

# Enrollments (Maine)

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Tool Search: Enrollments

The Enrollments tool displays all current and historical occurrences of a student's enrollment in a district.

By default, enrollment records are listed first by grade level, then by enrollment start date. To reorder the list of enrollments, click the blue hyper-linked headers in the Enrollments Editor list. The list of enrollments can be sorted by Grade, Calendar, Start Date or End Date.

See the core [Enrollments](#) article for information on necessary tool rights, available Ad hoc fields, and guidance on adding and printing Enrollment records.

## General Enrollment Information

For information about each field in the General Enrollment Information editor, see the [General Enrollment Information](#) section of the Enrollments article.

The screenshot shows the 'General Enrollment Information' editor form. It includes the following fields and controls:

- Calendar:** SPH 17-18
- Schedule (read only):** Main (dropdown)
- \*Grade:** 11 (dropdown)
- Class Rank Exclude:**
- External LMS Exclude:**
- \*Start Date:** 07/19/2017 (calendar icon)
- No Show:**
- End Date:** (calendar icon)
- End Action:** (dropdown)
- \*Service Type:** P: Primary (dropdown)
- \*Local Start Status:** 0015: Transfer from an approved Maine private school (dropdown with close icon)
- Local End Status:** Select a Value (dropdown)
- State Start Status:** 0015: Transfer from an approved Maine private school
- State End Status:** (empty field)
- Start Comments:** (text area)
- End Comments:** (text area)

*General Enrollment Information Editor*

## State Reporting Fields

The State Reporting Fields editor contains data elements used in state reporting extracts and federal reporting.

Several state reporting fields have been moved and now report from the [State Reporting](#) Tab.

**General Enrollment Information** +

**Future Enrollment** +

**State Reporting Fields** -

|   |                          |  |  |  |                          |   |   |                                      |                          |                            |                          |
|---|--------------------------|--|--|--|--------------------------|---|---|--------------------------------------|--------------------------|----------------------------|--------------------------|
| <b>State Exclude</b>                              | <input type="checkbox"/> | <b>Title IA- Math</b>                    | <input type="checkbox"/>   | <b>Title IA- ELA</b>                   | <input type="checkbox"/> | <b>Alternative Education</b>                  | <input type="checkbox"/>                | <b>Home-Schooled</b>                 | <input type="checkbox"/> | <b>SAU Percentage</b>      | <input type="text"/>     |
| <b>Section 504</b>                                | <input type="checkbox"/> | <b>GT - Intellectual/Academic</b>        | <input type="checkbox"/>   | <b>GT- Artistic</b>                    | <input type="checkbox"/> | <b>*Military Family</b>                       | <input type="text" value="4: Unknown"/> | <b>Homeless Night-time Residence</b> | <input type="text"/>     | <b>Unaccompanied Youth</b> | <input type="text"/>     |
| <b>*Resident Town Code</b>                        |                          |  | <b>*Resident SAU</b>   |  |                          | <b>*Fiscal Responsibility</b>                 |   |                                      |                          |                            |                          |
| <input type="text" value="South Portland (403)"/> |                          |  | <input type="text" value="South Portland School Department(444)"/> |  |                          | <input type="text" value="R: Resident of S"/> |   |                                      |                          |                            |                          |
| <b>Refugee</b>                                    | <input type="checkbox"/> | <b>Out-of-Work Individual</b>            | <input type="checkbox"/>   | <b>Single Parent</b>                   | <input type="checkbox"/> | <b>Percent Enrolled</b>                       |   |                                      |                          |                            |                          |
| <input type="text" value="100"/>                  |                          |  |  |  |                          |   |   |                                      |                          |                            |                          |
| <b>Medicaid ID</b>                                | <input type="text"/>     | <b>State Agency Client/Ward of State</b> | <input type="checkbox"/>   | <b>Supplemental Education Services</b> | <input type="checkbox"/> | <b>Migrant</b>                                | <input type="checkbox"/>                | <b>Vocational Ed</b>                 | <input type="checkbox"/> | <b>Foreign Exchange</b>    | <input type="checkbox"/> |

*State Reporting Fields Editor*

The following fields appear in Maine State Reporting Fields editor. The "Reports Used In" column indicates which state reports draw from each field. Each report name is a link that leads to that report's page, which includes tables of options for each applicable dropdown field.

| Field                  | Description   | Database Location       | Reports Used In   |
|------------------------|---|-------------------------|---|
| <b>State Exclude</b>   | Excludes the enrollment record from reporting on all state reporting extracts that honor state exclude functionality. | Enrollment.stateExclude | Students marked as State Exclude are not included in any state reports. |
| <b>Title IA - Math</b> | Indicates if the child is considered at risk and is eligible for Title IA services by virtue of their status.         | EnrollmentME.title1     | N/A   |
| <b>Title IA - ELA</b>  | Indicates if the child is considered at risk and is eligible for Title IA services by virtue of their status.         | EnrollmentME.titleIA    | <a href="#">Enrollment Report</a>                                       |

| Field                        | Description   | Database Location                     | Reports Used In                   |
|------------------------------|---|---------------------------------------|-----------------------------------|
| <b>Alternative Ed</b>        | Indicates if the student is participating in an alternative education program.  | EnrollmentME.<br>alternativeEducation | <a href="#">Enrollment Report</a> |
| <b>SAU Percentage</b>        | Indicates the percentage of time spent at school by a home school student. This field can also indicate students who only receive Special Education services at the school. | EnrollmentME.sauPercent               | <a href="#">Enrollment Report</a> |
| <b>Section 504</b>           | Indicates if the student has a 504 Plan.  | Enrollment.section504                 | <a href="#">Enrollment Report</a> |
| <b>GT - Academic</b>         | Indicates if the student is classified as gifted and talented intellectual/academic.  | EnrollmentME.<br>intelAcademic        | <a href="#">Enrollment Report</a> |
| <b>GT - Artistic</b>         | Indicates if the student is classified as gifted and talented - artistic.   | EnrollmentME.artistic                 | <a href="#">Enrollment Report</a> |
| <b>Military Family</b>       | Indicates the student qualifies as a child of US military under the Interstate Compact on Educational Opportunity for Military Children.                                    | EnrollmentME.<br>militaryFamilyFlag   | <a href="#">Enrollment Report</a> |
| <b>Homeless Code</b>         | Indicates the nighttime residence of the homeless student.  | Enrollment.homeless                   | <a href="#">Enrollment Report</a> |
| <b>Unaccompanied Youth</b>   | Indicates the student is not in the presence of a parent, guardian or legal status identified by the court system.  | Enrollment.<br>mvUnaccompaniedYouth   | <a href="#">Enrollment Report</a> |
| <b>Resident Town Code</b>    | Indicates the student's town of residence.  | EnrollmentME.<br>residentTownNumber   | <a href="#">Enrollment Report</a> |
| <b>Resident SAU</b>          | Indicates the student's Resident SAU code (resident district). Resident SAU values are limited to only those valid for the Resident Town Code selected.                     | Enrollment.residentDistrict           | <a href="#">Enrollment Report</a> |
| <b>Fiscal Responsibility</b> | Indicates who is responsible for the cost of the student's education.   | Enrollment.stateAid                   | <a href="#">Enrollment Report</a> |

| Field                                  | Description   | Database Location                 | Reports Used In                   |
|--|---|-----------------------------------|-----------------------------------|
| <b>Refugee</b>                         | Indicates if the student is a refugee.  | EnrollmentME.refugee              | <a href="#">Enrollment Report</a> |
| <b>Out of Work Individual</b>          | Indicates the student provides unpaid services to a family member(s) in their home or were dependent on the income of another family member but is no longer supported by that income or is underemployed or experiencing difficulty in obtaining employment. | Enrollment.<br>displacedHomemaker | CTE                               |
| <b>Single Parent</b>                   | Indicates the student is a single parent.   | Enrollment.singleParent           | N/A                               |
| <b>Serving SAU</b>                     | Identifies the student's serving district which is responsible for reporting data to the state.   | Enrollment.servingDistrict        | N/A                               |
| <b>Percent Enrolled</b>                | The percent the student is enrolled in the school.  | Enrollment.<br>percentEnrolled    | N/A                               |
| <b>Medicaid ID</b>                     | The student's Medicaid ID number.   | Enrollment.<br>medicaidNumber     | N/A                               |
| <b>Ward of State</b>                   | Indicates if the student is in the care or custody of DHS, BDS or DOC.  | EnrollmentME.stateAgency          | N/A                               |
| <b>Supplemental Education Services</b> | Indicates if the student is receiving supplemental education services.  | EnrollmentME.SES                  | N/A                               |
| <b>Migrant</b>                         | Indicates if the student has migrant status.  | Enrollment.migrant                | N/A                               |
| <b>Vocational Ed</b>                   | Indicates if the student is participating in a vocational education program.  | Enrollment.vocationalCode         | N/A                               |
| <b>Foreign Exchanged</b>               | Indicates if the student is a foreign exchange student.   | EnrollmentME.<br>foreignExchange  | N/A                               |

## Special Education Fields

As of Release Pack .1801, Special Education Fields have been moved to the ME State Reporting Plan (Student Information > Special Ed > General > Documents > Plan > ME State Reporting Plan).

The screenshot shows the 'Create New Document Wizard' in the Infinite Campus system. The left sidebar contains a navigation menu with categories like 'System Administrator', 'Student Information', and 'Special Ed'. The main content area has tabs for 'Summary', 'Team Members', 'Documents', and 'Contact Log'. The 'Documents' tab is active, displaying a list of document types to create. The 'ME State Reporting Plan' option is selected, indicated by a checked checkbox and a red box with an arrow pointing to it. Below the list, a confirmation message states 'DOCUMENT SELECTED FOR CREATION: ME State Reporting Plan'. At the bottom right, there are 'Create Document' and 'Cancel' buttons.

ME State Reporting Plan