

## Instructions for Verifying and Certifying the Special Education Exit Report

### **Reporting Period: June 3 through June 31, 2019:**

Students who have exited special education services during the reporting period (July 1, 2018 through June 31, 2019) must have special education exit information (a special ed exit date and exit reason) added to their enrollments in Synergy State Edition. Student information must be entered or uploaded into the Synergy State Edition by the school where the student is attending. School Administrative Units (SAUs) are required to certify the exit data using the Special Ed Exit Certification Report found in NEO. Changes to student information in Synergy will be reflected on the NEO report after the data have been refreshed (NEO refreshes automatically every hour on the half hour).

**Instructions for uploading student information to Synergy State Edition can be found at the following link:**

<http://www.maine.gov/doe/data/student/documents/SynergyUploadQuickReferenceGuide.pdf>

### **Responsible and Attending SAUs**

The Special Education Exit Report and Certification are available within NEO. Personnel with the role of “District User” who are designated as “Special Education Director” or “Local Special Education Administrator” may access the report, but only the Special Education Director can certify. Each SAU is responsible for verifying and certifying the accuracy of the information of students for whom the SAU is responsible. The **RESPONSIBLE SAU** is the SAU responsible for the student’s IEP, but the student exit data is entered and updated in Synergy by the **ATTENDING SAU**. Students **publicly tuitioned to private schools** should be enrolled and updated in Synergy by the private school. Students attending **special purpose private schools or regional programs** retain their primary special ed enrollment with the sending school/district and the student's exit information in Synergy should be updated by the sending school/district. For students attending **charter schools**, the charter school is responsible for uploading exit data to Synergy and verifying and certifying the exit data in NEO.

### **Verifying and Certifying the Reports**

Follow the steps below to access, verify, and certify the reports:

- Go to the NEO Dashboard at <https://neo.maine.gov/DOE/NEO/Dashboard>
- Under the DC&R heading, select DC&R Reporting Calendar
- In the Organization field/dropdown menu, select your SAU, then click on the SEARCH button
- In the list of reports, scroll down to find the Special Education Exit Certification Report listed under Current Reports.

- To view and certify the report, click on the Report/Form link. You will be brought to the NEO log in page – enter your NEO user name and password. If you do not have login information or have trouble logging in, contact the MEDMS Help Desk at 624-6896 or email the helpdesk at [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov).
- Once logged in, click on the Organization you would like to view and certify; this will bring up the Special Education Exit Certification Report for that Organization.
- You will see a table for the attending student counts at your SAU and a separate table for the student for whom you are responsible. The row indicating “Federally Reportable” exits are the counts of exiters aged 14–20. To see the individual records of the students that make up the counts in these tables, click on “View Details” (see screenshot below).
- The Special Education Director should verify the counts in these tables and ensure that all required updates to student records are made. If the student count or exit information is not correct, make the necessary changes in your local student information system, re-upload the student data to Synergy State Edition, and ensure the changes are reflected in NEO. When the counts are correct, certify the report.
- To certify the report, click back to the certification report containing the tables of the student counts. At the bottom of the page, click “Certify and Submit to DOE” (see screenshot below).

Attending District Summary

	Graduation with Diploma	Reached Maximum Age	Dropped Out	Exited to Regular Education	Moved, Known to be continuing	Deceased	Total	Navigation
Number of Federal Reportable Exit	0	0	0	0	3	0	3	<a href="#">View Details</a>
Number of Students Exiting Special Education	0	0	0	0	29	0	29	<a href="#">View Details</a>

Showing 1 to 2 of 2 entries

Responsible District Summary

	Graduation with Diploma	Reached Maximum Age	Dropped Out	Exited to Regular Education	Moved, Known to be continuing	Deceased	Total	Navigation
Number of Federal Reportable Exit	0	0	0	0	2	0	2	<a href="#">View Details</a>
Number of Students Exiting Special Education	0	0	0	0	28	0	28	<a href="#">View Details</a>

Showing 1 to 2 of 2 entries

**Certification**

I attest that the data above is complete and accurate.

## Special Education Exit Reasons

For each student who has exited special education services or exited the SAU, choose one option listed below. If there is a special circumstance, use your best judgment to fit the student into one of the categories. For cases in which the student stops attending an SAU but no other information is known about the student, the exit reason should be ‘Dropped Out’. In this case, the student will be federally reported as a dropout by Maine DOE only if 1) the student was 14 or older on the October 1<sup>st</sup> child count and 2) the student was not picked up by another Maine SAU. Newly added students and students

who are expected to continue special education services in your SAU do not require exit data. The exit reason options are as follows:

**Graduation with Diploma** - exited an educational program through receipt of a high school diploma identical to that for which non-disabled students are eligible (met the same standards for graduation as students without disabilities).

**Reached Maximum Age** - exited special education as a consequence of reaching the maximum age (20 years old prior to June 30 of the current reporting year) for receipt of special education services and did not receive a diploma.

**Dropped Out** - exited special education as a consequence of dropping out of school without completing the individual education program or were enrolled at some point in the reporting year but not enrolled at the end of the reporting year and did not exit by other means listed.

**Exited to Regular Education** - exited to regular education as a result of completion of an IEP and termination of special education services.

**Moved Out-of-District, Known to be Continuing** - moved out of the school administrative unit and known to be continuing in another educational program (the educational program doesn't necessarily need to be a special education program).

## **Deceased**

**Exited to School Age Special Education Services** - should be used only by Child Development Services (CDS) – moved out of the school administrative unit and not known to be continuing in another educational program.

**Parents Refuse Services** - should be used ONLY by CDS, otherwise use Exited to Regular Education.

## **Confidentiality**

Confidentiality of personally identifiable data will continue to be maintained by the Maine Department of Education in accordance with the provisions of the Family Educational Rights and Privacy Act, Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act. No names will be released to the United States Department of Education, Office of Special Education Programs (OSEP) in completing our data requirements under P.L.108-446.

**Questions:**

For questions regarding the Special Ed Exit Report, contact Brandi Giguere at [brandi.a.giguere@maine.gov](mailto:brandi.a.giguere@maine.gov) or 624-6648. For Synergy or NEO questions and issues, contact the Help Desk at [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov) or 624-6896.