Introduction:

In order for the Department to calculate graduation rates in the timeframe necessary for public ESSA reporting, it is necessary for the work to begin earlier in the school year. The new graduation reporting process will be used to help districts correct validations for the previous three years, prior to the end of the current school year. Each student's first three years of enrollment will be able to be edited in the NEO graduation module. If the student is currently enrolled and an edit is needed for the fourth year, the edit must be made in both your own system and the State's Synergy systems (either by upload or manual entry). This includes graduating students at the completion of your school year.   In August of 2018 the graduation certification module will be opened only for certification and to include summer grads and 5 and 6-year cohorts. The majority of the work for this school year's cohort is expected to be done prior to the end of this school year.

You will notice that this is a different process than in the past. You will approve, then certify by your district. If there are no errors the process is complete for this part of graduation processing. Also, in this report there are two new columns: "Currently Enrolled in School" and "Early/Expected Graduate". The "Currently Enrolled" column having a 1 in the column indicates that this student is currently enrolled a zero in the column indicates that his student is not currently enrolled. The "Early/Expected Graduate" column having a 1 in the column means the student either has graduated within the any one of the prior years being viewed or is expected to graduate in current school year.

Things to keep in mind:

The goal is to ensure that start and end status reflect what has actually happened in the student's enrollment. Students should have only one cohort. They should only transfer into your District/school one time if they have never transferred out; and they are only 'new to education' at the preschool, pre-k levels, kindergarten or are transferred in from another country and have never had an organized education. Transferred to an institution can only be used once the student has been adjudicated and is at a correctional facility. Discontinued Schooling **is never** an option when a student is of compulsory age unless all 5 steps of Chapter 20A- §5001-A 2. B-are followed.

Go to https://neo.maine.gov/doe/neo/graduation to log into the system.

If you are unable to log in to NEO contact the MEDM Helpdesk or call 207 624-6896

Then go to your Schools summary report
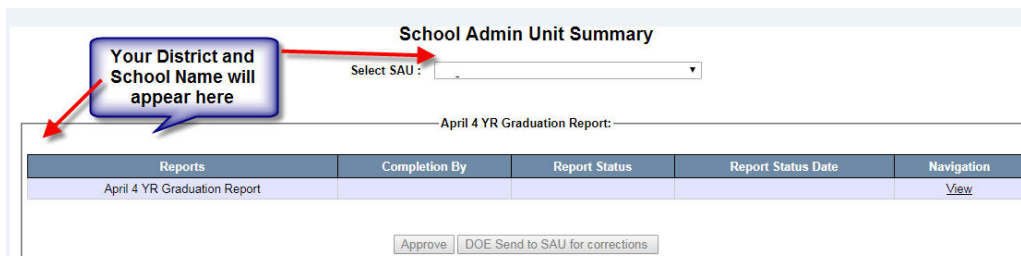
Under the "Navigation" column on the right click "View"

To see the records that need to be addressed you will need to view the 'validates' in the "status" column.

Giving you:

To go into the first record, click on "edit" in the second to last column entitled 'Navigation' or you may click on the student id in the first column entitled "Student ID".

4 Year Pre End of Year Report - Enrollment Records

School / SAU Name:

Student ID :
First Name :
Last Name :
Cohort Year : 2017-2018

Search:

Grade	School	School Year	Start Date	Original Start Status	Final Start Status	End Date	Original End Status	Final End Status	School Comments	DOE Comments
09		2014-2015	8/27/2014	01835:Re-entry from the same school with no interruption of schooling		3/10/2015	01908:Transferred to a public school in a different local education agency in the same state			
09		2014-2015	3/20/2015	01822:Transfer from a public school in a different local education agency in the same state		6/30/2015	03502:Not enrolled, eligible to return			
10		2015-2016	8/26/2015	01835:Re-entry from the same school with no interruption of schooling		9/25/2015	01908:Transferred to a public school in a different local education agency in the same state			
10		2015-2016	10/2/2015	01822:Transfer from a public school in a different local education agency in the same state		6/13/2016	03502:Not enrolled, eligible to return			
11		2016-2017	9/2/2016	01822:Transfer from a public school in a different local education agency in the same state		6/15/2017	03502:Not enrolled, eligible to return			
12		2017-2018	8/15/2017	01822:Transfer from a public school in a different local education agency in the same state						

I took the districts out of the school column, to save anonymity, however the second 10th grade enrollment to the 11th grade enrollment this student transferred to another district in the same state. To drill into this record, you would click on the underlined 10 (**10**) in the 'Grade' column to drill down.

You would click the drop down on the end status and select 01908, and then you must add a comment in the comment field before saving:

After you have added a comment, such as "changed end status to reflect actual data" click save-copy the student's State ID-then click on the link in the lower corner 'Go Back To Pre Grad Report'-paste the Student's state ID in the 'search' bar and click enter on your key board.

If everything has been corrected, you should see "SAU Updated" in the Status Column:

You are now ready to move on to the next record.

Once all the 'validates' in the status column state 'SAU Updated' the "approve" button becomes enabled and you will be able to approve your revisions, which will let MDOE know you are ready for us to review.