

## **April Enrollment Certification**

### **Report Details**

**Reporting Period:** 4/1

**Open Date:** 4/1

**Due Date:** 4/15

**Reporting Requirements:** All SAU's and private schools with publicly funded students should ensure that their enrollment data is current.

This includes Charter Schools and Education in Unorganized Territories.

The April Enrollment Certification report will be available for SAUs to submit and certify beginning on April 1st. There is much interest from many entities to compare April enrollments to October enrollments and to use this data for policy and decision making. It is important for SAUs to complete this review and certification in the reported timeframe so that the data may be used as soon as possible for policy and decision making.

### **April Enrollment Certification**

#### Description/Purpose:

- Measuring April student enrollment counts and calculating tuition rates.
- Title 20-A, §5805, subsection 1.B, which states: B. “The number of students shall be the average number of public secondary pupils enrolled on October 1st and April 1st of the same year.”
- This data is no longer used for the EPS funding formula. It is used for calculating the tuition rates and to inform other programs.
- Students who are enrolled in outside placements at regional programs or special purpose private schools will provide a general attending enrollment count but will not for the primary enrollment district in the calculation of attending counts for tuition rate purposes.
- In preparation for this report, it is vital that each school administrative unit (SAU) keeps their state level enrollment data current and complete.

**Completion Instructions:**

Please note this report changed drastically last year (20-21) in layout and data provided, and the report will only show data from 20-21 onwards. Previous years data can be found in the ‘Historical April Enrollment Count’.

To access this report, you will log into NEO:

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

Then go to Student Data, then Student Reports, you will see these:

Enrollments	April Enrollment Certification	April Enrollment Certification Report.	<a href="#">Edit</a> <a href="#">View Report</a>
Enrollments	April Enrollment Details	April Enrollment Details Report.	<a href="#">Edit</a> <a href="#">View Report</a>

Click on ‘view report’ for ‘The April Enrollment Certification’ report. Then select your district under the SAU Name dropdown which will bring to this page:

**April Enrollment Certification**  
Report Year: 2021

Data for Reporting Year:

Submission Due Date:

Content Area: Data Management Team

DOE Contact: [MEDMS Helpdesk](#) (2076246896)

Reporting Organization:

[View Details](#)

April 1 Student Count Summary:

Search:

Attending School	Attending Enrollment Count PK-8	Attending Enrollment Count 9-12	Attending Enrollment Count PK-12	Attending Count for Tuition Rates PK-8	Attending Count for Tuition Rates 9-12	Attending Count for Tuition Rates PK-12
<b>Grand Totals:</b>	43	0	43	43	0	43

April vs October	Attending Enrollment Count PK-8	Attending Enrollment Count 9-12	Attending Enrollment Count PK-12	Attending Count for Tuition Rates PK-8	Attending Count for Tuition Rates 9-12	Attending Count for Tuition Rates PK-12
EPS Attending Count (October 2021)	40	0	40	40	0	40
Difference	3	0	3	3	0	3
% Difference	7.50 %	0.00 %	7.50 %	7.50 %	0.00 %	7.50 %

**Certification**

I attest the above data is accurate.

Submitted By: \_\_\_\_\_ Submitted Date: \_\_\_\_\_  
 Certified By: \_\_\_\_\_ Certified Date: \_\_\_\_\_

This page will show you all of your schools in the district as well as their April 1 attending counts, broken down by count type and grade range. You will also see a comparison between October counts and April counts. If you see a difference it means students have entered or left between October 1 and April 1.

Clicking ‘View Details’ in the upper left of the report will take you to the April Enrollment Details.

## April Enrollment Details

The details page can be accessed via Student Data, Student Reports, then 'View Report' OR from the 'View Details' link within the certification page (previously mentioned):

Enrollments	April Enrollment Certification	April Enrollment Certification Report.	<a href="#">Edit</a> <a href="#">View Report</a>
Enrollments	April Enrollment Details	April Enrollment Details Report.	<a href="#">Edit</a> <a href="#">View Report</a>

Once you click on either option you will open into the April Enrollment Details proper, from here you will see a breakdown of all enrolled students. The report header looks like this:

### Report Filter Criteria :

Reporting Period	Reporting Organization	Attending School	Report Date	Data as of
04/01/2018	Yarmouth Regional Academy	ALL	04/01/2018 07:00:00	04/01/2018 07:00:00

### Results Grid :

\*The report can be pulled into excel for ease of sorting via the disk icon (Highlighted above). Please keep in mind if you pull the report into excel THEN make changes to student data in Synergy you will need to redownload the report or you will not see the changes you've been making.

### Attending Indicator:

The details now include a column that can be filtered to show you who counts towards the attending count for tuition rates (as seen below). What this means is that if a place holder enrollment for students in your district is within Synergy and they are attending a school such as a Regional Program, Special Purpose Private, etc. they will show with a zero in this column and will not count for the attending count for tuition rates.

Responsible District	Last Name	First Name	State Student id	Sex	Birth Date	Grade	Foster Care	Economically Disadvantaged	EL Status	SPED Status	Military Family	Homeless	Race / Ethnicity	Attending Indicator	Note
Yarmouth Regional Academy	JONES	JOHN	123456789	M	01/01/2010	5								0	Student attending Regional Program.

**If changes are needed they can be done directly in Synergy and this report will update automatically within an hour and a half. Once everything looks correct, the Superintendent can click on 'Submit/Certify'.**

**Contact Information**

**MEDMS Helpdesk:**

**Email:** [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) **Phone:** (207) 624-6896

