**End of Year State Reporting Checklist Webinar**

**June 11th, 2021**

**Questions & Answers**

Q: Shouldn't we wait until the last day of school to upload truancy, attendance, and behavior? That would mean not uploading enrollment exits in advance, right?

A: That's correct. The future exit dating is more for those holding enrollments for outplaced students and those students don't actually attend your school.

Q: If the 20-21 school year remains open in Synergy until 8/15 does that mean we will have to wait until after that date to upload any 21-22 Synergy enrollments? Will we be able to request 21-22 SSID numbers for our pre-registered students while the 20-21 school year is still open?

A: Correct, no 21-22 enrollment data can be entered until late August when Synergy is rolled for the next year. You can still do StateID uploads to get ID's for you incoming students, as that doesn't enroll them.

Q: We usually use August 5th and 6th as 'safe' (non-conflicting) summer enrollment start and end dates to resolve students we thought would return but discover otherwise in September. Since Synergy is going to remain open until August 15th, will we be able to use those August dates this September when we discover, for example, a student who moved out of State over the summer?

A: By leaving Synergy open until 8/15, this allows you to correct the students last exit in June, which eliminates the need to do those 1-day enrollments. (Provided you make the update prior to us closing the 20-21 year on 8/15, otherwise you will still need to do the 1-day in the 21-22 year.

Q: If you are not sure if a student will graduate in the summer, can we exit as not enrolled, eligible to return?

A: Yes, that is preferred. If you find that they do graduate, simply go back in Synergy before 8/15 and update that exit to Graduated.

Q: So, for a student graduates in August do we use the August date or do we use June 30

A: It will need to be June.

Q: In what instances then do we NEED to do the 1-day enrollments?

A: Any students that transferred and did not have their last exit updated before we close the 20-21 school year.

Q: That is after the Aug 15 date then, we will have to do 1-day enrollments?

A: Yes, prior to that you can change the exit reason in the 2020-2021 enrollment to reflect the correct exit

Q: For a 1-day enrollment, what is the best practice, 1-day or same day: in 8/1 out 8/2....or in 8/1 out 8/1?

A: Either is fine.

Q: Our data for Q3 attendance was uploaded, but the superintendent missed the Q3 certification window. Can we request the auto cert be removed and be allowed to certify?

A: Sorry no - Q3 will update in Year to Date, but Q3 snapshot will remain as is. Q3 can no longer be certified, but you may still upload attendance data from Q1-Q3 and it will be updated in the year to date report at the end of the year.

Q: If the report has been certified, would it be listed as such in the reporting calendar?

A: Some reports are auto checked in - some are manual check in - please contact the Helpdesk if you think you have reported on time and the report is not showing as completed.

Q: Title 1 school wide, when we upload enrollments do we need to identify in the file EACH student for title1 ELA and Math. Or will the DOE count each student in the ESEA report anyway?

A: If the school is a schoolwide school - it should count all students - you don't need to identify students - that is for only targeted needs schools.

Q: I have a student who is coming back this fall from home schooling. Should I wait until next year to change their enrollment status or do it this year?

A: You should wait for the 2021-2022 school year. Transfer the student in from homeschooling during the fall when they actually arrive at the school.

Q: I have a student who is coming back this fall from home schooling. Should I wait until next year to change their enrollment status or do it this year?

A: Wait until 2021-2022.

Q: For ESEA Demographics Certification Report, is this based on April 1 report information?

A: No, May 15.

Q: Correction, for ESEA Demographics Certification Report, is this based on April- Oct 1 report information?

A: Full Academic Year (FAY) compares October 1 and May 15 to determine if student has been at the SAU or school for a full academic year.

Q: So, basically no new major changes in reporting from last year to this year other than individual transfer and/or graduate changes can be done up until 8/15, but will need to be dated 6/30/2021but summer graduates need to be end dated on Jun 30?

A: The date should be whatever their last day of school was for 20-21, it doesn't need to be 6/30 (unless school went that long for your district).

Q: I think the ESEA cert report does count all kids, in an identified title school. But earlier recommendations from the DOE did say to "check" title1ELA and title1Math in the upload. But don't think that's necessary.

A: No, that step isn't necessary for schoolwide schools.

Q: If a student finishes grad req. after August 15th, we can make an enrollment for August 30th, whenever to exit them?

A: If the student meets graduation requirements after August 15th, they will not be considered an on time graduate. You would create a 1-day enrollment in the 2021-2022 school year and exit them as graduated.

Q: We are changing the name of a school and I was told to wait until July 1st to certify Maine schools report, did I understand that correctly?

A: Yes, that is correct.