

# Graduation Reporting Instructions

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## Who is required to complete reports?

### Graduation Validation Reports:

All Public & Charter School High Schools and 60% Publicly Funded Private Schools must complete the graduation validation reports which consist of the following:

- Completers Report
- 4-Year Cohort Graduation Report
- 5-Year Cohort Graduation Report
- 6-Year Cohort Graduation Report

## Deadlines:

### Submitted Reports Deadline:

All reports must be submitted and certified by **September 15, 2018**

Because of the work all schools did in April cleaning up the first three years of the cohort AND by ensuring all end-of-year exit codes were accurate, the process to finish and certify graduation reports should be a much less time consuming endeavor.

## What Happened to Dropout Reporting?

You will notice that we removed the Dropout Reporting from this process. This is because to complete dropout reporting, we must wait until all enrollments are entered this fall. In order to be counted as a dropout you will have had to have an enrollment in 2017/18 with an exit code expecting to return in 2018/19 and there are no enrollments in 2018/19. The Dropout Reporting process did not go away. It was just split out from the graduation process. The Dropout Reporting process will be conducted the in October.

### Graduation Certification Deadline:

Once the validation reports have been submitted to DOE, they must be accepted by the DOE before the superintendent can certify. Reports will be processed in the order they were received. There may be a few weeks that go by before the DOE can get to your submissions. Once we have accepted your reports, the DOE will communicate back with both the superintendent and the person that submitted the reports to let them know we have accepted the reports and they are ready for certification by the superintendent.

**If the DOE rejects any of the submitted reports, you will also be notified and will have 2 business days to resubmit.** The DOE will prioritize these resubmitted reports and once accepted the DOE will let the superintendent know they are ready for certification.

## Accessing NEO Graduation

To access the above reports, log into the NEO system at:

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>.

## Requesting NEO Access:

If you need access credentials to the system, please have the superintendent or head of school complete the [NEO Access Request Form](#) (opens in Excel).

## To access the Graduation Module:

Once logged into NEO, click on [Graduation Data](#) from the NEO menu. If you do not see [Graduation Data](#), you do not have access. If you need access, see Requesting NEO Access above.

## I'm in – Now What?

Select Graduation → School Admin Unit Summary

Each of the schools listed in the [Who has to complete these reports](#) section, called out above, will be listed individually.

It is not required that you complete these reports in any specific order however it is recommended that you start with the Completers and work your way through.

### School Admin Unit Summary

Select SAU :

Reports	Completion By	Report Status	Report Status Date	Navigation
Completers				<a href="#">View</a>
4 YR Graduation				<a href="#">View</a>
5 YR Graduation				<a href="#">View</a>
6 YR Graduation				<a href="#">View</a>

[SAU Graduation](#)

## Completers Report

To open the Completers Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were enrolled in your school last year (2017/18) and were exited with a code 01921 (Graduated with regular, advanced, International Baccalaureate, or other type of diploma) no matter which cohort they may belonged to.

This report is used only for removing a student from your Completers Report in cases where they were exited with a code 01921 in error last year. You cannot add students to the Completers Report using this method. Records that need to be added would be added through the 4-Year Cohort Graduation Report, 5-Year Cohort Graduation Report, or 6-Year Cohort Graduation Report.

Graduates with Regular Maine Learning Results Diploma	
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2012-2013)	1
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2013-2014)	1
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2014-2015)	115
Number of Graduates with Regular Maine Learning Results Diploma for Cohort Year(2015-2016)	1
<b>TOTAL :</b>	<b>118</b>

Search:

Student ID	First Name	Last Name	Student Cohort Year	Completers Count	Navigation	Status
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### Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- Completers Count – by default every student is listed with a count of 1. As you remove students from the completers list by modifying exit statuses, they will be changed to 0 accordingly.
- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
  - SAU Updated – status whenever a record is modified by the SAU
  - DOE Update – status whenever a record is modified by the DOE
  - DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
  - SAU Resubmitted – status whenever a previously rejected record was modified again by SAU

This report will display summary totals of graduates for each cohort. Students can be considered as graduating in 2017/18 as long as they complete all graduation requirements on or before August 15, 2018.

### Modifying Completers Data

If a student is listed on the Completers Report incorrectly, you need to modify the exit code from the 2017/18 enrollment from within this NEO module to reflect what actually happened to the student. This cannot be done directly in the Completers Report. You need to go to the appropriate 4-year, 5-year or 6-year report depending on the student's cohort year and make the change there. See the section below on *Modifying 4 Year Cohort Report Data*.

Once all changes have been made, return to the Completers Report then click the Completed button at the bottom of the Completers Report.

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Showing 1 to 184 of 184 entries

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Completed

## 4-Year Cohort Graduation Report

To open the 4-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9<sup>th</sup> graders for the first time anywhere in the 2014/15 school year and were enrolled with your school at least 1 day between the 2015 and 2018 school years.

### 4 Year Graduation Cohort

SAU :RSU 16  
School :Poland Regional HS  
Cohort Year : 2014 - 2015 ▼

Search:

Student ID	First Name	Last Name	Student Cohort Year	School Cohort	Transfer In	Transfer Out	Graduated	Validate	Dropout	Year Dropped Out	Aged Out	Fifth Year	Navigation	Status
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### Fields Displayed:

- StudentID – 9 digit State StudentID
- First Name – student’s first name
- Last Name – student’s last name
- Student Cohort Year – year of expected graduation
- School Cohort – if student was a 9<sup>th</sup> grader for the first time in 2014/15 in your school, a 1 is displayed. If student was somewhere else before enrolling in your school, a 0 is displayed. Possible values are only 0 or 1.
- Transfer In – a 1 is displayed for each recorded transfer in to this school.
- Transfer Out – a 1 is displayed for each recorded transfer out from this school.
- Graduated – a 1 is displayed if the student was exited as a graduate (code 15) or a 0 is displayed if the student was not exited with a code 15 from this school.
- Validated – This field is calculated by the following formula; School Cohort +(plus) Transfer-In – (subtract)Transfer-Out –(subtract) Graduated. Valid numbers in this column are 0 or 1. If anything other than a zero or a one is displayed, there is something wrong with this record and the “Validate” status is displayed. Records with a 0 in the Validate column are the ones that are not hurting your graduation rate. If a 1 is displayed in the Validate column, the student must also display a 1 in either the Dropout column or Aged Out column, or have “Possible 5<sup>th</sup> Year” status in the Status column. If a 1 is displayed in the Validate column and this is not the case, there is definitely something wrong with this record and the status of “Validate” appears in the status column.
- Dropout – a 1 is displayed if student if being counted or has been counted as a dropout between 2015 through 2018.
- Year Dropped Out – if student is being counted as a dropout, the year the dropout was recorded is displayed here.
- Aged Out – ***if the student turned 20 on or before July 1, 2018***, the student is not eligible to attend in the 2018/19 school year and is classified as being aged out. These students are neither dropouts nor graduates. They do hurt or help the graduation rate but also do not hurt the dropout rate.
- Navigation – click the Edit button to access the student’s enrollment in order to modify end status.
- Status – by default, this column is null. As records are modified, the appropriate status is listed.
  - Validate – records that positively have an error and must be corrected. This report will

not be able to be submitted to DOE if there are any records labeled with this status.

- SAU Updated – status whenever a record is modified by the SAU
- DOE Update – status whenever a record is modified by the DOE
- DOE Rejected – status whenever an SAU modified record is not accepted by the DOE
- SAU Resubmitted – status whenever a previously rejected record was modified again by SAU
- Possible 5<sup>th</sup> Year – If the student was exited in 2018 with a code that correlates to the student being expected to return the following school year, the status will display as “Possible 5<sup>th</sup> Year”. For example, if the student was exited with “not enrolled, eligible to return” the student will be considered a “possible 5<sup>th</sup> year”.

### Modifying 4 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you wish to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student.

Grade	School	School Year	Start Date	Original Start Status	Final Start Status	End Date	Original End Status
09		2014-2015	8/27/2014	01822:Transfer from a public school in a different local education agency in the same state		6/17/2015	01907:Transfer to a Maine public school in same LEA
10		2015-2016	8/27/2015	01835:Re-entry from the same school with no interruption of schooling		6/30/2016	03502:Not enrolled, eligible to return
11		2016-2017	8/31/2016	01835:Re-entry from the same school with no interruption of schooling		6/21/2017	01907:Transfer to a Maine public school in same LEA
<a href="#">12</a>		2017-2018	8/30/2017	01835:Re-entry from the same school with no interruption of schooling		6/7/2018	01921:Graduated with regular, advanced, International Baccalaureate, or other type of diploma

The above image displays all enrollments for a specific student. Notice that the only ones you can modify are displayed by there being a hyperlink on the grade number. For the 17/18 graduation report, and for all future reports, you will only be able to edit the last enrollment for the student and the exit status can only be one of two choices: 01921 “graduated...” or 03502 “not enrolled eligible to return.”

Enrollment Record: 71156263	School: Messalonskee High School	Grade: 12
Start Status:	01833: Transfer from home schooling	
End Status:	03502: Not enrolled, eligible to return	
School Comment : *	- select -	
DOE Comment :	01921: Graduated with regular, advanced, International Baccalaureate, or other type of diploma	
	03502: Not enrolled, eligible to return	
	<input type="button" value="Cancel"/>	<input type="button" value="Save"/>

Select the drop down for the exit Status column and change it to the appropriate code-if needed. Whenever a change is made to any student enrollment, you will also need to enter a comment in the School Comment box describing your actions. Once completed, click on the Save button. This will bring you back to the 4 Year Validation Report but now the student would reflect that a Transfer In was added, the Validate column would change from a 1 to a 0 and the word "Validate" would be replaced with the word "SAU Updated" in the Status column. Note: because the end-of-year student upload was completed at the end of June, there are only two options available to you; Graduating the student who completed requirements after June 30 but before August 15 or changing a student who was mistakenly graduated in June to "Not enrolled, eligible to return". If a change is needed other than those two options, you need to call the MEDMS Helpdesk.

Once all the records have been fixed and the word "Validate" no longer appears in the status column, and all "possible 5<sup>th</sup> Year" are reviewed to ensure the correct exit status is selected you will then see the Completed button in the lower left area of the form.

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If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see it's status displayed on the School Admin Unit Summary Page.

### School Admin Unit Summary

Select SAU :

Attending Students Reports:				
Reports	Completion By	Report Status	Report Status Date	Navigation
Completers	<a href="#">Test User</a>	Completed	8/14/2018 3:26:16 PM	<a href="#">View</a>
4 YR Graduation	<a href="#">Test User</a>	Completed	8/15/2018 10:28:39 AM	<a href="#">View</a>
5 YR Graduation	<a href="#">Test User</a>	Completed	8/15/2018 10:36:34 AM	<a href="#">View</a>
6 YR Graduation	<a href="#">Test User</a>	Completed	8/15/2018 10:36:44 AM	<a href="#">View</a>

Once all the reports have been completed, the "Submit to DOE" button will be enabled. **Be sure to click this button once it does become enabled otherwise the DOE will never know that you have completed your work.**

## 5-Year Cohort Graduation Report

To open the 5-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9<sup>th</sup> graders for the first time anywhere in the 2013/14 school year and were enrolled with your school at least 1 day between the 2014 and 2018 school years. Most of the data in this report has already been validated last year when you did the 4-Year Validation for these students. If the student returned for a 5<sup>th</sup> year of school and eventually graduated, transferred in or transferred out, this data would be reflected in this report. You can only edit records for the 2017/18 school year. The previous 4 years were completed and certified already the year before.

### Modifying 5 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student. You are only allowed to edit records from the 2017/18 school year. The previous 4 years have already been certified in a previous year.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

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Completed

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see its status displayed on the School Admin Unit Summary Page.

## 6-Year Cohort Graduation Report

To open the 6-Year Cohort Graduation Report, click the View link from the Navigation column of the School Admin Unit Summary page.

This report lists all students who were 9<sup>th</sup> graders for the first time anywhere in the 2012/13 school year and were enrolled with your school at least 1 day between the 2013 and 2018 school years. Most of the data in this report has already been validated last year when you did the 4-Year Validation and 5-Year Validation for these students. If the student returned for a 6<sup>th</sup> year of school and eventually graduated, transferred in or transferred out, this data would be reflected in this report. You can only edit records for the 2017/18 school year. The previous 5 years were completed and certified already in a previous year.

### Modifying 6 Year Cohort Report Data

Records that display the word “Validate” in the Status column have been identified by the DOE to have an error. Other records may also be checked as well but at a minimum, these “Validate” records must be fixed before you are able to submit this report.

Each of the column headers can be sorted by that column by clicking on the column header you which to sort. Clicking on the Status column header twice will sort that column in descending order thereby listing all the “Validate” status records at the top of your list.

To modify a record, click on either the StudentID link or the Edit link in the Navigation column; both will bring you to the same place. This will open all of the high school enrollments we have for this student. You are only allowed to edit records from the 2017/18 school year. The previous 5 years have already been certified in a previous year.

Once all the records have been fixed and the word “Validate” no longer appears in any record, you will then see the Completed button in the lower left area of the form.

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Completed

If you do not see the Completed button, then that means there are still invalid records that must be fixed before you can submit your report.

As you complete each report, you will see its status displayed on the School Admin Unit Summary Page.

## Submitting all completed reports to DOE

Once all the records have been completed the “Submit to DOE” button becomes enabled on the School Admin Unit Summary page, be sure someone clicks that button otherwise the DOE will not know you have completed your validation work.

### School Admin Unit Summary

Select SAU :

Attending Students Reports:

Reports	Completion By	Report Status	Report Status Date	Navigation
Completers	<a href="#">Test User</a>	Completed	8/14/2018 3:26:16 PM	<a href="#">View</a>
4 YR Graduation	<a href="#">Test User</a>	Completed	8/15/2018 10:28:39 AM	<a href="#">View</a>
5 YR Graduation	<a href="#">Test User</a>	Completed	8/15/2018 10:36:34 AM	<a href="#">View</a>
6 YR Graduation	<a href="#">Test User</a>	Completed	8/15/2018 10:36:44 AM	<a href="#">View</a>

Once your reports have been submitted to the DOE, we will be analyzing them in the order they were received. The reports must be submitted by September 15, 2018. Once we have accepted them, we will notify the superintendent that the reports have been accepted and the superintendent will have two weeks from that day to certify the data.

## Certifying Graduation

From within the Graduation module, select Graduation → District Graduation and Dropout 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 though 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 re-certified.

## Historical Reports

Previously certified data can be obtained from *Graduation Reports* → *District Certified Graduation & Dropout Rates*.

**\*NOTE--**From the 17/18 year forward, all ‘Historical Graduation’ reports will only display graduation data. The dropout report will have its own historic link by 2019 reporting dropout data.