

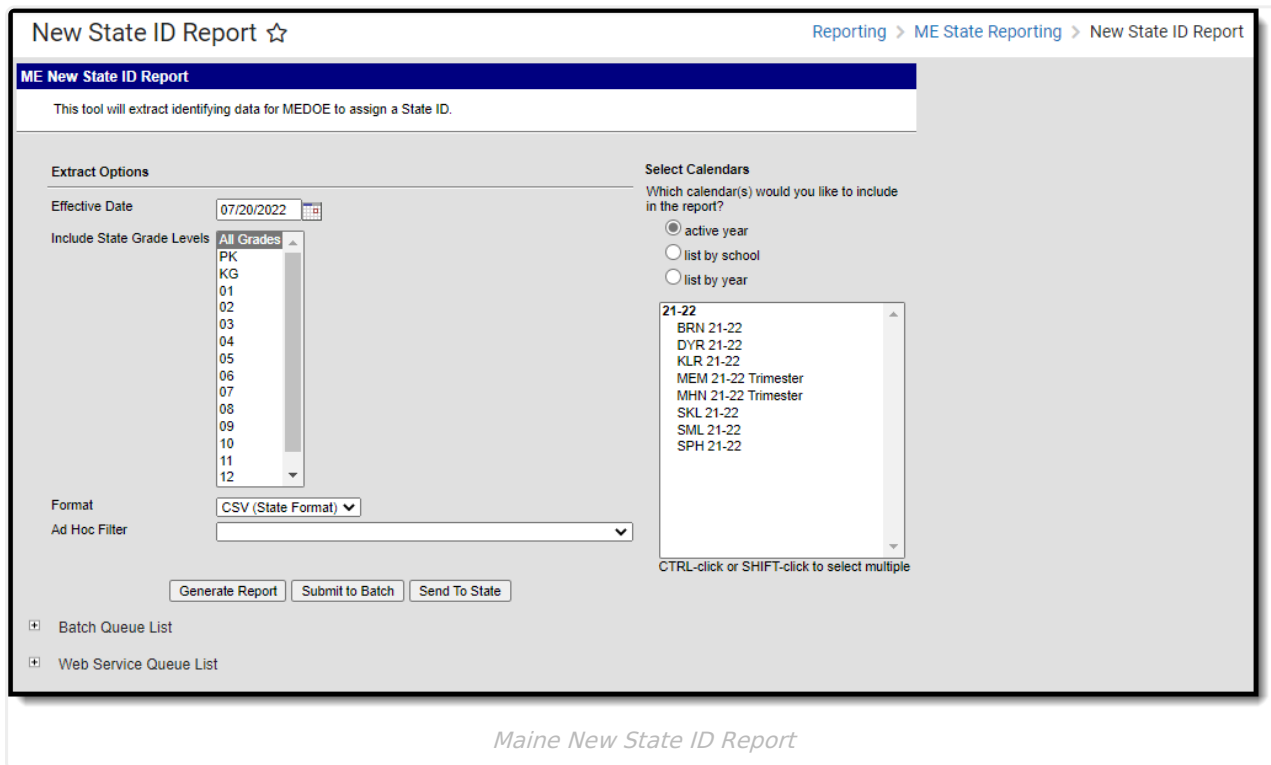
New State ID Report (Maine)

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Tool Search: New State ID Report

The New State ID Report extracts identifying student data for upload into MEDOE's state system in order to match or create a StateStudentID.



The screenshot shows the 'New State ID Report' tool interface. At the top, there is a breadcrumb trail: 'Reporting > ME State Reporting > New State ID Report'. Below this is a header bar with the title 'ME New State ID Report' and a description: 'This tool will extract identifying data for MEDOE to assign a State ID.' The main area is divided into two sections: 'Extract Options' and 'Select Calendars'. In the 'Extract Options' section, there is a date picker for 'Effective Date' set to '07/20/2022'. Below it is a list for 'Include State Grade Levels' with options from 'PK' to '12'. A 'Format' dropdown is set to 'CSV (State Format)'. There is also an 'Ad Hoc Filter' dropdown. In the 'Select Calendars' section, there are three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. Below these is a list of calendars for '21-22', including 'BRN 21-22', 'DYR 21-22', 'KLR 21-22', 'MEM 21-22 Trimester', 'MHN 21-22 Trimester', 'SKL 21-22', 'SML 21-22', and 'SPH 21-22'. At the bottom of the 'Select Calendars' section, there is a note: 'CTRL-click or SHIFT-click to select multiple'. Below the main sections are three buttons: 'Generate Report', 'Submit to Batch', and 'Send To State'. At the very bottom, there are two links: 'Batch Queue List' and 'Web Service Queue List'.

Report Logic

This report is for students who do not have a State ID.

Logic determines the report population as follows:

- Report one record for each student who has a Student State ID that has no value entered.
- Report one record for each student who has at least one enrollment record in the calendar(s) selected in the extract editor.
- The report will exclude any records tied to the following:
 - 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:

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	Clicking 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 which were run through the Batch Queue tool.
Send to State	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). This functionality requires proper Web Service Account and Web Service Configuration setup.

Understanding the New State ID Report

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

Column	Description	Database and UI Location
SAUID	Logic reports the State District Number associated with the student's enrollment record.	School & District Settings > District > District Information State District Number District.number

Column	Description	Database and UI Location
SchoolID	Logic reports the state school number from student's primary enrollment.	School & District Settings > Schools > School Information > State School Number School.number
ResidentTownGEOCode	Reports code from Resident Town Code field on student's primary enrollment.	Student Information > Enrollments > State Reporting Fields > Resident Town Code EnrollmentME.residentTownNumber
LocalID	Logic reports the Local Student Number of the student.	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
LastName	Logic reports the value entered in the Legal Last Name on the student's Identity record. If Legal Last Name is null, the student's Last Name value is reported.	Census > People > Identities > Identity Information > Last Name Census > People > Identities > Protected Identity Information > Legal Last Name Identity.lastName Identity.legalLastName
FirstName	Logic reports the value entered in the Legal First Name on the student's Identity record. If Legal Last Name is null, the student's First Name value is reported.	Census > People > Identities > Identity Information > First Name Census > People > Identities > Protected Identity Information > Legal First Name Identity.firstName Identity.legalFirstName

Column	Description	Database and UI Location
MiddleName	<p>Logic reports the value entered in the Legal Middle Name on the student's Identity record.</p> <p>If Legal Last Name is null, the student's Middle Name value is reported.</p>	<p>Census > People > Identities > Identity Information > Middle Name</p> <p>Census > People > Identities > Protected Identity Information > Legal Middle Name</p> <p>Identity.middleName Identity.legalMiddleName</p>
Suffix	<p>Reports Legal Suffix from student's current legal identity, if one exists, otherwise reports from Demographics</p>	<p>Census > People > Identities > Suffix or Census > People > Demographics > Suffix</p> <p>identity.suffix</p>
Sex	<p>Reports the Legal Gender value from the student's Identity record.</p> <p>If Legal First Name is null, the Gender value is reported.</p> <ul style="list-style-type: none"> If Gender = X, then a value of 'NotSelected' is reported. 	<p>Census > People > Identities > Identity Information > Gender</p> <p>Census > People > Identities > Protected Identity Information > Legal Gender</p> <p>Identity.gender Identity.legalGender</p>
BirthDate	<p>Logic reports the Birth Date on the student's Identity record.</p>	<p>Census > People > Identities > Identity Information > Birth Date</p> <p>Identity.birthDate</p>
Grade	<p>Logic reports the State Grade Level Code associated with the student's enrollment grade.</p>	<p>Student Information > General > Enrollments > General Enrollment Information > Grade</p> <p>Enrollment.grade GradeLevel.stateGrade</p>

Column	Description	Database and UI Location
Start Status	Indicates the reason the student started school. Logic reports the enrollment Start Status dictionary Standard Code value.	Student Information > General > Enrollments > General Enrollment Information > Start Status Enrollment.startStatus