**Dropout Certification Report Webinar QnA’s**

Q: What if we have a student who is under the age of 6 and withdraws prior to 10/1. They are not required to be in school so why are they being listed as a dropout?

A: All students who are under compulsory age have been removed from this report. The report should only have students who are of compulsory age. Please let us know if you find a student listed who is not of compulsory age.

Q: If a student dropped out after 9/30 will they not be on the report?

A: Students need to be enrolled during the federal reporting year (10/1-9/30). If the student does not return on 10/1 of the following year, they will be on the report.

Q: I have a student showing as a dropout on my report, but he was a duplicate which was corrected. Why is he still listed as a dropout on my report? Shows his name with "duplicate".

A: Reach out to the helpdesk and we can work on removing that duplicate student from your report

Q: If I provide a request for records will the student coming off my list appear on the other districts list?

A: Yes

Q: If the under compulsory age student moves and we cannot find the student do we just leave the student as a drop out? If we have an email from the same parent that they are moving out of state is that enough?

A: It is possible they were exited as under compulsory age and later aged into compulsory age during the reporting period. If the student transferred out of state, the email from the parent stating so, should be enough evidence to request a change from the helpdesk.

Q: We have a student from 6/14/2020 that has the exit code of - Reached Maximum Age for Services - would that be considered a dropout?

A: Yes

Q: When is this report due and does the superintendent have to certify or can we do it?

A: It is due on January 15th. The superintendent will need to be the one to certify the report.

Q: If we had a student leave and is showing as a drop out but is enrolled by a new school but has 2 state ID's...how do we correct this?

A: Please contact Help Desk at [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) .

Q: What if the student is doing home schooling through a program like Penn Foster but have not filed home school paperwork with the state?

A: For specific student situations you can contact Pam Ford Taylor to discuss some other outreach options for Home Instruction.

Q: What if the student is doing home schooling through a program like Penn Foster but have not filed home school paperwork with the state? Help Desk can also help if there are specific Enrollment questions. Where do we find the "tickets" to submit the corrections to you?

A: Please call the Help Desk or send an email to medms.helpdesk@maine.gov to report your corrections and we will follow up with you.

Q: What if a private school hasn't requested records?

A: Private school request for records are not required to fix the exit code. As long as you can confirm the student has left for the private school the helpdesk can help you correct the exit code.

Q: Yes, we have the information on the private school, but no records request.

A: If the student will remain publicly funded, you will need a records request from the private school. If the student will be private pay at the private school, we don't require a records request for them.

Q: My report does not have "certify and submit"

A: These buttons are based on role. If you're not the one in charge of certifying the report, you won't see the buttons there. The superintendent should have the permissions for buttons on their side.

Q: How can I attest that the information is correct?

A: The certification from the superintendent will mark the report as complete and accurate.

Q: So we should just let the Superintendent know when the info is correct, so they can certify?

A: Yes

Q: Is that ever going to change? the aged-out status? pursuing adult ed HI Set? Job Corps? All dropouts.

A: The dropout status of those exit codes is defined by federal requirements as being a dropout.

Q: Does that equivalency diploma have to be within a certain time?

A: As on now, the student will just be considered a dropout.

Q: We have a student who is applying to Job corps but hasn't been accepted. We have to keep the student enrolled as they are a Special Ed student.

A: If you are providing services for the student still, then that's correct, you should keep them enrolled.

Q: That Sped student hasn't attended at all this school year, so at what date do we exit them?

A: Please contact the Helpdesk regarding this student.

Q: Do you prefer a spreadsheet with data, or simply ask questions in an email?

A: Depends on the situation. Typically, we just need student Ids and the correct exit that should’ve been used. If this is related to transferring a dropout to another district, you will need to send the records request in as well.

Q: What if they enrolled in another school later in Oct?

A: If the student is not enrolled on October 1, then the student is considered a dropout, even if enrolled later.

Q: Does them being on this report hurt us?

A: MDOE Does report dropouts to the US DOE - and they do report the data publicly

Q: Does them being on this report hurt us?

A: The dropout report is informational as the MDOE does not report out a dropout 'rate', just graduation rate.

Q: Request for Records was received. just send the R4R to you?

A: You will email these over the helpdesk.

Q: The exit code is correct, but they never enrolled at the next school, but we did receive a R4R. Is R4R just required for Grad Report?

A: The R4R will be used in dropout reporting to determine where the student is supposed to be. If you are expecting a new enrollment to be created for your student and don't see one, you will want to reach out to the new district and then the helpdesk if there are any issues.

Q: Freedom Academy - Private or Charter

A: They are a Maine Private school

Q: If a student leaves prior to 10/01 but during 20/21 sy. Should we change their exit date to 10/01 and mark them as Absent?

A: The student should be exited on the day they left in 2020/21, regardless of dropout status.

Q: My question about changing Exit date is for students that enrolled at other school after 10/01 (10/06)

A: We are aware of these unfortunate scenarios, but based on federal definition, these students will be counted as dropouts. This also presents an opportunity for the attendance coordinators/principals etc. to collaborate on keeping track of the location of students together and for all of us working to improve communication in the transfer process, which is a priority we are continually trying to get better at to support you all.

Q: Should we have a Kindergarten student on the drop out list?

A: If they are under compulsory age, but will later turn compulsory age during the year, they will appear on this report as a heads up as we expect to see them when they turn this age. Otherwise, students of compulsory ages will appear on this report.

Q: If corrections were submitted last week is it reasonable to expect that they will be corrected prior to the 1/15 due date?

A: Yes! They should take up to a week. You should hear back from the helpdesk by the end of this week.