

# Enrollment Report (Maine)

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The Enrollment Report extracts raw enrollment data for upload to the Maine Department of Education's data system.

## Enrollment Report ☆

Reporting > ME State Reporting > Enrollment Report

### ME Enrollment Report

This tool will extract enrollment data for MEDOE data collection.

#### Extract Options

Effective Date

09/03/2021

Include State Grade Levels

All Grades

PK
KG
01
02
03
04
05
06
07
08
09
10
11
12

Format

CSV (State Format)

Ad Hoc Filter

Generate Report

Submit to Batch

Send To State

+ Batch Queue List

+ Web Service Queue List

#### Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year
☐ list by school
☐ list by year

20-21
BRN 20-21
DYR 20-21
KLR 20-21
MEM 20-21
MEM 20-21 Trimester
MHN 20-21
SKL 20-21
SML 20-21
SPH 20-21

CTRL-click or SHIFT-click to select multiple

Maine Enrollment Report Editor

## Report Logic

Logic determines the report population as follows:

- Report one record for each enrollment record in the calendar(s) selected in the report editor.
- The report will exclude any records tied to the following:
  - Enrollment records where State Exclude = True
  - Enrollment records where No Show = True

- Records tied to 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 report editor.

Data is sorted by State Student ID and Effective Date ASC.

## 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:

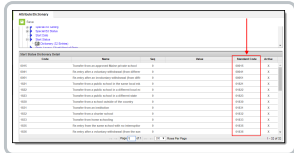
<b>Generate Report</b>	Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format.
<b>Submit to Batch</b>	Clicking the Submit to Batch button to send the extract to the Batch Queue List. <a href="#">Batch Queue</a> functionality provides the ability to schedule when the extract is generated and allows users to navigate away from the Enrollment Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Enrollment Reports which were run through the Batch Queue tool.
<b>Send to State</b>	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 <a href="#">Web Service Account</a> and <a href="#">Web Service Configuration</a> setup.

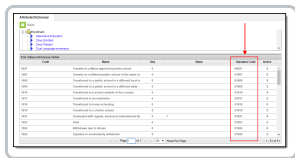
## Understanding the Enrollment Report

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

Field	Description	Format	Campus GUI and Database Location
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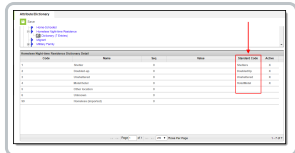
Field	Description	Format	Campus GUI and Database Location
<b>SAUID</b>	Indicates the NEO Organization ID for the attending SAU. Logic reports the District Number associated with the student's enrollment record.	Numeric, 4 digits	System Administration > Resources > District Info > State District Number  District.number
<b>StateStudentID</b>	Reports the Student ID provided by State Student Information System. Logic reports the Student State ID of the student.	Numeric, 9 digits	Census > Demographics > Student State ID  Person.stateID
<b>School ID</b>	Indicates the NEO Organization ID for the attending school. Logic reports the School Number associated with the student's enrollment record.	Numeric, 4 digits	System Administration > Resources > School > School Number  School.number
<b>Year Code</b>	Indicates the reporting school year. Logic concatenates the Start Year and End Year of the reported School Year associated with the student's enrollment record, separated by a hyphen.	Numeric, 9 digits YYYY-YYYY	System Administration > Calendar > School Years  SchoolYear.startYear SchoolYear.endYear
<b>ResidentTownCode</b>	Indicates the ID of student's resident town.	Numeric, 3 digits	Student Information > General > Enrollments > State Reporting Fields > Resident Town Code  EnrollmentME. residentTownNumber

Field	Description	Format	Campus GUI and Database Location
<b>StartStatus</b>	<p>Indicates the reason the student started in the school.</p> <p>The value reported is pulling from the Attribute Dictionary's Standard Code column and NOT the Code itself.</p> 	Alpha, 5 characters	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Start Status</p> <p>Enrollment.startStatus</p>
<b>GradeLevelCode</b>	Indicates the grade level the student is in.	Alpha, 2 characters	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; Grade</p> <p>Enrollment.grade GradeLevel.stateGrade</p>
<b>EffectiveDate</b>	<p>Indicates the date in which a change of status was made to the following fields:</p> <p>ResidentTownCode, ResidentSAU_ID, FiscalResponsibilityCode</p>	Datefield YYYYMMDD	<p>Student Information &gt; General &gt; Enrollments &gt; Start Date</p> <p>Enrollment.startDate</p>

Field	Description	Format	Campus GUI and Database Location
<b>ExitTypeCode</b>	<p>Indicates the reason the student left the school. This could be for reasons such as graduation, expulsion, transfer, etc.</p> <p>Reporting is as follows:</p> <ul style="list-style-type: none"> <li>If all of the following are true, the Enrollment End Status dictionary Standard Code is reported: <ol style="list-style-type: none"> <li>Enrollment End Status does not equal 99.</li> <li>Enrollment End Date is less than or equal to the Effective Date entered on the extract editor.</li> </ol> </li> </ul> <p>The value reported is pulling from the Attribute Dictionary's Standard Code column and NOT the Code itself.</p> 	Alpha, 5 characters	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; End Status</p> <p>Enrollment.endStatus</p>

Field	Description	Format	Campus GUI and Database Location
<b>ExitDate</b>	<p>The date when student exits the school.</p> <p>If all of the following are true, the Enrollment End Date is reported:</p> <ul style="list-style-type: none"> <li>• Enrollment End Status does not equal 99.</li> <li>• Enrollment End Date is less than or equal to the Effective Date entered on the extract editor.</li> </ul> <p>Otherwise, a null value is reported.</p>	Datefield YYYYMMDD	<p>Student Information &gt; General &gt; Enrollments &gt; General Enrollment Information &gt; End Date</p> <p>Enrollment.endDate</p>
<b>FiscalResponsibilityCode</b>	<p>Indicates who is fiscally responsible for the student.</p> <ul style="list-style-type: none"> <li>• <b>B</b>: Paid by Governor Baxter School for the Deaf</li> <li>• <b>C</b>: Maine Public Charter School Funding</li> <li>• <b>F</b>: 100% State/Federal Funding</li> <li>• <b>O</b>: Paid by Resident SAU or EUT</li> <li>• <b>P</b>: Paid by Other Source (private pay, etc).</li> <li>• <b>R</b>: Resident of School Unit</li> <li>• <b>S</b>: Superintendent Agreement</li> </ul>	Alpha, 1 character	<p>Student Information &gt; General &gt; Enrollments &gt; State Reporting Fields &gt; Fiscal Responsibility</p> <p>Enrollment.stateAid</p>

Field	Description	Format	Campus GUI and Database Location
<b>Title1AFlagMath</b>	Indicates if the student is considered at risk and is eligible for Title IA services by virtue of their status. If the Title IA-Math field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title IA-Math  Enrollment.title1
<b>Title1AFlagELA</b>	Indicates if the student is considered at risk and is eligible for Title IA services by virtue of their status. If the Title 1A Flag ELA field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title IA-ELA  EnrollmentME.titleIA
<b>HomeSchooledFlag</b>	Indicates if the student is home schooled. Indicates if the student considered a home schooled student who attends local school districts part time or receive only Special Education services. If the Home-Schooled field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Home-Schooled  Enrollment.homeSchooled
<b>FTE</b>	Indicate the percent of time spent at school by a home schooled student. This field will also designate when only Special Education services are received at the school.  Report Enrollment SAU Percentage. When null, reports "0".	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > SAU Percentage  EnrollmentME.sauPercent

Field	Description	Format	Campus GUI and Database Location
<b>Chapter504StatusFlag</b>	Indicates if the student participates in a Chapter 504 program. If the Section 504 field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Section 504  Enrollment.section504
<b>GiftedTalentedAcademic</b>	Indicates if the student participates in an Intellectual/Academic based Gifted and Talented program. If the GT-Intellectual/Academic field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > GT - Intellectual/Academic  EnrollmentME.intelAcademic
<b>GiftedTalentedArtistic</b>	Indicates if the student participates in an Artistic based Gifted and Talented program. If the GT-Artistic field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > GT-Artistic  EnrollmentME.artistic
<b>MilitaryFamilyFlag</b>	Indicates if the student is identified as living in a military family. If Military Family field is null, a value of 'Unknown' is reported.	25	Student Information > General > Enrollments > State Reporting Fields > Military Family  EnrollmentME.militaryFamilyFlag
<b>HomelessCode</b>	Indicate's the student's Homeless night-time residence. The value reported is pulling from the Attribute Dictionary's Standard Code column and NOT the Code itself. 	25	Student Information > General > Enrollments > State Reporting Fields > Homeless Night-time Residence  Enrollment.homeless



Field	Description	Format	Campus GUI and Database Location
<b>UnaccompaniedYouth</b>	Indicates if the student is considered an unaccompanied youth. An unaccompanied youth is a student who is not in the physical custody of a parent or guardian; this includes youth who have run away from home, been kicked out of their homes, or been abandoned by parents.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Unaccompanied Youth  Enrollment. mvUnaccompaniedYouth
<b>TransitionBilingualEarlyExit</b>	Indicates if the student is eligible or receiving services in an EL program for Transitional Bilingual Education or Early Exit Bilingual Education. <ul style="list-style-type: none"> <li>If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'TBEE', report 'Y'</li> <li>Else, report 'N'</li> </ul>	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type  Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code  LepService.lepServiceTypeID LepServiceType.code
<b>DualLanguage TwoWayImmersion</b>	Indicates if the student is eligible or receiving services in an EL program for Dual Language or Two-way Immersion. <ul style="list-style-type: none"> <li>If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'DL', report 'Y'</li> <li>Else, report 'N'</li> </ul>	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type  Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code  LepService.lepServiceTypeID LepServiceType.code

Field	Description	Format	Campus GUI and Database Location
<b>ESLELD</b>	<p>Indicates if the student is eligible or receiving services in an EL program for English as a Second Language (ESL) or English Language Development (ELD).</p> <ul style="list-style-type: none"> <li>If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'ELD', report 'Y'</li> <li>Else, report 'N'</li> </ul>	1 character Y or N	<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; EL Services &gt; Service Type</p> <p>Program Admin &gt; English Learners (EL) &gt; EL Setup &gt; EL Service Types &gt; State Code</p> <p>LepService.lepServiceTypeID LepServiceType.code</p>
<b>ContentClasses</b>	<p>Indicates if the student is eligible or receiving services in an EL program in Content Classes with Integrated ESL Support.</p> <ul style="list-style-type: none"> <li>If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'CC', report 'Y'</li> <li>Else, report 'N'</li> </ul>	1 character Y or N	<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; EL Services &gt; Service Type</p> <p>Program Admin &gt; English Learners (EL) &gt; EL Setup &gt; EL Service Types &gt; State Code</p> <p>LepService.lepServiceTypeID LepServiceType.code</p>

Field	Description	Format	Campus GUI and Database Location
<b>Newcomer</b>	<p>Indicates if the student is eligible or receiving services in an EL program for Newcomer Programs.</p> <ul style="list-style-type: none"> <li>If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'NP', report 'Y'</li> <li>Else, report 'N'</li> </ul>	<p>1 character Y or N</p>	<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; EL Services &gt; Service Type</p> <p>Program Admin &gt; English Learners (EL) &gt; EL Setup &gt; EL Service Types &gt; State Code</p> <p>LepService.lepServiceTypeID LepServiceType.code</p>

Field	Description	Format	Campus GUI and Database Location
<b>ParentsRefuseMLServices</b>	<p>The parent or guardian refused ML services.</p> <ol style="list-style-type: none"> <li>When the student has an active EL record at any time during the calendar year, where Identified Date &lt;= calendar End date, and Program Exit Date is null or &gt;= calendar Start Date: <ul style="list-style-type: none"> <li>Reports Y when: <ol style="list-style-type: none"> <li>The student's active EL record has "Parent Declined" = checked and "Parent Declined Date" is null or &lt;= Effective Date.</li> <li>Otherwise, reports N</li> </ol> </li> </ul> </li> <li>Else, Null</li> </ol>	<p>1 character Y or N</p>	<p>Student Information &gt; Program Participation &gt; English Learners (EL) &gt; Parent Declined, Parent Declined Date</p>