



TRUANCY WITH ENROLLMENT GUIDANCE

for All Public, Charter and 60% publicly
Funded Schools

This document last updated February 2024

When a student meets the criteria for truancy, school administrative units must maintain the student's enrollment and enter the progress into Synergy State Edition while the school follows the necessary protocol for truancy. Each incremental step in the process should be documented and dated and the truancy record must remain open until the student reaches age 17, the student transfers out of the district, or the end of the school year. There can only be one record open at a time per student.

There are six different [Truancy definitions and reporting guidelines](#).

Once a student has been identified as truant by meeting one of the six thresholds, a truancy record must be entered into Synergy State Edition. The Start Date of the truancy record is NOT the date of data entry but rather the date the student has been deemed truant under the guidelines described above.

The truancy resolution levels are followed sequentially and the specific truancy resolution steps that must be followed are:

- Superintendent notified ([MRSA 20A 5051-A 2A-1](#))
- Designated school personnel to develop an intervention plan to address absences ([MRSA 20A 5051-A 2A-2](#))
- Official Parent Notification ([MRSA 20A 5051-A 2C](#))
- Parent meeting scheduled ([MRSA 20A 5051-A 2D](#))
- Notification to local law enforcement ([MRSA 20A 5051-A 2E](#))
- Superintendent notifies school board ([MRSA 20A 5051-A 2F](#))

Additional Intervention – this step can be added as needed and is not required. The step can occur at any point in the truancy process and does not have to be sequential to other truancy steps.

Note: If an SAU includes parent notification as part of its local intervention process, that should be documented as part of the intervention plan or as an additional intervention. The Official Parent Notification step in Synergy refers to the statutory requirement that occurs when it has been determined that the intervention plan is not correcting the truancy.

Synergy: Truancy records are entered into Synergy State Edition.

Synergy State Edition website: <https://me-mdoe.edupoint.com/Login.aspx>

NEO: Truancy data is sent from Synergy to NEO where the truancy reports are located. NEO website:

<https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

If you cannot log in to Synergy or NEO or you do not see the Student Truancy Summary screen and the Student Data tab as indicated below call the [MEDMS help desk](#) at 624-6896 for assistance.

Creating truancy records in Synergy State Edition:

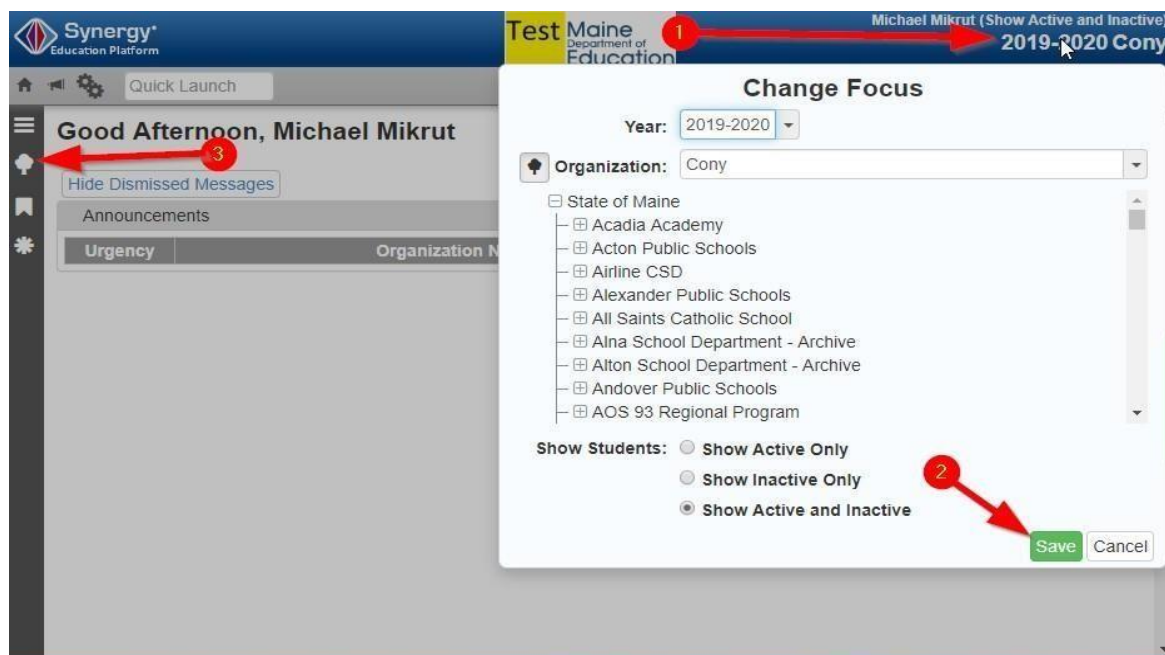
1. In the top right, click on the year/school/SAU and the Change Focus box appears.

2. Select the following in the Change Focus box and click Save:

Year: Current School Year

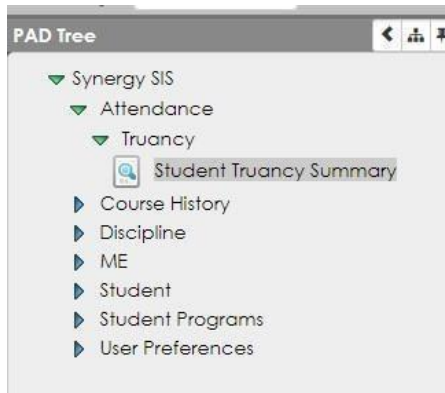
Organization: Choose your school (the example picture shows Cony)

Show Students: Show Active and Inactive



3. Click the PAD Tree

4. In the PAD Tree, Click Student Truancy Summary. (You may need to click the arrows next to Synergy SIS, Attendance, and Truancy to expand).



5. Type in the student's Last Name and First Name or State ID 6. Click Find.

The screenshot shows the 'Student Truancy Summary' interface. At the top, there is a 'Quick Launch' bar and a 'Find' button. Below this, the 'Student Name' section contains input fields for Last Name (containing 'Summer'), First Name (containing 'Training'), Middle Name, Suffix, State Student ID, Grade, and Sex. A table below the form is used for entering truancy records. The table has columns for Line, Truancy Type, Start Date, End Date, End Status, End Comment, and Attending School.

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School

7. Click the Add button to create a new truancy record.
8. Select the Truancy Type from the drop down and enter a Start Date. Each new record must have a Start Date and Truancy Type. The Start Date is NOT the date of data entry but rather the date the student has been deemed truant under the guidelines described above.
9. Click Save.

Synergy Education Platform

Test Maine Department of Education

Michael Mikrut (Show Active and Inactive) 2019-2020 Cony

Quick Launch

Lock Sign Out Support Help

Student Truancy Summary

Menu Save Undo

Student Name: **Training, Summer**

Truancy History

Last Name: Training First Name: Summer Middle Name: Suffix: State Student ID: 150043018 Grade: 09 Sex: Female

Truancy + Add

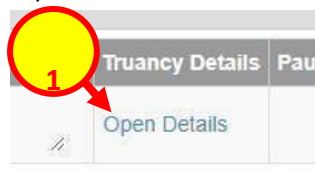
Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details
	10 Full Days Completed Grade 6 (Under age 17)							

The truancy record is created.

Entering truancy steps:

You may do either step 1 (Notify Superintendent) or 2 (Intervention Plan) first, but both these steps must be completed before moving on to steps 3 (Parent Written Notification) or 4 (Notify School Board).

1. Click Open Details to open the Student Truancy Details pop up.



2. Enter the step Date and Note (if required).
3. Click Save.

Student Truancy Details

Menu **3**

Student Name: **Mouse, Mickey** State Student ID: **150022846** Truancy Type: **10 Full Days Completed Grade 6** End Date: Start Date: **01/01/2018**

Details

Start Date: 01/01/2018 End Date: End Status:

End Comment:

Truancy Note:

2 Step 1 - Notify Superintendent of Truant Student

Notify Superintendent Notify Superintendent Date: 01/30/2018 Notify Superintendent Note: Superintendent was notified

4. Enter truancy steps as they occur throughout the year

Step 2 - Intervention Plan

Intervention Plan Intervention Plan Date: Intervention Plan Note:

Step 3 - Official Parent Notification

Parent Notification Parent Notification Date: Parent Notification Note:

Step 4 - Superintendent Notifies School Board

Notify Board Notify Board Date: Notify Board Note:

Step 5 - Official Parent Meeting

Parent Meeting Parent Meeting Date: Parent Meeting Note:

Step 6 - Referral to Local Law Enforcement

Referral Referral Date: Referral Note:

Closing the truancy record:

The only scenario in which you would manually close a truancy record is for students who are no longer of Compulsory Attendance age ([MRSA 20A 5001-A 1](#))

Students reaching age 17 during the school year:

The truancy record is manually closed but the student’s enrollment **should not be exited**. The student may be exited with code **03502 at the end of that school year**. The student can only be exited with code 01927 if the parent(s), guardian(s) or the student provide a letter of intent to drop out. ([MRSA 20A 5001-A 2B](#))

1. Enter the truancy End Date and the End Status as Closed.
- 2.

Click Save

The screenshot shows the 'Student Truancy Summary' interface. At the top, there is a 'Save' button highlighted with a red circle and the number '2'. Below this, the student's name is 'Mouse, Mickey'. The form includes fields for Last Name (Mouse), First Name (Mickey), Middle Name, State Student ID (150022846), Grade (10), and Gender (Male). A table titled 'Truancy' contains one entry with the following details:

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School
1	10 Full Days Completed Grade 6	01/01/2018	04/06/2018	Closed		Cony

The 'End Date' and 'End Status' fields in the table are highlighted with a red circle and the number '1', with arrows pointing to them from the center of the circle.

Exiting the student’s enrollment will automatically close the truancy record when using the Exit Codes listed below. The truancy End Status changes to Closed and the truancy End Date changes to the enrollment Exit Date:

Enrollment exit reason:	Exit student’s enrollment with code:
School year ends	03502 Not enrolled, eligible to return
Student was transferred to another district	01908 Transferred to a public school in a different local education agency in the same state
Student is transferring to homeschooling	01918 Transferred to home schooling

Student is transferring to private school	00027 Transfer to a Maine approved private school
Student is transferring to a school out of state	01909 Transferred to a public school in a different state
Student is transferring to a school outside of the country	01916 Transferred to a school outside of the country
Student is transferring to a charter school (examples Maine Virtual Academy and Maine Connections Academy)	01919 Transferred to a charter school
Officially drops out of school (MRSA 20A 5001-A 2B)	01927 Discontinued schooling
The student passed away.	01923 Died
Student transferred to an institution	01917 Transferred to an institution
Student Graduated	01921 Graduated with regular, advanced, International Baccalaureate, or other type of diploma
Student was expelled	01925 Expelled or involuntarily withdrawn
Student reached maximum age for services	01926 Reached maximum age for services
Student's location is unknown and steps have been taken to locate student	01931 Not enrolled, unknown status

Student is in a foreign exchange program	03503 Enrolled in a foreign exchange program, eligible to return
Student is withdrawing from school and is under age 7	03504 Withdrawn from school, under the age for compulsory attendance; eligible to return
Student enrolled in adult education	73060 Officially withdrew and enrolled in ABE, adult secondary education, or adult ESL program
Student enrolled in a work force program (example Job Corps)	73061 Officially withdrew and enrolled in a workforce training program

When exiting a student with the below code, the truancy record will remain open:

Enrollment exit reason:	Exit student's enrollment with code:
Student is transferring within district	01907 Transfer to a different public school in the same local education agency

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Guidance for Compulsory Aged Students: [\(MRSA 20A 5001-A 1\)](#)

- Student on a Superintendent agreement (out of District Placement) becomes truant during the school year
 - Attending School required to follow the truancy process to end of that school year and to notify resident District of the truancy. For subsequent year(s) the resident District is responsible for verifying enrollment and following the truancy process if the student does not resume attendance.
- High School Student in a District with no High School becomes truant during the school year
 - Attending High School required to follow the truancy process to the end of that school year and to notify resident District of the truancy. For subsequent year(s) the resident District is

responsible for verifying enrollment and following the truancy process if the student does not resume attendance.

- Student is attending a 60% publicly Funded school becomes truant during the school year
 - Attending 60% publicly Funded School required to follow the truancy process to end of that school year and to notify the resident District of the truancy. For subsequent year(s) the resident District is required for verifying enrollment and following the truancy process if the student does not resume attendance.
- Student is known to have moved to different District, by word of mouth.
 - Attending School required to follow the truancy process to end of that school year and to notify resident District of the truancy. For subsequent year(s) the resident District is required to follow the truancy process until a request for records is received.
- Home schooled student.
 - Resident district is responsible for verifying that the family has submitted an Initial Letter of Intent for the first year of home instruction and a Subsequent Year Letter with the required

annual evaluation in subsequent years. Resident district is required to follow the truancy process if this documentation is not received.

Guidance for Non-Compulsory Aged Students: ([MRSA 20A 5001-A 2](#))

- Student reaches age 17 during the school year while being truant.
 - Attending School required to follow the truancy process until the student turns 17 and keep the student enrolled until the end of the school year. For subsequent year(s) the District is **not** required to follow the truancy process and is **not** required to enroll the student (unless the student chooses to return to school).
- Student on a Superintendent Agreement reaches age 17 during the school year while being truant.
 - Attending School required to follow the truancy process until the student turns 17 and keep the student enrolled until the end of the school year. Attending School is also required to notify resident District of the truancy. For Subsequent year(s) the Resident District is **not** required to follow the Truancy process and is **not** required to enroll the student (unless the student chooses to return to school).

*A Superintendent's agreement is an agreement that is binding for that school year and cannot be revoked, during that school year, without both Superintendents agreeing.

- [For information regarding Truancy](#)
- [For information regarding enrollments](#)

For questions about Truancy contact:

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