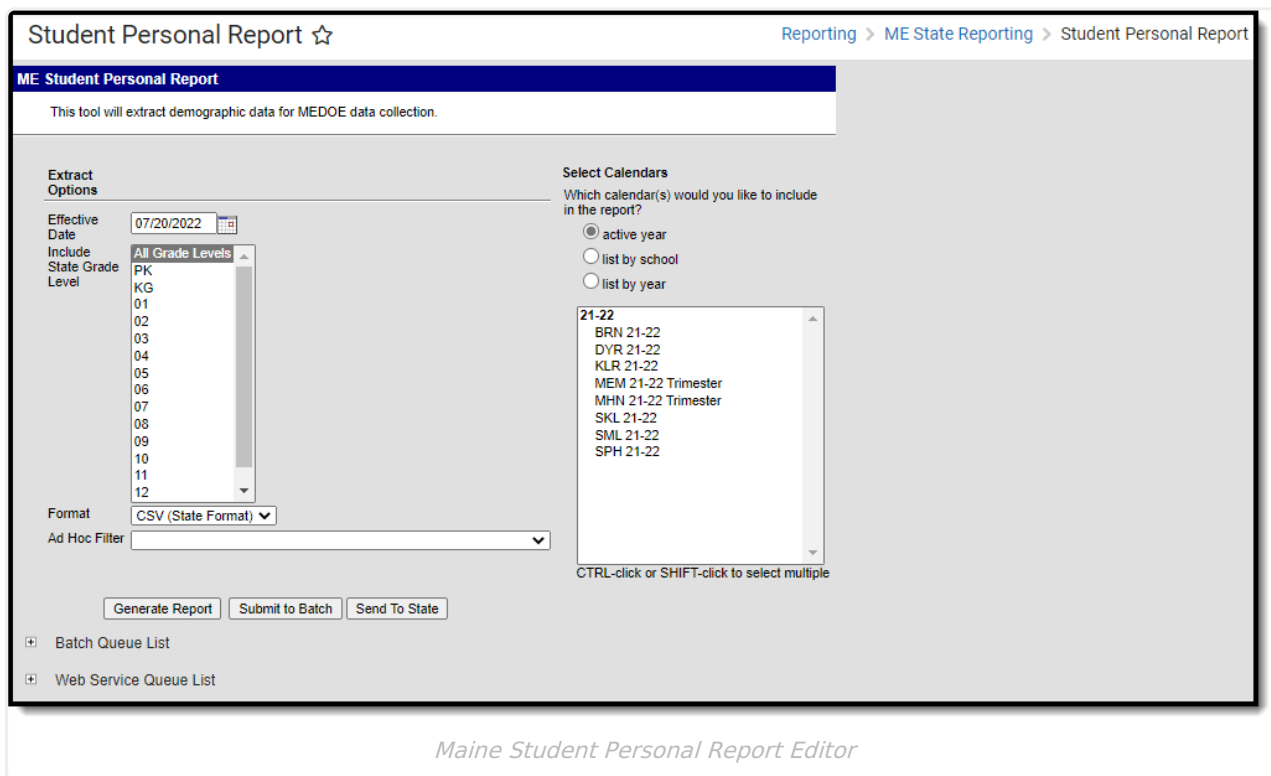# Student Personal Report (Maine)

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Tool Search: Student Personal Report

The Enrollment Report extracts raw demographics 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 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.
- 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). Click View Status to access the Result report. This functionality requires proper Web Service Account and Web Service Configuration setup.

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. 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

Column	Description	Database and UI Location
SchoolStudentID	Reports the student's School Student identification number. Logic reports the Local Student Number of the student. *Numeric, 10 digits*	Census > Demographics > Local Student Number Person.studentNumber
StateStudentID	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
LastName	Reports the student's legal last name of student (no suffix). 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. *Alphanumeric, 50 characters*	Census > People > Identities > Identity Information > Last Name Census > People > Identities > Protected Identity Information > Legal Last Name Identity.lastName Identity.legalLastName
FirstName	Reports the student's legal first name of student (no suffix). 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. *Alphanumeric, 50 characters*	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	Reports the student's legal middle name of student (no suffix). Logic reports the value entered in the Legal Middle Name on the student's Identity record. If Legal Last Name is null, the student's Middle Name value is reported. *Alphanumeric, 50 characters*	Census > People > Identities > Identity Information > Middle Name Census > People > Identities > Protected Identity Information > Legal Middle Name Identity.middleName Identity.legalMiddleName
Alias	Reports the student's alias or nickname (if it exists). *Alphanumeric, 50 characters*	Census > People > Identities > Identity Information > Nickname Identity.alias
HispanicLatino	Indicates if the ethnicity of the student is Hispanic/Latino. 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. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Is the individual Hispanic/Latino? Identity.hispanicEthnicity
AmericanIndian AlaskaNative	Indicates if the ethnicity of the student is American Indian or Native Alaskan. 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. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > American Indian or Alaska Native RaceEthnicity.code
Asian	Indicates if the ethnicity of the student is Asian. Logic looks to see if the Asian field = Y. If Yes, a value of Y is reported. Otherwise, a value of N is reported. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Asian RaceEthnicity.code

Column	Description	Database and UI Location
BlackAfricanAmerican	Indicates if the ethnicity of the student is Black or African American. 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. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Black or African American RaceEthnicity.code
NativeHawaiian PacificIslander	Indicates if the ethnicity of the student is Native Hawaiian or other Pacific Islander. 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. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Native Hawaiian or Other Pacific Islander RaceEthnicity.code
White	Indicates if the ethnicity of the student is White/Caucasian. 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. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > White RaceEthnicity.code
Sex	Indicates the legal gender of the student. Logic looks to see if the Legal First Name field has a value and if so, reports the Legal Gender value from the student's Identity record. If Legal First Name is null, the Gender value is reported. • If Identity Gender = 'X' then report 'NotSelected' *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Gender Census > People > Identities > Protected Identity Information > Legal Gender Identity.gender Identity.legalGender

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

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

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

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

Column	Description	Database and UI Location
ParentGuardian1 FirstName	Reports the first name of the student's guardian. Logic reports the first name of the person who has a relationship with the student and is marked as Guardian. *Alphanumeric, 50 characters*	Census > People > Relationships > Guardian Census > People > Identities > Identity Information > First Name RelatedPair.guardian Identity.firstName
ParentGuardian2 LastName	Reports the last name of the student's guardian (who differs from Parent Guardian 1). Logic reports the last name of the person who has a relationship with the student and is marked as Guardian. *Alphanumeric, 50 characters*	Census > People > Relationships > Guardian Census > People > Identities > Identity Information > Last Name RelatedPair.guardian Identity.lastName
ParentGuardian2 FirstName	Reports the first name of the student's guardian (who differs from Parent Guardian 1). Logic reports the first name of the person who has a relationship with the student and is marked as Guardian. *Alphanumeric, 50 characters*	Census > People > Relationships > Guardian Census > People > Identities > Identity Information > First Name RelatedPair.guardian Identity.firstName
ImmigrantFlag	Indicates if the student is considered an immigrant. If the Immigrant field on the student's Identity record = true, a value of Y is reported. Otherwise, a value of N is reported. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Immigrant Identity.immigrant

Column	Description	Database and UI Location
NativeLanguage	Language normally used by students or parents of students. If a language is selected in **Home Primary Language** report code, IF null/blank report default value entered on the attribute, If a default value is not set, leave null/blank *Alphanumeric, 3 characters*	Census > People > Identities > Identity Information > Home Language Identity.homePrimaryLanguage
NativeLanguage Interpreter	Indicator that an interpreter for the reported Native Language is needed. • IF a code does not report in NativeLanguage, leave null/blank • IF a code reports in NativeLanguage AND **Native Language Interpreter** is checked report as Y, else report N *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Native Language Interpreter
NativeLanguage2	Additional language normally used by students or parents of students. If a language is selected in **Native Language 2** report code, else leave null/blank. *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. *Alphanumeric, 1 character (Y or N)*	Census > People > Identities > Identity Information > Native Language 2 Interpreter

Column	Description	Database and UI Location
NativeLanguage3	Additional language normally used by students or parents of students. If a language is selected in **Native Language 3** report code, else leave null/blank. *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. • IF a code does not report in DE39 NativeLanguage3, leave null/blank • IF a code reports in DE39 NativeLanguage3 AND **Native Language Interpreter 3** is checked report as Y, else report N *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