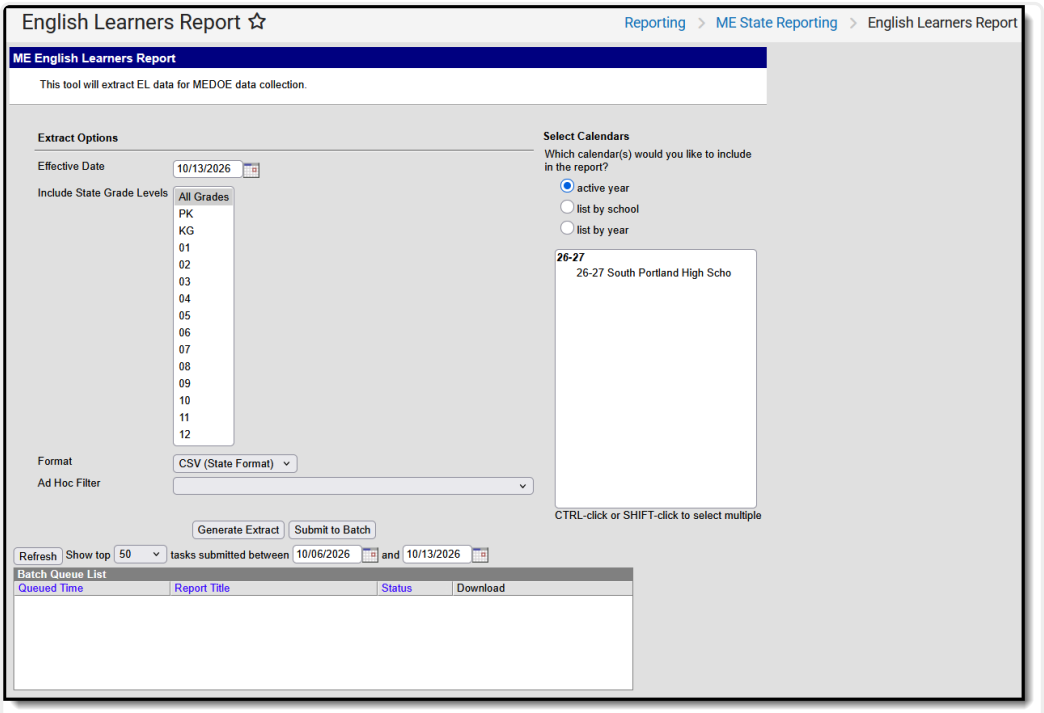
English Learners Report (Maine)

Last Modified on 10/13/2026 9:30 am CDT

Path: Reporting > ME State Reporting > English Learners Report

The English Learners Report extracts data identifying English Learner students for upload into MEDOE's state system.



Maine English Learners Report Editor

Report Logic

Logic determines the report population as follows:

- Report one record for each student who has an EL record in the calendar(s) selected in the extract editor.
- An EL record must have one of the following Program Status values:
  - EL
  - Exited EL
  - If EL Program Status = Exited EL, the Program Exit Date must fall within the calendar(s) selected in the extract editor.
  - The student must have at least one enrollment record in the calendar(s) selected in the extract editor.
- The report excludes any records tied to the following:
  - Records where the EL Identified Date is greater than the Effective Date on the extract editor
  - Enrollment records where State Exclude = True

    - Enrollment records where No Show = True
    - Grade Levels marked as Exclude from state reporting
    - Records tied to calendars marked as Exclude
    - Enrollment records where the Start Date is greater than the Effective Date entered on the extract editor.
- If the student has multiple enrollment records, the record with a Service Type = Primary is reported.
    - If multiple enrollment records are marked as Primary or none of them are marked as Primary, the record with the most recent Start Date is reported.
        - If the student has multiple enrollment records with the same Start Date, the record with the lowest enrollmentID is reported.

Generating the Extract

1. Enter the **Effective Date**. Data as of this date will report.
2. Select which **State Grade Levels** will report data.
3. Select which **Calendars** will report data.
4. Select the report **Format**. For submission to the state, select the CSV (State Format).
5. To further narrow results, select an **Ad Hoc Filter** (optional).

6. Decide how to generate the report:

Generate Report	Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format.
Submit to Batch	Click the Submit to Batch button to send the extract to the Batch Queue List. Batch Queue functionality provides the ability to schedule when the extract is generated and allows users to navigate away from the Special Education Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Special Education Reports that were run through the Batch Queue tool.

Understanding the English Learners Report

Use the table below to better understand what each report column means and how it reports data.

Column	Description	Format and Length	Database Location	Campus GUI Location

Column	Description	Format and Length	Database Location	Campus GUI Location
SAUID	Logic reports the State District Number associated with the student's enrollment record.	Numeric, 4 digits	District.number	School & District Settings > District Information > State District Number
StateStudentID	Logic reports the Student State ID of the student.	Numeric, 9 digits	Person.stateID	Census > Demographics > Student State ID
School ID	Logic reports the School Number associated with the student's enrollment record.	Numeric, 4 digits	School.number	School & District Settings > School Information > School Number
Year Code	Logic reports the Start Year and End Year of the School Year associated with the student's enrollment record that are linked with a hyphen.	Numeric, 9 digits YYYY-YYYY	SchoolYear.startYear SchoolYear.endYear	Scheduling & Courses > Calendar Setup > School Year Setup
StartDate	Logic reports the EL Identified Date.	Date Field, 8 digits YYYYMMDD	Lep.identifiedDate	Student Information > English Learners > English Learners (EL) > Identified Date
USSchoolDate	Date when student first entered US school.	Date Field, 8 digits YYYYMMDD	Identity.date EnteredUSSchool	Census > Demographics > Date Entered US Schools