAU Equivalent Instruction %	Description
1	1-25% of educational time spent at school
2	26-50% of educational time spent at school
3	51-75% of educational time spent at school
4	76% plus of educational time spent at school
5	Special Education only provided by school

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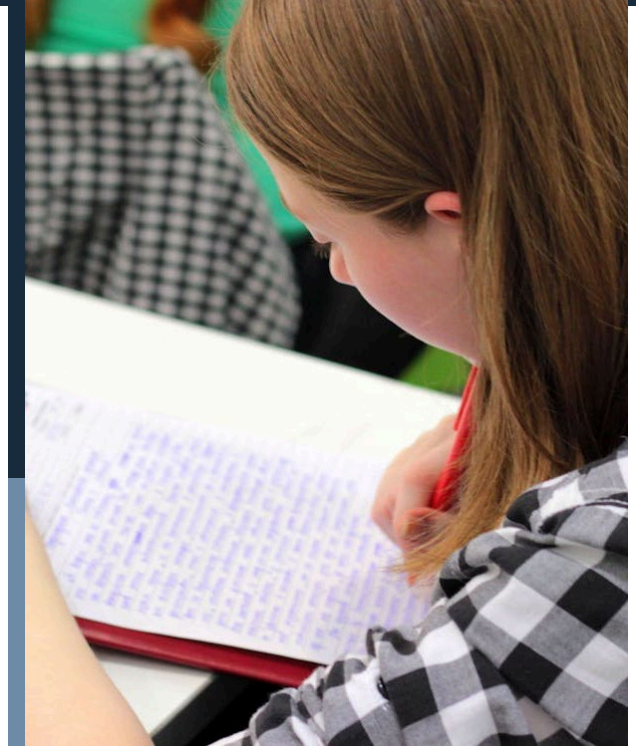

Title IA Flag

- Yes or No flags for students receiving Title IA targeted services
- Connect with your ESEA Coordinator to confirm Title IA service eligibility

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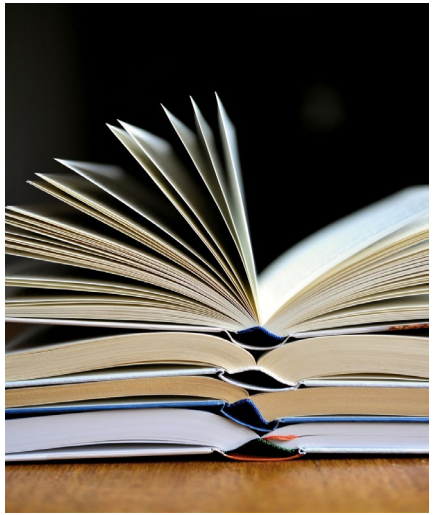
Title IA Proportional Share Eligibility versus Title IA Equitable Service Eligibility

- Title IA Proportional Share Eligibility: To generate a proportional share, the non-public student must:
    1. Low Income
    2. Attend Title I School in Resident District
- Title I Equitable Service Eligibility: To receive Title I, Part A Services, the non-public student must:
    1. Attend a Title I School in Resident District
    2. Be identified as a Title I through “objective criteria”, which can be assessments and other screeners. Title I students must be progress monitored to ensure continued eligibility for services throughout the school year.



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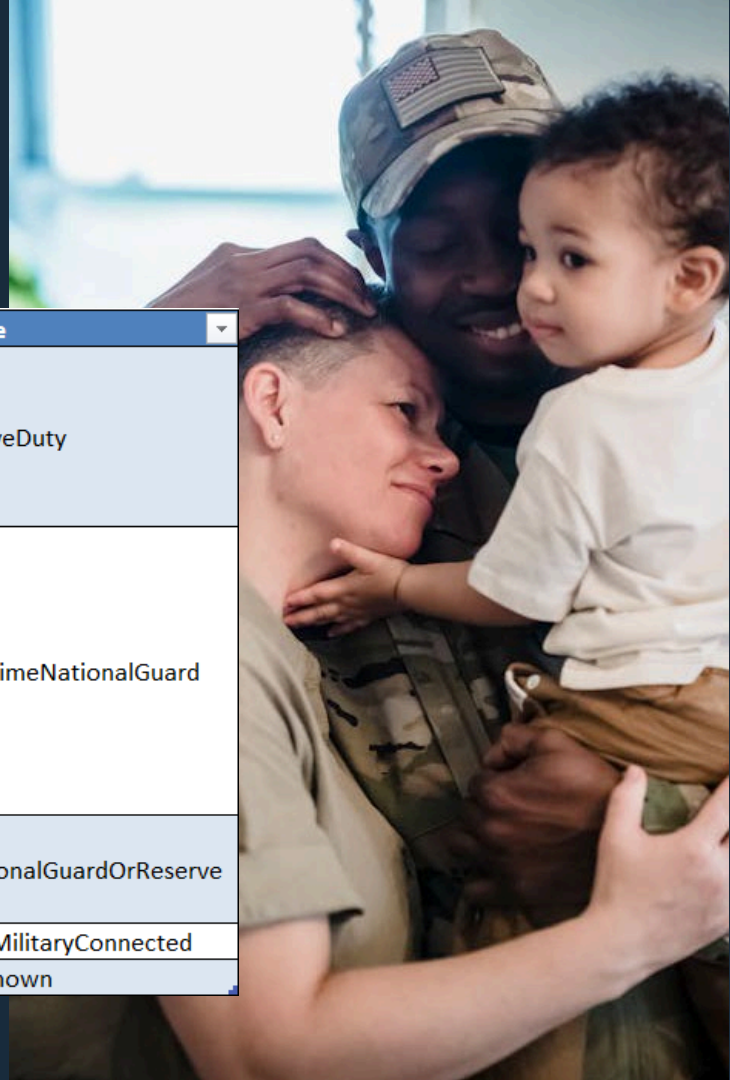
Note: Students who generate a proportional share **may not be the same** as the students who receive services. Only children who would have attended a Title I school AND are identified as in need for additional support can receive services.

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



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	SAU ID	Local Student ID	State Student ID	Last Name	First Name	Middle Name	Preferred Name	Hispanic Latino	American Indian Alaska Native	Asian	Black African American	Native Hawaiian Pacific Islander	White	Sex	Suffix	Birthdate
2	8888		1023678593	Moose	Mystery	M	Sherlock	N	N	N	N	N	Y	Male		20160501
3																
4																
5																

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Physical Address Line 1	Physical Address Line 2	Physical City/Town	Physical State	Physical Zip Code	Physical Address Country	Mailing Address Line 1	Mailing Address Line 2	Mailing City/Town	Mailing State	Mailing Zip Code	Phone Number	Email
2	123 Woody Lane		Makebelieve	ME	04111		PO Box 123		Makebelieve	ME	04111	2075551111	
3													
4													
5													

	AD	AE	AF	AG	AH
1	Parent/Guardian 1 Last Name	Parent/Guardian 1 First Name	Parent/Guardian 2 Last Name	Parent/Guardian 2 First Name	Immigrant Flag
2	Moose	Mom	Moose	Dad	
3					

	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR
1	Lang	ve Lan	Na guage 2	Native Language 2 Interpreter	Native Language 3	Native Language 3 Interpreter	Native Language 4	Native Language 4 Interpreter	Native Language 5	Native Language 5 Interpreter
2			spa	Y						
5										

This page may be for future reference when Connect is implemented, OR you can **upload** this fall to Synergy!

Student Personal File

- Upload required data elements
- Sample Files can be used for formatting
- Required data elements, codes, and formats are outlined in the Student Enrollment Data Dictionary

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STUDENT PERSONAL UPLOAD

Updated 7-09-2025

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"	Y	1 to 4	Look-up List
LocalStudentID	School Student Identification number		N	0 to 25	1234567890
StateStudentID	Student ID provided by State Student Information System.	Legacy 9-digit IDs from State Synergy are also accepted.	Y	0 to 10	1234567890
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
Middle Name	Legal middle name of student.		N	0 to 50	James
PreferredName	Alias or nickname if it exists		N	0 to 50	Jack
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 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, else N	Y	1	N or Y

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

Sex Codes		
Last Updated 3/28/2025		
Description	Definition	Code
Male	Male	Male
Female	Female	Female
Not selected	Sex is not selected	NotSelected

	A	B	C	D	E	F	G
1	SAU ID	State Student ID	School ID	Year Code	Eligibility	Economic Status Start Date	Economic Status End Date
2	8888	1023678593	8889	2025-2026	AlternateEconomicForm	20250901	
3							
4							
5							
6							

ECONOMIC STATUS UPLOAD

Last Updated: 07/09/2025

Field Name	Description	Business Rules	Data Require	Number of Character	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."	Y	1 to 4	Look-up List
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"	Y	0 to 10	1234567890
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."	Y	1 to 4	Look-up List
Year Code	Description: School year designation. Data Type: alpha numeric	School year designation. Data Type: alpha numeric	Y	9	2018-2019
Eligibility	The student's eligibility status		C	21	Look-up List
EconomicStatusStartDate	EligibilityStartDate	Must be within the school year of the upload.	C	8	20180908
EconomicStatusEndDate	EligibilityEndDate	Format of YYYYMMDD Must be within the school year of the upload OR = NULL	C	0 or 8	20180909

Economic Status File

- Upload required data elements
- Sample Files can be used for formatting
- Required data elements, codes, and formats are outlined in the Student Enrollment Data Dictionary

Maine Department of Education

Calculation Eligibility

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
Alternate Economic Form	Student is eligible for Free/Reduced price based on the alternate economic form.	AlternateEconomicForm

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
- Tuition Assistance Information
- Private School Parent/Guardian Title IA Survey

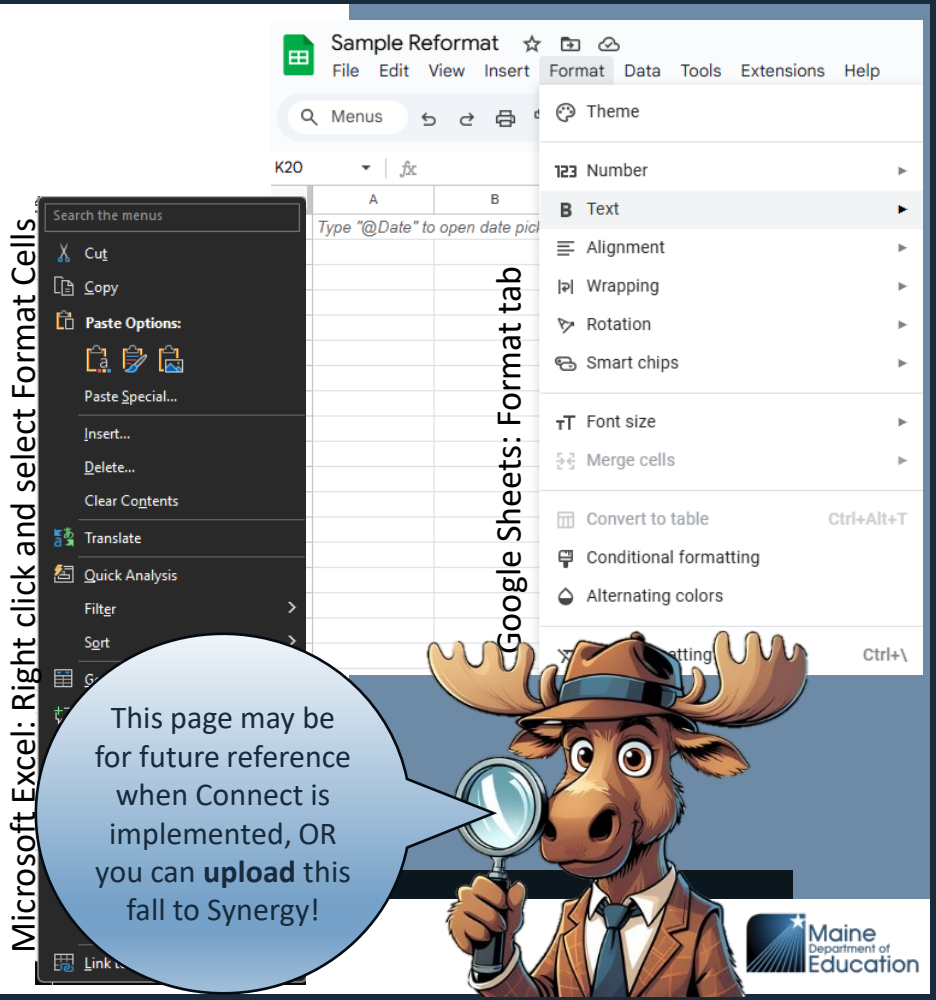
Students with either Free or Reduced Price status in Synergy are marked as Economically Disadvantaged in NEO

Maine Department of Education

Leading Zeros for Uploading

- Codes with a zero at the beginning may need to be reformatted in the file to something other than a number to keep the zero at the start of the code.

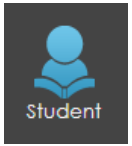
- Codes that use leading zero:
  - Entry Type Codes
  - Grade Level
  - Exit Type Codes
  - <u>Some</u> Resident Town GEO Codes



Entering Data into Synergy

Maine Department of Education

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)

Synergy Education Platform

Test Maine Department of Education

2025-2026 Rainbows and Unicorns Elementary School

Quick Launch

Lock Sign Out Support

Student

Menu Find Undo + Add Delete

Student Name: School:

Demographics | Parent/Guardian | Enrollment | Enrollment History | Special Ed | Economic Status | Attendance | Truancy | Discipline | CTE

Last Name | First Name | Middle Name | Suffix | State Student ID | Grade | Sex | Non-Binary Gender | Retired

Student Information

Alias | State Student Number | Social Security Number | Birth Date

Email | Phone

US Entry Date | US School Entry Date | Refugee | Immigrant

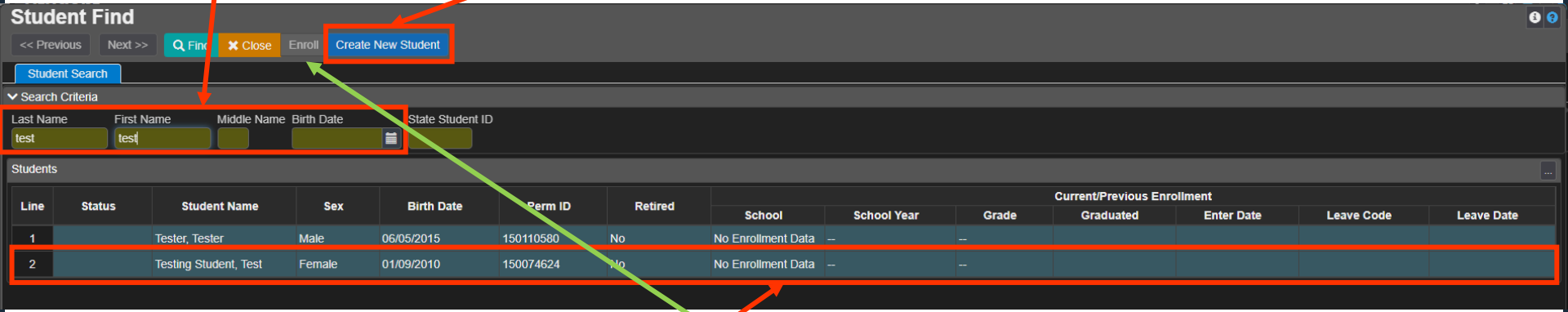
EL Start Date | EL Exit Date

Maine Department of Education

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

Maine Department of Education

Student Enrollment Screen

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

Student

Save | Cancel

Demographics | Parent/Guardian | Enrollment

Last Name* | First Name* | Middle Name | Suffix | State Student ID | Grade* | Sex* | Retired

Student Information

Alias | State Student Number | Social Security Number | Birth Date*

Email | Phone

US Entry Date | US School Entry Date | Refugee | Immigrant

EL Start Date | EL Exit Date

Language Information

Native Language | Translation/Interpretation Needed | Language 2 | Translation/Interpretation Needed | Language 3 | Translation/Interpretation Needed | Language 4

Translation/Interpretation Needed | Language 5 | Translation/Interpretation Needed

Race and Ethnicity

Hispanic/Latino*

Race

Asian | American Indian or Alaska Native | Black or African American

Native Hawaiian or Other Pacific Islander | White

Maine Department of Education

When all green fields are complete, click "Save"

Student

Save Cancel

Demographics | Parent/Guardian | Enrollment

Last Name: test | First Name* | Middle Name | Suffix | State Student ID | Grade* | Sex* | Preferred Pronouns | Retired

Enrollment Information

Start Date* | Start Status* | Enrollment Type

Days Enrolled | Days Present | Days Excused Absences

- Alternative Education Student
- Homeless: Unaccompanied Youth

Homeless: Night Time Residence

Military Family*

- Gifted Talented Academic
- Gifted Talented Artistic
- Bilingual Services
- Sheltered English
- Heritage Language Services
- Section 504 Plan
- Title 1A Math
- Title 1A ELA
- ML Consult Services Only
- Parents Refuse ML Services
- Transitional Bilingual Education or Early Exit
- Dual Language or Two-way Immersion
- English as Second Language (ESL) or English Language Development (ELD)
- Content Classes with Integrated ESL Support
- Newcomer Programs

Enrollment Activity

Grade* | Previous Grade Exit Code | FTE Code | Fiscal Responsibility | Type of Instruction | Hybrid Pattern

Resident Town | Home Instruction

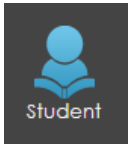
No Show Withdrawal

No Show Code | No Show Date | Summer Withdrawal Reason Code | No Show Receiver School

Fiscal Responsibility and **Resident Town** will not show as required fields, but the data cannot be saved if those fields are not populated.

Maine Department of Education

Manual Economic Status (One Student at a time)



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

Economic Status Tab

Synergy Education Platform
Test Maine Department of Education
Allee Cookson (Show Active and Inactive)
2025-2026 Rainbows and Unicorns Elementary School
Quick Launch
Lock Sign Out Support
Student
Menu Find Undo Add Delete
Student Name: School:
Demographics Parent/Guardian Enrollment Enrollment History Special Ed Economic Status Attendance Truancy Discipline CTE
Last Name First Name Middle Name Suffix State Student ID Grade Sex Non-Binary Gender Retired
Student Information
Alias State Student Number Social Security Number Birth Date
Email Phone
US Entry Date US School Entry Date Refugee Immigrant
EL Start Date EL Exit Date

Maine Department of Education

Add Economic Status Record

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

Quick Launch | Lock | Sign Out | Support

Student

Menu | Save | Undo | + Add | ✕ Delete

Student Name: **Phillipa, Butercup** School: Rainbow Elementary School

Demographics | Parent/Guardian | Enrollment | Enrollment History | Special Ed | Economic Status | Attendance | Truancy | Discipline | CTE

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Preferred Pronouns	Retired
Phillipa	Butercup			150130358	KG	Female		

Options

Economic Status + Add

✕	Line	Enter Date	Code	Exit Date

Maine Department of Education

Add Economic Status Record

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

Quick Launch | Lock | Sign Out | Support

Student

Menu | Save | Undo | Add | Delete

Student Name: **Phillipa, Butercup** School: Rainbow Elementary School

Demographics | Parent/Guardian | Enrollment | Enrollment History | Special Ed | Economic Status | Attendance | Truancy | Discipline | CTE

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Preferred Pronouns	Retired
Phillipa	Butercup			150130358	KG	Female		

Options

Economic Status | Add

Line	Enter Date	Code	Exit Date
*			

Maine Department of Education

Review Economic Status Record

Review the data that was entered

Quick Launch | Lock | Sign Out | Support

Student

Menu | Save | Undo | Add | Delete

Student Name: **Phillipa, Butercup** School: Rainbow Elementary School

Demographics | Parent/Guardian | Enrollment | Enrollment History | Special Ed | Economic Status | Attendance | Truancy | Discipline | CTE

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Preferred Pronouns	Retired
Phillipa	Butercup			150130358	KG	Female		

Options

Economic Status | Add

✖	Line	Enter Date	Code	Exit Date
■	1	03/22/2024	FP: FullPrice	

Maine Department of Education

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**.

Manual entry of the student does not require this additional step as the ID is assigned to the selected student or a new one is created when the “Create New Student” is selected.

Maine Department of Education

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

	A	B	C	D	E	F	G	H	I	J	K	L
1	SAU ID	School ID	Resident Town GEO Code	Local ID	Last Name	First Name	Middle Name	Suffix	Sex	Birthdate	Grade	Start Status
2	8888	8889	22222		Moose	Mystery	M		Male	20160501	04	01835
3												
4												
5												
6												

STATE STUDENT ID

Updated 6-09-2025

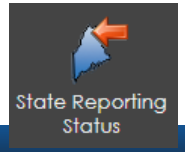
Element Name	Description*	Business Rules	Data Required	Number of Characters	Data Example
SAUID	Organization ID for the attending SAU		YES	1 to 4	Schools and SAUs
SchoolID	Organization ID for the attending School		YES	1 to 4	Schools and SAUs
ResidentTownGEOCode	Town where student resides		YES	5	Schools and SAUs
LocalID	Definition: School Student identification number.		No	0 to 25	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
Suffix	A suffix representing the student following the name, such as Jr, III, etc.		NO	0 to 10	Suffix Codes
Sex	The student legal sex		YES	4 to 11	Sex Codes
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	Grade Codes
StartStatus	Reason student started school.		YES	5	Start Status Codes

*include State IDs on transfer paperwork if possible.

- Reduces opportunity for duplicate IDs to be created

Maine Department of Education

Student ID Import Upload (new SSIDs)



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

All uploads can be done under "Menu"

Focus must be set to the SCHOOL level

Synergy Education Platform | Test Maine Department of Education | 2025-2026 Rainbows and Unicorns Elementary School

Quick Launch | Lock | Sign Out | Support

State Reporting Status

Menu | Save | Undo

Summary | Upload History

Uploads

File	Summary						Result Log
	Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
State ID Import							
Student Enrollment							
Student Personal							
Truancy							
Economic Status							
EL							
CTE Credit Bearing							
CTE							
Special Education							
Behavior							
Student Exit							
Student Daily Attendance							

Maine Department of Education

State Reporting Screen

Select Upload File

Synergy Education Platform

Test Maine Department of Education

Allee Cookson (Show Active and Inactive)
2025-2026 Rainbows and Unicorns Elementary School

Quick Launch

Lock Sign Out Support

State Reporting Status

Menu Save Undo

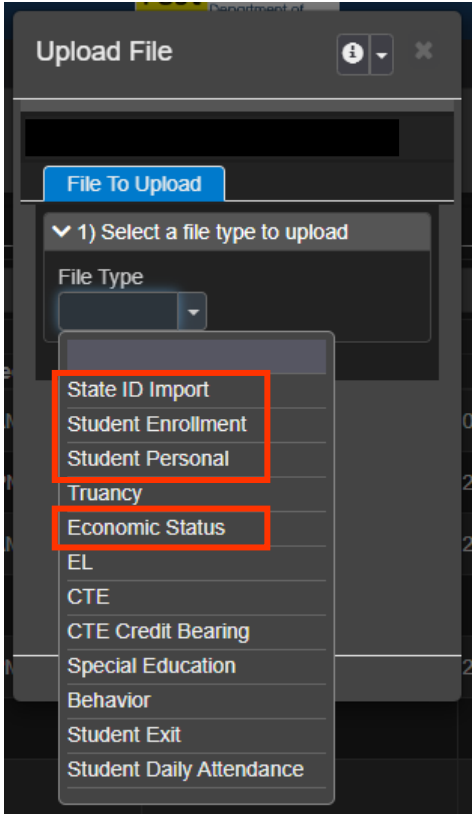
Upload File

Uploads

File		Summary						Result Log
		Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	
State ID Import								
Student Enrollment								
Student Personal								
Truancy								
Economic Status								
EL								
CTE Credit Bearing								
CTE								
Special Education								
Behavior								
Student Exit								
Student Daily Attendance								

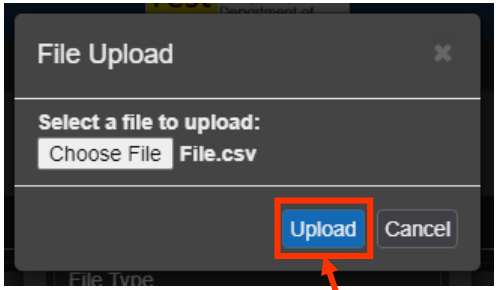
Maine Department of Education

Upload Screens



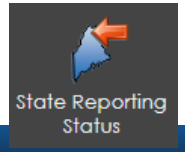
Select File Type

Select Attach File



Select Upload

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

Synergy Education Platform | Test Maine Department of Education | 2025-2026 Rainbows and Unicorns Elementary School

Quick Launch | Lock | Sign Out | Support

State Reporting Status

Menu | Save | Undo

Summary | Upload History

Uploads

File	Summary: Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	Result Log
State ID Import			1	1	0	Completed	
Student Enrollment							
Student Personal							
Truancy							
Economic Status							
EL							
CTE Credit Bearing							
CTE							
Special Education							
Behavior							
Student Exit							
Student Daily Attendance							

Uploaded file can be accessed here

This count indicates the number of errors in the upload

Upload types will be listed here.

Total number of rows (students) uploaded

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

Maine Department of Education

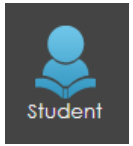
Exiting Enrollments

01907	Transfer to a different public school in the same local education agency
01908	Transferred to a public school in a different local education agency in the same state
01909	Transferred to a school in a different state
01916	Transferred to a school outside of the country
01917	Transferred to an institution
01918	Transferred to home instruction
01919	Transferred to a charter school
01921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma
01923	Died
01925	Expelled or involuntarily withdrawn
01926	Reached maximum age for services
01927	Discontinued schooling
01930	Enrolled in a postsecondary early admission program, eligible to return
00027	Transfer to a private school
03502	Not enrolled, eligible to return
03503	Enrolled in a foreign exchange program, eligible to return
03504	Withdrawn from school, under the age for compulsory attendance; eligible to return
03509	Completed with a state-recognized equivalency.
23001	Unenrolled due to lack of required vaccinations
23002	Transfer to home instruction due to lack of required vaccinations
73060	Officially withdrew and enrolled in ABE, adult secondary education, or adult ESL program
73061	Officially withdrew and enrolled in a workforce or other district approved training program

- If students have transferred out of the school, they must be exited from State Synergy with an exit code and date.
- Exits can be done manually or by using the enrollment or exit uploads

Maine Department of Education

Manual Exiting (<u>One student at a time</u>)



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

Ending enrollments can be done under "Menu"

Focus must be set to the SCHOOL level

Synergy Education Platform

Test Maine Department of Education

Allee Cookson (Show Active and Inactive)
2025-2026 Rainbow Elementary School

Quick Launch

Lock Sign Out Support

Student

Menu Save Undo Add Delete

Student Name: **Test, Test T.** School: 2025-2026 Rainbow Elementary School

Demographics | Parent/Guardian | Enrollment | Enrollment History | Special Ed | Economic Status | Attendance | Truancy | Discipline | CTE

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Retired
Test	Test	T		150111383	05	Male	☐

Student Information

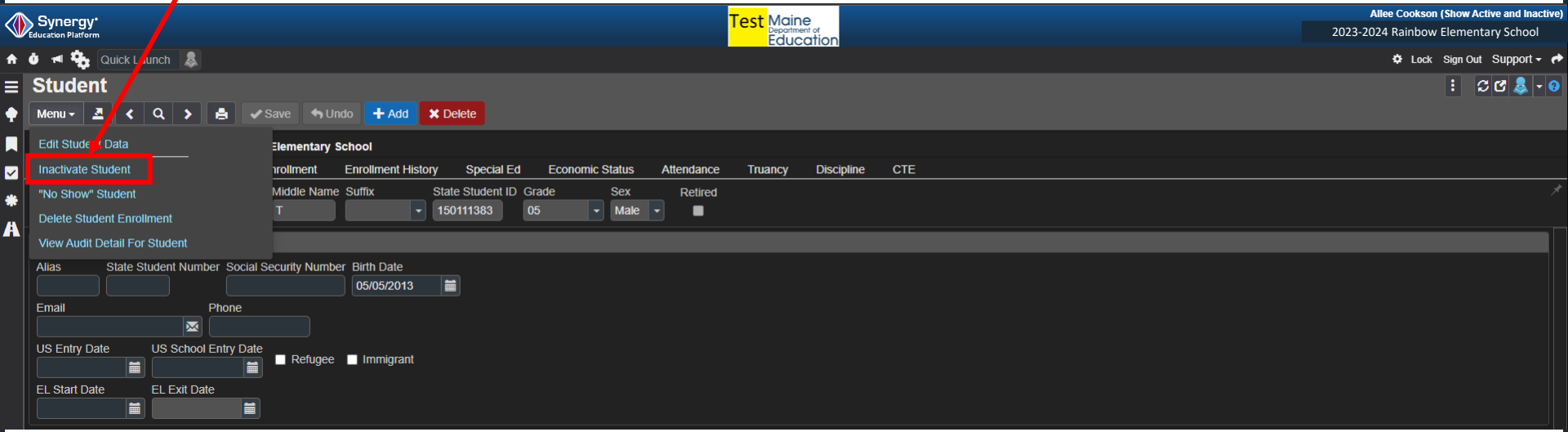
Alias | State Student Number | Social Security Number | Birth Date: 05/05/2013

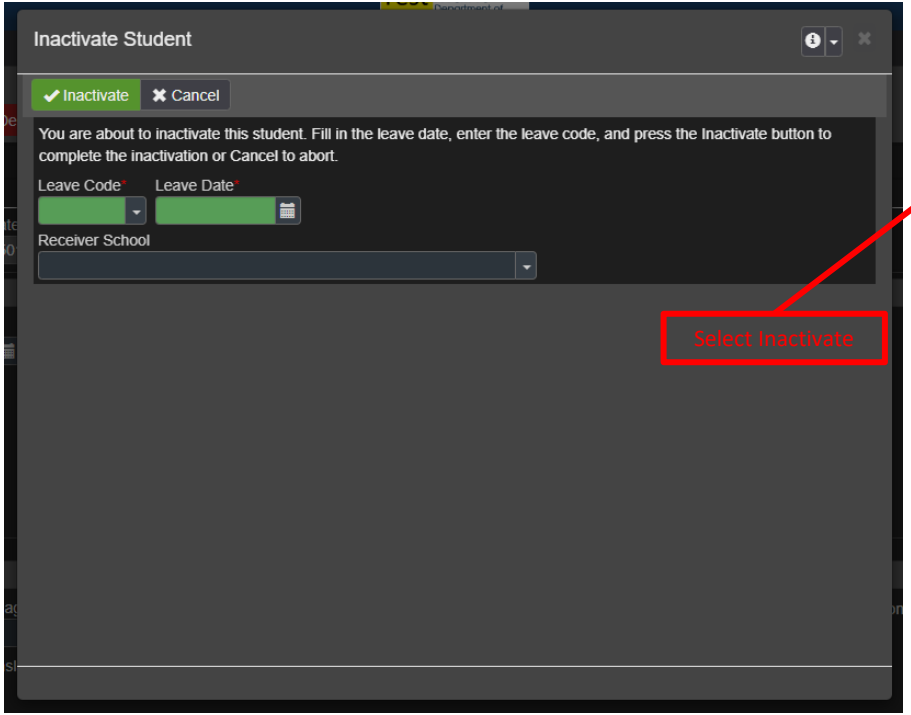
Email | Phone

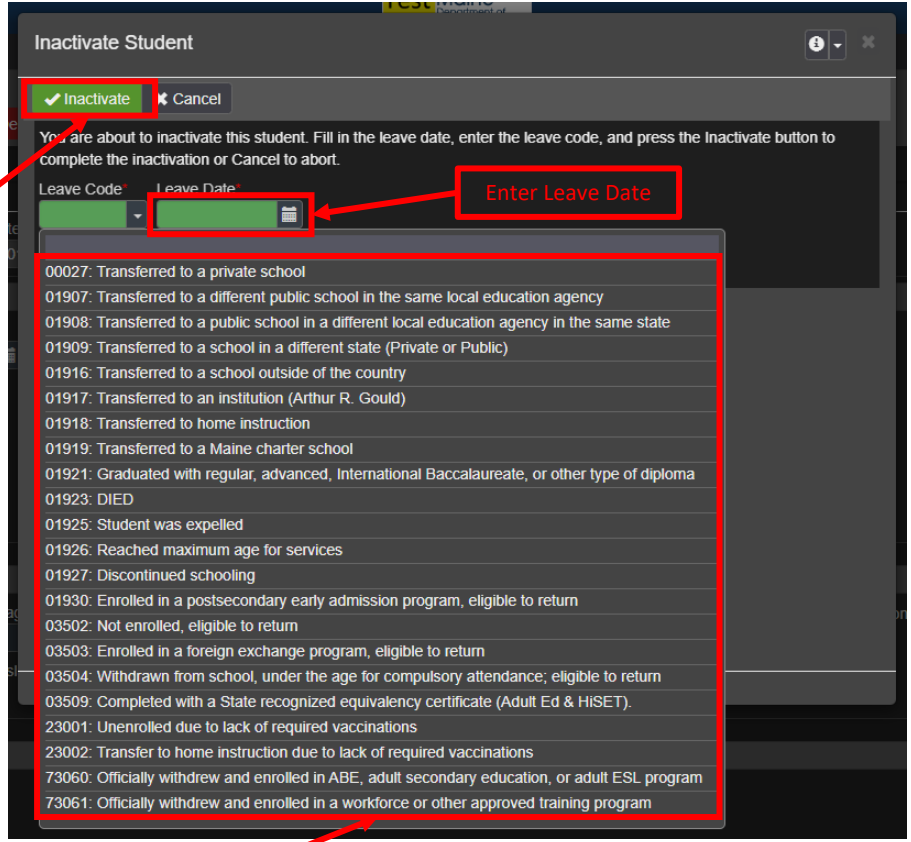
US Entry Date | US School Entry Date | ☐ Refugee | ☐ Immigrant

EL Start Date | EL Exit Date

Select Inactivate Student







Maine Department of Education

Toggle to Enrollment History screen

Synergy Education Platform

Test Maine Department of Education

Allee Cookson (Show Active and Inactive)

2023-2024 Rainbow Elementary School

Quick Launch

Lock Sign Out Support

Student

Menu Save Undo Add Delete

Student Name: **(Test, Test T.)** School: 2023-2024 Rainbow Elementary School

Demographics | Parent/Guardian | Enrollment | Enrollment History | Special Ed | Economic Status | Attendance | Truancy | Discipline | CTE

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Sex	Retired
Test	Test	T		150111383	05	Male	

Enrollments Show Detail

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA/ADM	Summe Withdraw Code
1	2022-2023	04/03/2023	Transfer from a public school in a different local education agency in the same state	04/03/2023	Transferred to a private school	Resident of School Unit	05	Rainbow Elementary School		

Verify that the exit of the enrollment is reflected on the Enrollment History screen

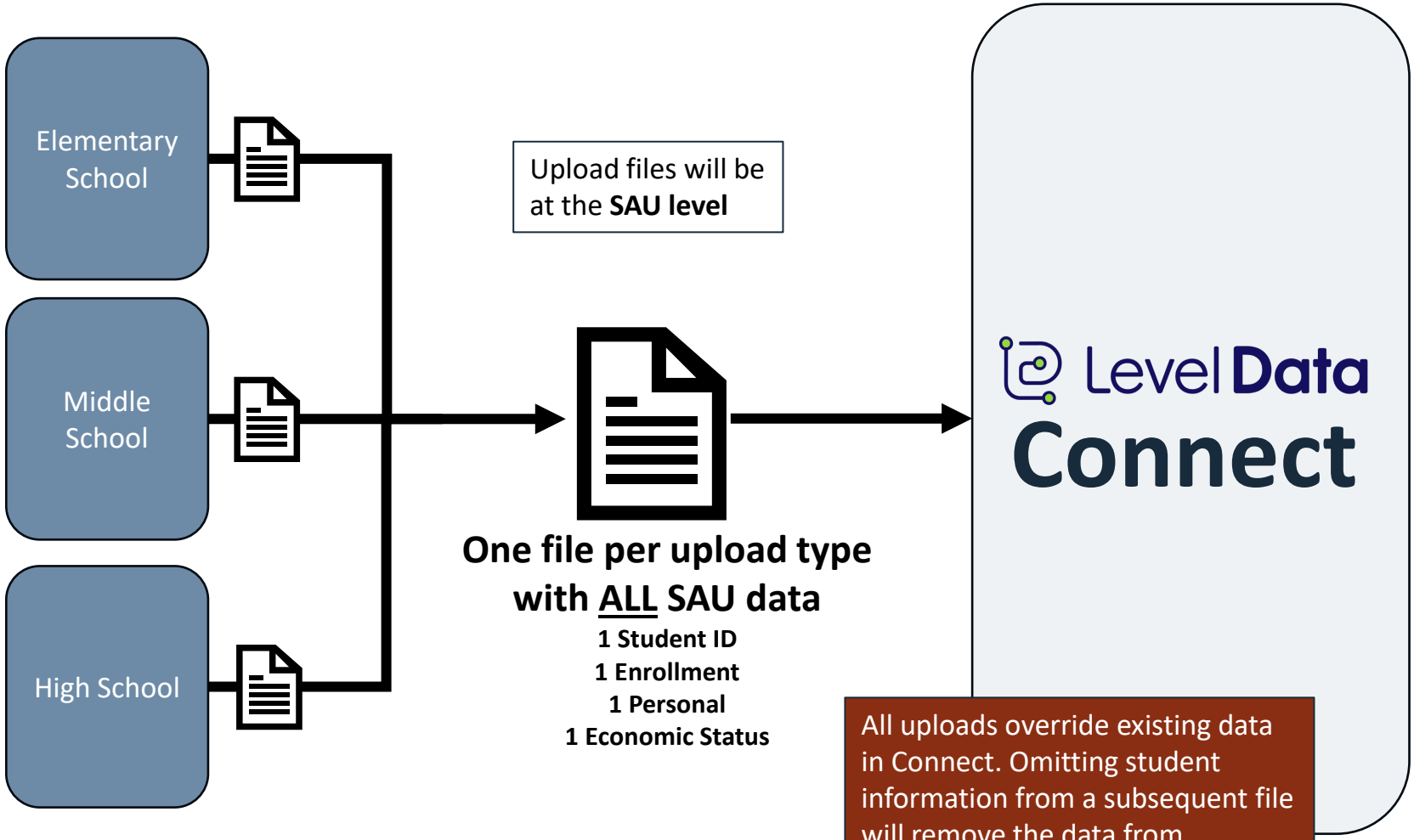
Maine Department of Education

Future Planning

- Connect will be implemented later this fall.

- It is recommended to begin building files for uploading to Connect in preparation for the transition and for future reporting.

Maine Department of Education

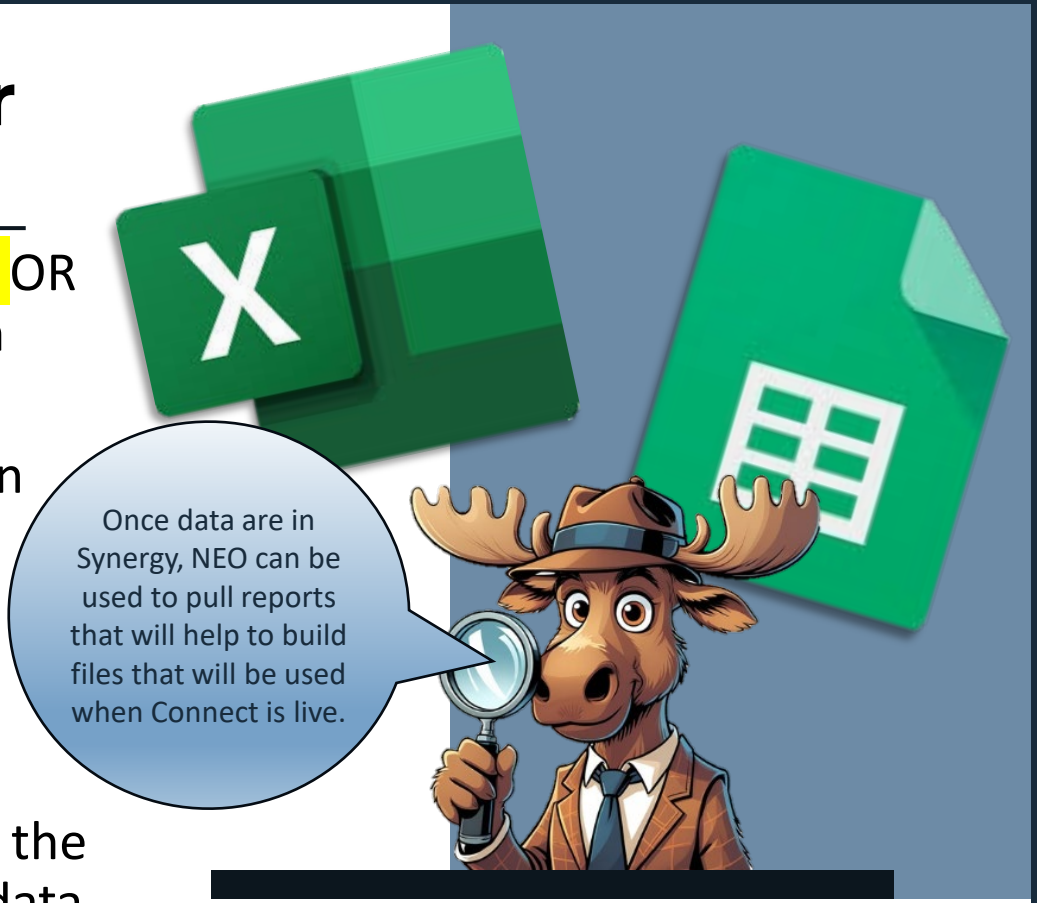


All uploads override existing data in Connect. Omitting student information from a subsequent file will remove the data from Connect.

Maine Department of Education

Recommendation for SAUs without SIS

- Export a **sample file** from Connect OR the MEDMS Support page for each required upload for your SAU.
- **Build** each file with the information that is currently available for the school year.
- **Upload** the files
- **Save** the files locally
- **Add and/or update** information in the files as events occur to upload all data at later dates.



Maine Department of Education

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 <u>before</u> October 1, 2025
  - Non-public schools opting-in to Title I must provide and submit student enrollment data to Synergy.
  - Non-public schools not providing appropriate enrollment information by October 1, will automatically be determined as opting out of ESEA equitable services.

Maine Department of Education

Questions?

Get In Touch

Contact Our Data System Support Team

Email

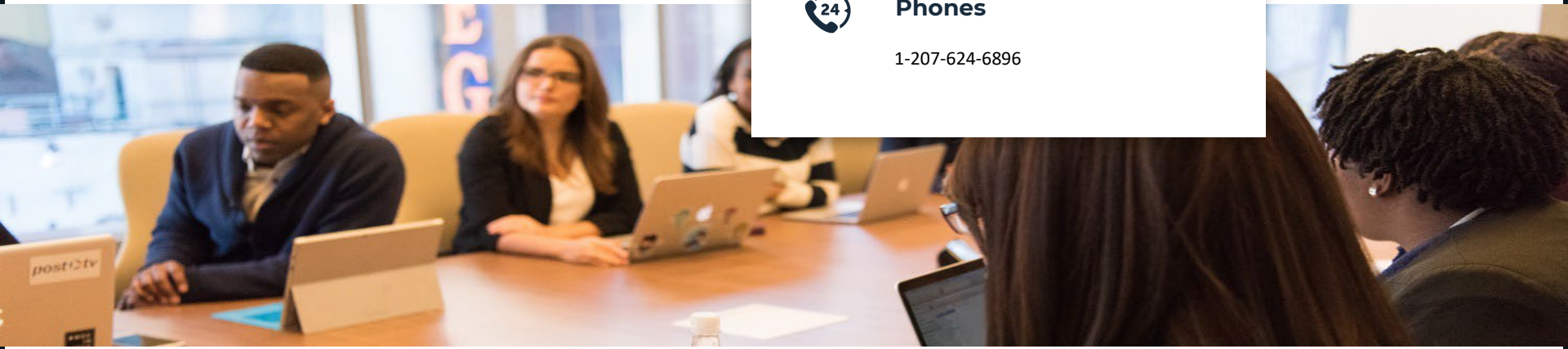
MEDMS.Support@Maine.gov

Our Sites

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

Phones

1-207-624-6896



Maine Department of Education