Things to know:

Step 1. Graduation Reporting Phase I: Open Date: 4/1/2019 Due Date: 5/15/2019
Step 2. Validate Start and Exit Statuses in Synergy Due Date: 6/30/2019
Step 3. Graduation Reporting Phase II: Open Date: 7/1/2019 Due Date: 8/30/2019
Step 4. Dropout Reporting: Open Date: 11/1/2019 Due Date: 11/30/2019

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 in order to correct 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. We do not calculate graduation rates for most private schools but students attending private schools with public funds are included in the graduation rates for the districts that are paying for them to attend the private school. 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: 4/1/2019
**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 “Graduation Reporting Phase I”.

This will bring you to the following landing page:

- After pressing ‘View’, you will see a report like the following:
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. If the student has not yet graduated the value will be 0.

- **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 or Dropout columns. If there is anything other than a 0 or a 1 in the Validate column, there is something wrong with that record.
o Dropout – if a student had already been recorded as a dropout in a previous year, there will be a 1 in this column along with the year of that dropout in the Year Dropped Out column. If there is anything greater than 1 in this column, you will need to let DOE know so they can fix this.

o Year Dropped Out – if there is a 1 in the Dropout column, there should always be a year in this column. If the year is listed as the current year, that may not be final. Dropouts for the current year will not be determined until after Oct 1 enrollments have been finalized in the upcoming school year. If the year is the current school year in this column, that only means the student is currently in a status of being a dropout. If they return the following year, that dropout will be removed and not reported.

o 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 its 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 – 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
  o A zero in the validate means the records are fine and no corrections are needed.
  o 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. The student could be missing a transfer-in somewhere.
  o A one is not always an error. A one is not an error if the student is also marked a dropout, or if the student is currently enrolled. Other 1’s are an error.
  o A number greater than one is an error. This means the student has extra transfer-ins to your school that doesn’t align with their enrollments. The student could be missing a transfer-out somewhere.
  o 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 can modify either the start status code or the exit status code. If either code is modified, you are also required to enter a comment in the comment box. Once the modified record is complete, click the “Save” button.

- For a breakdown of the implications (transfer-in and transfer-out) from the Start/Exit codes, refer to appendix A and appendix B at the bottom of this document.

### 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.
- After, go back to the report summary screen and 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 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 are correct and accurate. The student’s last exit code in the current school year can be found/edited right inside these reports. The only changes we are allowing in this process are changes to graduation status. If a student was exited as a graduate in Step 2 before June 30th and you realized the student was exited incorrectly, you may remove the graduation status by changing it to “Not Enrolled, Eligible to Return”. Conversely, if the student had not yet graduated by June 30th but returned to attend Extended School Year services and completed graduation requirements before August 15th, you may change that exit code to a graduate. If the student completes requirements after August 15th, they will be counted as a graduate in the following school year.

**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: 7/1/2019
- Due Date: 8/30/2019

**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 “Graduation Reporting Phase II”. You will see four reports. All reports need to be completed individually and then submitted together.

- 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.
- The report looks similar to Phase I of graduation, however some of the columns will be removed and there will be a couple new columns instead.
  - Currently Enrolled – This column is removed since no students should be currently enrolled after the school year has ended.
  - Early/Expected Graduate – This column will now be changed to the ‘Graduated’ column.
  - Aged out – This column shows whether the student has reached the maximum age for services which is defined as being 20 years of age as of July 1st of the upcoming school year.
Once any remaining validates have been cleaned up, you are ready to complete the report via the ‘Completed’ button located at the bottom of the report.

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 year and the 6-Year students are the cohort before that. Keep in mind that the only records you will be able to edit in the 5-year and the 6-year reports are ones that involve enrollments in the current reporting year. All start and exit code for years prior to that should have been finalized in previous years. These records cannot be changed at this point.

The last report to be completed is the Completers Report. This report lists all your students that were exited as having graduated in the school year regardless of cohort 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.

If a student is listed incorrectly in this report, click the Edit link and modify the exit status. The only option you will be able to select is “Not Enrolled Eligible to Return”.
Certification Instructions:

- Once all four reports have been completed for each high school in the district, the “Submit to DOE” button will be enabled. This must be clicked in order that the MDOE knows you are ready for us to validate.

- 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 be directed to ‘certify’ the report. Certification can only be accomplished by the Superintendent. The ability to certify is only given to the Superintendent.

- To ‘certify’ the report, hover over the ‘Graduation’ menu 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.

**Dropout Reporting: (NEO Graduation Module):**

**Description/Purpose:**
This report will list students who are being counted as a dropout from grades 7 through 12. Any public school that have any combination of these grades are required to complete this report. Dropouts are defined as students who:

- were enrolled in school at some time during the school year, were not enrolled the following school year, but were expected to be in membership.
- did not graduate from high school.
- did not complete a state or district-approved educational program.
- did not meet any of the following exclusionary conditions:
  - transfer to another public-school district, private school, or state- or district-approved educational program;
  - death.

**Dropouts are broken into two separate groups:**

- **Dropouts:**
  - Students who are 4th year high school students in the previous school year, who were exited with a code that we expected them to return the following year and no enrollments were created for this student.
  - Students who were exited in the previous school year, who are in grades 7 through 12 with a code that correlates to being a dropout.

- **Future Dropouts:**
  - Students who were not a 4th year high school student (grades 7 to 12) in the previous school year, and were exited with a code that we expected them to return the following year and no enrollments were created for this student. These students will be counted as a future dropout this year and an actual dropout next year if nothing changes.
What is this data used for?

This report is used to meet federal reporting requirements. It is not used for School Accountability purposes. In addition, Maine no longer calculates a dropout rate. We are only required to report a count of dropouts to the USDOE. The formula to calculate the dropout rate was not an accurate measurement and caused more confusion than anything else.

Due Dates:

- Open Date: 11/1/2019
- Due Date: 11/30/2019

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 where dropout reporting is located.

• Here, you’ll see a landing page with some information explaining the reporting process. From here, locate the ‘Dropouts’ header and choose “School Admin Unit Summary”.

From Maine Department of Education

Neo Dashboard
You will find a selection box on this screen. Just select the SAU you wish to report for.

In order to view the reports for your schools, you’ll need to click the ‘View’ link under the ‘Navigation’ Column on each one.

Once inside your reports, confirm the information and the counts are correct. This process is your only chance to remove dropouts before they are reported and cannot be undone.

Once you’ve confirmed the reports information, hit the button labeled ‘Completed’ located at the bottom of your report page. If you have no dropouts or no future dropouts, you will be greeted by a red text indicating so.
Once the completed button is pressed, the user who completed the form will have his log-in email and the time of completion recorded in the submitted fields below.

After all reports in a district have been completed, the “Submit to DOE” button will become enabled on the bottom of the School Admin Unit Summary page.

**Certification Instructions:**

- Once the report is submitted, this will allow the DOE to go in and confirm the information is all set and matches what’s in our records.
- You will receive a notification by email once your reports have been approved. From here, all that’s left is to certify the data. Your Superintendent will need to be the one handling certification.
In the ‘Dropout’ ribbon where you found the School unit summary, is a section labeled “Dropout Status Summary”. Here is where you’ll find the certification page.

You will receive a list of your Districts with a ‘View’ link and ‘Certify’ link under the navigation column. Just click the certify link.

Here you will see a summary of the dropout information for your schools broken down by Middle Schools and High Schools. This is the last time to check the information before it gets certified and ready for reporting. The ‘Certify’ button is located on the bottom left of the page.

Once the ‘Certify’ button is pressed by the district’s Superintendent, this will complete the Dropout 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: Start codes

<table>
<thead>
<tr>
<th>Start Code</th>
<th>Start Description</th>
<th>Transfer In</th>
</tr>
</thead>
<tbody>
<tr>
<td>01821</td>
<td>Transfer from a public school in the same local education agency</td>
<td>Yes</td>
</tr>
<tr>
<td>01822</td>
<td>Transfer from a public school in a different local education agency in the same state</td>
<td>Yes</td>
</tr>
<tr>
<td>01823</td>
<td>Transfer from a public school in a different state</td>
<td>Yes</td>
</tr>
<tr>
<td>01830</td>
<td>Transfer from a school outside of the country</td>
<td>Yes</td>
</tr>
<tr>
<td>01831</td>
<td>Transfer from an institution</td>
<td>Yes</td>
</tr>
<tr>
<td>01832</td>
<td>Transfer from a charter school</td>
<td>Yes</td>
</tr>
<tr>
<td>01833</td>
<td>Transfer from home schooling</td>
<td>Yes</td>
</tr>
<tr>
<td>01835</td>
<td>Re-entry from the same school with no interruption of schooling</td>
<td>No</td>
</tr>
<tr>
<td>01836</td>
<td>Re-entry after a voluntary withdrawal (from same school)</td>
<td>No</td>
</tr>
<tr>
<td>01837</td>
<td>Re-entry after an involuntary withdrawal (from same school)</td>
<td>No</td>
</tr>
<tr>
<td>01838</td>
<td>Original entry into a United States school</td>
<td>Yes</td>
</tr>
<tr>
<td>00015</td>
<td>Transfer from an approved Maine private school</td>
<td>Yes</td>
</tr>
<tr>
<td>00041</td>
<td>Re-entry after a voluntary withdrawal (from different school)</td>
<td>Yes</td>
</tr>
<tr>
<td>00051</td>
<td>Re-entry after an involuntary withdrawal (from different school)</td>
<td>Yes</td>
</tr>
<tr>
<td>Exit Code</td>
<td>Exit Reason</td>
<td>Dropout</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------</td>
</tr>
</tbody>
</table>
| 01907     | Transfer to a Maine public school in same LEA                                | No w/ Conditions | Yes w/ Conditions     | To be granted the transfer out:  
**4th year HS student** - An enrollment will need to be created before October 1st of the following school year, with the same LEA.  
**Non-4th year HS student** - An enrollment will need to be created by the end 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     | To be granted the transfer out:  
**4th year HS student** - An enrollment will need to be created before October 1st of the following school year, with a different LEA.  
**Non-4th year HS student** - An enrollment will need to be created by the end 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     | To be granted the transfer out:  
**4th year HS student** - The student must be committed to an institution by October 1st of the following school year. This does not include detained students.  
**Non-4th year HS student** - The student must be committed to an institution by the end of the following school year. This does not include detained students. |
| 01918     | Transferred to home schooling                                               | No             | Yes                   |                                                                                                                                            |
| 01919     | Transferred to a charter school                                             | No w/ Conditions | Yes w/ Conditions     | To be granted the transfer out:  
**4th year HS student** - An enrollment will need to be created before October 1st of the following school year, with a charter school.  
**Non-4th year HS student** - An enrollment will need to be created by the end of the following school year, with a charter school. |
<p>| 01921     | Graduated with regular, advanced, International Baccalaureate, or other type of diploma | No             | No                    | note: once a student is exited with this code, they cannot return the following year.                                                                                                                  |
| 01923     | Died                                                                        | No             | Yes                   |                                                                                                                                            |</p>
<table>
<thead>
<tr>
<th>Exit Code</th>
<th>Exit Reason</th>
<th>Dropout</th>
<th>Transfer Out</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>01925</td>
<td>Expelled</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>01926</td>
<td>Reached maximum age for services</td>
<td>No</td>
<td>No</td>
<td>note: student must be 20 years of age as of July 1</td>
</tr>
<tr>
<td>01927</td>
<td>Discontinued schooling (student formally withdraws)</td>
<td>Yes w/ Conditions</td>
<td>No w/ conditions</td>
<td>To be granted the transfer out: all students - An enrollment will need to be created before October 1st of the following school year.</td>
</tr>
<tr>
<td>01930</td>
<td>Enrolled in a postsecondary early admission program, eligible to return</td>
<td>No</td>
<td>Yes</td>
<td>To be granted the transfer out: 4th year HS student - An enrollment will need to be created before October 1st of the following school year. Non-4th year HS student - An enrollment will need to be created by the end of the following school year.</td>
</tr>
<tr>
<td>01931</td>
<td>Not enrolled, unknown status</td>
<td>Yes w/ Conditions</td>
<td>No w/ Conditions</td>
<td></td>
</tr>
<tr>
<td>03502</td>
<td>Not enrolled, eligible to return</td>
<td>Yes w/ Conditions</td>
<td>No w/ Conditions</td>
<td>To be granted the transfer out: 4th year HS student - An enrollment will need to be created before October 1st of the following school year. Non-4th year HS student - An enrollment will need to be created by the end of the following school year.</td>
</tr>
<tr>
<td>03503</td>
<td>Enrolled in a foreign exchange program, eligible to return</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>03504</td>
<td>Withdrawn from school, under the age for compulsory attendance; eligible to return</td>
<td>No</td>
<td>No</td>
<td>Note: This code should only be used for students under the age of 7.</td>
</tr>
<tr>
<td>73060</td>
<td>Officially withdrew and enrolled in ABE, adult secondary education, or adult ESL program</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>73061</td>
<td>Officially withdrew and enrolled in a workforce training program</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>00027</td>
<td>Transfer to a private school</td>
<td>No</td>
<td>Yes</td>
<td>Note: should never be used as a final exit.</td>
</tr>
<tr>
<td>23099</td>
<td>Update of EPS Related Data</td>
<td>No</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>