

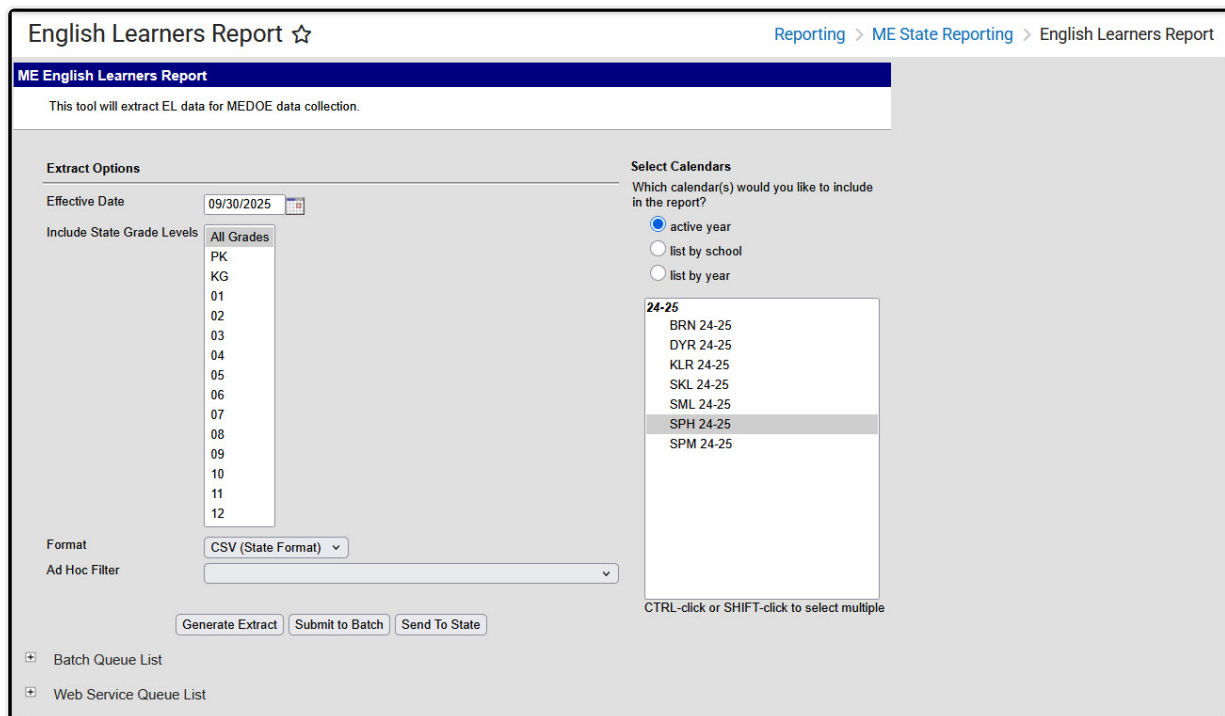
# English Learners Report (Maine)

Last Modified on 09/30/2025 8:09 am CDT

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Tool Search: English Learners Report

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



The screenshot shows the 'English Learners Report' editor interface. At the top, there's a breadcrumb trail: 'Reporting > ME State Reporting > English Learners Report'. Below this is a header 'ME English Learners Report' and a sub-header 'This tool will extract EL data for MEDOE data collection.'.

The main area is divided into two columns. The left column, titled 'Extract Options', contains:
 

- Effective Date:** A date picker set to '09/30/2025'.
- Include State Grade Levels:** A dropdown menu currently showing 'All Grades'. A list of grade levels is visible: PK, KG, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12.
- Format:** A dropdown menu set to 'CSV (State Format)'.
- Ad Hoc Filter:** An empty text input field.

The right column, titled 'Select Calendars', contains:
 

- Which calendar(s) would you like to include in the report?**
  - ☒ active year
  - ☐ list by school
  - ☐ list by year
- 24-25:** A list of school calendars: BRN 24-25, DYR 24-25, KLR 24-25, SKL 24-25, SML 24-25, **SPH 24-25** (highlighted), and SPM 24-25.

At the bottom of the left column, there are three buttons: 'Generate Extract', 'Submit to Batch', and 'Send To State'. Below these are two links: 'Batch Queue List' and 'Web Service Queue List'.

At the bottom of the right column, there is a note: 'CTRL-click or SHIFT-click to select multiple'.

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 if you want to generate the report or send the report to the state:

<b>Generate Report</b>	Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format.
<b>Submit to Batch</b>	Clicking the Submit to Batch button to send the extract to the Batch Queue List. <a href="#">Batch Queue</a> 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 which were run through the Batch Queue tool.
<b>Send to State</b>	<p>Clicking the Send to State button will send the report data to the state system (Synergy). Reports sent to the state will appear in the Web Service Queue List where you can view its current status (Status), view all data sent to the state (View Submission), and review any errors returned from the state (View Result).</p> <div style="background-color: #fff9c4; padding: 10px; border: 1px solid #f0e68c;"> <p>This functionality requires proper <a href="#">Web Service Account</a> and <a href="#">Web Service Configuration</a> setup.</p> </div>

# 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
<b>SAUID</b>	Logic reports the State District Number associated with the student's enrollment record.	Numeric, 4 digits	District.number	System Administration > Resources > District Info > State District Number
<b>StateStudentID</b>	Logic reports the Student State ID of the student.	Numeric, 9 digits	Person.stateID	Census > Demographics > Student State ID
<b>School ID</b>	Logic reports the School Number associated with the student's enrollment record.	Numeric, 4 digits	School.number	System Administration > Resources > School > School Number
<b>Year Code</b>	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	System Administration > Calendar > School Years
<b>StartDate</b>	Logic reports the EL Identified Date.	Date Field, 8 digits YYYYMMDD	Lep.identifiedDate	Student Information > Program Participation > English Learners (EL) > EL > Identified Date

Column	Description	Format and Length	Database Location	Campus GUI Location
<b>USSchoolDate</b>	Date when student first entered US scho.	Date Field, 8 digits YYYYMMDD	Identity.date EnteredUSSchool	Census > Demographics > Date Entered US Schools