



GRADUATION REPORTING INSTRUCTIONS

Things to know:

- Step 1. [Graduation Reporting Phase I:](#) **Open Date:** 5/15/2020 **Due Date:** 6/15/2020
Step 2. [Validate Start and Exit Statuses in Synergy](#) **Due Date:** 6/30/2020
Step 3. [Graduation Reporting Phase II:](#) **Open Date:** 7/1/2020 **Due Date:** 8/30/2020

Step 1 - Graduation Reporting Phase I (NEO Graduation Module):

Description/Purpose:

The purpose of this reporting is to allow schools to make any corrections to start and exit statuses for the first three years of a student's high school enrollment for correcting any incorrect Transfer-In and Transfer-Out counts. You only need to verify the enrollments that occurred under your school. Since these enrollments occurred in a previous school year, they can only be modified in the NEO Graduation module. Once Phase I ends, you will no longer be allowed to edit information from a previous school year in the NEO Graduation module.

What is this data used for?

Adjusted Cohort Graduation Rates (ACGR) are reported annually by the Maine DOE to the USDOE for all public high schools and all publicly funded students attending private schools. In addition, the ACGR is used for ESSA school accountability determinations. The State calculates 4-year, 5-year and 6-year Adjusted Cohort Graduation Rates.

Due Dates:

- **Open Date:** 5/15/2020
- **Due Date:** 6/15/2020

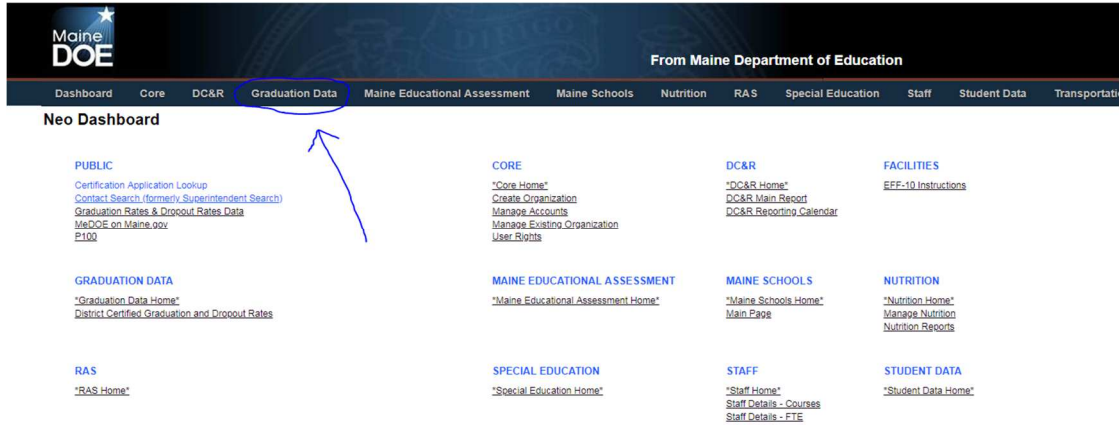
Completion Instructions:

This requires access to the NEO Graduation Module. If you need access and do not have it, you will need to call the Helpdesk at 207-624-6896.

- Log into NEO



- On the NEO dashboard; find the ribbon header labeled “Graduation Data”. This is where Graduation reporting is located.



- Here, you’ll see a landing page with some information explaining the reporting process. From here, locate the ‘Graduation’ header and choose “School Admin Unit Summary”.
- This will bring you to the following landing page:

School Admin Unit Summary

Select SAU :
 Graduation Reporting Phase I is due to DOE by 05/15/2019

Graduation Reporting Phase I :

Reports	Completion By	Report Status	Report Status Date	Navigation
Graduation Reporting Phase I				View

- After pressing ‘View’, you will see a report like the following:

SAU :
 School :
 Cohort Year : 2019-2020

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Search:

Student ID	First Name	Last Name	Student Cohort Year	School Cohort	Transfer In	Transfer Out	Early/Expected Graduate	Currently Enrolled in School	Validate	Navigation	Status
			2019-2020	0	0	0	0	1	-1	Edit	Validate
			2019-2020	1	1	0	0	0	2	Edit	Validate
			2019-2020	1	1	0	0	0	2	Edit	Validate
			2019-2020	1	1	0	0	0	2	Edit	Validate
			2019-2020	0	0	0	0	1	-1	Edit	Validate
			2019-2020	0	2	1	0	0	1	Edit	SAU Updated



- Column Definitions:
 - School Cohort – if a student was a 9th grader for the first time in your school, there is a 1 in this column. If not, there is a 0. Only 1 or 0 are valid for this column.
 - Transfer-In – if a student transfers into your school after having already enrolled in a different school for grades 9 through 12 there is a 1 in this column for each time the student transfers in. There is no limitation on the maximum number of transfer ins there are however, there should be a comparable number of transfer outs as well.
 - Transfer-Out - if a student transfers out of your school to attend a different school for grades 9 through 12 there is a 1 in this column for each time the student transfers out. There is no limitation on the maximum number of transfer outs there are however, there should be a comparable number of transfer ins as well.
 - Early/Expected Graduate – Students who graduated early in a previous school year will be listed in this column with a 1. Students who graduated earlier this school year will also be counted as 1 here.
 - Currently enrolled in School – if the student is currently enrolled there will be a 1 in this column, otherwise it will be a 0.
 - Validate – This is calculated by doing the following:
School Cohort (+)plus TransferIn (-)minus TransferOut (-)minus Early Graduate (-)minus Currently Enrolled.
The ideal number in the Validate column is a 0. These are students that do not negatively affect your graduation rates. Anything other than a zero in the Validate column lowers your graduation rate. A value of 1 in the validate column could be a valid record so long as there is also a 1 in either the Currently Enrolled in School column or the student was a drop out at some point. If there is anything other than a 0 or a 1 in the Validate column, there is an issue with that record.
 - Status – this column has the possible following values:
 - ✓ DOE Updated – the MDOE made the last change to this record
 - ✓ DOE Validate – these are records that require the DOE to check with the school to validate it’s accuracy. For example, if the student was exited with “Transfer to Post Secondary education”, we will follow up to have you give us more information before we approve the use of that status.
 - ✓ SAU Updated – the SAU or School made the last update for this record



- ✓ NULL (blank) – if this field is null, there have been no modifications to this record
- ✓ Validate – there is something wrong with this record and you will be prevented from clicking the “Completed” button at the bottom of the report until the error has been fixed.
- Clean all ‘Validates’ in the status column
 - **Validate = School Cohort + Transfer Ins – Transfer Outs**
 - A zero in the validate means the records are fine and no corrections are needed.
 - A negative number in the validate column is an error. It means the student has extra transfer outs that don’t align with their enrollments.
 - A one is not always an error. A one is not an error if the student is currently enrolled, marked a dropout, or if the student will be returning for a 5th year. Other ones are an error.
 - A number greater than one is an error. This means the student has an extra entrance to your school that doesn’t align with their enrollments.
 - In order to edit the first three years of your student’s enrollment, just click the ‘Edit’ link or the Student Id of the student you wish to correct. Then click on the underlined grade for the record you wish to fix. You may only edit records with your school. For current year corrections, this will need to be handled in your local SIS and Synergy.
 - For a breakdown of the implications from the Start/Exit codes, refer to **appendix A** and **appendix B** at the bottom of this document.

Student ID : ██████████
 First Name : ██████████
 Last Name : ██████████
 Cohort Year : 2017-2018

Search:

Grade	School	School Year	Start Date	Original Start Status	Final Start Status	End Date	Original End Status	Final End Status	School Comments	DOE Comments
<u>09</u>	Bangor High School	2014-2015	8/15/2014	01821:Transfer from a public school in the same local education agency		6/12/2015	03502:Not enrolled, eligible to return			
<u>10</u>	Bangor High School	2015-2016	8/15/2015	01835:Re-entry from the same school with no interruption of schooling		6/13/2016	03502:Not enrolled, eligible to return			
<u>11</u>	Bangor High School	2016-2017	8/15/2016	01835:Re-entry from the same school with no interruption of schooling		6/16/2017	03502:Not enrolled, eligible to return			
<u>12</u>	Bangor High School	2017-2018	8/15/2017	01835:Re-entry from the same school with no interruption of schooling	01835:Re-entry from the same school with no interruption of schooling	6/20/2018	03502:Not enrolled, eligible to return	03502:Not enrolled, eligible to return	Yes	
12	Bangor High School	2018-2019	9/14/2018	01835:Re-entry from the same school with no interruption of schooling		9/14/2018	01908:Transferred to a public school in a different local education agency in the same state			
12	Old Town High School	2018-2019	9/17/2018	01822:Transfer from a public school in a different local education agency in the same state						

Showing 1 to 6 of 6 entries



Submission Instructions:

- Once you have cleaned all validates, you are ready to complete the report by clicking the 'Completed' button located at the bottom of the report page which lists your students.
- Go back to the report summary page then click the "Submit to DOE" button. If there is more than one high school in the district, all schools will need to have a status of "Completed" before the "Submit to DOE" button is enabled and can be clicked.
- This will complete Phase I.

Step 2 - Validate Start and Exit Statuses in Synergy

Description/Purpose:

The purpose of this step is crucial for the accuracy of graduation rate data. This step is not done in the NEO Graduation Module. This step is actually done in your local student information system and then either uploaded to Synergy or manually entered into Synergy. All students (grades pre-K through 12) must have an appropriate exit code; not just your high school students.

What is this data used for?

Accurate start statuses and exit statuses are essential in calculating the proper Transfer-In and Transfer-Out counts when calculating graduation rates.

Completion Instructions:

For the purpose of graduation rate calculations, these instructions will concentrate on high school students. However, it is very important that start and exit statuses for all students (grades pre-K through grade 12) have been validated.

The easiest way to view this information is by opening the Attending Student Report located under the Student Reports section in NEO. This will list all the students who attended your district/school in the current school year, as well as their exit codes.

If you come across any exit codes that need to be fixed or are still missing from students; They will need to be fixed in Synergy which will then carry over into the reports. It can take up to a day for your corrections to appear in the report. Before June 30th of the school year, all students must have an exit code. Null/blank values are not allowed. July 1st begins the new school year and from that day on you will not be allowed to modify previous school year data.



Certification / Submission Instructions:

There is no specific certification for this step nor is there a report that must be submitted. This step can be done anytime during the year and should be something that schools look at often throughout the year. The school year officially ends on June 30th of every year. It is crucial that this step is completed before that date as once we roll over the school year, you will not be able to modify a student's start or exit status within Synergy.

Graduation Reporting Phase II: (NEO Graduation Module):

Description/Purpose:

The purpose of this reporting is to allow schools to go into the reports and validate that the information in their completers, 4-year, 5-year and 6-year reports is correct and accurate. The student's last exit code can be found/edited right inside these reports. The only changes we are allowing are changes to a graduate status or a not enrolled status.

What is this data used for?

Adjusted Cohort Graduation Rates (ACGR) are reported annually by the Maine DOE to the USDOE for all public high schools and all publicly funded students attending private schools. In addition, the ACGR is used for school accountability determinations. The State calculates 4-year, 5-year and 6-year Adjusted Cohort Graduation Rates.

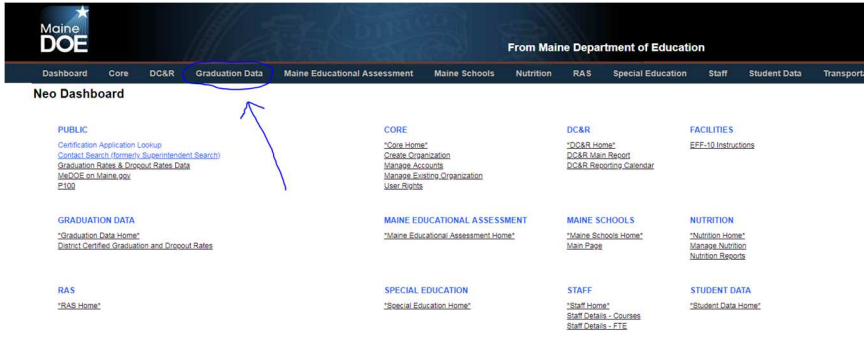
Due Dates:

- Open Date: 7/1/2020
- Due Date: 8/30/2020

Completion Instructions:

This requires access to the NEO Graduation Module. If you need access and do not have it, you will need to call the Helpdesk at 207-624-6896.

- On the NEO dashboard; find the ribbon header labeled "Graduation Data". This is also where Graduation Reporting Phase II is located.



- From here, locate the 'Graduation' header and choose "School Admin Unit Summary". You will see four reports. All reports need to be completed individually and then submitted together.

School Admin Unit Summary

Select SAU :

Attending Students Reports:

Reports	Completion By	Report Status	Report Status Date	Navigation
Completors				View
4 YR Graduation				View
5 YR Graduation				View
6 YR Graduation				View

SAU Graduation and Dropout Status

Submit to DOE

Submit For Certification DOE Send to SAU for corrections

- Similar to Phase I, except you may only edit the final end status now. The following screenshots below are taken from the 4-year report.
- For a list of exit codes and their implications, refer to **appendix B**.

Student ID : [REDACTED]
 First Name : [REDACTED]
 Last Name : [REDACTED]
 Cohort Year : 2018-2019

Grade	School	School Year	Start Date	Original Start Status	Final Start Status	End Date	Original End Status	Final End Status	School Comments	DOE Comments	Recalculate
09	[REDACTED]	2015-2016	8/15/2015	01821: Transfer from a public school in the same local education agency		6/13/2016	03502: Not enrolled, eligible to return				Recalculate
10	[REDACTED]	2016-2017	8/15/2016	01835: Re-entry from the same school with no interruption of schooling		6/16/2017	03502: Not enrolled, eligible to return				Recalculate
11	[REDACTED]	2017-2018	8/15/2017	01835: Re-entry from the same school with no interruption of schooling		6/20/2018	03502: Not enrolled, eligible to return				Recalculate
12	[REDACTED]	2018-2019	8/15/2018	01835: Re-entry from the same school with no interruption of schooling							N/A



- Once you have cleaned all validates, you are ready to complete the report via the 'Completed' button located at the bottom of the report

[REDACTED]	2018-2019	1	0	0	0	1	0	0	0	Edit
[REDACTED]	2018-2019	1	0	0	0	1	0	0	0	Edit
[REDACTED]	2018-2019	1	0	0	0	1	0	0	0	Edit
[REDACTED]	2018-2019	1	0	0	0	1	0	0	0	Edit
Totals		177	72	40	0		47	18		

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- The 5-Year and the 6-Year reports are set up just like the 4-Year report, with the only difference being the 5-Year contains students from the previous cohort and the 6-Year students are the cohort before that.
- The last report to be completed is the completers report. This report lists all of your students, regardless of cohort, who graduated in the current school year. If a student shows a count of 0, this means they were marked as a graduate and was later corrected to not being a graduate.

School Year : 2017-2018

Graduates with Regular Maine Learning Results Diploma

Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2016-2017)	1
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2017-2018)	2
TOTAL :	3

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Student ID #	First Name	Last Name	Students Cohort Year	Completers Count	Navigation	Status
			2016-2017	1	Edit	
			2017-2018	1	Edit	
			2017-2018	1	Edit	

Showing 1 to 3 of 3 entries

Certification Instructions:

- The DOE will then review your report and will contact your superintendent letting them know if your completed report was accepted or rejected.
- If accepted, your superintendent will then need to 'certify' the report. To find this, hover the 'Graduation' tab and select "District Graduation Status Summary".
- You will then see the district(s) you have access to view. Click on the "Certify" link to view the finalized data. Those with the Superintendent security role will see the



Certify button at the bottom of the report. Those with SAU Admin security role will see the report but not see the Certify button.

- If you agree with the data displayed, click the certify button. The data is not final until all Maine high schools have certified their data. If the DOE needs to modify your previously certified data, we will notify the superintendent that we had to make a modification and will ask for the report to be recertified.

Once the ‘Certify’ button is pressed by the district’s Superintendent, this will complete the Graduation reporting process.

Contact Information

Helpdesk

Email: MEDMS.Helpdesk@maine.gov

Phone: (207) 624-6896

Trevor Burns - Student Data Coordinator

Email: Trevor.R.Burns@maine.gov

Phone: (207) 624-6678

Appendix

A: Starts

Start Code	Start Reason	Transfer In
01821	Transfer from a public school in the same local education agency	Yes w/ previous enrollment
01822	Transfer from a public school in a different local education agency in the same state	Yes w/ previous enrollment
01823	Transfer from a public school in a different state	Yes
01830	Transfer from a school outside of the country	Yes
01831	Transfer from an institution	Yes w/ previous enrollment



01832	Transfer from a charter school	Yes w/ previous enrollment
01833	Transfer from home schooling	Yes
01835	Re-entry from the same school with no interruption of schooling	No
01836	Re-entry after a voluntary withdrawal (from same school)	No
01837	Re-entry after an involuntary withdrawal (from same school)	No
01838	Original entry into a United States school	Yes
00015	Transfer from an approved Maine private school	Yes
00041	Re-entry after a voluntary withdrawal (from different school)	Yes w/ previous enrollment
00051	Re-entry after an involuntary withdrawal (from different school)	Yes w/ previous enrollment

B: Exits

Exit Code	Exit Reason	Dropout	Transfer Out	Conditions
01907	Transfer to a Maine public school in same LEA	No w/ Conditions	Yes w/ Conditions	<u>To be granted the transfer out:</u> An enrollment will need to be created before October 1st of the following school year, with the same LEA.
01908	Transferred to a public school in a different local education agency in the same state	No w/ Conditions	Yes w/ Conditions	<u>To be granted the transfer out:</u> An enrollment will need to be created before October 1st of the following school year, with a different LEA.
01909	Transferred to a school in a different state	No	Yes	
01916	Transferred to a school outside of the country	No	Yes	
01917	Transferred to an institution	No w/ Conditions	Yes w/ Conditions	<u>To be granted the transfer out:</u> Student must be committed to an institution by October 1st of the following school year. This does not include students being detained.
01918	Transferred to home schooling	No	Yes	

01919	Transferred to a charter school	No w/ Conditions	Yes w/ Conditions	<u>To be granted the transfer out:</u> An enrollment will need to be created before October 1st of the following school year, with a charter school.
01921	Graduated with regular, advanced, International Baccalaureate, or other type of diploma	No	No	
01923	Died	No	Yes	
01925	Expelled	Yes	No	
01926	Reached maximum age for services	Yes	No	
01927	Discontinued schooling (student formally withdraws)	No w/ Conditions	No	<u>To not be considered a dropout:</u> An enrollment will need to be created before October 1st of the following school year.
01930	Enrolled in a postsecondary early admission program, eligible to return	No	Yes	
01931	Not enrolled, unknown status	No w/ Conditions	No	<u>To not be considered a dropout:</u> An enrollment will need to be created before October 1st of the following school year.
03502	Not enrolled, eligible to return	No w/ Conditions	No	<u>To not be considered a dropout:</u> An enrollment will need to be created before October 1st of the following school year.
03503	Enrolled in a foreign exchange program, eligible to return	No	Yes	
03504	Withdrawn from school, under the age for compulsory attendance; eligible to return	No	No	
73060	Officially withdrew and enrolled in ABE, adult secondary education, or adult ESL program	Yes	No	



73061	Officially withdrew and enrolled in a workforce training program	Yes	No	
00027	Transfer to a private school	No	Yes	
23099	Update of EPS Related Data	No	No	Can not be used as a final exit