

A dark blue silhouette of a person sitting and reading a book, positioned on the left side of the slide. The background is a dark blue gradient.

MAINE DEPARTMENT  
OF EDUCATION

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# Cohort 2 Enrollment

**Presented by:** The Data Team





## Student Data Entry & Reporting

Synergy Entry Guides

Student Reports

Student Enrollment  
Guides

Student Data Entry  
& Reporting

# Locating Resources

- [maine.gov/doe/data-reporting/medmssupport](https://maine.gov/doe/data-reporting/medmssupport)
- Student Data Entry & Reporting
  - Synergy Uploads
    - Student Enrollment Data Dictionary
    - Student Personal Data Dictionary
    - Economic Status Data Dictionary
    - Special Education Data Dictionary

# Students to Enroll



- Students within catchment area of the SAU
- Students whose services are funded by the SAU
- Students with IEPs that have started receiving services

# Enrollment

Grade: PK

Start Date: When the student starts receiving IEP Services

- Enrollment prior to IEP Start date is only reported on the financial spreadsheet with a Child Find indicator

FTE: 0 – Full Time



# Students Attending Out of District

- Enroll as usual in for state reporting.
- Local assignment of a specific “classroom” for OOD students is recommended.
  - Different local student information systems (SIS) may handle this differently.





## SPECIAL EDUCATION PLACEMENT CODES

Last Updated: 3/28/2025

School Age Codes (Age 5-22, Grades KG-12)		
Description	Definition	Code
Inside regular class 80% or more of the day	Inside regular class 80% or more of the day is the setting in which the student receives special education and related services.	RC80
Inside regular class 40% through 79% of the day	Inside regular class 40% through 79% of the day is the setting in which the student receives special education and related services.	RC79TO40
Inside regular class less than 40% of the day	Inside regular class less than 40% of the day is the setting in which the student receives special education and related services.	RC39
Separate school	Separate school is the setting in which the student receives special education and related services.	SS
Residential facility	Residential facility is the setting in which the student receives special education and related services.	RF
Homebound/hospital	Homebound/hospital is the setting in which the student receives special education and related services.	HH
Correctional facility	Correctional facility is the setting in which the student receives special education and related services.	CF
Parentally placed in private school	Parentally placed in private school is the setting in which the student receives special education and related services.	PPPS

The following are for early childhood (age 3-5 in PK or 3-4 in KG) students only		
Description	Definition	Code
Other location regular early childhood program (less than 10 hours)	Other location regular early childhood program (less than 10 hours) is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	REC09YOTHLOC
Other location regular early childhood program (at least 10 hours)	Other location regular early childhood program (at least 10 hours) is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	REC10YOTHLOC
Services regular early childhood program (less than 10 hours)	Services regular early childhood program (less than 10 hours) is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	REC09YSVCS
Services regular early childhood program (at least 10 hours)	Services regular early childhood program (at least 10 hours) is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	REC10YSVCS
Separate special education class	Separate special education class is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	SC
Home	Home is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	H
Service provider or other location not in any other category	Service provider or other location not in any other category is the environment in which children ages 3 through 5 attend and in which these children receive special education and related services.	SPL
Separate school	Separate school is the setting in which the student receives special education and related services.	SS
Residential facility	Residential facility is the setting in which the student receives special education and related services.	RF

# Special Education Status

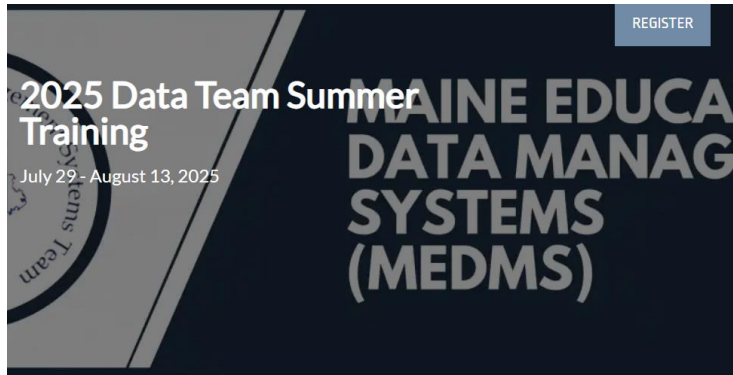
- 3-5 year old in PK Codes
- Start date should be start of services provided by the SAU

# Attendance

- Reported attendance will show as “Exempt” on Daily Attendance Reports
- Off-site students:
  - Status: present
  - Modality: remote



# Transition to Connect



## About The Event

The Maine Department of Education Data Team is hosting a 2025 Summer Training at 5 locations across the state. This training will be an opportunity for School Administrative Units (SAUs) to learn about the new Maine DOE student data collection system. We will be doing walkthroughs of the new system using test data and providing time for data specialists to ask questions about validation processes with this new system. Due to 2025-2026 changes mainly impacting student data collections, this year's Summer Training will mainly focus on student data and student data collection processes.

- Webinar: 2025-2026 Data Reporting Changes – Recorded 4/17
- Summer Training
  - July 29th – Caribou
  - July 30th – Orono
  - July 31st – Machias
  - August 12th – Augusta
  - August 13th – Biddeford
- Registration is available on the MEDMS Support page.
- Fall Webinars
  - The Data Team will maintain a regular cadence of webinars as in previous years.
  - This will include report specific training and data entry.
- State Reporting System Training
  - One-on-One training sessions can be set up for virtual or in person with [Alexandra.Cookson@maine.gov](mailto:Alexandra.Cookson@maine.gov)



Get In Touch

# Contact Our Department



## Email

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## Our Sites

[maine.gov/doe/data-reporting/medmssupport](https://maine.gov/doe/data-reporting/medmssupport)



## Phones

1-207-624-6896

