



# Maine Department of Education

## MDOE Organization Change Policy

**Issue Date:** April 9, 2019

**Revised Date:** July 1, 2021

### **Purpose:**

This policy will allow for maintenance of an accurate, centralized inventory of public schools and school administrative units (SAU), that allows for change in buildings and school population.

### **Scope:**

This policy applies to all Maine public schools and SAUs

### **Policy Statement:**

Maine schools and SAUs change jurisdictions, grades, and student populations for various reasons. It is necessary to have a standardized method of determining when a school or SAU should be assigned a new organization id. Organization ids are used for reporting to outside entities and allow for longitudinal reporting across years, so care must be taken to ensure a new code is necessary.

### **Statutes, Rules or References:**

Not Applicable

### **Definitions:**

The **attendance area** is the population of students eligible to attend a school

**ESEA** – Elementary and Secondary Education Act

**NCES** – National Center for Education Statistics

The **organization ID** is the distinct number that identifies an organization in Maine Department of Education (MDOE) data systems

### **Responsibilities:**

**Responsibilities of Schools and SAUs** - The **Superintendent** of the effected SAU will notify the MEDMS Helpdesk (MEDMS.Helpdesk@maine.gov) in writing of pending changes.

**Responsibilities of the Department** - The **Helpdesk Manager** will notify the Data Reporting Coordinator, the Education Data Manager, and the Education Data Systems Manager of the submitted change.

The **Data Reporting Coordinator** will maintain documentation for organization ID changes including status, original organization name(s) and ID(s), and the reason for change. Data Reporting Coordinator will perform any analysis needed to determine change in population.



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The **Data Reporting Coordinator** and the **Education Data Manager** will analyze the data & documentation, and coordinate with the superintendent of the SAU to make a final decision.

The **Education Data Systems Manager** will communicate the decision to the MaineIT - DOE APPDEV NEO module business owners, and other DOE data system business owners, and discuss any potential issues that may arise due to these changes.

## Procedure:

By April 1<sup>st</sup>, prior to the start of the school year in which the change will take effect, or within 3 days of school board decision, the Superintendent of the SAU effected by change will send an email to [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov) to notify the MDOE of the circumstances that may warrant a new school or organization ID. The communication should include the schools that displaced students will attend in the next school year, if applicable. Reasons requiring notification include, but are not limited to, lack of need school closure, change in grade configuration, split of school, or merging of schools.

When the email is received, the Helpdesk Manager will forward the communication to the Data Reporting Coordinator, the Education Data Manager, and the Education Data Systems Manager. Analysis on the population or grade changes will be performed and determination of a new organization ID will be communicated to the Superintendent of the SAU within 30 days of the email to the Helpdesk. Public schools or SAUs receiving a new organization ID will also be assigned a new NCES ID.

When a school splits into two or more schools, the one that retains the most characteristics of the original school (such as student population, grades offered, and attendance area) retains the organization ID.

A new school organization ID will be created under any of the following conditions:

The grade span of the school will change by more than 3 grades in one year.

Or

The total assessed population of the school will change by greater than 40% in one year.

Or

The attendance area will change significantly

Or

Two or more schools of about equal size, or with different grade spans, merge

A new school ID will *not* be created under the following conditions:

A school changes charter status or magnet status

Or

A school undergoes restructuring under provisions in ESEA

Or

Only the name of a school changes

Or

The school's physical location will change with no grade configuration changes

Or



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A school changes SAUs due to a withdrawal or consolidation

Or

A program is created that is within a school

A new SAU organization ID will be created under the following conditions:

A new (or re-established) SAU is formed from a consolidation or withdrawal

Or

A new charter school organization is approved by the Charter School Commission

Or

An entity withdraws from a SAU and forms a new SAU

## Document History & Distribution:

This document will be distributed to Maine DOE staff and posted on the Maine Data Warehouse web page.

Version	Revision Log	Date
Version 1.0	Initial Publication	April 9, 2019
Version 2.0	Annual Update	August 1, 2020
Version 3.0	Annual Update	July 1, 2021

Date: July 1, 2020

Division Director Signature: **Joanne Allen**

Date: July 1, 2020

Commissioner Signature: \_\_\_\_\_  
(or Commissioner's Designee)

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Envelope Sent	Hashed/Encrypted	6/16/2021 9:40:14 AM
Certified Delivered	Security Checked	6/16/2021 9:40:28 AM
Signing Complete	Security Checked	6/16/2021 9:44:31 AM
Completed	Security Checked	6/16/2021 9:44:31 AM
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