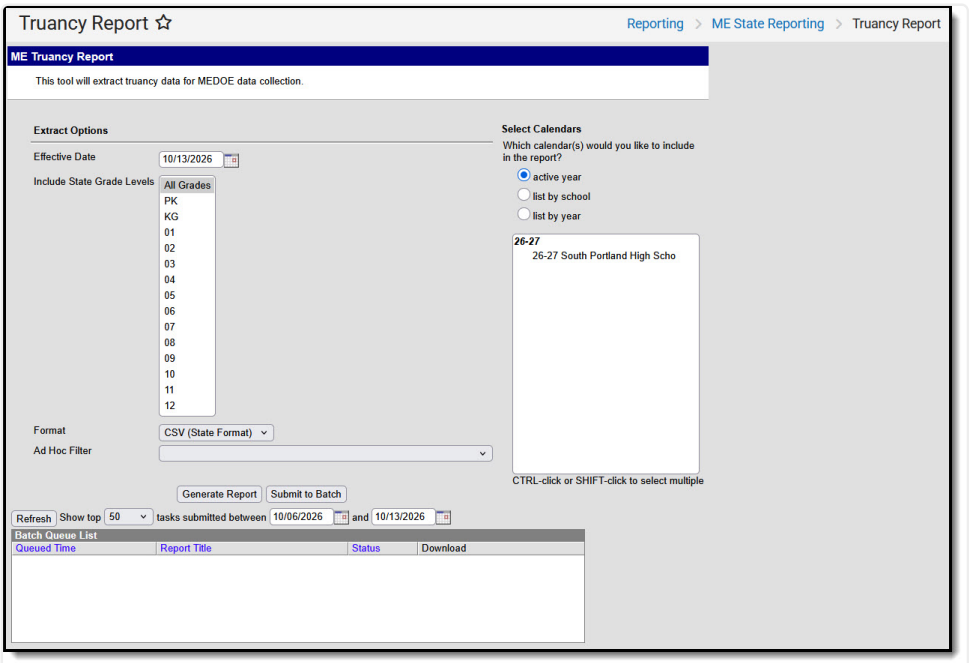
Truancy Report (Maine)

Last Modified on 10/13/2026 9:47 am CDT

Path: Reporting > ME State Reporting > Truancy Report

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



Maine Truancy Report 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. 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 Truancy Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Truancy Reports that were run through the Batch Queue tool.

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	School & Distr Settings > Dis Information > State District Number
State Student ID	The student's State ID.	Numeric, 9 digits	Person.stateID	Census > Demographics Student State
School ID	The School ID number of the school associated with the truancy record.	Numeric, 4 digits	Truancy.schoolID School.number	Student Information > General > Tru > School School & Distr Settings > School Informa > School Num
Year Code	The school year associated with the reporting student. Logic concatenates the Start Year and End Year of the School year and seperates these years by a hyphen (YYYY-YYYY).	YYYY-YYYY, 9 digits	SchoolYear.startYear SchoolYear.endYear	Scheduling & Courses > Calendar Setu School Year Se
Start Date	The date the truancy record began.	YYYYMMDD, 8 characters	Truancy.startDate	Student Information > General > Tru > Start Date
Truancy Type	Indicates the type of truancy being reported. • **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 > Tru > Truancy Typ

Field	Description	Format	Database Location	Campus GUI Location
Notify Superintendent of Truant Student Date	The date the Superintendent was notified of the truancy. Logic is as follows: • 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 > Tru > Notify Superintender Date
Intervention Plan Date	The start date of the student's attendance intervention plan. Logic is as follows: • 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 > Tru > Intervention Plan Date
Official Parent Notification Date	The date the student's parents were notified of the truancy. Logic is as follows: • 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 > Tru > Parent Notification Da
Superintendent Notifies School Board Date	The date the Superintendent notified the school board of the truancy. Logic is as follows: • 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.board NotificationDate	Student Information > General > Tru > Notify Board Date

Field	Description	Format	Database Location	Campus GUI Location
Official Parent Meeting Note	Any notes/comments related to the parent meeting. Logic is as follows: • 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 > Tru > Parent Meet Note
Referral to Local Law Enforcement Date	The date notification was sent to local law enforcement. Logic is as follows: • 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 > Tru > LE Referral
Additional Intervention Date	The date any additional intervention occurred. Logic is as follows: • If Truancy Additional Intervention Date <= Extract Editor Effective Date AND => Truancy Start Date, report Truancy Additional Intervention Date • Else, report NULL This field is optional.	YYYYMMDD, 8 characters	Truancy.informalActionDate	Student Information > General > Tru > Additional Intervention D