Enrollment Report (Maine)

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PATH: *ME State Reporting > Enrollment Report*

The Enrollment Report extracts raw enrollment data for upload unto the Maine Department of Education's data system.

This article includes the following topics:

Tool Rights | Report Logic | Generating the Extract | Understanding the Enrollment Report

Image 1: Enrollment Report

Tool Rights

Users must have at least **R**(ead) tool rights in order to generate the Enrollment Report (Image 2).
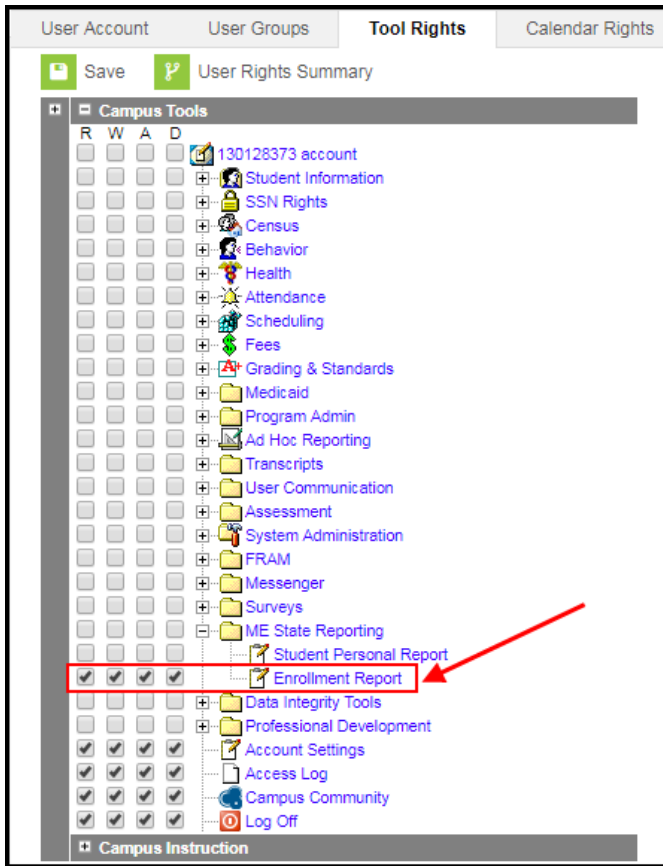
Image 2: Enrollment Report Tool Rights

Report Logic
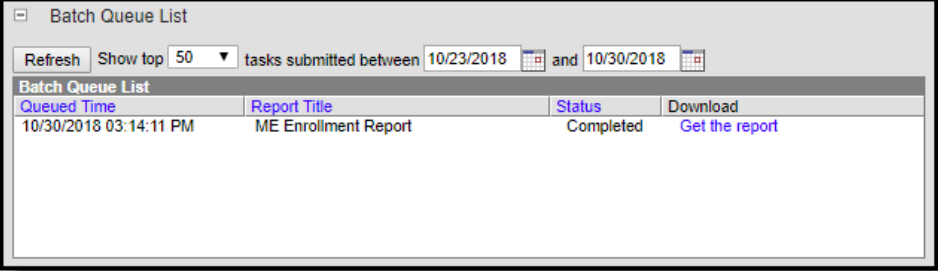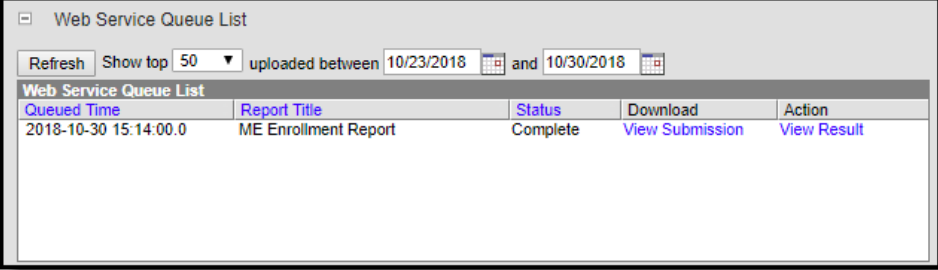
Logic determines the report population as follows:

- Report one record for each 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.

Data is sorted by State Student ID and Effective Date ASC.

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). This functionality requires proper Web Service Account and Web Service Configuration setup.

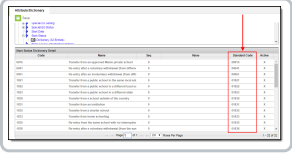Below is an example of a the generated report:

StudentEnrollment Records:1139

SAUID	StateStudentID	SchoolID	YearCode	ResidentSAU_ID	ResidentTownCode	EnrollmentTypeCode	StartStatus	GradeLevelCode	EffectiveDate	ExitTypeCode	ExitDate	FiscalResponsibilityCode	Title1AFlagMath
1200	100000000	1500	2016-2017	1200	068	P		12				R	N
1200	100000002	1500	2016-2017	1200	203	P		11				R	N
1200	100000000	1500	2016-2017	1200	203	P		12			20160905	R	N
1200	100000000	1500	2016-2017	1200	408	P		12				R	N
1200	100000000	1500	2016-2017	1200	408	P		12				R	N

Understanding the Enrollment Report

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

Field	Description	Format	Campus GUI and Database 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
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
School ID	Indicates the NEO Organization ID for the attending school. Logic reports the School Number associated with the student's enrollment record.	Numeric, 4 digits	System Administration > Resources > School > School Number School.number
Year Code	Indicates the reporting school year. Logic concatenates the Start Year and End Year of the reported School Year associated with the student's enrollment record, separated by a hyphen.	Numeric, 9 digits YYYY-YYYY	System Administration > Calendar > School Years SchoolYear.startYear SchoolYear.endYear
ResidentTownCode	Indicates the ID of student's resident town.	Numeric, 3 digits	Student Information > General > Enrollments > State Reporting Fields > Resident Town Code EnrollmentME. residentTownNumber

Field	Description	Format	Campus GUI and Database Location
StartStatus	Indicates the reason the student started in the school. The value reported is pulling from the Attribute Dictionary's Standard Code column and NOT the Code itself.	Alpha, 5 characters	Student Information > General > Enrollments > General Enrollment Information > Start Status Enrollment.startStatus
GradeLevelCode	Indicates the grade level the student is in.	Alpha, 2 characters	Student Information > General > Enrollments > General Enrollment Information > Grade Enrollment.grade GradeLevel.stateGrade
EffectiveDate	Indicates the date in which a change of status was made to the following fields: ResidentTownCode, ResidentSAU_ID, FiscalResponsibilityCode	Datefield YYYYMMDD	Student Information > General > Enrollments > Start Date Enrollment.startDate

Field	Description	Format	Campus GUI and Database Location
ExitTypeCode	Indicates the reason the student left the school. This could be for reasons such as graduation, expulsion, transfer, etc. Reporting is as follows: • If all of the following are true, the Enrollment End Status dictionary Standard Code is reported: 1. Enrollment End Status does not equal 99. 2. Enrollment End Date is less than or equal to the Effective Date entered on the extract editor. The value reported is pulling from the Attribute Dictionary's Standard Code column and NOT the Code itself. 	Alpha, 5 characters	Student Information > General > Enrollments > General Enrollment Information > End Status Enrollment.endStatus

Field	Description	Format	Campus GUI and Database Location
ExitDate	The date when student exits the school. If all of the following are true, the Enrollment End Date is reported: • Enrollment End Status does not equal 99. • Enrollment End Date is less than or equal to the Effective Date entered on the extract editor. Otherwise, a null value is reported.	Datefield YYYYMMDD	Student Information > General > Enrollments > General Enrollment Information > End Date Enrollment.endDate
FiscalResponsibilityCode	Indicates who is fiscally responsible for the student. • **B**: Paid by Governor Baxter School for the Deaf • **C**: Maine Public Charter School Funding • **F**: 100% State/Federal Funding • **O**: Paid by Resident SAU or EUT • **P**: Paid by Other Source (private pay, etc). • **R**: Resident of School Unit • **S**: Superintendent Agreement	Alpha, 1 character	Student Information > General > Enrollments > State Reporting Fields > Fiscal Responsibility Enrollment.stateAid

Field	Description	Format	Campus GUI and Database Location
Title1AFlagMath	Indicates if the student is considered at risk and is eligible for Title IA services by virtue of their status. If the Title IA-Math field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title IA-Math Enrollment.title1
Title1AFlagELA	Indicates if the student is considered at risk and is eligible for Title IA services by virtue of their status. If the Title 1A Flag ELA field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Title IA-ELA EnrollmentME.titleIA
AlternativeEdFlag	Indicates if the student is participating in an Alternative Education program. If the Alternative Education field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Alternative Education EnrollmentME. alternativeEducation
HomeSchooledFlag	Indicates if the student is home schooled. Indicates if the student considered a home schooled student who attends local school districts part time or receive only Special Education services. If the Home-Schooled field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Home-Schooled Enrollment.homeSchooled

Field	Description	Format	Campus GUI and Database Location
FTE	Indicate the percent of time spent at school by a home schooled student. This field will also designate when only Special Education services are received at the school.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > SAU Percentage EnrollmentME.sauPercent
Chapter504StatusFlag	Indicates if the student participates in a Chapter 504 program. If the Section 504 field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Section 504 Enrollment.section504
GiftedTalentedAcademic	Indicates if the student participates in an Intellectual/Academic based Gifted and Talented program. If the GT-Intellectual/Academic field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > GT - Intellectual/Academic EnrollmentME. intelAcademic
GiftedTalentedArtistic	Indicates if the student participates in an Artistic based Gifted and Talented program. If the GT-Artistic field = true, a value of Y is reported. Otherwise, a value of N is reported.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > GT-Artistic EnrollmentME.artistic
MilitaryFamilyFlag	Indicates if the student is identified as living in a military family. If Military Family field is null, a value of 'Unknown' is reported.	25	Student Information > General > Enrollments > State Reporting Fields > Military Family EnrollmentME. militaryFamilyFlag

Field	Description	Format	Campus GUI and Database Location
HomelessCode	Indicate's the student's Homeless night-time residence. The value reported is pulling from the Attribute Dictionary's Standard Code column and NOT the Code itself.	25	Student Information > General > Enrollments > State Reporting Fields > Homeless Night-time Residence Enrollment.homeless
UnaccompaniedYouth	Indicates if the student is considered an unaccompanied youth. An unaccompanied youth is a student who is not in the physical custody of a parent or guardian; this includes youth who have run away from home, been kicked out of their homes, or been abandoned by parents.	1 character Y or N	Student Information > General > Enrollments > State Reporting Fields > Unaccompanied Youth Enrollment. mvUnaccompaniedYouth
TransitionBilingualEarlyExit	Indicates if the student is eligible or receiving services in an EL program for Transitional Bilingual Education or Early Exit Bilingual Education. - If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'TBEE', report 'Y' - Else, report 'N'	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code LepService.lepServiceTypeID LepServiceType.code

Field	Description	Format	Campus GUI and Database Location
DualLanguage TwoWayImmersion	Indicates if the student is eligible or receiving services in an EL program for Dual Language or Two-way Immersion. • If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'DL', report 'Y' • Else, report 'N'	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code LepService.lepServiceTypeID LepServiceType.code
ESLELD	Indicates if the student is eligible or receiving services in an EL program for English as a Second Language (ESL) or English Language Development (ELD). • If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'ELD', report 'Y' • Else, report 'N'	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code LepService.lepServiceTypeID LepServiceType.code

Field	Description	Format	Campus GUI and Database Location
ContentClasses	Indicates if the student is eligible or receiving services in an EL program in Content Classes with Integrated ESL Support. • If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'CC', report 'Y' • Else, report 'N'	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code LepService.lepServiceTypeID LepServiceType.code
Newcomer	Indicates if the student is eligible or receiving services in an EL program for Newcomer Programs. • If student has an active EL Service at any time during the Calendar(s) selected in the extract editor where State Service Type Code = 'NP', report 'Y' • Else, report 'N'	1 character Y or N	Student Information > Program Participation > English Learners (EL) > EL Services > Service Type Program Admin > English Learners (EL) > EL Setup > EL Service Types > State Code LepService.lepServiceTypeID LepServiceType.code