Graduation Certification Report Instructions

Description/Purpose:

The purpose of this reporting is to allow districts/schools to validate the graduate counts.

What is this data used for?

Adjusted Cohort Graduation Rates (ACGR) are reported annually by the Maine DOE to the USDOE for all public high schools and all publicly funded students attending private schools. In addition, the ACGR is used for ESSA school accountability determinations. The State calculates 4-year, 5-year and 6-year Adjusted Cohort Graduation Rates.

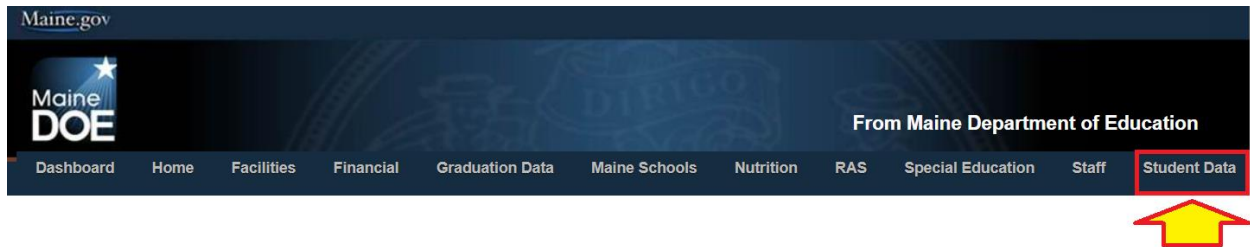**Due Date:**

- Due Date: 8/30

Completion Instructions:

This requires access to the Student Data Module. If you need access, please have your superintendent submit a NEO access request form on your behalf.

[NEO Access Request Form](#)

➢ Log into NEO

➤ On the NEO dashboard; find the ribbon header labeled "Student Data".

➤ After selecting the Student Data module select "Student Reports" which will provide you with a list of reports.

➤ On the Reporting Area dropdown listing select "Enrollments".

➤ From the list of reports find "Graduation Certification Report" and select "View Details".

Maine DOE **Student Data**

From Maine Department of Education

| Dashboard | Home | Student Health | Adult Education EF-M-39 ▽ | Student Reports | Home Instruction |

Student Data Reports Dashboard

Reporting Area : Enrollments ▾

Search: [   ]

Reporting Area ▲	Report Name ▲	Report Description ▲	Navigation
Enrollments	April Enrollment Count	The April 1 count, enrollment and attending are referring to the SCHOOL that is responsible for educating the student for April 1, 2020. We are not asking schools to take attendance on April 1, just to certify the students for which they are responsible on this date. Enrollment counts of Students on April 1 are for purposes of calculating public school tuition rates.	View Report
Enrollments	April Enrollment Details	For 19-20 the April Enrollment Details report will include additional demographic data and will be used for districts to validate student demographic information to be used for the ESEA Data Dashboard. For 19-20 this report will replace the ESEA Demographics (formerly known as Accountability) Certification.	View Report
Enrollments	Attendance Certification Report (Historical)	This report is used to certify Student Attendance and Chronic Absenteeism data. This report refreshes hourly.	View Report
Enrollments	Attendance Certification Report - Quarterly	This report is used to certify Quarterly Student Attendance and Chronic Absenteeism data.	View Report
Enrollments	Attendance Details Report - Quarterly	Attendance Details Report	View Report
Enrollments	Attending Student Download Report	Attending Student Download report is a tool to use to validate enrollment and demographic data entered into the state level Synergy student data system. This report lists all student enrollment and demographics for students attending schools in your district. Students may appear multiple times on this report if there are changes to enrollment or programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	View Report
Enrollments	Behavior Certification Report	SAUs are required to enter and certify incidents of prohibited behavior in Synergy. This certification must be done even if there are no incidents to assure that the report is complete with zero "events." This report refreshes hourly until certified.	View Report
Enrollments	Behavior Details Report	This report lists the student and behavior incident data that were reported in Synergy Student Information System. This report refreshes hourly.	View Report
Enrollments	CTE October Student Count	CTE report for October Student count.	View Report
Enrollments	CTE Program Details Report	The purpose for this report is for the CTE Centers and Regions to self-validate student related data within the state level Synergy SIS. This report lists all student enrollment and demographics for students attending a CTE based on their primary school and concurrent enrollments. Students may appear multiple times on this report if there are changes to enrollments or multiple programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	View Report
Enrollments	Dropouts Certification Report	This report is used to show Dropouts counts by each district and school and certify them	View Report
Enrollments	Dropouts Details Report	This report displays all students for selected district and school	View Report
Enrollments	Dropouts Status Listing (DOE USE ONLY)	This report lists all districts and their status of certification	View Report
Enrollments	Graduation Certification	Coming Soon - No need to worry about this just yet :-)	View Report
Enrollments	Graduation Details	Graduation report details	View Report
Enrollments	Graduation Status Listing (DOE USE ONLY)	This report lists all districts and their status of certification	View Report
Enrollments	October 1st Student Enrollment Count (formerly EPS Enrollment)	October 1st Student Enrollment Count. This data is used for EPS subsidy calculations as well as other state and federal student enrollment reporting	View Report
Enrollments	Out of District Placement Report	Out of District Placement Report is a tool to use to validate enrollment and demographic data entered into the state level Synergy student data system. This report lists all student enrollment and demographics for students enrolled outside your district and for which your district is responsible. Students may appear multiple times on this report if there are changes to enrollment or programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	View Report
Enrollments	Truancy Certification Report	This report certifies truancy incident data that were reported in Synergy Student Information System. This report refreshes hourly until certified.	View Report

➢ Once you're inside the Graduation report, you will be presented with your district's count of 4, 5, 6-year graduates as well as the number of completers for the current year. Each of these counts have an associated 'Student Details' report alongside of them. Inside this link is where you will verify which of your students make up your numbers for the completers, 4, 5- and 6-year counts.

Graduation Details

Data for Reporting Period:	2021-2022
Submission Due Date:	08/30/2022
Content Area:	Maine Education Data Management System
DOE Contact:	MEDMS Helpdesk (2076246896)
Reporting Organization:	
Report:	Completers Details
Report Date:	08/09/2022 09:24 AM
Data as of:	08/09/2022 08:40 AM

Graduation Certification Report

Data for Reporting Period:	2021-2022
Submission Due Date:	08/30/2022
Content Area:	Maine Education Data Management System
DOE Contact:	MEDMS Helpdesk (2076246896)
Reporting Organization:	

Report Name	Graduated Students	Graduation Rate	Navigation
Completers			Completers Details
4 YR Graduation			4 Year Grad Details
5 YR Graduation			5 Year Grad Details
6 YR Graduation			6 Year Grad Details

Showing 1 to 4 of 4 entries

Certification

I attest that the data above is accurate.

Submitted By:
Certified By:

Submitted Date:
Certified Date:

Cancel   Certify and Submit to DOE   Remove Submission

Please note that only superintendents will have access to the "Certify and Submit to DOE" button.

- If the counts and all the information within the detail reports are correct, your superintendent can click the 'Certify and Submit' button.
- Updates to the report can be done in Synergy until 8/15. This means you can update the exit state for the previous year live. If you need assistance with this, please call or email.
- **DO NOT make enrollments in the next year to graduate a student as it will move them out of the correct cohort.**

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MEDMS.Helpdesk@Maine.gov

or

(207) 624-6896

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- It is no longer necessary to validate the start and exit codes of students during this report. The report will also no longer be required to be 'Accepted' by the MDOE. Please make sure that all the data is accurate, as these are the students upon which the graduation rate statistics will be generated.