End of Year Reporting

6/7/2022

Questions and Answers

Q: Do CTE schools complete this report?

A: If the CTE is part of a regular SAU you are included with the district. Regionals need to fill out Maine Schools.

Q: Is there a listing of what CTE Regions are required to report? Sorry, new Director/Superintendent here!

A: If you are new, feel free to contact the Help Desk, or you may sign up for onboard training on the Helpdesk page. You may also check the DC&R Reporting Calendar to see what reports are required of your organization.

Q: Does that include 60/40 schools?

A: For ESEA Demographics reporting, yes.

Q: Will this webinar be available for viewing after today?

A: Yes, the webinar will later be posted on the Helpdesk webpage along with the QAs of this webinar.

Q: How do you calculate the 3rd year HS student when they are new to the country as an 11th grader for the State Testing?

A: When you enter in the 11th grade enrollment NOE auto calculates the correct cohort based on the initial grade.

Q: Can we see the cohorts in Synergy?

A: No. If you need cohort info, please email, or call the helpdesk.

Q: If we have a student with a concurrent enrollment and that school has not entered the attendance will we still be able to certify?

A: You will need to contact the concurrent school to ensure they enter attendance – you will not be able to certify with incompletes.

Q: Our last day is 7/29… should I call the help desk about that?

A: Feel free to give the helpdesk a call on this. But please note, we are required to follow federal guidelines for reporting.

Q: Do the out-placement schools need to be the ones to upload the Attendance? And do we need to wait to certify until they do that?

A: Yes to both questions. You will not be able to certify with any incompletes.

Q: What is the Enrollment End Status Code for a truant student who has left without a trace?

A: If you have gone through all the Truancy steps without any resolution, you can exit “Not enrolled, eligible to return” and you do not need to enroll that student in the Fall. If you did not do these steps, you will have to enroll that student in the Fall.

Q: Why do some truancy types have at least age 5 and some have at least age 7?

A: State law separates truancy incidents by different age groups.

Q: What if you follow all the steps and the student still does not come, and the parents although contact do not follow through with meetings etc…?

A: If the student is still compulsory age, and you are still in contact with the parents but they haven’t withdrawn them and aren’t sending them to school, then the courts will be involved.

Q: Do you have to close truancy when the student's exit date is transfer in the same LEA? I believe we have had to close these records in the past.

A: If you transfer them within the SAU then you DO need to exit truancy manually (as well as economic status and SPED).

Q: What is the Enrollment End Status Code for a truant student who has left without a trace?

A: You would use the code for 'Not enrolled, Eligible to return' at the end of the year.

Q: How many steps need to be noted for truancy?

A: Complete as many steps that can be done - no steadfast rule that they all have to be done, but best practice is to exhaust every step possible.

Q: Why is there a Pause/Resume button on a Truancy entry page?

A: We used to Pause/Resume. They are no longer valid options to use.

Q: Is it possible to have a webinar to focus just on Truancy for the staff who are responsible for entering truancies?

A: Possible. We will look at it - we may do a recorded presentation.

Q: Do we still have until the end of the month to certify reports or do they need to be certified by June 15th?

A: Please refer to DC&R for due dates.

Q: Are you saying that we need to report all suspensions over a half day.

A: Yes.

Q: Where do I find the Behavior Guidance?

A: It can be located on the Student Enrollment Guides on the Helpdesk page.

Q: If we haven't been reporting suspensions, should we back log them?

A: Yes, you should.

Q: Can you use the Expulsion with services exit code for a non-SPED student?

A: No, because the 'with services' implies special ed services.

Q: Just to clarify, you can only exit a SPED student who is expelled with services?

A: Yes. Expelled WITH services is for SPED students only.

Q: The EF-M 39 irrelevant for charters or do we claim the students who have withdrawn and headed to adult ed?

A: Charters do not - only Public SAUs.

Q: Adult ed for credit courses only, or enrichment as well?

A: Credit courses only.

Q: Wouldn't you put transfer code instead of not enrolled, eligible to return - that wouldn't be accurate if they are moving on to high school

A: You can use the transfer code if you'd like. If they are moving to a school within the district, you would say transfer to a different school in the same SAU. Otherwise, you can just use the not enrolled, eligible to return code, as it will simplify the reporting on the student.

Q: If we use 01907 will it be a problem? Will it not close Truancies?

A: It will not close Truancy - we will be running a tool in Synergy to close these.

Q: As an AOS we have always had to exit students from 8th grade as "going to another school in state of ME" and had to exit sped records. Do we still do both of those?

A: Yes. If a student moved to another district, it will automatically close SpEd record. If you know student is going to another district, don’t put the exit in now because it is not happening in the school year. Use “Not enrolled, eligible to return” and if they go to another school, they will enroll them.

Q: Did you say we no longer have to use exit code 1907?

A: We are no longer calculating graduation based on this exit status code, so it is not necessary – use “Not enrolled, eligible to return”.

Q: This will mess up start status' that were set in Jan for 22-23 when we rolled students over, unless exit and start status do not need to match anymore.

A: The way we do graduation and dropouts, it doesn't matter anymore.

Q: Why does the end-date have to be the last day of school? We've always ended the students on 6/30, as our other systems work best if the student is active through to the end of the year.

A: This is an example of the difference between state reporting and local systems - we do not want to see a student enrolled on 6/30 if they were not receiving instruction on 6/30. For state reporting purposes, a student can’t be enrolled if they were exited 3 weeks earlier.

Q : Any changes with the Start status?

A: There hasn’t been any changes with Start statuses.

Q: We have 8 sending schools at our CTE. If we do an exit upload, do we have to do all schools at once, or can they be done separately? All have different end dates.

A: - You can do an exit upload. For CTE only– if you want to mark your student as a completer at CTE program, exit your CTE enrollments as graduated (regardless of grade).

Q: A Priority Notice email I received stated: "We ask that SAUs ensure that all student enrollment and demographic data is up to date by Wednesday, June 8" - what is that about?

A: The Commissioner is trying to give support to schools with enrollment increases due to immigration – this request was to get demographic data up to date.

Q: But if they are leaving the state will 03502 look like a drop out?

A: If you know they are transferring out of state you can exit them accordingly.

Q: Can you adjust the 01907 description to say Mid Year only?

A: We will look into this!

Q: Will you add a generic start status that would be equivalent to "not enrolled eligible to return"?

A: We already have that – 01835: Re-entry from the same school with no interruption of schooling.

Q: Adult Ed Question- What is the number count used for, for our district?

A: Not 100% on what you're asking. Please email or call the helpdesk with this one!

Q: Why does the end-date have to be the last day of school? We've always ended the students on 6/30, as our other systems work best if the student is active through to the end of the year.

A: They are not enrolled so they should not be exited after the fact.

Q: Just to check, if the student transfers within the state we don't need a one-day enrollment in September?

A: Correct.

Q: How often do you recommend data uploads? is once a week acceptable?

Q: What about the SpEd students who exit after 7/1? Wouldn't I need a 1-day enrollment so the student appears on our SpEd exit report

A: The 2021-2022 School Year is only 7/1/2021 to 6/30/2022. 7/1/2022 is the 2022-2023 school year, which means they would be on next year’s SpEd exit report.

Q: Do we change the date for Summer graduates?

A: No. Leave the last day of school – just change the exit status.

Q: When will Synergy open for the 22-23?

A: 3rd week of August. Closing this 21-22 SY on August 15th, 2-3 days to setup, so likely August 18th or 19th.

Q: Will this work for students that withdraw to home school or move over the summer (before Aug 15th)? Can we mark them as our last day of 6.14.2022?

A: You can update the exit status code until 8/15 but leave the exit date.

Q: How do we exit for ME Diploma Education Interruption (COVID-19) program?

A: Use the 03509 exit code. No dropout count OR graduation count.

Q: What about DropOuts that received a GED via Adult Ed?

A: Go back into Synergy and do a one-day enrollment before October 1, and they will be removed as dropout.

Q: So 03509 does not count as a dropout?

A: Correct