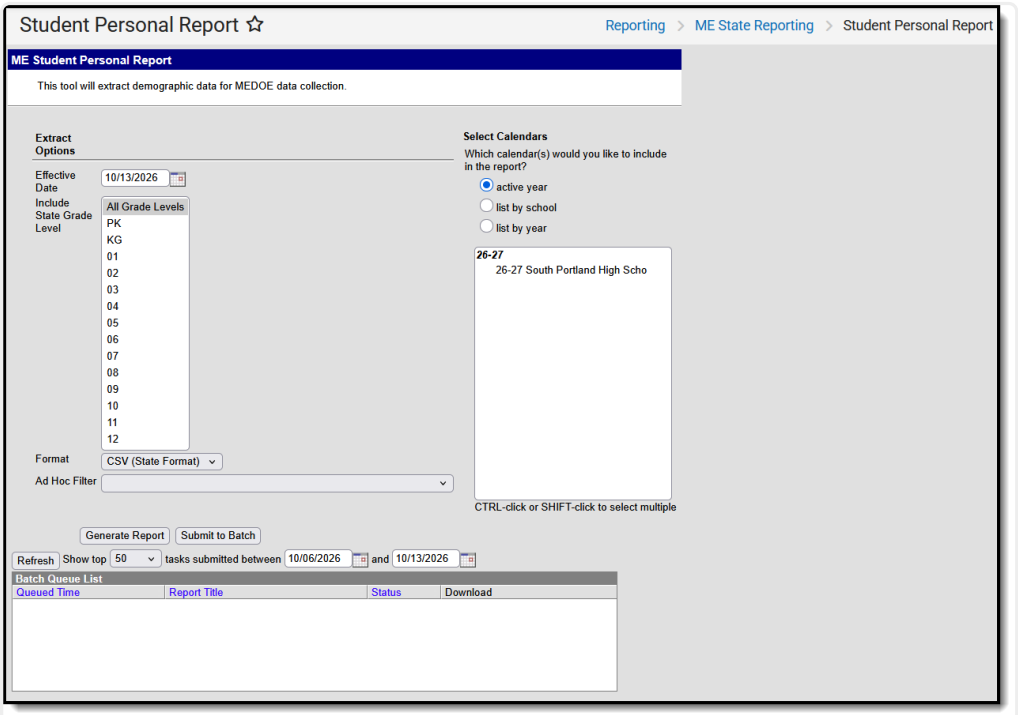
# Student Personal Report (Maine)

Last Modified on 10/13/2026 9:45 am CDT

Path: Reporting > ME State Reporting >Student Personal Report

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




*Maine Student Personal Report Editor*

# Report Logic

Logic determines the report population as follows:

- Report one record for each student who has at least one active enrollment record in the Calendar(s) selected in the extract editor as of the effective date.
- 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.
- 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 Student Personal 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** | Indicates the NEO Organization ID for the attending SAU.<br>Logic reports the District Number associated with the student's enrollment record.<br><br>*Numeric, 4 digits* | System Administration > Resources > District Info > State District Number<br><br>District.number |
| **SchoolStudentID** | Reports the student's School Student identification number.<br><br>Logic reports the Local Student Number of the student.<br><br>*Numeric, 10 digits* | Census > Demographics > Local Student Number<br><br>Person.studentNumber |

| Column | Description | Database and UI Location |
|---|---|---|
| **StateStudentID** | Reports the Student ID provided by State Student Information System.<br><br>Logic reports the Student State ID of the student.<br><br>*Numeric, 9 digits* | Census > Demographics > Student State ID<br><br>Person.stateID |
| **LastName** | Reports the student's legal last name of student (no suffix).<br><br>Logic reports the value entered in the Legal Last Name on the student's Identity record.<br><br>If Legal Last Name is null, the student's Last Name value is reported.<br><br>*Alphanumeric, 50 characters* | Census > People > Identities > Identity Information > Last Name<br><br>Census > People > Identities > Protected Identity Information > Legal Last Name<br><br>Identity.lastName<br>Identity.legalLastName |
| **FirstName** | Reports the student's legal first name of student (no suffix).<br><br>Logic reports the value entered in the Legal First Name on the student's Identity record.<br><br>If Legal Last Name is null, the student's First Name value is reported.<br><br>*Alphanumeric, 50 characters* | Census > People > Identities > Identity Information > First Name<br><br>Census > People > Identities > Protected Identity Information > Legal First Name<br><br>Identity.firstName<br>Identity.legalFirstName |
| **MiddleName** | Reports the student's legal middle name of student (no suffix).<br><br>Logic reports the value entered in the Legal Middle Name on the student's Identity record.<br><br>If Legal Last Name is null, the student's Middle Name value is reported.<br><br>*Alphanumeric, 50 characters* | Census > People > Identities > Identity Information > Middle Name<br><br>Census > People > Identities > Protected Identity Information > Legal Middle Name<br><br>Identity.middleName<br>Identity.legalMiddleName |

| Column | Description | Database and UI Location |
|---|---|---|
| **Alias** | Reports the student's alias or nickname (if it exists).<br><br>*Alphanumeric, 50 characters* | Census > People > Identities > Identity Information > Nickname<br><br>Identity.alias |
| **HispanicLatino** | Indicates if the ethnicity of the student is Hispanic/Latino.<br><br>Logic looks to see if the Is the Individual Hispanic/Latino? field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Is the individual Hispanic/Latino?<br><br>Identity.hispanicEthnicity |
| **AmericanIndian AlaskaNative** | Indicates if the ethnicity of the student is American Indian or Native Alaskan.<br><br>Logic looks to see if the American Indian or Native Alaskan field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > American Indian or Alaska Native<br><br>RaceEthnicity.code |
| **Asian** | Indicates if the ethnicity of the student is Asian.<br><br>Logic looks to see if the Asian field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Asian<br><br>RaceEthnicity.code |
| **BlackAfricanAmerican** | Indicates if the ethnicity of the student is Black or African American.<br><br>Logic looks to see if the Black or African American field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Black or African American<br><br>RaceEthnicity.code |

| Column | Description | Database and UI Location |
| --- | --- | --- |
| **NativeHawaiian PacificIslander** | Indicates if the ethnicity of the student is Native Hawaiian or other Pacific Islander.<br><br>Logic looks to see if the Native Hawaiian or other Pacific Islander field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Native Hawaiian or Other Pacific Islander<br><br>RaceEthnicity.code |
| **White** | Indicates if the ethnicity of the student is White/Caucasian.<br><br>Logic looks to see if the White/Caucasian field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > White<br><br>RaceEthnicity.code |
| **Sex** | Indicates the legal gender of the student.<br><br>If legal First Name is not NULL on the student's active Identity record, then report Identity Legal Gender. Else, report Identity Gender**.**<br>Reports full gender name (Male for M, Female for F).<br>If Identity Gender = 'X' then report 'NotSelected'.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Gender<br>Census > People > Identities > Protected Identity Information > Legal Gender<br><br>Identity.gender<br>Identity.legalGender |

| Column | Description | Database and UI Location |
|---|---|---|
| **NameSuffixCode** | Reports the suffix representing the student following the name, such as Jr, III, etc.<br><br>Logic looks to see if Legal First Name has a value, if a value exists, the student's Legal Suffix is reported.<br><br>If Legal First Name is null, the student's Suffix is reported.<br><br>*Alphanumeric, 10 characters* | Census > People > Identities > Identity Information > Suffix<br><br>Census > People > Identities > Protected Identity Information > Legal Suffix<br><br>Identity.suffix<br>Identity.legalSuffix |
| **BirthDate** | The student's date of birth.<br><br>*Date field (YYYYMMDD)* | Census > People > Identities > Identity Information > Birth Date<br><br>Identity.birthDate |
| **PhysicalAddressLine1** | First line of student's address.<br><br>Concatenate **P.O. Box** (if checked), **Number, Prefix, Street, Tag,** and **Direction** of Household Address where **Mailing** = FALSE<br><br>The Address needs to be active as of the Report Effective Date.<br><br>If an address does NOT exist where Mailing is NOT checked, report from address with Mailing checked.<br><br>*Alphanumeric, 50 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing<br>Address.postOfficeBox<br>Address.number<br>Address.prefix<br>Address.street<br>Address.tag<br>Address.dir |
| **PhysicalAddressLine2** | Second line of student's address.<br><br>Report **Apt.** of Household Address where **Mailing** = FALSE<br><br>The Address needs to be active as of the Report Effective Date.<br><br>If an address does NOT exist where Mailing is NOT checked, report from Address with Mailing checked.<br><br>*Alphanumeric, 50 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing<br>Address.apt |

| Column | Description | Database and UI Location |
|---|---|---|
| **PhysicalCityTown** | Name of town in address.<br><br>Report **City** of Household Address where **Mailing** = FALSE<br><br>The Address needs to be active as of the Report Effective Date.<br><br>If an address does NOT exist where Mailing is NOT checked, report from Address with Mailing checked.<br><br>*Alphanumeric, 25 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing Address.city |
| **PhysicalState** | Name of state in address.<br><br>Report **State** of Household Address where **Mailing** = FALSE<br><br>The Address needs to be active as of the Report Effective Date.<br><br>If an address does NOT exist where Mailing is NOT checked, report from Address with Mailing checked.<br><br>*Alphanumeric, 2 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing Address.state |
| **PhysicalZipCode** | Zip code of town. Use numbers only. No dashes or other characters.<br><br>Report **Zip** of Household Address where **Mailing** = FALSE<br>• Remove the dash when reporting Zip+4 codes<br><br>The Address needs to be active as of the Report Effective Date.<br><br>If an address does NOT exist where Mailing is NOT checked, report from Address with Mailing checked.<br><br>*Numeric, 9 digits* | Census > People > Household > Address<br><br>HouseholdLocation.mailing Address.zip |
| **PhysicalAddressCounty** | Reports blank. | |

| Column | Description | Database and UI Location |
|---|---|---|
| **MailingAddressLine1** | First line of the student's address.<br><br>Logic concatenates P.O. Box (if checked), Number, Prefix, Street, Tag, and Direction of Household Address where Mailing = true.<br><br>The Address needs to be active as of the Report Effective Date.<br><br>*Alphanumeric, 50 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing<br>Address.postOfficeBox<br>Address.number<br>Address.prefix<br>Address.street<br>Address.tag<br>Address.dir |
| **MailingAddressLine2** | Second line of the student's address.<br><br>Logic reports the Apt. of the household address where Mailing = true<br><br>The Address needs to be active as of the Report Effective Date.<br><br>*Alphanumeric, 50 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing<br>Address.apt |
| **MailingCityTown** | Name of the city/town in the student's household address.<br><br>Logic reports the City of the household address where Mailing = true<br><br>The Address needs to be active as of the Report Effective Date.<br><br>*Alphanumeric, 25 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing<br>Address.city |
| **MailingState** | Name of the state in the student's household address.<br><br>Logic reports the State of the household address where Mailing = true<br><br>The Address needs to be active as of the Report Effective Date.<br><br>*Alphanumeric, 2 characters* | Census > People > Household > Address<br><br>HouseholdLocation.mailing<br>Address.state |

| Column | Description | Database and UI Location |
| --- | --- | --- |
| **MailingZipCode** | The zip code of the student's household address.<br><br>Logic reports the Zip of the household address where Mailing = true<br><br>Numbers only, no dashes or other characters when reporting Zip Code + 4 digits.<br><br>The Address needs to be active as of the Report Effective Date.<br><br>*Numeric, 9 digits* | Census > People > Household > Address<br><br>HouseholdLocation.mailing Address.zip |
| **HomePhone** | Reports the student's home telephone number with area code.<br><br>Logic will concatenate area code, prefix, and line number. Phone line extension is not reported.<br><br>*Numeric, 10 digits* | Census > People > Household > Phone<br><br>Household.phone |
| **Email** | Reports the email address of the student's contact.<br><br>*Alphanumeric, 100 characters* | Census > People > Demographics > Personal Contact Information > Email<br><br>Contact.email |
| **ParentGuardian1 LastName** | Reports the last name of the student's guardian.<br><br>Logic reports the last name of the person who has a relationship with the student and is marked as Guardian.<br><br>*Alphanumeric, 50 characters* | Census > People > Relationships > Guardian<br>Census > People > Identities > Identity Information > Last Name<br><br>RelatedPair.guardian Identity.lastName |

| Column | Description | Database and UI Location |
|---|---|---|
| **ParentGuardian1 FirstName** | Reports the first name of the student's guardian.<br><br>Logic reports the first name of the person who has a relationship with the student and is marked as Guardian.<br><br>*Alphanumeric, 50 characters* | Census > People > Relationships > Guardian<br>Census > People > Identities > Identity Information > First Name<br><br>RelatedPair.guardian<br>Identity.firstName |
| **ParentGuardian2 LastName** | Reports the last name of the student's guardian (who differs from Parent Guardian 1).<br><br>Logic reports the last name of the person who has a relationship with the student and is marked as Guardian.<br><br>*Alphanumeric, 50 characters* | Census > People > Relationships > Guardian<br>Census > People > Identities > Identity Information > Last Name<br><br>RelatedPair.guardian<br>Identity.lastName |
| **ParentGuardian2 FirstName** | Reports the first name of the student's guardian (who differs from Parent Guardian 1).<br><br>Logic reports the first name of the person who has a relationship with the student and is marked as Guardian.<br><br>*Alphanumeric, 50 characters* | Census > People > Relationships > Guardian<br>Census > People > Identities > Identity Information > First Name<br><br>RelatedPair.guardian<br>Identity.firstName |

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| **ImmigrantFlag** | Indicates if the student is considered an immigrant.<br>1. Check 'Date Entered US School' first, if the date is >=3 years than 'Effective report' date then report N.<br>◦ If 'Date Entered US School' is not entered, check Migrant checkbox. If checked, report Y, if not checked, report N.<br>2. When Migrant checkbox is not marked, report N.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Immigrant<br><br>Identity.immigrant |
| **NativeLanguage** | Language normally used by students or parents of students.<br><br>If a language is selected in **Home Primary Language** report code,<br><br>IF null/blank report default value entered on the attribute,<br><br>If a default value is not set, leave null/blank<br><br>*Alphanumeric, 3 characters* | Census > People > Identities > Identity Information > Home Language<br><br>Identity.homePrimaryLanguage |
| **NativeLanguage Interpreter** | Indicator that an interpreter for the reported Native Language is needed.<br>• IF a code does not report in NativeLanguage, leave null/blank<br>• IF a code reports in NativeLanguage AND **Native Language Interpreter** is checked report as Y, else report N<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Native Language Interpreter |

| Column | Description | Database and UI Location |
|---|---|---|
| **NativeLanguage2** | Additional language normally used by students or parents of students.<br><br>If a language is selected in **Native Language 2** report code, else leave null/blank.<br><br>*Alphanumeric, 3 characters* | Census > People > Identities > Identity Information > Native Language 2 |
| **NativeLanguage2 Interpreter** | Indicator that an interpreter for the reported Native Language 2 is needed.<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Native Language 2 Interpreter |
| **NativeLanguage3** | Additional language normally used by students or parents of students.<br><br>If a language is selected in **Native Language 3** report code, else leave null/blank.<br><br>*Alphanumeric, 3 characters* | Census > People > Identities > Identity Information > Native Language 3 |
| **NativeLanguage3 Interpreter** | Indicator that an interpreter for the reported Native Language 3 is needed.<br>• IF a code does not report in DE39 NativeLanguage3, leave null/blank<br>• IF a code reports in DE39 NativeLanguage3 AND **Native Language Interpreter 3** is checked report as Y, else report N<br><br>*Alphanumeric, 1 character (Y or N)* | Census > People > Identities > Identity Information > Native Language 3 Interpreter |
| **NativeLanguage4** | Reports blank for all records. | N/A |
| **NativeLanguage4 Interpreter** | Reports blank for all records. | N/A |
| **NativeLanguage5** | Reports blank for all records. | N/A |
| **NativeLanguage5 Interpreter** | Reports blank for all records. | N/A |