

Dropout Certification Report Instructions

These instructions will be a guide for locating the dropout report, as well as a guide on how to validate that the report is correct and accurate.

Report Location: NEO -> Student Data -> Student Reports -> Dropout Certification Report

- First log into NEO and find the module labeled 'Student Data'

Maine.gov
Maine DOE
From Maine Department of Education

Dashboard Core Bomb Threat Reporting Bullying Reporting System DC&R Dropout Survey EPS Facilities Financial Graduation Data
Nutrition RAS Special Education SSISLauncher Staff **Student Data** Transportation HQT

Neo Dashboard

PUBLIC Certification Application Lookup Contact Search (formerly Superintendent Search) Graduation Rates & Dropout Rates Data Home Instruction MeDOE on Maine.gov P100	CORE *Core Home* Create Organization Manage Accounts Manage Existing Organization User Rights	BOMB THREAT REPORTING *Bomb Threat Reporting Home* Main Page	BULLYING REPORTING SYSTEM *Bullying Reporting System Home*
DC&R *DC&R Home* DC&R Main Report DC&R Reporting Calendar	DROPOUT SURVEY *Dropout Survey Home*	EPS *EPS Home* Manage EPS	FACILITIES *Facilities Home* Annual Facilities Data EFF-10 Instructions Facilities Inventory Facilities Planning
FINANCIAL *Financial Home*	GRADUATION DATA *Graduation Data Home* District Certified Graduation and Dropout Rates	MAINE EDUCATIONAL ASSESSMENT *Maine Educational Assessment Home*	MAINE SCHOOLS *Maine Schools Home* Main Page
MAINECARE *MaineCare Home* Manage Maine Care	NUTRITION *Nutrition Home* Manage Nutrition Nutrition Reports	RAS *RAS Home*	SPECIAL EDUCATION *Special Education Home*

- Once in Student Data, find the section labeled 'Student Reports'

Maine.gov
Maine DOE Student Data - Upgrades
From Maine Department of Education

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

Welcome To Student Data

[Click here to enter Student Health](#)
[Click here to enter Adult Education EF-M-39](#)
[Create / Edit Reporting Area](#)
[Click here to enter Student Reports](#)

- Here you'll see a listing of reports, find the report labeled 'Dropout Certification Report'

Student Data Reports Dashboard

Reporting Area: Please Select

[Create New Report](#)

Reporting Area	Report Name	Report Description	Navigation
Assessment	ACCESS & Alternate ACCESS for ELLs	Lists students eligible to participate in the English Language Proficiency Assessment - ACCESS for ELLs or Alternate Access for ELLs.	Edit View Report
Assessment	Alternate Assessments (MSA/SAAN/ACCESS)	List of students who are eligible to participate in alternate assessments.	Edit View Report
Assessment	ESEA Demographics Certification Report	Aggregation of students enrolled on 05/03/2021 for participation in state assessments during the 2020 assessment administration. This report includes student demographic categories for assessment and accountability purposes. THIS REPORT IS FOR ARCHIVAL PURPOSES.	Edit View Report
Assessment	ESEA Demographics Detail Report	Details of students enrolled on 05/03/2021 for state assessments during the 2020 assessment administration. This report includes student demographic categories by assessment and accountability purposes. THIS REPORT IS FOR ARCHIVAL PURPOSES.	Edit View Report
Assessment	Math & ELA/Literacy	List of students that are eligible to participate in the Math & ELA/Literacy assessment grades 3-8 and 3rd year high school.	Edit View Report
Assessment	MEA Science 3rd Year High School Report	List of third year high school students eligible to participate in the MEA Science assessment. This report does not refresh.	Edit View Report
Assessment	SAT Report	List of students who will be bulk registered for the SAT. The report is sent to the College Board 01/29/2021. This list will refresh and will include additional SAT eligible students after the bulk registration date.	Edit View Report
Assessment	Science-Grades 5th and 8th Report	List of 5th and 8th grade students eligible to participate in the MEA Science assessment. This report does not refresh.	Edit View Report
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 and for purposes of calculating public school tuition rates.	Edit View Report
Enrollments	April Enrollment Details	For 10-30 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 10-30 this report will replace the ESEA Demographics (formerly known as Accountability) Certification.	Edit View Report
Enrollments	Attendance Certification Report (Historical)	This report is used to certify Student Attendance and Chronic Absenteeism data. This report refreshes hourly.	Edit View Report
Enrollments	Attendance Certification Report - Quarterly	This report is used to certify Quarterly Student Attendance and Chronic Absenteeism data.	Edit View Report
Enrollments	Attendance Details Report - Quarterly	Attendance Details Report	Edit 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.	Edit 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.	Edit 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.	Edit View Report
Enrollments	CTE October Student Count	CTE report for October Student count.	Edit 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.	Edit View Report
Enrollments	Dropouts Certification Report	This report is used to show Dropouts counts by each district and school and certify them.	Edit View Report
Enrollments	Dropouts Status Listing (DOE USE ONLY)	This report lists all districts and their status of certification	Edit View Report
Enrollments	Graduation Certification	Coming Soon - No need to worry about this just yet -!	Edit 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	Edit 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.	Edit 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.	Edit View Report
Enrollments	Truancy Details Report	This report lists the student truancy data that were reported in Synergy Student Information System. This report also identifies students for which truancy data may need to be entered based on their attendance. This report refreshes hourly.	Edit View Report
MaineCare	MaineCare Seed Report	MaineCare Public/Private Seed Report	Edit View Report
Special Services	Special Education Child Count EF S 05 Part 1 - Detail	Each SAU is responsible for verifying and certifying the accuracy of the special ed student count for all RESIDENT students, but the student data are entered and updated by the ATTENDING SAU. Students who are suboned to schools outside their resident SAU will count for the resident SAU, but the resident SAU cannot edit the student data - the data must be entered and edited by the attending SAU. In this case, the resident SAU may need to contact the student's attending SAU to ensure the attending SAU accurately updated the student's information. This report refreshes hourly until certified in November.	Edit View Report
Special Services	Special Education Exit Certification Report	The purpose for this report is for the District to certify the documented Special Ed Exits, which occurred over the School Year. "Federal Reportable Exits: Children with Disabilities who were in special education at the start of the school year and who exited during the school year. Only exiting students between the ages of 14 and 21 are counted for federal purposes. This report refreshes hourly until certified.	Edit View Report
Special Services	Special Education Exit Details Report	Special Education Exit Report, "Federal Reportable Exits: Children with Disabilities who were in special education at the start of the school year and who exited during the school year. Only exiting students between the ages of 14 and 21 are counted for federal purposes.	Edit View Report



- This will bring up your certification report for your district. In order to see which students are your dropouts, you can click the 'View Details' link next to the school you wish to view. You may also view your district level dropouts with the View Details link next to 'District totals'.
- If the information in the report is correct, you can complete the report by clicking the 'Certify and submit to DOE' button under the report.

Data for Reporting Year:
 Submission Due Date:
 Content Area: Data Management Team
 DOE Contact: [MEDMS Helpdesk \(2076246896\)](#)
 Reporting Organization :

Search:

Organization Name	Dropout Total	Navigation
Regional Center/Technical Institutes	0	View Details
State	11	View Details
State Institute for Special Education	1	View Details
Technical Institute	3	View Details
Technical Institute for the Deaf	0	View Details
Technical Institute	0	View Details
Technical Institute for the Deaf	2	View Details
District Totals:	17	View Details



Showing 1 to 7 of 7 entries

Certification

I attest that the data above is accurate.

Submitted By: _____ Submitted Date: _____
 Certified By: _____ Certified Date: _____

Dropout reporting is for all grades of compulsory age students. USDOE has requested grades less than 7 for many years now, state statute does not specifically define a grade range, data governance team decision from December 10, 2019 was to collect this data from all grades for compulsory age students for 2019-2020 forward.

Definition: A student meets the criteria for federal dropout reporting when the student was enrolled at some point during the **federal reporting year (10/1 – 9/30)** and was expected to return to school by October 1st of the following year, and does NOT have a 10/1 enrollment. *Students will be counted as a dropout for each year they meet the federal reporting dropout definition.*

Who can be removed from the report: The only students who are eligible to be removed from the dropout report are those who transferred to homeschooling, transferred to a private school, or transferred out of state/country, but in the report have a different exit status. If any of these changes are needed, please contact the helpdesk along with evidence/documentation explaining why the change is being requested.

Students who are exited with the following Exit Codes are **excluded** from Dropout reporting:

- Transferred to a school in a different state (01909)
- Transferred to a school outside of the country (01916)
- Transferred to Home Instruction (01918)
- Graduated (01921)
- Died (01923)
- Enrolled in a postsecondary early admission program, eligible to return (01930)
- Transfer to a Maine private school (00027)
- Enrolled in a Foreign Exchange Program, eligible to return (03503)
- Completed with a State recognized equivalency certificate (Adult Ed & HiSET). (03509)
- Transferred to Home Instruction due to lack of vaccination requirements (23002)

Removing students from the report: If a student was not exited from your school with one of the above codes, and should have been, you may enter a 1-day enrollment for 7/1 of the current school year to re-enter and exit them the same day with the correct status. After the next report refresh period the student should be removed from the dropout report.

- **Students that were not enrolled by a receiving school:** Students that exited your district and were not subsequently enrolled by their new district will need to have the records request emailed to MEDMS.Helpdesk@Maine.Gov with the explanation of the situation and we can assist. *We ask that you make attempts to reach out to the receiving school and try to get them to enroll the student before submitting request for records. If the district pushes back on making an enrollment, we then will take the RFRs and do outreach on our end.*

How Reporting Grade is determined:

- Students who were last exited with a code that indicated they were **NOT expected to return the following year** and who did not return by 10/1, will be counted as a dropout with their last enrollment grade as their Reported Grade.
 - **Exit codes NOT expected to return the following year:**
 - ☐ Aged out (01926)
 - ☐ Discontinued Schooling (01927)
 - ☐ Not enrolled unknown status (01931)
 - ☐ Withdrew to Adult Ed (73060)
 - ☐ Withdrew to workforce program (73061)

- Students last exited with a code that **expected them to return** but who did not return by 10/1 will be reported as a dropout with the following grade information:
 - Students last exited between 10/1– 6/30, will have their last enrollment grade **plus one** as their Reported Grade.
 - Students last exited between 7/1– 9/30 will have their last enrollment grade as their Reported Grade.
 - **Exit codes expected to return:**
 - ☐ Transfer to a Maine public School in same LEA (01907)
 - ☐ Transferred to a Maine public school in a different LEA (01908)
 - ☐ Transfer to an Institution (01917)
 - ☐ Transfer to a Charter School (01919)
 - ☐ Expelled (01927)
 - ☐ Not enrolled eligible to return (03502)
 - ☐ Withdrawn from school, under the age for compulsory attendance, eligible to return (03504)
 - ☐ Unenrolled due to lack of vaccination requirements (23001)

NOTE: Students last exited as **Expelled** (01927)

- These students will be reviewed by MDOE prior to the dropout reports being provided to the districts to validate the duration of the expulsion period in relation to the dropout determination criteria.
- MDOE will identify the appropriate status of the students exit and populate the district reports accordingly. Districts will be contacted by the MDOE as needed to review any questions regarding the enrollment or expulsion information for those students.

How Reporting SAU and Reporting School are determined:

PUBLIC SCHOOLS:

- Students that were exited “**NOT expected to return**” will be reported at the last Attending SAU and Attending School.
- Students that were exited “**expected to return**” between **10/1 and 6/30** will be reported at the last Attending SAU and Attending School **IF** the Attending SAU and Attending School both offer the Reported Grade.
- If the last Attending SAU **and** Attending School **do not** offer the Reported Grade then the Reported SAU will be the last Attending SAU and the Reported School will be NULL. Student will be counted at the district level only.
- If the last Attending School, doesn't offer the Reported Grade, **but the last Attending SAU does** at **only one (other) school**, then the student will be reported at the school that offers that grade.
- If the Attending School, in the Attending SAU, doesn't offer the Reported Grade, **but the Attending SAU does** at **MORE than one (other) school**, then the Reporting School will be NULL. Student will be counted at the district level only.
- Students that were exited “**expected to return**” between **7/1 and 9/30** will be reported at the last Attending SAU and Attending School.
- **PUBLICLY FUNDED Students at PRIVATE SAU's:** Publicly funded students attending Private SAU's will be reported at the Responsible SAU **IF the Responsible SAU offers the Reported Grade**. The Reported School will be NULL. Student will be counted at the district level only.

If you have questions regarding a student on your dropout report, please contact The MEDMS

Helpdesk.

Email: Medms.helpdesk@maine.gov **Phone:** (207) 624-6896