

A dark silhouette of a child sitting and reading a book, set against a dark blue background. The child is positioned on the left side of the frame, facing right.

MAINE DEPARTMENT
OF EDUCATION

Early Childhood Cohort Enrollments

Presented by: The Data Team





Student Data Entry & Reporting

Synergy Entry Guides

Student Reports

Student Enrollment
Guides

Student Data Entry
& Reporting

Locating Resources

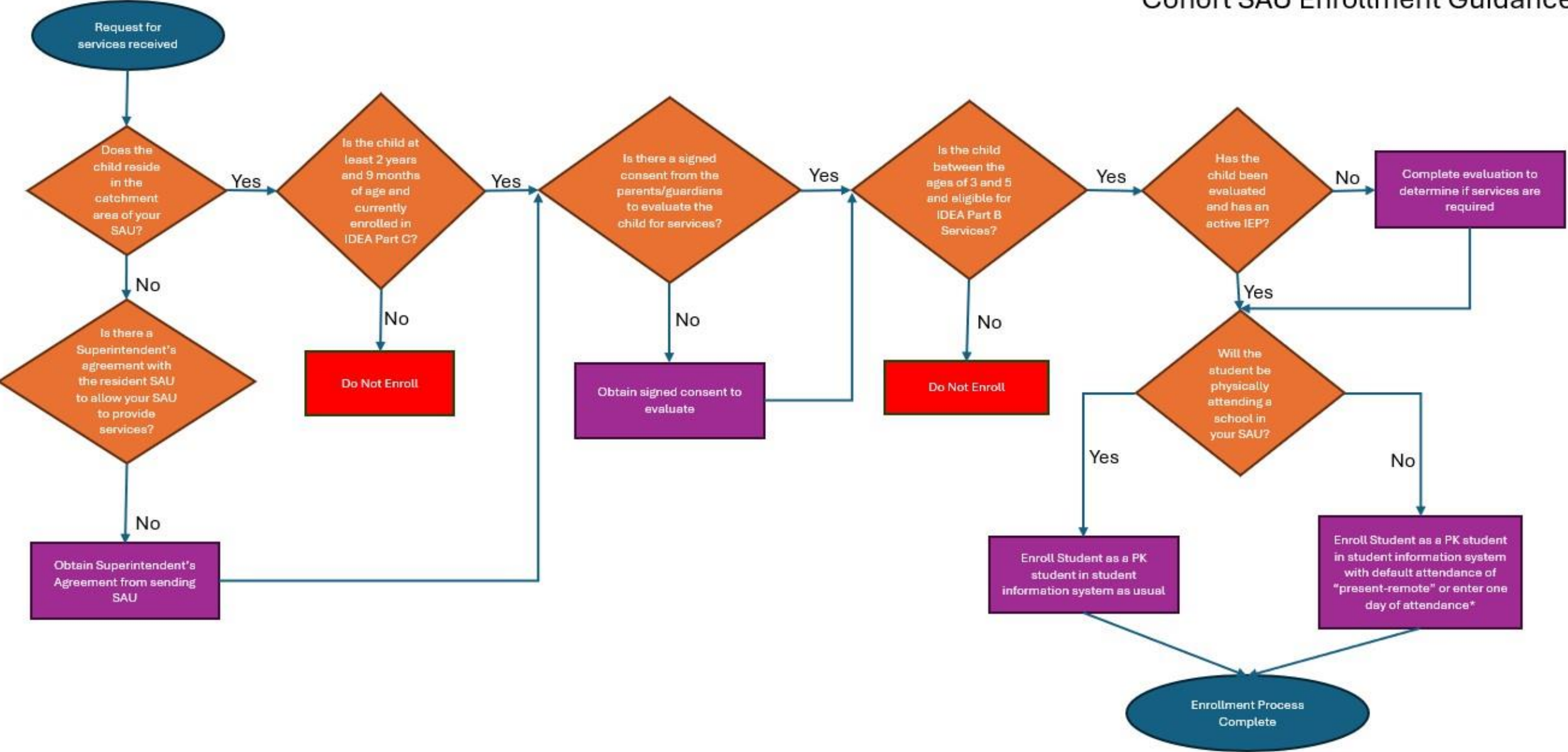
- maine.gov/doe/data-reporting/medmssupport
- Student Data Entry & Reporting
 - Synergy Uploads
 - Student Enrollment Data Dictionary
 - Student Personal Data Dictionary
 - Economic Status Data Dictionary
 - Special Education Data Dictionary

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

Cohort SAU Enrollment Guidance



*Pre-K students are exempt from chronic absenteeism counts so it will not count against the SAU

Enrollment Guidance

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



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

Students Attending Out of District

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



Attendance

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





Locating Student Data in NEO for Quarterly Spreadsheets

Locating the Attending Student Details Report in NEO

NEO Navigation steps:

NEO -> Student Data -> Student Reports-> Attending Student Details Report

If you do not have NEO credentials and/or access to the Student Data module in NEO please have your Superintendent submit a [NEO Access Request Form](#) to the [MEDMS Support Team](#).

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



From Maine Department of Education

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Welcome

Please select an item in the menubar to access the corresponding NEO module.



Dashboard

Home

Student Health

Adult Education EF-M-39

Student Reports

Home Instruction

Welcome To Student Data

[Click here to enter Student Health](#)

[Click here to enter Adult Education EF-M-39](#)

[Click here to enter Student Reports](#)

Student Data Reports Dashboard

Reporting Area :

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	Alternate Assessments (MSAA/MSAA Science/ACCESS for ELLs)	List of students who are eligible to participate in alternate assessments.	View Report
Assessment	English Language Proficiency ACCESS for ELLs - Grades K-12	Lists students eligible to participate in the English Language Proficiency Assessment - ACCESS for ELLs or Alternate Access for ELLs.	View Report
Assessment	ESEA Demographics Certification Report	Aggregation of students enrolled on 05/27/2022 for participation in state assessments during the 2022 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	View Report
Assessment	ESEA Demographics Detail Report	Details of students enrolled on 05/27/2022 for state assessments during the 2022 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	View Report
Assessment	Maine Science Assessment – Grades 5, 8 and 3rd year HS	List of grades 5, 8, and third year high school students eligible to participate in the MEA Science assessment. This report does not refresh.	View Report
Assessment	NWEA Mathematics & Reading – Grades 3-8 & 2nd year HS	List of students that are eligible to participate in the NWEA Mathematics & Reading – Grades 3-8 & 2nd year HS.	View Report
Enrollments	April Enrollment Certification	April Enrollment Certification Report.	View Report
Enrollments	April Enrollment Details	April Enrollment Details Report.	View Report
Enrollments	Attending Student Details	Attending Student Details Report (formerly known as Attending Student Download) is a tool to use to validate enrollment and demographic data entered into the state level Synergy student data system. This report lists all student enrollment and demographics for students attending schools in your district. Students may appear multiple times on this report if there are changes to enrollment or programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	View Report
Enrollments	Behavior Certification Report	SAUs are required to enter and certify incidents of prohibited behavior in Synergy. This certification must be done even if there are no incidents to assure that the report is complete with zero "events." This report refreshes hourly until certified.	View Report
Enrollments	Behavior Details Report	This report lists the student and behavior incident data that were reported in Synergy Student Information System. This report refreshes hourly.	View Report
Enrollments	CTE October Student Count	CTE report for October Student count.	View Report
Enrollments	CTE Program Details Report	The purpose for this report is for the CTE Centers and Regions to self-validate student related data within the state level Synergy SIS. This report lists all student enrollment and demographics for students attending a CTE based on their primary school and concurrent enrollments. Students may appear multiple times on this report if there are changes to enrollments or multiple programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	View Report
Enrollments	Daily Attendance Certification Report	Daily Attendance Certification Report	View Report
Enrollments	Daily Attendance Details Report	Beginning in 2021-2022, this report is used for the district/school level of student daily attendance details.	View Report
Enrollments	Daily Attendance Student Lookup	This is a tool used to view a single student's daily attendance records and navigate to the individual student's Details Report.	View Report
Enrollments	Daily Attendance Summary Report	Beginning in 2021-2022, this report is used for the district/school level of student daily attendance summary data.	View Report
Enrollments	Dropouts Certification Report	This report is used to show Dropouts counts by each district and school and certify them	View Report
Enrollments	Dropouts Details Report	This report displays all students for selected district and school	View Report

Attending Student Detail Report

The Attending Student Details Report in NEO provides some of the data that will be helpful to filling out the quarterly spreadsheets

Export to Excel to see additional codes.

Year

Attending District

View Report

Attending School

1 of 21

Find | Next

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

Report Filter Criteria :

Year	Attending District	Attending School	Data as of

Results Grid :

Year	Attending School	Responsible District	Resident District	Resident Town Name	Last Name	First Name	Middle Name/ Initial	State Student ID	Birth Date	Sex	Race/Ethnicity	Enrollment Type Code	Grade	Enrollment Start Date	Start Status Description	Enrollment End Date	End Status Description	Fiscal Responsibility Description	FTE Definition	Home Instruction	EL Start Date	EL End Date
2025-2026	Elementary School	Rainbows and Unicorns	Rainbows and Unicorns	Makebelieve	Electra	Glimmer		104852374	01/08/2021	Female	White		PK	09/05/2025	Original entry into a United States school			Resident of School Unit	100% Educational time spent at school			
2025-2026	Elementary School	Rainbows and Unicorns	Rainbows and Unicorns	Makebelieve	Philippa	Buttercup		105473276	02/02/2022	Male	White		PK	09/05/2025	Original entry into a United States school	09/09/2025	Withdrawn from school, under the age for compulsory attendance; eligible to return	Resident of School Unit	100% Educational time spent at school			
2025-2026	Elementary School	Rainbows and Unicorns	Rainbows and Unicorns	Makebelieve	Emerald	Clover		105432689	05/07/2022	Female	White		PK	09/05/2025	Original entry into a United States school			Resident of School Unit	100% Educational time spent at school			
2025-2026	Elementary School	Rainbows and Unicorns	Rainbows and Unicorns	Makebelieve	Cornelius	Topaz		102684365	09/25/2022	Male	White		PK	09/05/2025	Original entry into a United States school			Resident of School Unit	100% Educational time spent at school			

Attending Student Details

Report Filter Criteria :

Year	Attending District	Attending School	Report Date	Data as of
2025-2026	Rainbows and Unicorns	ALL		

Results Grid :

Year	Attending District	Attending District ID	Attending School	Attending School ID	Responsible District	Responsible District ID	Resident District	Resident District ID	Resident Town Name	Resident Town Code	Last Name	First Name	Middle Name/Initial	State Student ID	Birth Date	Sex	Race/Ethnicity	Race/Ethnicity Code	Enrollment Type Code	Grade
2025-2026	Elementary School	8888	Elementary School	8889	Rainbows and Unicorns Public Schools	8888	Rainbows and Unicorns Public Schools	8888	Makebelieve	22222	Electra	Glimmer		104852374	1/8/2021	Female	White	WH7	P	PK
2025-2026	Elementary School	8888	Elementary School	8889	Rainbows and Unicorns Public Schools	8888	Rainbows and Unicorns Public Schools	8888	Makebelieve	22222	Philippa	Buttercup		105473276	2/2/2022	Male	White	WH7	P	PK
2025-2026	Elementary School	8888	Elementary School	8889	Rainbows and Unicorns Public Schools	8888	Rainbows and Unicorns Public Schools	8888	Makebelieve	22222	Emerald	Clover		105432689	5/7/2022	Female	White	WH7	P	PK
2025-2026	Elementary School	8888	Elementary School	8889	Rainbows and Unicorns Public Schools	8888	Rainbows and Unicorns Public Schools	8888	Makebelieve	22222	Cornelius	Topas		102684365	9/25/2025	Male	White	WH7	P	PK

Cohort Year	Enrollment Start Date	Start Status Code	Start Status Description	Enrollment End Date	End Status Code	End Status Description	Fiscal Responsibility Description	Fiscal Responsibility Code	FTE Definition	FTE Code	Home Instruction	EL Start Date	EL End Date	Date First Enrolled in a US School	EL Status	Immigrant	Language	Title 1A ELA	Title IA Math
	9/5/2025	01838	Original entry into a United States school				Resident of School Unit	R	100% Educational time spent at school	0	N				N	N	eng	N	N
	9/5/2025	01838	Original entry into a United States school	9/9/2025	03504	Withdrawn from school, under the age for compulsory attendance; eligible to return	Resident of School Unit	R	100% Educational time spent at school	0	N				N	N	eng	N	N
	9/5/2025	01838	Original entry into a United States school				Resident of School Unit	R	100% Educational time spent at school	0	N				N	N	eng	N	N
	9/5/2025	01838	Original entry into a United States school				Resident of School Unit	R	100% Educational time spent at school	0	N				N	N	eng	N	N

Alternative Education Status	Section 504 Status	Academic Gifted/Talented	Artistic Gifted/Talented	Military Connected	Sped Status	Sped Start Date	Sped Exit Date	Sped Exit Reason	Disability/Exceptionality Description	Sped Setting Description	Alternate Assessment	Residential Status	Economically Disadvantaged	Homeless Status	Homeless Nighttime Residence	Unaccompanied Youth Status	Migrant	Foster Care
N	N	N	N	Not Military Connected	Y	9/5/2025			Autism	Service Provider or Other Location not in any other category	N	N	N	N		N	N	N
N	Y	N	N	Not Military Connected	Y	9/5/2025	9/9/2025	Withdrawal by Parent	Developmental Delay	Services regular early childhood program (less than 10 hours)	N	N	Y	N		N	N	N
N	N	N	N	Not Military Connected	Y	9/5/2025			Speech or Language Impairment	Other location regular early childhood program (at least 10 hours)	N	N	Y	N		N	N	N
N	N	N	N	Not Military Connected	Y	9/5/2025			Developmental Delay	Services regular early childhood program (less than 10 hours)	N	N	N	N		N	N	N



Quarterly Cohort Spreadsheets

Date:	Attending SAU Name	Attending SAU ID	Resident SAU Name	Resident SAU ID	Resident Town Name	Resident Town GeoCode

Superintendent's Agreement (Yes or No)	Service Provider Location	FAPE Provider Location (if different)	Enrollment Start Date	Last Name	First Name	State Student ID (9-10 digits)	Sex	Birthdate	Age Oct 1	Grade
Yes										
No										

*IEP (Yes or No)	**IEP Date	Disability Code**	****State Agency Client	Enrollment Exit Date	*****Enrollment Exit Reason	*****Child Find (Yes or No)	*****ESY	*****Parental Consent for Evaluation Signed * Email copy to jennifer.l.hopkins@maine.gov (Yes or No)
Yes		AUT	Yes			Yes	Yes	Yes
No		DB	No			No	No	No
		DD						
		EMN						
		HI						
		ID						
		MD						
		OHI						
		OI						
		SLD						
		SLI						
		TBI						

Links:									
SAU ID codes			SAU ID Codes						
Town Codes			Town Codes	SAU ID Codes					

*IEP (Yes or No)	If child has an active IEP or has one that will become active prior to 3/31/25, mark as "YES". If not, mark as "NO".			
**IEP Date	If IEP is marked as "YES" list active IEP start date.			
***Disability Code	IF IEP is marked as "YES" list disability code. Link to codes here:	Disability Codes		
****State Agency Client	Mark "Yes" in any of these are met:	1. Child is in the care or custody, or both, of the Department of Health and Human services;		
		2. Child is placed by a caseworker from the Department of Health and Human Services or an authorized agent of Children's Behavioral Health Services, Department of Health and Human Services, for reasons other than education reasons, with a person who is not the child's parent, legal guardian or relative;		
		3. Child is attending a public or private school while still a resident of a state-operated institution;		
		4. In the custody or under the supervision of the Department of Corrections, including, but not limited to, a juvenile on conditional release, an informally adjusted juvenile, a probationer or a juvenile on community reintegration status from the Long Creek Youth Development Center or the Mountain View Youth Development Center and who is placed, for reasons other than educational reasons, pursuant to a court order or with the agreement of an authorized agent of the Department of Corrections, outside the juvenile's home. [20-A MRSA §1(34-A)]		
*****Child Find (Yes or No)	Mark "Yes" <u>only</u> if all 3 are met:	1. Child has not been counted for "Child Find" previously		
		2. Child does not have a current IEP or the IEP will not be active before 3/31/25.		
		3. There is a signed consent to evaluate. (Copy needs to be emailed to Jennifer.hopkins@maine.gov)		
***** ESY	Mark "Yes" if student is entering Grade K but receiving services during the summer prior to entering Grade K			
*****Parental Consent for Evaluation Signed *Email a copy to jennifer.l.hopkins@maine.gov (Yes or No)	Mark "Yes" if signed consent to evaluate has been obtained and a copy sent to jennifer.hopkins@maine.gov.			

Get In Touch

Contact Our Department



Email

MEDMS.Support@maine.gov

Alexandra.Cookson@maine.gov



Our Sites

maine.gov/doe/data-reporting/medmssupport



Phones

1-207-624-6896

