

Truancy Report (Maine)

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Tool Search: Truancy Report

The Truancy Report extracts truancy data for upload into the Maine Department of Education's data system.

The screenshot shows the 'ME Truancy Report' interface. At the top, there are dropdown menus for 'Year' (17-18), 'School' (All Schools), and 'Calendar' (All Calendars). Below this is a navigation bar with 'Index' and 'Search' options. The main content area is titled 'ME Truancy Report' and contains the following sections:

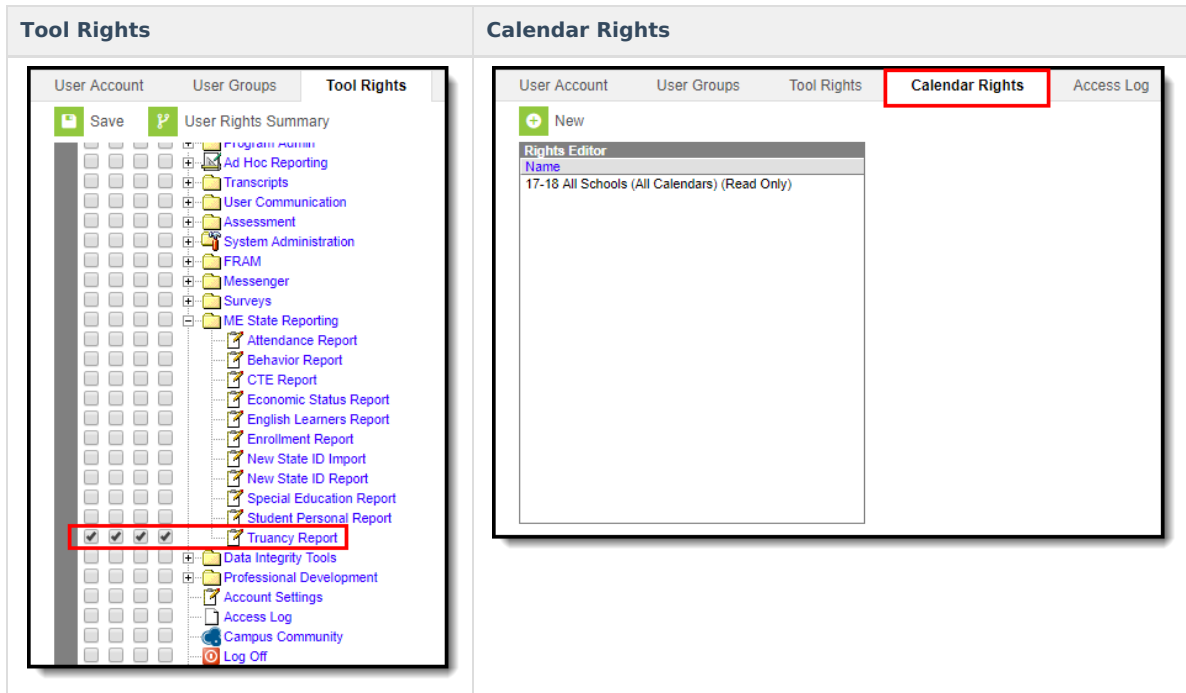
- Extract Options:**
 - Effective Date: 03/12/2018
 - Include State Grade Levels: All Grades (with a list of grades from PR to 11)
 - Format: CSV (State Format)
 - Ad Hoc Filter: (empty field)
- Select Calendars:**
 - Which calendar(s) would you like to include in the report?
 - active year
 - list by school
 - list by year
 - 17-18
 - BRN 17-18
 - DYR 17-18
 - KLR 17-18
 - MEM 17-18
 - MHN 17-18
 - SKL 17-18
 - SML 17-18
 - SPH 17-18

Buttons for 'Generate Report' and 'Submit to Batch' are located below the 'Extract Options' section. At the bottom, there is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'. The table is currently empty.

Maine Truancy Report Extract Editor

Tool and Calendar Rights

In order to generate the report, users must have at least **R**(ead) **t**ool rights to the Truancy Report and at least read-only **c**alendar rights for the calendar(s) selected on the extract editor.



Report Logic

Logic determines the report population as follows:

- Report one record for each truancy record associated with the calendar(s) selected in the extract editor.
- Students must have at least one enrollment record in the selected calendar(s).
- Student records with any of the following conditions are NOT reported:
 - An enrollment record where State Exclude = True
 - An enrollment record where No Show = True
 - Enrolled in a grade level marked Exclude from State Reporting
 - Enrolled in a calendar marked Exclude
 - An enrollment record where the Start Date is greater than Effective Date entered on the extract editor.

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).

Decide how to generate the report:

1. 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 Truancy Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Truancy Reports which were generated through the Batch Queue tool.
2. Click the **Generate Report** button. The report will appear in a separate window in the designated format.

Understanding the Truancy Report

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

Field	Description	Format	Database Location	Campus GUI Location
SASID	The NEO Organization ID for the attending SAU. Logic reports the District Number associated with the student's Enrollment record.	Numeric, 4 digits	District.number	System Administration > Resources District Info State District Number
State Student ID	The student's State ID.	Numeric, 9 digits	Person.stateID	Census > Demographics > Student State ID
School ID	The School ID number of the school associated with the truancy record.	Numeric, 4 digits	Truancy.schoolID School.number	Student Information General > Truancy > School System Administration > Resources School > School Number
Year Code	The school year associated with the reporting student. Logic concatenates the Start Year and End Year of the School year and separates these years by a hyphen (YYYY-YYYY).	YYYY-YYYY, 9 digits	SchoolYear.startYear SchoolYear.endYear	System Administration > Calendar > School Years
Start Date	The date the truancy record began.	YYYYMMDD, 8 characters	Truancy.startDate	Student Information General > Truancy > Start Date
Truancy Type	Indicates the type of truancy being reported. <ul style="list-style-type: none"> • 01: 10 Full Days and completed grade 6 • 02: 7 Consecutive Days and completed grade 6 • 03: 7 Full Days and at least 7 yrs of age and has NOT completed grade 6 • 04: 5 Consecutive Days and at least 7 yrs of age and has NOT completed grade 6 	Numeric, 2 digits	Truancy.code	Student Information General > Truancy > Truancy Type

Field	Description	Format	Database Location	Campus GUI Location
Notify Superintendent of Truant Student Date	<p>The date the Superintendent was notified of the truancy.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Notify Superintendent Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Notify Superintendent Date Else, report NULL 	YYYYMMDD, 8 characters	Truancy.superintendent NotificationDate	Student Information General > Truancy > Notify Superintendent Date
Notify Superintendent of Truant Student Note	<p>Any notes/comments tied to the Superintendent notification.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Notify Superintendent Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Notify Superintendent Note Else, report NULL 	Alphanumeric, 144 characters	Truancy.superintendent NotificationComments	Student Information General > Truancy > Notify Superintendent Note
Intervention Plan Date	<p>The start date of the student's attendance intervention plan.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Intervention Plan Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Intervention Plan Date Else, report NULL 	YYYYMMDD, 8 characters	Truancy.interventionPlanDate	Student Information General > Truancy > Intervention Plan Date
Intervention Plan Note	<p>Any notes/comments tied to the student's attendance intervention plan.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Intervention Plan Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Intervention Plan Note Else, report NULL 	Alphanumeric, 144 characters	Truancy.interventionPlanComments	Student Information General > Truancy > Intervention Plan Note

Field	Description	Format	Database Location	Campus GUI Location
Official Parent Notification Date	<p>The date the student's parents were notified of the truancy.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Truancy Parent Notification Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Truancy Parent Notification Date Else, report NULL 	YYYYMMDD, 8 characters	Truancy.parentNotificationDate	Student Information General > Truancy > Parent Notification Date
Official Parent Notification Note	<p>Any notes/comments tied to the parent notification.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Truancy Parent Notification Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Parent Notification Note Else, report NULL 	Alphanumeric, 144 characters	Truancy.parentNotificationComments	Student Information General > Truancy > Parent Notification Note
Superintendent Notifies School Board Date	<p>The date the Superintendent notified the school board of the truancy.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Notify Board Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Truancy Notify Board Date Else, report NULL 	YYYYMMDD, 8 characters	Truancy.boardNotificationDate	Student Information General > Truancy > Notify Board Date
Superintendent Notifies School Board Note	<p>Any notes/comments tied to the school board notification.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Notify Board Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Notify Board Note Else, report NULL 	Alphanumeric, 144 characters	Truancy.boardNotificationComments	Student Information General > Truancy > Notify Board Note

Field	Description	Format	Database Location	Campus GUI Location
Official Parent Meeting Date	<p>The date a meeting with the student's parents was scheduled.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Parent Meeting Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Parent Meeting Date Else, report NULL 	YYYYMMDD, 8 characters	Truancy.parentMeeting ScheduledDate	Student Information General > Truancy > Parent Meeting Date
Official Parent Meeting Note	<p>Any notes/comments related to the parent meeting.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Parent Meeting Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Parent Meeting Note Else, report NULL 	Alphanumeric, 144 characters	Truancy.parentMeeting ScheduledComments	Student Information General > Truancy > Parent Meeting Note
Referral to Local Law Enforcement Date	<p>The date notification was sent to local law enforcement.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> Report the LE Referral Date if the LE Referral Date is less than or equal to the Effective Date entered on the extract editor. 	YYYYMMDD, 8 characters	Truancy.localLawEnforcement NotificationDate	Student Information General > Truancy > Local Law Enforcement Referral Date
Referral to Local Law Enforcement Note	<p>Any notes/comments tied to the notification of local law enforcement.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> Report the LE Referral Note if the LE Referral Date is less than or equal to the Effective Date entered on the extract editor. 	Alphanumeric, 144 characters	Truancy.localLawEnforcement NotificationComments	Student Information General > Truancy > Local Law Enforcement Referral Note

Field	Description	Format	Database Location	Campus GUI Location
Additional Intervention Date	<p>The date any additional intervention occurred.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Additional Intervention Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Additional Intervention Date Else, report NULL <p>This field is optional.</p>	YYYYMMDD, 8 characters	Truancy.informalActionDate	Student Information General > Truancy > Additional Intervention Date
Additional Intervention Note	<p>Any notes/comments tied to the additional intervention.</p> <p>Logic is as follows:</p> <ul style="list-style-type: none"> If Truancy Additional Intervention Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Additional Intervention Note Else, report NULL <p>This field is optional.</p>	Alphanumeric, 144 characters	Truancy.informalActionComments	Student Information General > Truancy > Additional Intervention Note