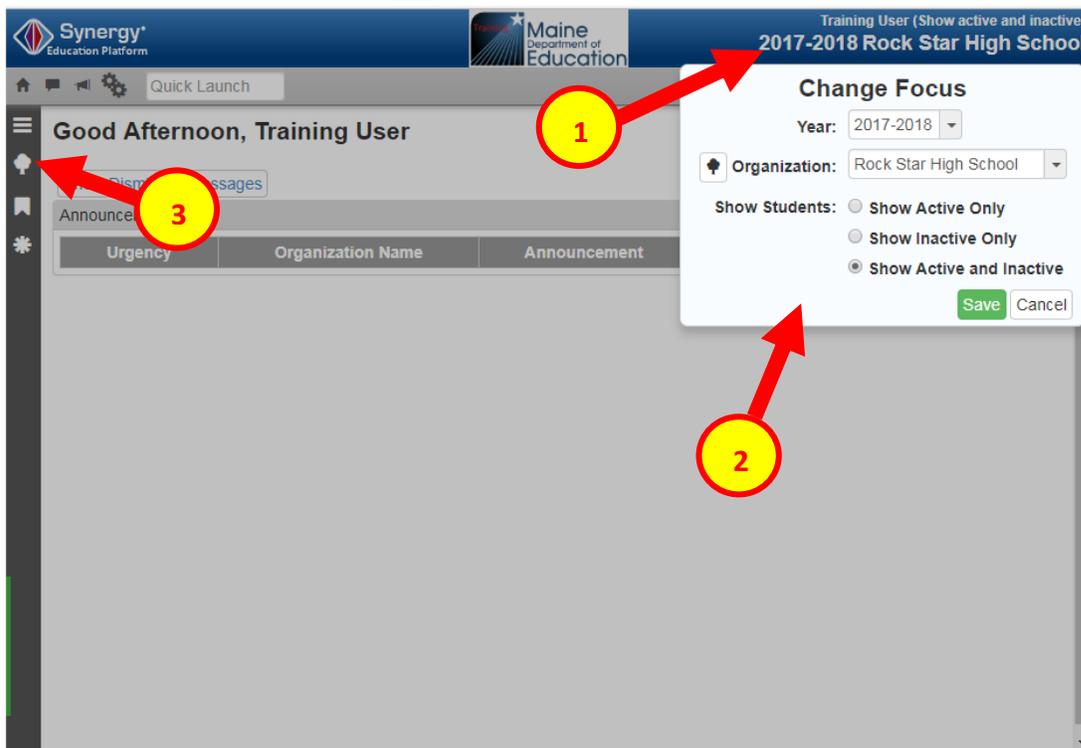


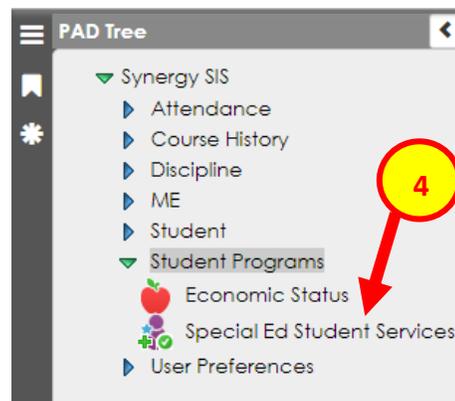
Synergy – Special Ed Manual Entry

This guide explains how to manually enter special education data into Synergy. The data is entered on the Special Ed Student Services screen and users must first have their focus at the school level:

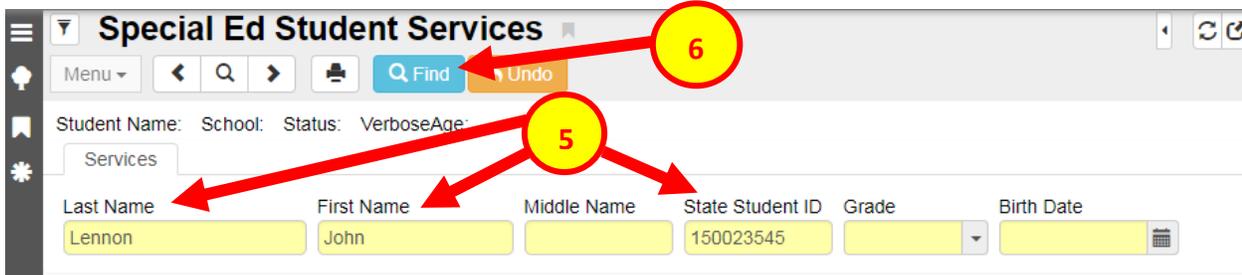
1. In the top right, click the school year or school/district name and the Change Focus box appears.
2. Select the following in the Change Focus box and click **Save**:
Year: Select the current school year (the example picture shows 2017-2018)
Organization: Choose your school (the example picture shows Rock Star High School)
Show Students: Show Active and Inactive
3. Click on the PAD Tree icon. 



4. In the PAD Tree, Click **Special Ed Student Services** to navigate to the Special Ed Student Services screen. (You may need to click the arrows next to Synergy SIS and Student Programs to expand).



5. On the Special Ed Student Services screen, type in the student's Last Name and First Name or State ID.
6. Click **Find**.



Special Ed Student Services

Menu < > Q Find Undo

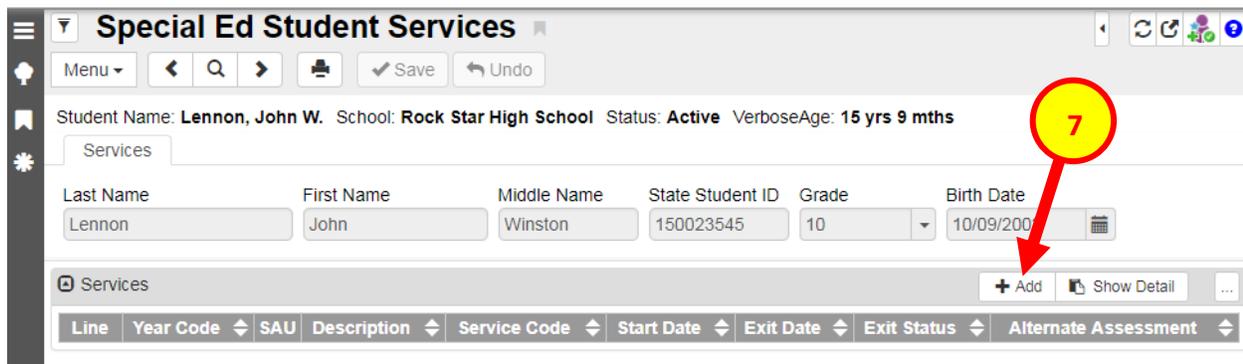
Student Name: School: Status: VerboseAge:

Services

Last Name First Name Middle Name State Student ID Grade Birth Date

Lennon John 150023545

7. Click the **Add** button and a pop up box appears.



Special Ed Student Services

Menu < > Q Save Undo

Student Name: **Lennon, John W.** School: **Rock Star High School** Status: **Active** VerboseAge: **15 yrs 9 mths**

Services

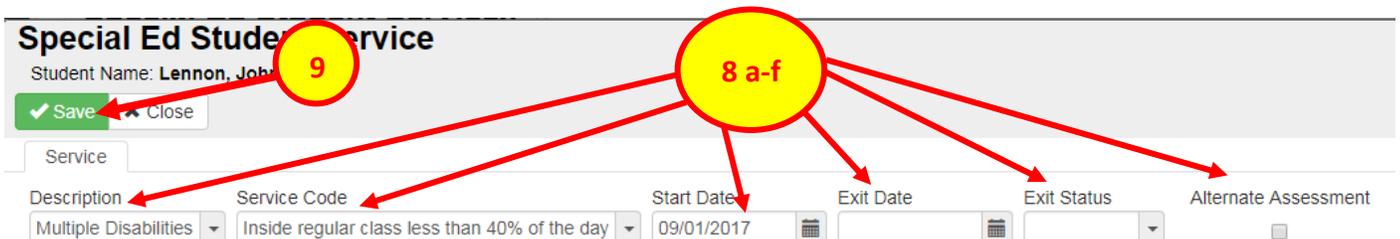
Last Name First Name Middle Name State Student ID Grade Birth Date

Lennon John Winston 150023545 10 10/09/200

Services + Add Show Detail ...

Line	Year Code	SAU	Description	Service Code	Start Date	Exit Date	Exit Status	Alternate Assessment
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8. In the pop up box:
 - a. Select a Description from the drop down. The Description field will be green until you chose a description.
 - b. Select a Service Code from the drop down. The Service Code field will be green until you chose a service code.
 - c. Enter the Start Date – this is the date the student was identified as the disability. If the student leaves a district, it will be the date the services began at the new district (the enrollment Start Date). The Start Date field will be green until you enter a date.
 - d. Enter the Exit Date – only if you are entering special ed data for a student whose enrollment was already exited.
 - e. Select an Exit Status – only if you are entering special ed data for a student whose enrollment was already exited.
 - f. Check the Alternate Assessment box, if applicable.
9. Click **Save**.



Special Ed Student Service

Student Name: **Lennon, John**

Save Close

Service

Description Service Code Start Date Exit Date Exit Status Alternate Assessment

Multiple Disabilities Inside regular class less than 40% of the day 09/01/2017

Special Ed Services data must be entered each school year and it does not automatically “roll over”. When entering Special Ed Services data in future school years for the same disability and at the same district, the original Special Ed Services Start Date is used. A new Year Code will automatically populate for the new school year when the new service is created.

For Example, in the Special Ed Services below, Year Code 2017 is for the 2017-2018 school year and Year Code 2018 is for the 2018-2019 school year.

Special Ed Student Services

Menu Save Undo

Student Name: **(Lennon, John W.)** School: **Rock Star High School** Status: **Inactive** VerboseAge: **15 yrs 9 mths**

Services

Last Name	First Name	Middle Name	State Student ID	Grade	Birth Date
Lennon	John	Winston	150023545	10	10/09/2002

Services + Add Show Detail ...

Line	Year Code	SAU	Description	Service Code	Start Date	Exit Date	Exit Status	Alternate Assessment
1	2018	Rock Star	Multiple Disabilities	Inside regular class less than 40% of the day	09/01/2017			<input type="checkbox"/>
2	2017	Rock Star	Multiple Disabilities	Inside regular class less than 40% of the day	09/01/2017			<input type="checkbox"/>

Changes to Special Ed Services:

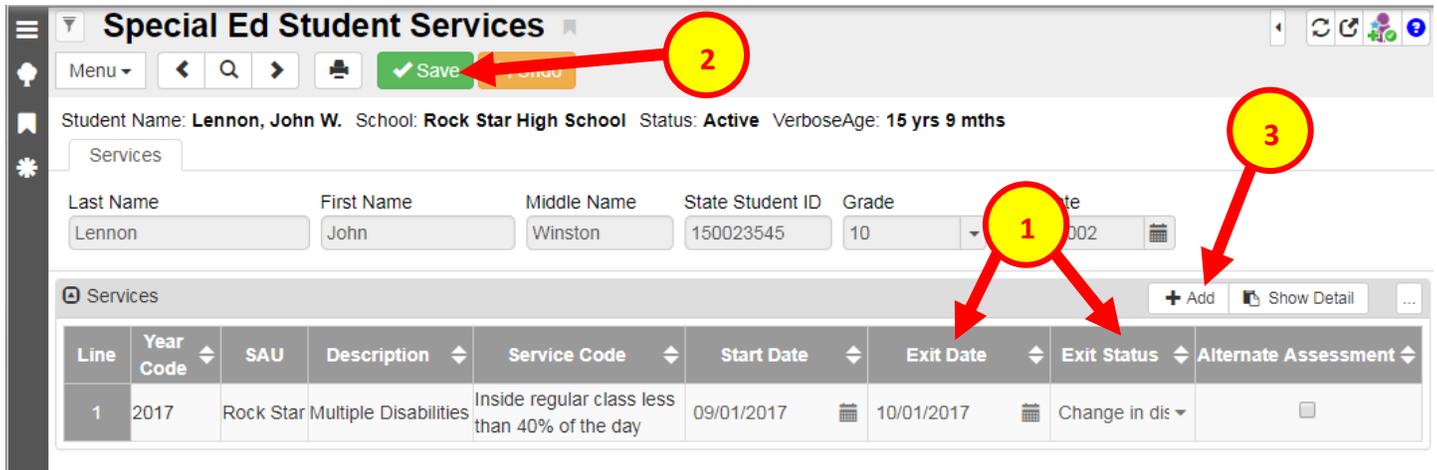
Special Ed Services data should only be changed to reflect a change in disability (instructions below), if the student is discontinuing receiving special ed services (see page 5), or if the student leaves the district (see page 6).

The Description and Service Code cannot be changed once the data has been entered. If the data was entered incorrectly, contact the MEDMS Helpdesk to remove the incorrect data.

The current Special Ed Service must have an Exit Date and Exit Status to create a new Special Ed Service.

For Changes in Disability:

1. Type in an Exit Date of when the disability changed and select the Exit Status: Change in Disability or Setting.
2. Click **Save**.



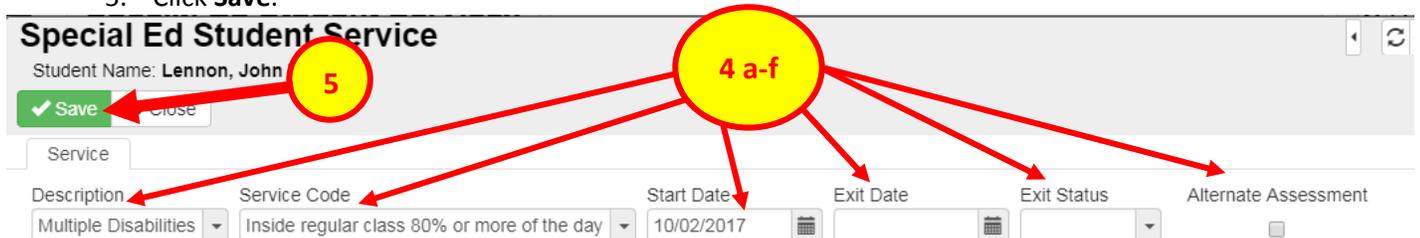
Special Ed Student Services

Student Name: **Lennon, John W.** School: **Rock Star High School** Status: **Active** VerboseAge: **15 yrs 9 mths**

Services

Line	Year Code	SAU	Description	Service Code	Start Date	Exit Date	Exit Status	Alternate Assessment
1	2017	Rock Star	Multiple Disabilities	Inside regular class less than 40% of the day	09/01/2017	10/01/2017	Change in dis	<input type="checkbox"/>

3. Click the **Add** button and a pop up box appears to enter the new disability.
4. In the pop up box:
 - a. Select a Description from the drop down. The Description field will be green until you chose a description.
 - b. Select a Service Code from the drop down. The Service Code field will be green until you chose a service code.
 - c. Enter the Start Date – this is the date the student was identified as the disability. The Start Date must be a date after the previous Special Ed Services Exit Date. The Start Date field will be green until you enter a date.
 - d. Enter the Exit Date – only if you are entering special ed data for a student whose enrollment was already exited.
 - e. Select an Exit Status – only if you are entering special ed data for a student whose enrollment was already exited.
 - f. Check the Alternate Assessment box, if applicable.
5. Click **Save**.



Special Ed Student Service

Student Name: **Lennon, John**

Service

Description: **Multiple Disabilities** Service Code: **Inside regular class 80% or more of the day** Start Date: **10/02/2017** Exit Date: Exit Status: Alternate Assessment:

Students Discontinuing Special Ed Services:

1. Type in an Exit Date of when the disability changed and select the Exit Status: Exited to Regular Education.
2. Click **Save**.

Special Ed Student Services

Menu | Save | Undo

Student Name: (Lennon, John W.) School: Rock Star High School Status: Inactive VerboseAge: 15 yrs 9 mths

Services

Last Name: Lennon First Name: John Middle Name: Winston State Student ID: 150023545 Grade: 10 Birth Date: 10/09/2002

Services

Line	Year Code	SAU	Description	Service Code	Start Date	Exit Date	Exit Status	Alternate Assessment
1	2017	Rock Star	Multiple Disabilities	Inside regular class less than 40% of the day	09/01/2017	12/01/2017	Exited to Reg	

For Students Transferring Out of District:

The district the student is transferring from:

When the student's enrollment is exited, the Special Ed Services will automatically be exited with a corresponding code. For a list of exit codes used on Special Ed Services when the enrollment is exited, see this link: https://www.maine.gov/doe/data/student/Synergy_upload.html

For example, the below student's enrollment was exited with Exit Code:

01908 Transferred to a public school in a different local education agency in the same state

Student

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo ➕ Add

Student Name: (Lennon, John W.) School: Rock Star High School

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code
1	2017-2018	09/01/2017	Transfer from a	05/13/2018	Transferred to a	Paid by Resident SAU or EUT

This automatically put in an Exit Date of when the enrollment was exited and an Exit Status of Moved Out-of-District, Known to be continuing.

Special Ed Student Services

Menu ◯ ◀ 🔍 ▶ 🖨️ ✓ Save ↶ Undo

Student Name: (Lennon, John W.) School: Rock Star High School Status: Inactive VerboseAge: 15 yrs 9 mths

Services

Last Name: Lennon First Name: John Middle Name: Winston State Student ID: 150023545 Grade: 10 Birth Date: 10/09/2002

Services

Line	Year Code	SAU	Description	Service Code	Start Date	Exit Date	Exit Status
1	2017	Rock Star	Multiple Disabilities	Inside regular class less than 40% of the day	09/01/2017	05/13/2018	Moved Out-of-d

Note: if the enrollment Exit Date and Exit Status is changed, it will not automatically change the Special Ed Services Exit Date and Exit Status – these will need to be manually adjusted.

The district the student is transferring to:

The same Description and Service Code can be used as was entered by the previous district.

The Start Date is the date the student began receiving Special Ed Services at that district. The Special Ed Services Start Date must be the same date as the enrollment Start Date.

For Example, the below student's enrollment at Augusta Public Schools/Cony has a Start Date of 5/14/18:

Student

Student Name: **Lennon, John W.** School: **Cony**

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Lennon First Name: John Middle Name: Winston Suffix: State Student ID: 150023545 Grade: 10 Gender: Male

Enrollments

Line	Year Code	Start Date	Start Status	Exit Date	Exit Status	Tuition Payer Code	Grade	Organization Name	ADA
1	2017-2018	09/01/2017	Transfer from a public school in a different state	05/13/2018	Transferred to a public school in a different local education agency in the same state	Paid by Resident SAU or EUT	10	Rock Star High School	
2	2017-2018	05/14/2018	Transfer from a pub			Paid by Resident SAU or EUT	10	Cony	

The Special Ed Student Services Start Date is also 5/14/18:

Special Ed Student Services

Student Name: **Lennon, John W.** School: **Cony** Status: **Active** VerboseAge: **15 yrs 9 mths**

Services

Last Name: Lennon First Name: John Middle Name: Winston State Student ID: 150023545 Grade: 10 Birth Date: 10/09/2002

Services

Line	Year Code	SAU	Description	Service Code	Start Date	Exit Date	Exit Status	Alternate Assessment
1	2017	Augusta Public Schools	Multiple Disabilities	Inside regular class less than 40% of the day	05/14/2018			<input type="checkbox"/>
2	2017	Rock Star	Multiple Disabilities	Inside regular class less than 40% of the day	09/01/2017	05/13/2018	Moved Out-of	<input type="checkbox"/>