NEO April 4 YR Graduation

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Why April

- You are being asked to validate the first three years of the student's graduation data in April/May time frame. (This now considered Part 1 of the Graduation Process). In addition, you will have a year-end certification for all students validating the end-of-year status for every student. This will allow the Maine Department of Education to provide more timely graduation rate data which can be used for the State's Accountability System.

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If this is Part 1…how many parts etc.

- There are to be 4 parts to graduation moving forward

- Part 2 will consist of ensuring all students are exited with "known at that time" information by June 30, in the State Synergy System (has to be completed-as it cannot be done during parts 3 and 4)

- For any enrollment changes that happen over the summer: e.g. TO, TI taken care of in the following year with appropriate codes

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"Ownership"

- Start Status Codes

- Exit Status Codes

- Request For Records: need to be kept on hand for the Dropout report in the Fall

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Exit Codes with Caveats

- 01917 - only used once student is adjudicated
- 01918 - must have letter of intent to homeschool
- 01926 – only when student is 20 as of July 1
- 01927 – compulsory age-all five steps in statute are followed (only to be added by State)
- 01927 – non-compulsory age- letter of intent to with draw
- 03504 – only for under 7 years of age
- 73060 – when going to adult ed
- 73061 – when student has gone to workforce training

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Parts 3 and 4

- Part 3-Combines the data form parts 1 and 2 for the completers, 4YR, 5 YR and 6 YR cohorts which must be certified.

- Part 4-will consist of Dropouts in October-around the same time as EPS enrollments and 1st quarter reports which also must be certified.

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What about Summer Graduates

- For students to be considered an "on-time" graduate they must complete all graduation requirements by August 15th.

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Are Dropouts Going Away

- No, dropouts calculations are still required however we have removed this process from the graduation process. Dropouts cannot be completely determined until after the certification of the October enrollments counts. Therefore, the dropout validation process will occur in the October/November time period

Who Needs to Complete Reports?

- All public, charter, and 60% publicly funded private High schools (grades 9-12) are required to file all graduation reports.

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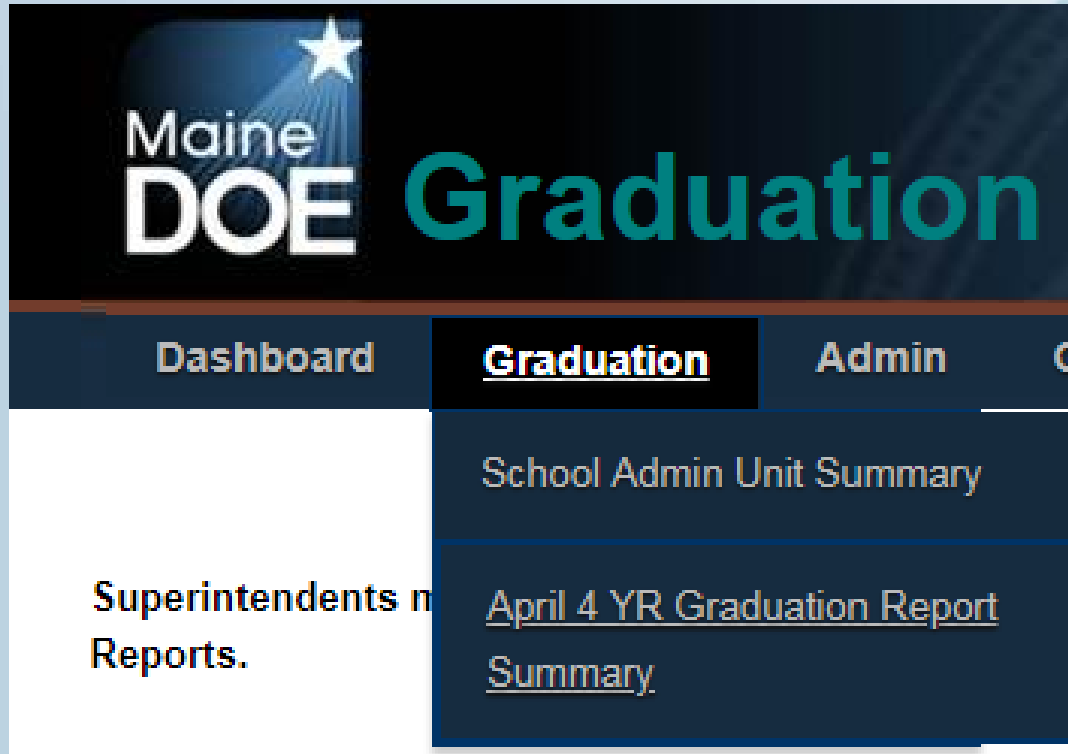# NEO April 4 YR Graduation Overview

- This is our First year using the NEO April 4 YR Graduation module

- Old process required DO completers 4-, 5- and 6-year cohorts to be completed at the same time

- This new process allows you the ability to modify student enrollment records for the three previous school years

- Your results should be quicker.

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Adjusted Cohort Graduation Rate

- Maine began using the ACGR methodology in 2006/07
- All 50 states now use this formula in order to compare state to state rates
- The ACGR measures a schools effectiveness in graduating students in 4 years.
- Maine also calculates 5 year and 6 year ACGR

$$\left[\frac{\text{On-time graduates by year}^{x}}{[(\text{first time 9}^{th}\text{ graders in year x-4}) + (\text{Transfers-In}) - (\text{Transfers-Out})]} \right] \times 100$$

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NEO Graduation Menu

School Admin Unit Summary

April 4 YR Graduation Report Summary

School Reporting Period : 2018

Search: [   ]

School Admin Unit ▲	Report Status ⬍	Report Status Date ⬍	Navigation
Local Education Agency- 1002			View
Local Education Agency- 1009			View
Local Education Agency- 1011			View
Local Education Agency- 1013			View

Under the "Navigation" column on the right click "View"

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District Graduation

School Admin Unit Summary

Select SAU : Local Education Agency- 14 ▼

All SAU Graduation and Dropout Reports are Due to DOE by 06/08/2018

─ **April 4 YR Graduation Report:** ─

School- 23

Reports	Completion By	Report Status	Report Status Date	Navigation
April 4 YR Graduation Report				View

Submit To DOE

Under the "Navigation" column on the right click "View"

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All Student Records

April 4 YR Graduation Report

SAU : Local Education Agency- 14
School : School- 23
Cohort Year : 2017-2018

Go Back to Summary Page

Search:

Student ID	First Name	Last Name	Student Cohort Year	School Cohort	Transfer In	Transfer Out	Early/Expected Graduate	Currently Enrolled in School	Validate	Dropout	Year Dropped Out	Navigation	Status
130020389	Student	2427713	2017-2018	1	1	0	0	1	1	0	0	Edit	Validate
121608569	Student	2427741	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
121154112	Student	2428724	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
130022207	Student	2429742	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
130074949	Student	2429778	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
121608163	Student	2430358	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate

To see the records that need to be addressed: double click 'Status' to view the 'validates' in the "status" column.

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Navigating to Individual student records

April 4 YR Graduation Report

SAU : Local Education Agency- 14
School : School- 23
Cohort Year : 2017-2018

Go Back to Summary Page

Search: [   ]

Student ID	First Name	Last Name	Student Cohort Year	School Cohort	Transfer In	Transfer Out	Early/Expected Graduate	Currently Enrolled in School	Validate	Dropout	Year Dropped Out	Navigation	Status
130020389	Student	2427713	2017-2018	1	1	0	0	1	1	0	0	Edit	Validate
121608569	Student	2427741	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
121154112	Student	2428724	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
130022207	Student	2429742	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
130074949	Student	2429778	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate
121608163	Student	2430358	2017-2018	1	2	0	0	1	2	0	0	Edit	Validate

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".

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Individual records

April 4 YR Graduation Report - Enrollment Records

School / SAU Name: School- 23 / Local Education Agency- 14

Student ID : 130020389
First Name : Student
Last Name : 2427713
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	School-23	2014-2015	8/27/2014	01822:Transfer from a public school in a different local education agency in the same state		9/26/2014	09999:Other			
09	School-23	2014-2015	9/29/2014	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	School-23	2015-2016	8/31/2015	01835:Re-entry from the same school with no interruption of schooling		6/30/2016	03502:Not enrolled, eligible to return			
11	School-23	2016-2017	8/22/2016	01835:Re-entry from the same school with no interruption of schooling		6/30/2017	03502:Not enrolled, eligible to return			
12	School-23	2017-2018	8/30/2017	01835:Re-entry from the same school with no interruption of schooling						

Click on any of the underlined grades in the 'Grade' column to drill down and edit a record

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Editing record

Once you have selected the correct start or end status, you must add a comment, such as "changed status to reflect actual data" then click save

Once corrected

121605760	Student	2472150	2017-2018	1	1	1	0	1	0	0	0	Edit	SAU Updated

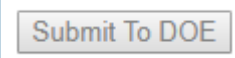If everything has been corrected, correctly--you will see "SAU Updated" in the Status Column on the Details page

You are now ready to move on to the next record

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Everything is Validated

- Now What
  - Click [Completed]

  - Then on the summary page click
    [Submit To DOE]

  - On the April 4YR summary it will appear as

Report Status	Report Status Date	Navigation
Submitted	5/9/2018 4:48:32 PM	View

  - You Have Completed Step 1

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Questions and Contacts

- Commissioner's update [sign up](#)
- Contacts for access to NEO
  - MEDSM Helpdesk
  - Email: medms.helpdesk@maine.gov
  - Phone: (207) 624 - 6896
- Contacts for help with module
  - Email: travis.wood@maine.gov
  - Phone: (207) 624 - 6742

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