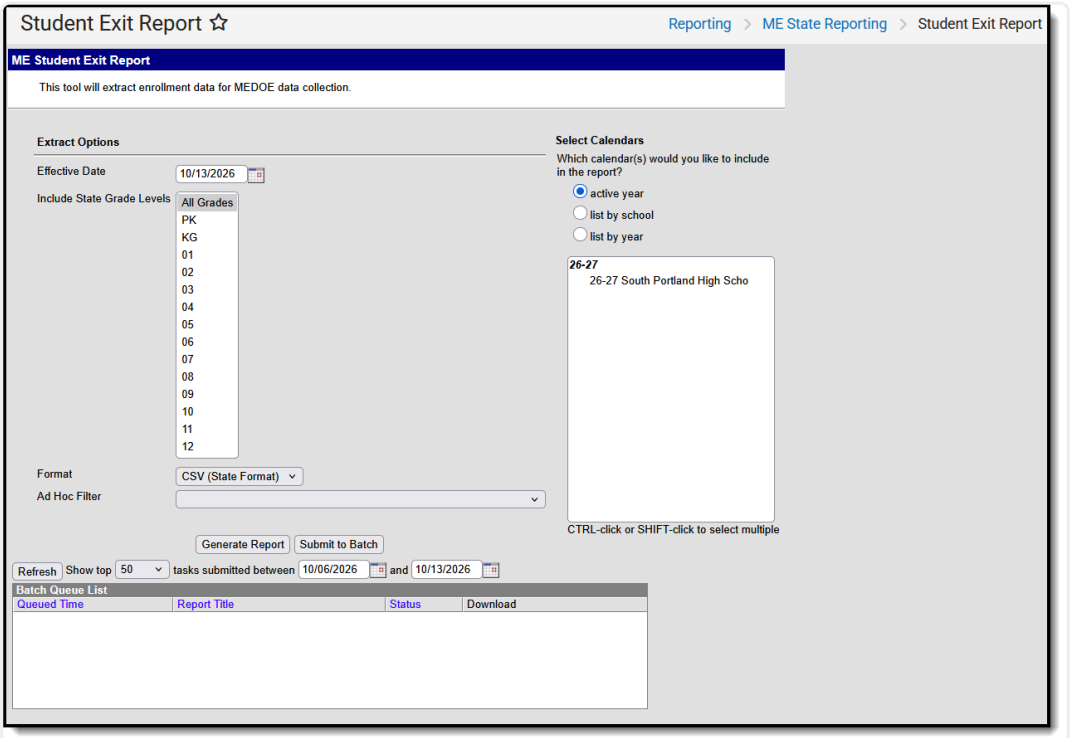
Student Exit Report (Maine)

Last Modified on 10/13/2026 9:42 am CDT

Path: Reporting > ME State Reporting > Student Exit Report

The Student Exit Report allows schools to extract student exit data for uploading into the ME DOE's state system.



Maine Student Exit Report Editor

Report Logic

Logic determines the report population as follows:

- Report a record for *each* enrollment record associated with the Calendar(s) selected in the extract editor where the student has an enrollment end date that is <= extract editor effective date
  - Students with enrollment records marked State Exclude are excluded from reporting.
  - Students with enrollment records marked No Show are excluded from reporting.
  - Students in Grade Levels marked Exclude from state reporting are excluded from reporting.
  - Students in calendars marked Exclude are excluded from reporting.
- Enrollment records with a Start Date that is greater than the Effective Date entered on the extract editor are not included.

Generating the Extract

1. Enter the Effective Date. Only enrollment records with a Start Date greater than this date and

in the selected calendar(s) are included.
2. Select which **State Grade Levels** will report data.
3. Select which **Calendar(s)** 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 Student Exit 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.

Understanding the Student Exit Report

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

Column	Description	Format and Length	Database Location	Campus GUI Location
SAUID	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	Logic reports the Student State ID of the student.	Numeric, 9 digits	Person.stateID	Census > Demographics > Student State ID
School ID	Logic reports the School Number associated with the student's enrollment record.	Numeric, 4 digits	School.number	System Administration > Resources > School > School Number

Column	Description	Format and Length	Database Location	Campus GUI Location
Year Code	Logic reports the school year by concatenating the Start Year and End Year of the School Year associated with the student' enrollment record with a hyphen (for example, 2017-2018).	Datefield, 9 digits YYYY-YYYY	SchoolYear.startYear SchoolYear.endYear	System Administration > Calendar > School Years
Effective Date	The Start Date of the reporting enrollment record.	Datefield, 8 digits YYYYMMDD	Enrollment.startDate	Student Information > General > Enrollments > General Enrollment Information > Start Date
Exit Type Code	Reason student left the school. Through graduation, expulsion, transfer, etc. If all of the following are true, report Enrollment **End Status** dictionary **Standard Code** 1. Enrollment **End Status** <> 99 2. Enrollment **End Date** <= Extract Editor **Effective Date**	5 characters	Enrollment.endStatus	Student Information > General > Enrollments > General Enrollment Information > End Status

Column	Description	Format and Length	Database Location	Campus GUI Location

Exit Date	The date when student exited the school.
	
	1. If all of the following are true, report Enrollment **End Date**
	   1. Enrollment **End Status** <> 99
	   2. Enrollment **End Date** <= Extract Editor **Effective Date**
	2. Else, report Null
		Datefield, 8 digits YYYYMMDD	Enrollment.endDate	Student Information > General > Enrollments > General Enrollment Information > End Date