



Synergy DOE Guide

Release 10.05

July 2017



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The screens, procedural steps, and sample reports in this manual may be slightly different from the actual software due to modifications in the software based on state requirements and/or school district customization.

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About This Manual


Edupoint Educational Systems, LLC. develops software with multiple release dates for the software and related documentation. The documentation is being released in multiple volumes to meet this commitment.

Conventions Used in This Manual


- **Bold** indicates user interactions such as a button or field on the screen.
- *Italics* indicates the option to select or text to enter.
- Notes, Tips, References, and Cautions appear in the margin to provide additional information.




Notes provide additional information.



Tips suggest advanced techniques or alternative ways of approaching the subject.



References list another source of information, such as another manual or website.



Cautions warn of potential problems. Take special care when reading these sections.

Before You Begin

Before installing any of the Edupoint family of software products, please be sure to review the system requirements and make sure the district's computer hardware and software meet the minimum requirements.

Software and Document History

Document Version	Release Date	Software Release	Description
1.0	July 2017	10.05	Initial release of this document
2.0	Sep 2017	-	<ul style="list-style-type: none"> • Removed Job Queue information from Uploading Records • Removed State Reporting Status screen > Scheduling tab information from Viewing Uploaded Records • Renamed all instances of FRAM to Economic Status • Added Show Detail section to Student Screen > Enrollment History tab on Enrollment History Tab

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Chapter 1: Overview

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Overview of Synergy DOE

The Synergy DOE software allows users from multiple districts and schools to manage student information required for state reporting purposes. This guide provides instruction on using Synergy DOE, including how to navigate the application and find information. This guide also details the screens used for manual data collection and contains information on how to upload existing data to Synergy DOE for validation.

Synergy DOE contains the following modules:

- Attendance – This module contains truancy records for students on the Student Truancy Summary screen.
- Course History – This module contains student proficiency and CTE information on the Proficiency Based Education screen and Student CTE screen, respectively.
- Discipline – This module contains discipline incidents on the Student Discipline screen.
- ME – This module contains reporting uploads on the State Reporting Status screen.
- Parent – This module contains parent/guardian information on the Parent screen.
- Student – This module contains student demographic and enrollment data on the Student screen.
- Student Programs – This module contains student program information on the Free and Reduced Meals screen and Special Ed Student Services screen.
- User Preferences – This module contains a link to the Synergy DOE Home Screen and the User Password and Preferences screen.

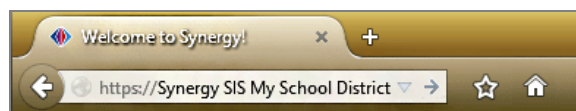
Connecting to Synergy DOE

Before accessing Synergy DOE, make the following changes to the web browser (Internet Explorer, Firefox, etc.) so that Synergy DOE works correctly:

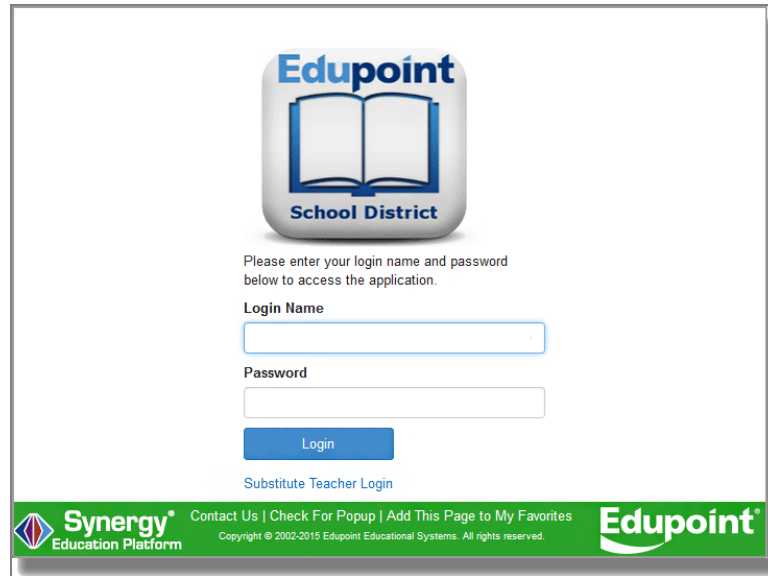


- The Google toolbar, Yahoo toolbar, or any other extra toolbar prevents Synergy DOE from working correctly. If any of these extra toolbars are installed, please uninstall them.
- The pop-up blocker blocks certain Synergy DOE screens. Please either turn off the pop-up blocker or set it to allow pop-ups.

1. Open a new browser window.
2. Navigate to the web address of the Synergy DOE web server to access the Synergy DOE system. The Synergy DOE login screen displays.



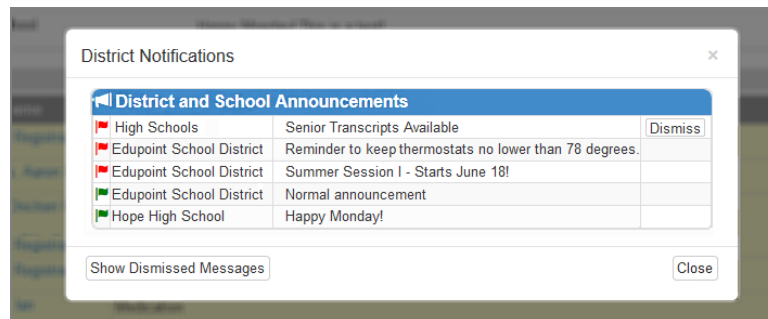
Synergy SIS Web Address



The image shows the Synergy login screen. At the top center is the Edupoint School District logo, which features an open book icon. Below the logo, the text reads "Please enter your login name and password below to access the application." There are two input fields: "Login Name" and "Password". Below the "Password" field is a blue "Login" button. A link for "Substitute Teacher Login" is located below the "Login" button. At the bottom of the screen, there is a green banner with the Synergy Education Platform logo on the left, the Edupoint logo on the right, and a central area with links: "Contact Us | Check For Popup | Add This Page to My Favorites" and a copyright notice: "Copyright © 2002-2015 Edupoint Educational Systems. All rights reserved."

Synergy Login Screen

3. Enter your **Login Name** and **Password**.
4. Click **Login** or press the Enter key. Initially, a pop-up screen displays district and school announcements.



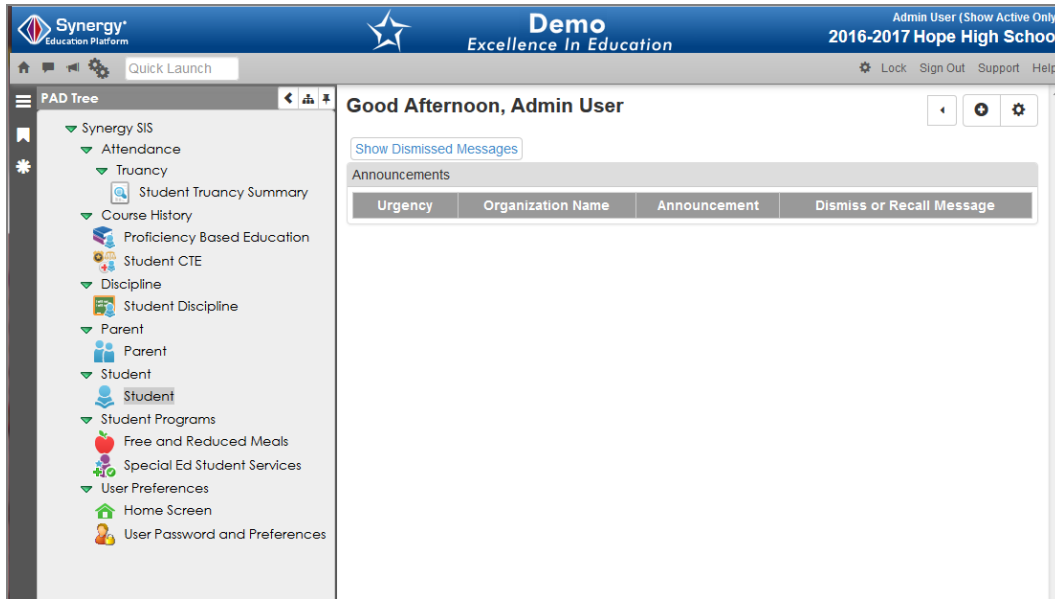
The image shows a "District Notifications" pop-up window. The window has a title bar with "District Notifications" and a close button (X) in the top right corner. Below the title bar is a blue header with a back arrow and the text "District and School Announcements". The main content is a table with four rows of notifications. Each row has a small colored square icon on the left, followed by the sender and the message text. A "Dismiss" button is located to the right of the first row. At the bottom of the window, there are two buttons: "Show Dismissed Messages" on the left and "Close" on the right.

Sender	Message	Action
High Schools	Senior Transcripts Available	Dismiss
Edupoint School District	Reminder to keep thermostats no lower than 78 degrees.	
Edupoint School District	Summer Session I - Starts June 18!	
Edupoint School District	Normal announcement	
Hope High School	Happy Monday!	

District Notifications Screen

5. Click the **X** at the top right or click **Close** at the bottom right.

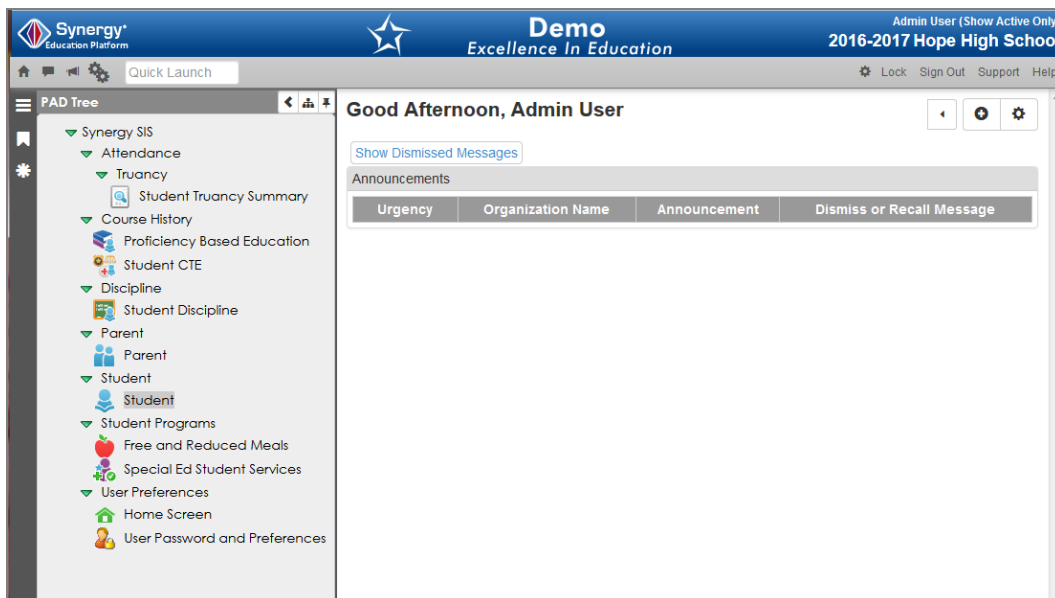
The Synergy DOE Home Page displays district/school announcements and contains options and the navigation panel.



Synergy DOE Home Page

Parts of the Synergy Screen

The main areas of the Synergy DOE screen are the Title Bar, Action Bar, Content Area, Primary Navigation Panel, Product Navigation Tree Panel, Bookmarks Panel, History Panel, and Feedback Button.



Synergy DOE Home Screen

Title Bar

The Title Bar contains the About button, Focus Area, navigation controls, screen options, and support links.



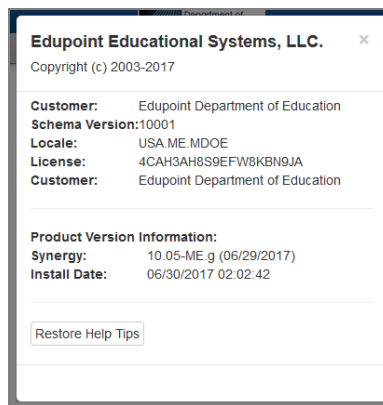
Synergy Title Bar

About System

Clicking on the Synergy logo brings up a small screen that provides the product version information.



Synergy DOE Logo



Synergy DOE About Screen

Focus

Each Synergy DOE user is setup to look at records for a specific school and year by default. The combination of school and year is called the Focus. The Focus sets whether inactive, active or both types of student records display. The user's current focus displays at the top right-hand corner of the screen. Sometimes the user may need to change their focus, either to a different year or to a different school.

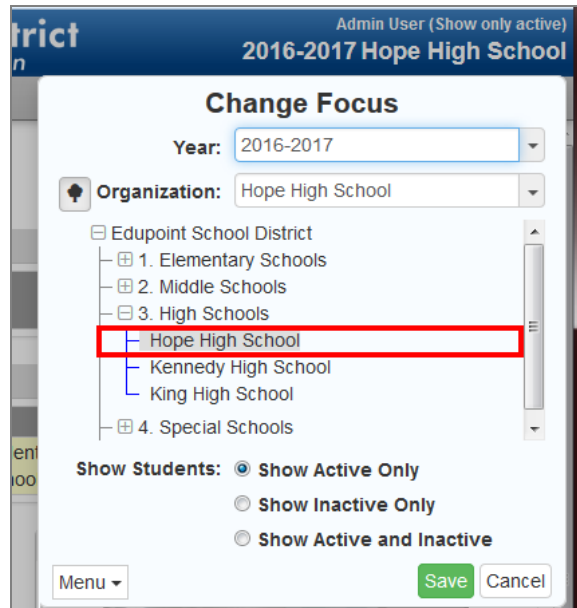


Focus Area

To change the focus:

1. Click the focus area. The Change Focus screen opens.
2. Select the **Year** to change to a different school year or session.

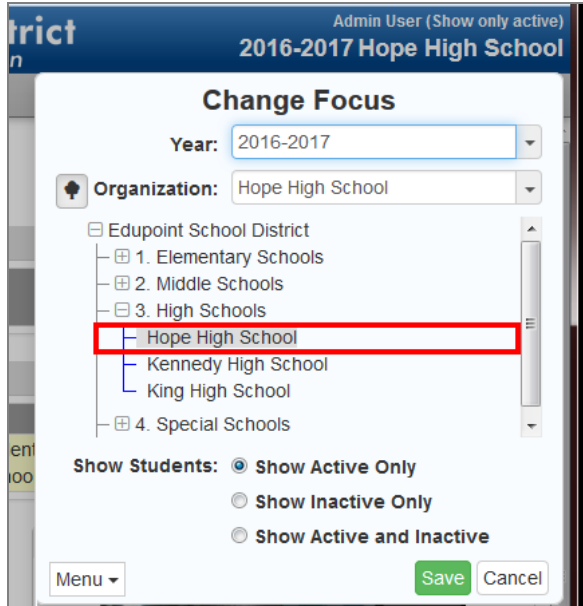
3. Select the **Organization** to select a school from an alphabetized list or click to select from a categorized list.
 - The focus may be set to the district or other organizational grouping; however, student information may only be edited when focused at a school.
 - You can screen the information at the district or other organization group level but you cannot change it.



Change Focus Screen

4. Select from **Show Active Only**, **Show Inactive Only**, or **Show Active and Inactive** to change the type of student records displayed.
5. Click **Save** when finished. The screen closes and the Focus changes.

When manually entering data, ensure that your focus is set on the school level.



Change Focus

Year: 2016-2017

Organization: Hope High School

- Edupoint School District
 - 1. Elementary Schools
 - 2. Middle Schools
 - 3. High Schools
 - Hope High School
 - Kennedy High School
 - King High School
 - 4. Special Schools

Show Students: Show Active Only
 Show Inactive Only
 Show Active and Inactive

Menu Save Cancel


Synergy DOE Home Screen



Home Icon

To return to the Home page at any time from any screen, click the **Home** icon.

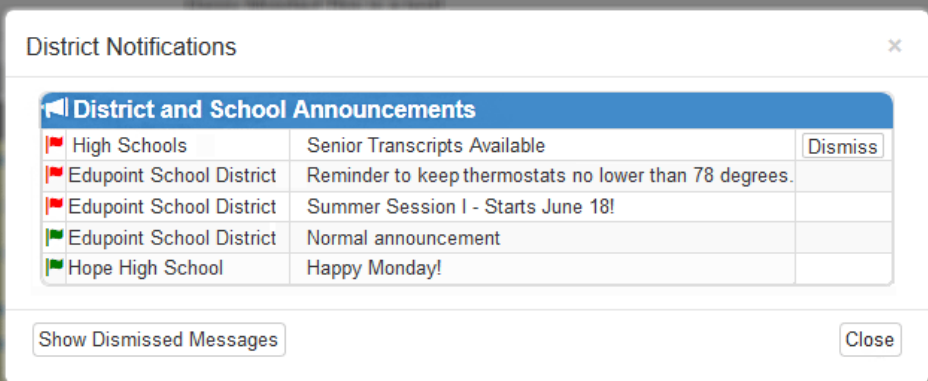


The  icon is not currently active.



Announcements

To view the district and school announcements screen that you saw when you logged in initially, click the **Announcements** link. A number resting in the corner of the icon tells the number of new announcements.



District Notifications

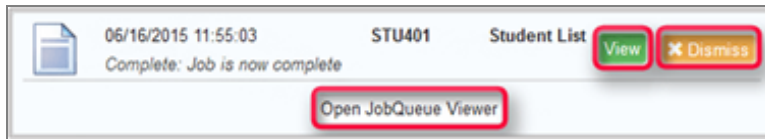
District and School Announcements		
High Schools	Senior Transcripts Available	Dismiss
Edupoint School District	Reminder to keep thermostats no lower than 78 degrees.	
Edupoint School District	Summer Session I - Starts June 18!	
Edupoint School District	Normal announcement	
Hope High School	Happy Monday!	

Show Dismissed Messages Close

District Notifications Screen

 **Job Queue**

After submitting a report of process, the Job Queue shows the status. You can view a snapshot of the status in Job Queue by hovering on this link. A number resting in the corner of the icon represents the number of new jobs in the queue.



Job Queue Tool

- Click **View** to open the report once the job completes.
- Click **Dismiss** to dismiss the job. You can still view the details of the job from the Job Queue screen.
- Click **Open JobQueue Viewer** to view job details.

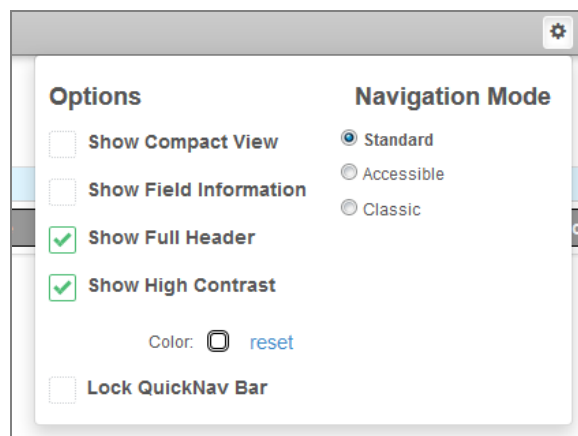
 For more information, see [Overview of Uploading Records](#).

 **Quick Launch Bar**

The Quick Launch Bar provides a quick way to launch a screen by simply typing the name of the screen in the box.

 **Screen Options**

Screen Options provide a quick way to customize the viewing experience. Hover over the icon to view the options. Click the option to select or deselect it.



Screen Options Tool

Show Compact View

Show Compact View provides the ability to activate a visual mode that eliminates some of the empty space on the screen, allowing more content to be displayed. Users accessing the system with

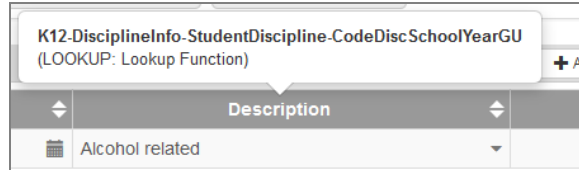
smaller screen form factors (i.e. 13"/14" laptops) can select this mode, which provides the ability to fit as much as possible on the viewing screen.



To maximize the space for data entry, select **Show Compact View**, do not select **Show Full Header** and do not pin the side navigation.

Show Field Information

This option is enabled by default. Hovering over a field in Synergy DOE identifies the corresponding business object information. Clear this option to remove the information from displaying on hover.



Business Object Information

Show Full Header

Clearing the Show Full Header option removes the gray bar from the Title Bar and condenses it into one blue bar to provide additional room for the Content Area.



Synergy Title Bar - Show Full Header



Synergy Title Bar - Show Full Header Cleared

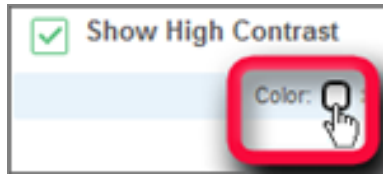
Show High Contrast

Show High Contrast provides the ability to activate a visual mode that some might find beneficial for reading text on a computer screen. Data text is bold to contrast with label text, which is a shade lighter.

The group box/grid headers are colored for easier identification.

Student Screen

In High Contrast mode, you have the option to select any color desired for the group box grid and panel. The group box header displays in the complementary color (or near to it.) The interface displays a shade darker. The color selection is retained and will display on the next log on.



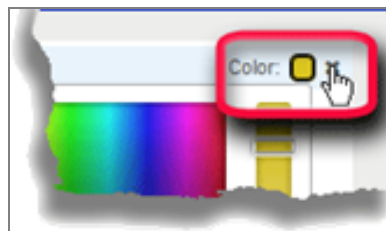
Screen Options Tool

1. Click the **Color** box and the color picker displays.



Screen Options Tool High Contrast Color Picker

2. Choose a color from the bottom squares or use your mouse and move the circle around to find the right color. Adjust the hue using the slider.

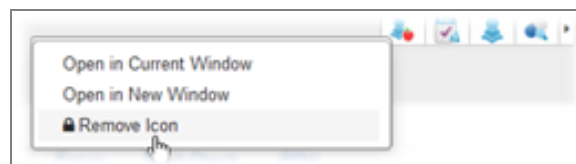


Screen Options Tool Return Default High Contrast Screen

3. Click the **X** to return to the default High Contrast color scheme.

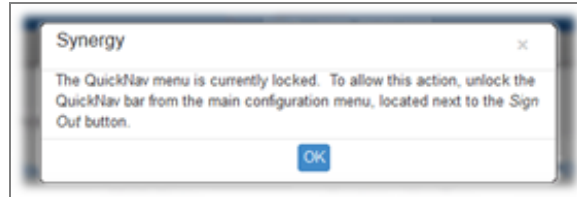
Lock Quick Nav Bar

Selecting this option displays a lock sign when attempting to remove the icon from the QuickNav bar.



Edit QuickNav Bar

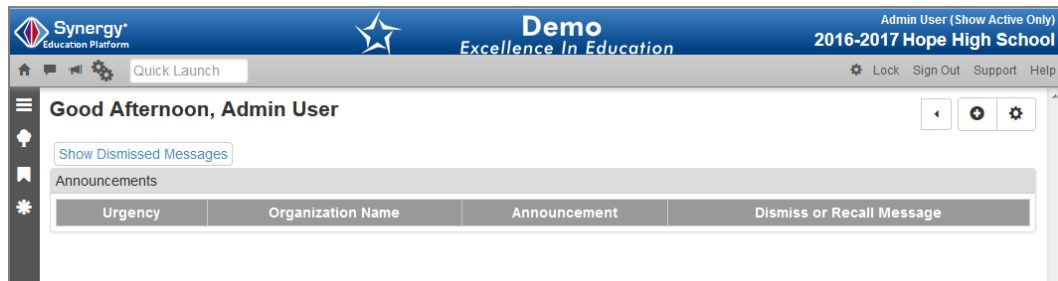
The following message displays when selecting Remove Icon if the bar is locked.



System Message

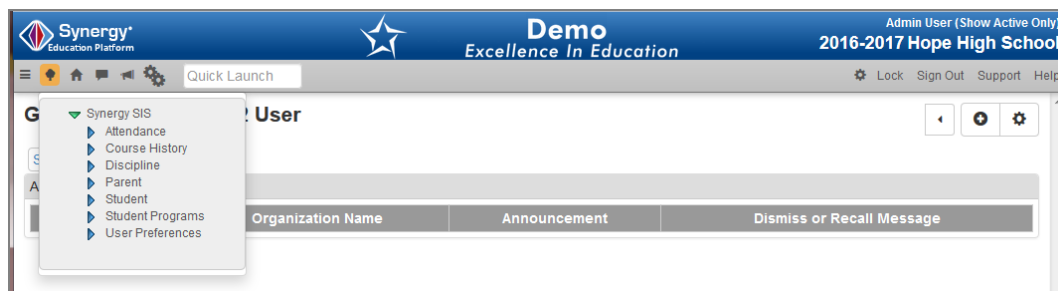
Navigation Mode

- **Standard** - The default appearance of Synergy DOE.



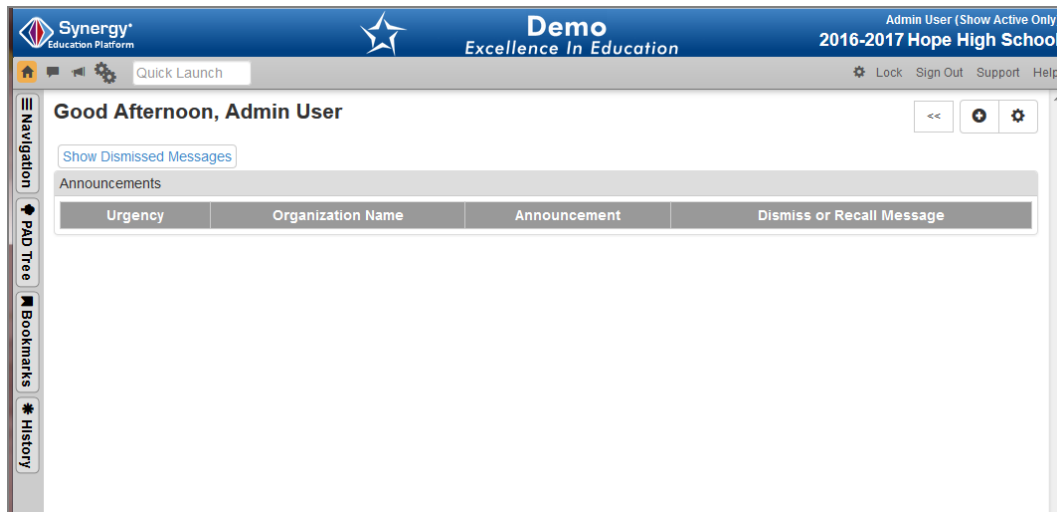
Standard Mode

- **Accessible** - This option changes the interface for compatibility with screen reader programs, such as JAWS. Navigation options display at the top of the screen, and there are no sidebar elements.



Accessible Mode

- **Classic** - When selecting this option, the look of the interface changes slightly and resembles earlier versions of Synergy.



Classic Mode

Lock

This locks the Synergy DOE screen. You must re-enter the password to access the screen, similar to the screen lock in Windows. This is helpful when the user needs to leave their desk momentarily and does not want to lose their work, but the information needs to remain secured.

Sign Out

Click this link to log out of Synergy DOE and return to the Login page.

Support

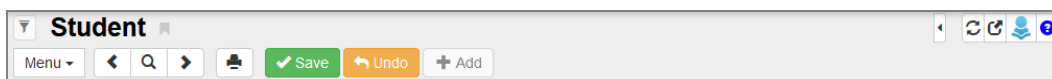
This links to a page with information about how to receive support for the Synergy DOE system.

Help

This links to the online help system. The online help is a separate installation.

Action Bar

The Action Bar contains icons, buttons, and indicators for various functions specific to a screen currently displayed.

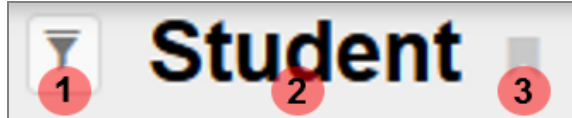


Synergy Action Bar

1. **Filter**

The **Filter** option is not currently active.

2. **Screen Name** – The name of the screen is always displayed in the title area of each screen. The Screen Name can be used in the Quick Launch bar to navigate to a particular screen.
3. **Bookmark** – Bookmark any frequently used screen, report, or process by clicking the bookmark to the right of the screen title for quick access later.



Synergy Action Bar

4. **QuickNav** – The QuickNav bar stores icons for screens selected by the user as shortcuts. Display or hide the icons in QuickNav by clicking the arrow.
5. **Refresh** – This refreshes the data in current screen.
6. **Detach** – This opens the screen in a separate browser window. In a detached screen, all of the normal functions in the screen still work such as entering information in fields. An unlimited number of detached screens may be opened.
7. **About** – This shows information about the current screen in view.
8. **Help**

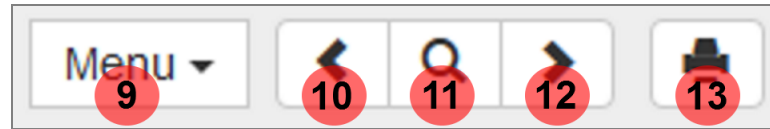


The **Help** option is not currently active.



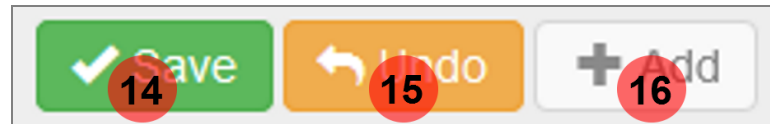
Synergy Action Bar

9. **Menu** – The Menu contains a drop-down list of actions for the screen, if available.
10. **Previous** – This scrolls to the previous record in the screen. Records are sorted in alphabetical order by the first field in the screen, so Previous scrolls through the records in descending order by this field.
11. **Switch to Find Mode** – This switches the screen to find records instead of screening or editing the records. The fields in the screen will become yellow in Find Mode.
12. **Next** – Next scrolls to the next record in the screen. Records are sorted in alphabetical order by the first field in the screen, so Next scrolls through the records in ascending order by this field.
13. **Print** – This prints the current screen exactly as shown.



Synergy Action Bar

14. **Save/Find/Edit** – These buttons change as the screen is set in different modes. In Inquiry mode, an **Edit** button switches the screen so that the record can be changed. In Find mode, it is a **Find** button that searches for records that match the information entered in the screen. In Edit mode, it is a **Save** button to save any changes made to the record in the screen.
15. **Undo** – Undo reverses any changes made to the data in the record in the screen.
16. **Add** – This opens a screen for adding records to the current screen.



Synergy Action Bar

Content Area

The content area displays the records available for the screen. At the top of most content areas, a line of general information about the record selected displays. Content areas may display one or more tabs of information. You must save the information in each tab before proceeding to another tab.

 A screenshot of a web application interface for a 'Student' record. At the top, there is a title 'Student' and a toolbar with 'Menu', 'Save', 'Undo', and 'Add' buttons. Below the toolbar, a red box highlights the text 'Student Name: Aaron, Ian' and 'School: Hope High School'. Underneath, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. A form contains fields for 'Last Name' (Aaron), 'First Name' (Ian), 'Middle Name', 'Suffix', 'State Student ID' (12345), 'Grade' (10), and 'Gender' (Male). A section titled 'Student Information' includes a 'Home Language' dropdown set to 'English' and a 'Birth Date' field set to '12/16/2000'.

Synergy DOE Content Area

When the content area is in Find mode, the fields are yellow. Information entered when a field is yellow is used as criteria when searching for records.

The screenshot shows the 'Student' form in Find mode. The title bar includes a 'Student' dropdown, a menu, navigation arrows, a search icon, and buttons for 'Find', 'Undo', and 'Add'. Below the title bar, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The form fields are highlighted in yellow, indicating they are active for search criteria. The fields include: Last Name, First Name, Middle Name, Suffix (dropdown), State Student ID, Grade (dropdown), Gender (dropdown), Home Language (dropdown), Alias, Birth Date (calendar icon), and Student Information.

Synergy SIS Content Area Find Mode

When the content area is in Edit mode, fields that you can edit have a white background. Fields that you cannot edit have a gray background.

The screenshot shows the 'Student' form in Edit mode. The title bar includes a 'Student' dropdown, a menu, navigation arrows, a save icon, and buttons for 'Save', 'Undo', and 'Add'. Below the title bar, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The form fields are highlighted in white, indicating they are active for editing. The fields include: Last Name (Aaron), First Name (Ian), Middle Name, Suffix (dropdown), State Student ID (12345), Grade (10), Gender (Male), Home Language (English), Alias, Birth Date (12/16/2000), and Student Information.

Synergy SIS Content Area Edit Mode

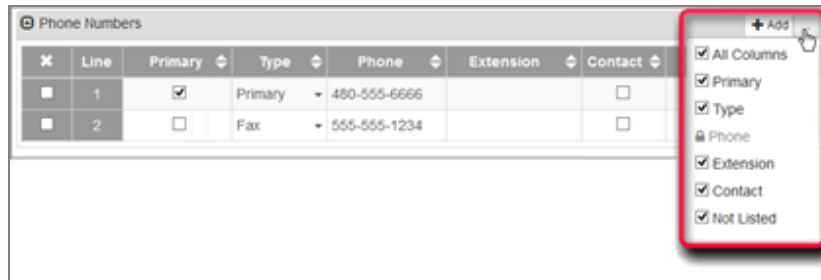
When adding a record, you must complete fields that have a green background before saving the record.

The screenshot shows the 'Parent' form in Add mode. The title bar includes a 'Parent' dropdown, a menu, and buttons for 'Save' and 'Close'. Below the title bar, there are tabs for 'Demographics'. The form fields are highlighted in green, indicating they are required for saving the record. The fields include: Last Name, First Name, Middle Name, Suffix, Parent Info, Email, and Deceased (checkbox).

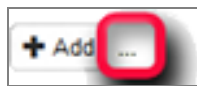
Student Add Screen

Grid Columns

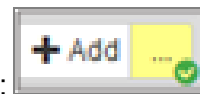
In the content area, you can adjust the number and type of columns viewed in grids for the current session.



Synergy DOE Grid Column Options



1. Click the three dots to the right of Add:
2. Select the columns to display. You cannot hide columns with a lock instead of a checkbox next to the name.



- When there are columns hidden from view, this displays:

Comment Fields

Also in the content area are Comment fields. These fields allow you to enter additional information about a student, for example, on certain screens.

Description: **Alcohol related**

[Print Discipline Report](#)

[Print Disciplinary Action Form](#)

Incident Date: 07/07/2017 Referred By: N/A

Staff Name: User, Test2

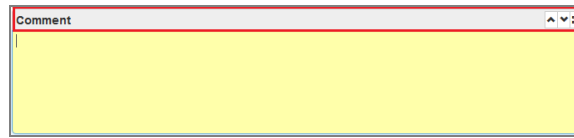
Days: 0.0 Demerits: 0

Comment


Student Discipline Screen, Discipline Incident Detail

To accommodate longer comments, you can resize the Comment field by following these steps:

1. Click inside the **Comment** field. The action bar opens outside the text area.



Comment Field

2. Click  to toggle the screen. This maximizes the area allowing you to view longer comments. Double-clicking the action bar also maximizes the field area.

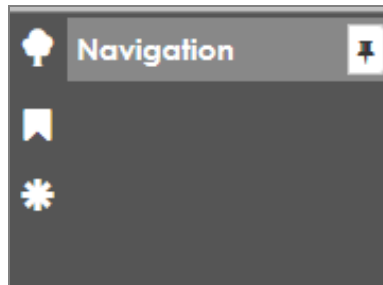


If you select anything outside of the Comment field or action bar, the Comment field returns to the original size.

Panels

Primary Navigation Panel

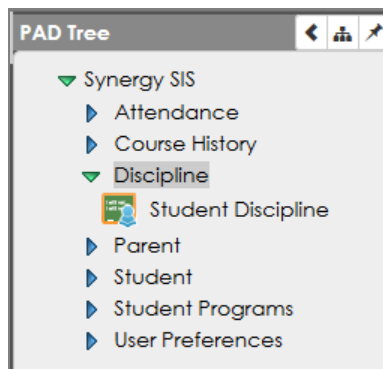
The Navigation Panel contains one or more toolbars that contain groups of icons. They represent shortcuts to frequently used areas in Synergy DOE. Each user can also create custom toolbar groups.



Synergy Navigation Panel

Product Navigation Tree Panel

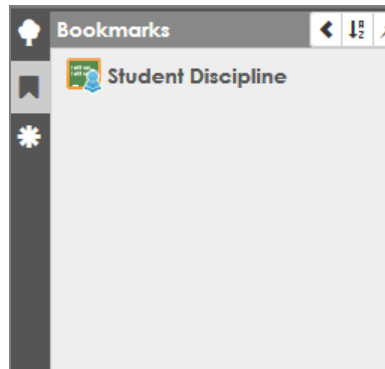
The Product Navigation Tree (PAD Tree) contains a tree structure that shows all of the screens and reports that can be accessed.



Synergy Pad Tree Panel

Bookmarks Panel

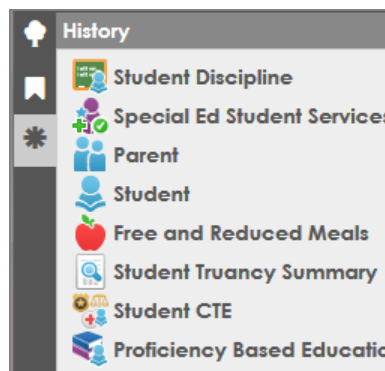
Bookmark any frequently used screen, report, or process by clicking the bookmark to the right of the screen title for quick access later.



Synergy Bookmarks Panel And Button

History Panel

Return to any screen, report, or process visited during the current session by selecting it from the History list.



Synergy History Panel

Feedback Button

The Feedback button allows you to send feedback to Edupoint about Synergy. By default, the button displays minimized on the right side of the screen. Hovering over the button allows you to view the button, change the position of the button, or click the pin icon to leave the button visible.



Feedback Button

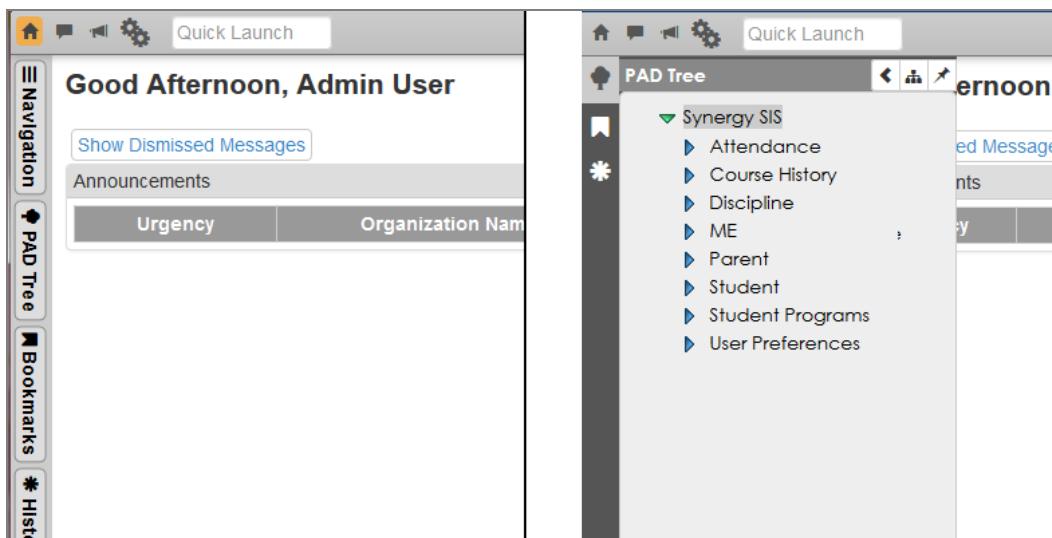
Navigation Options

There are several options for navigating within Synergy DOE.

The Primary Navigation (Navigation), Product Navigation Tree (PAD Tree), Bookmarks, and History panels are accessed from the side of the any Synergy screen.

Navigation

The Navigation toolbars are a great place for storing frequently used screens and reports. Multiple toolbars can be created to organize the screens and reports into related groups. The users cannot change groups created by the system administrator, which are indicated with a Lock icon following the group name. Whether using the Classic, Accessible, or Standard mode the navigation is the same, however, the Standard mode provides additional sorting and filtering.



Standard Vs. Classic Modes Example

- To access a screen or report from a toolbar, just click on the icon.
- Right click the icon to view additional options. The screen can be opened in the current window or a new “detached” window. From here, it can be added to your Quick Nav bar. There is also the option to remove it from the toolbar altogether, unless a lock exists next to the toolbar name. In that case, the option to remove the icon is absent.






Synergy Navigation Panel – Locked Toolbar – Standard Mode

- If multiple toolbars exist, inactive toolbars are listed by their group name at either the bottom or top of the active toolbar group.
- Select the name of the toolbar to switch between toolbar groups.
- In Standard mode, at the top of the group, there are additional options to sort and filter.

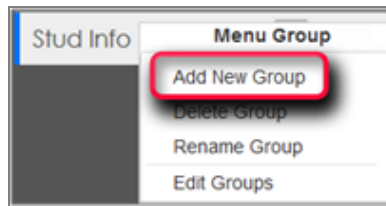


Synergy Navigation Panel – Sort/Filter Options – Standard Mode

- Click  to view the group by icons.
- Click  to view the group by list.
- Click  to sort the group A-Z.
- Start typing the name of the desired screen in the **Search** field and the system quickly filters down the list.

Creating a Custom Toolbar Group

1. Right-click on a group name and a drop-down menu opens.



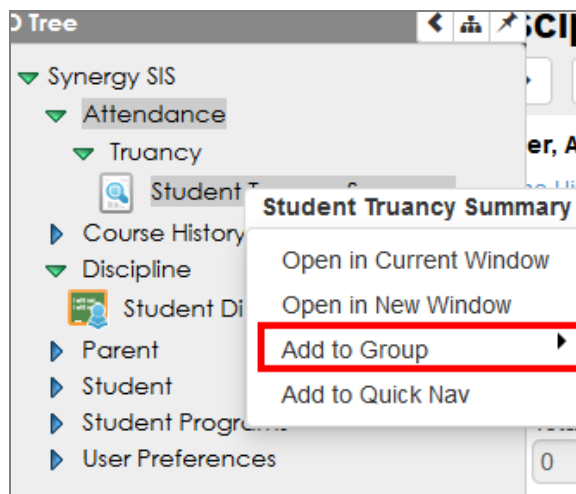
Synergy Navigation Panel – Menu Group – Standard Mode

2. Choose **Add New Group**.
3. Enter a name for the new group in the box.
4. Click **Save**.

Managing Toolbar Groups

You can rename or delete the toolbar group by right-clicking on the group name and choosing the desired option. To add a single icon to a group in both the Standard and Classic modes:

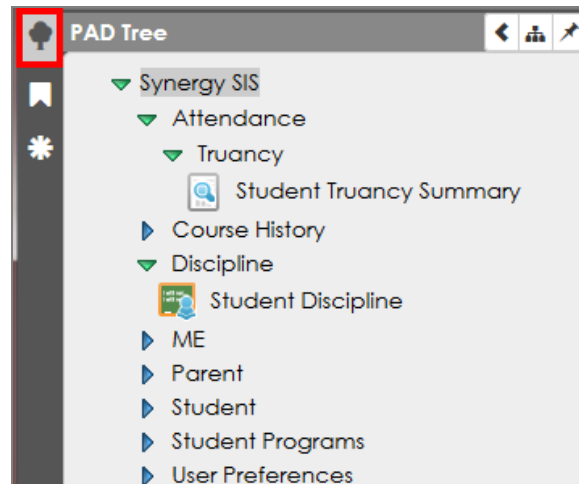
1. Locate the screen or report to add in the PAD Tree.
2. Right-click on the title or icon and choose **Add to Group ...** from the drop-down menu.



Synergy PAD Tree Panel

3. Select the desired group.

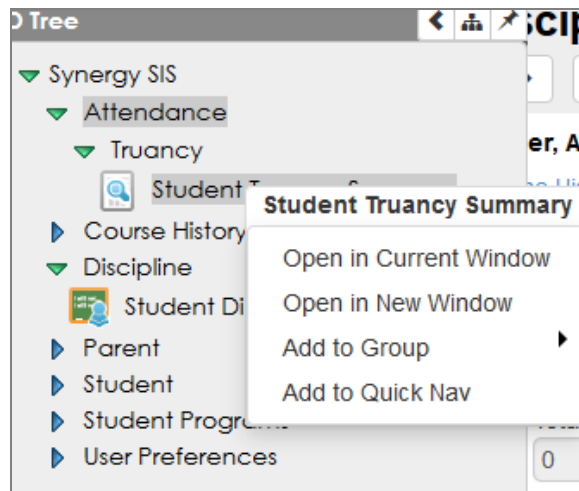
Product Navigation Tree Panel (PAD Tree)



Synergy PAD Tree

The Product Navigation Tree or PAD Tree lists all screens you can access.

1. Click on the name of the module or the blue triangle next to it to expand the folder and view its contents. When you click a triangle, it turns green and points downward.
2. Continue clicking on the names/triangles until the desired screen or report displays.
3. Click on the screen name or icon to show it in the content area.
4. Right-click on the screen name or icon and additional options display.



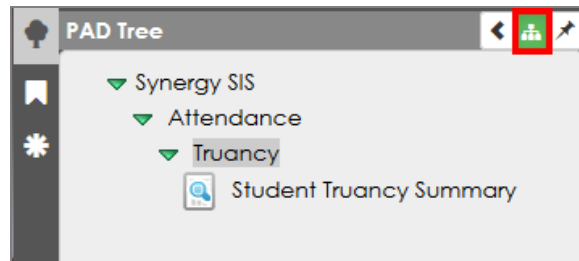
PAD Tree Options

- **Open in Current Window** – Opens the screen in the content area.
- **Open in New Window** – This option opens the screen in a new detached window.
- **Add to Group** – This option places an icon link in the selected Navigation Toolbar group.
- **Add to Quick Nav** – If this option is available, it places an icon link above in the Quick Nav bar.

Changing PAD Tree Display Options

You can toggle the PAD Tree feature to only show the currently selected tree node rather than all of the nodes.

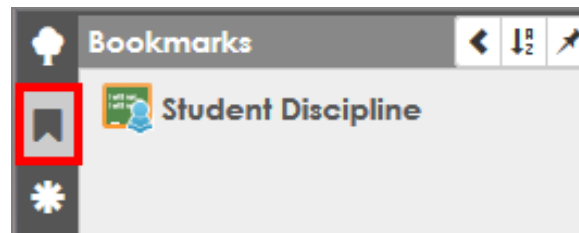
1. On the Quick Launch Toolbar, click the **Gear** icon to select **Standard Navigation Mode**.
2. Navigate to the PAD Tree.
3. Click the **Only Show the Active Node** icon to enable or disable the option.
 - When enabled, the Only Show the Active Node icon appears green and shows only the currently selected node in the PAD Tree instead of all the nodes.



PAD Tree

- When disabled, the Only Show the Active Node is the default color and shows all nodes in the PAD Tree instead of just the currently selected node.

Bookmarks Panel



Synergy Bookmarks Panel

- Bookmark any frequently used screen, report, or process by clicking the bookmark to the right of the screen title.



Student Screen

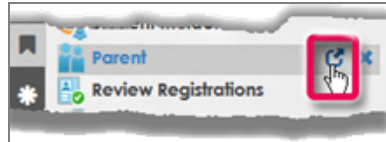
Once you bookmark a screen, the bookmark icon turns blue.

- To remove a bookmark, hover over the title and click the **X**.



Synergy Bookmarks Panel

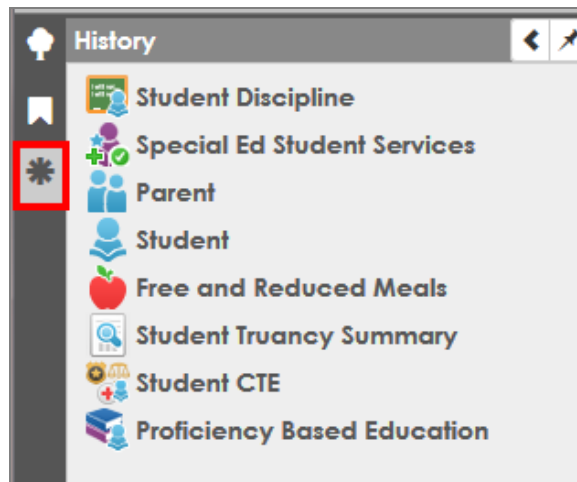
- To open the screen in a separate window, hover over the title and select the detach screen icon.



Synergy Bookmarks Panel

History Panel

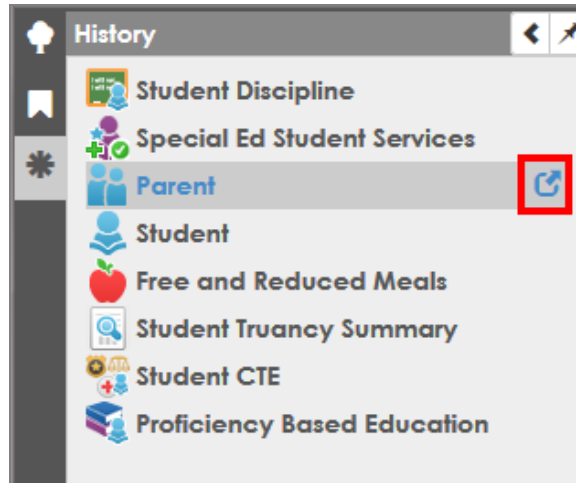
- Return to any screen, report, or process visited during the current session by selecting it from the History list.



Synergy History Panel

The panel displays the screens in the order visited with the first screen visited on the bottom of the list and the last screen visited on the top of the list. The history clears when you sign out.

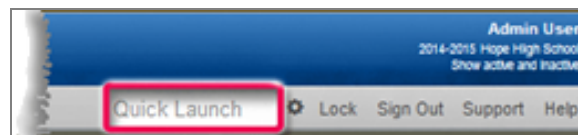
- To open the screen in a separate window, hover over the title and select the detach screen icon.



Synergy History Panel

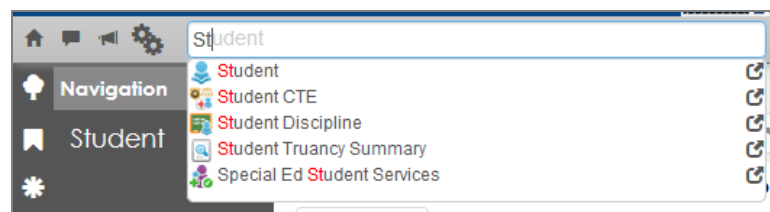
Quick Launch

The Quick Launch bar provides a quick way to “launch” a screen or report by simply typing the name of the screen in the box.



Synergy Quick Launch

- Entering just a few letters displays the screens available that match. Scroll down to select a screen. If the screen does not display, select **More...**



Synergy Quick Launch

Synergy How-To

Using Keyboard shortcuts

These keyboard shortcuts are helpful to move quickly through the screens in Synergy DOE, particularly when entering a large amount of records.

Combination Keys	Action
Control + A	Add
Control + S	Save
Control + D	Delete
Control + F	Find
Control + Z	Undo
Control + Q	Sign Out
Control + Right Arrow	Scroll Fwd 1 Record
Control + Down Arrow	Scroll Fwd 1 Record
Control + Left Arrow	Scroll Back 1 Record
Control + Up Arrow	Scroll Back 1 Record
Up Arrow	Scroll Up (screens/lists)
Right Arrow	Scroll Up (lists)
Down Arrow	Scroll Down (screens/lists)
Left Arrow	Scroll Down (lists)

Using Chooser

Use Chooser to find one or multiple records.

The screenshot shows the 'Parent' screen with the 'Children' tab selected. The 'Parent Name' is 'Smith, Parent'. Below the name fields, there is a 'Related Children' table with two rows. The 'Chooser' button is highlighted with a red box.

Line	Relation Type	Student Name	School Name	Lives With
1	Father	Aaron, Ian	Hope High School	<input checked="" type="checkbox"/>
2	Father	Aaron, Jane	Hope High School	<input checked="" type="checkbox"/>

Parent Screen, Children Tab


1. Click **Chooser**. Chooser screen opens.

The screenshot shows the 'Chooser' screen. The 'Parent Name' is 'Smith, Parent'. There are 'Find', 'Select', and 'Close' buttons. Below, there are 'Find Criteria' fields for Last Name, First Name, Middle Name, and Suffix. There is an 'Add All Row(s) >>' button. At the bottom, there are 'Find Result' and 'Selected Items' tables.




Line	Last Name	First Name	Middle Name	Suffix

Chooser Screen

2. Enter partial or complete data in any Find Criteria field.
3. Click **Find**. Search Results displays a list of records matching the criteria entered.
 - Clicking anywhere on a record in the **Find Result** column moves the record to the **Selected Items** column.
 - You can also click **Add All Rows>>**. This moves all records found in Find Result column to Selected Items column.

 You can search multiple times until you find all records and added them to the Selected Items column.

4. Click the **X** to delete an undesired record from Selected Items column, if needed.
5. Click **Select**. This closes the Chooser screen and the records selected display.

 Select  in the top right corner to pop out the Chooser window to move and resize as needed. Select  to return the window to the main screen.

Chooser
Parent Name: **Smith, Parent**

Find
+ Select
X Close

Search Results

Find Criteria

Last Name First Name Middle Name Suffix

[Add All Row\(s\) >>](#)

Find Result					Selected Items					
Line	Last Name	First Name	Middle Name	Suffix	X	Line	Last Name	First Name	Middle Name	Suffix
1	Smith	Aaron				1	Smith	Emma	H	
4	Smith	Chris	A			2	Smith	George	H	
5	Smith	Edward	O							
6	Smith	Ian	C							
7	Smith	Jared								
8	Smith	Jason	A							

Chooser Screen

Using the Find Foreign Key

The Find Foreign key opens a Find: screen to locate records.

Student CTE Program Add

Student Name: **Aaron, Ian**

CTE Program

CTE Program Title

CTE Program Code

Start Date End Date


Exit Status

CTE Attributes

Displaced Homemaker

Single Parent

Student CTE Program Add Screen

1. Click . The Find: screen opens.
2. Enter partial or complete data in any Find Criteria field.
3. Click **Find** or press the Enter key. The Search Results displays a list of records matching the criteria entered.
4. Click anywhere on appropriate record to highlight.
5. Click **Select**. The Find: screen closes and the record selected displays in the field.

Find: CTE Program

Search Results

Find Criteria

Title Code Tech Prep

Find Result


Line	Title	Code	Tech Prep
1	Graphic & Printing Equipment Operator, General Pro	10.0305	<input type="checkbox"/>
2	Graphic Design	50.0409	<input type="checkbox"/>

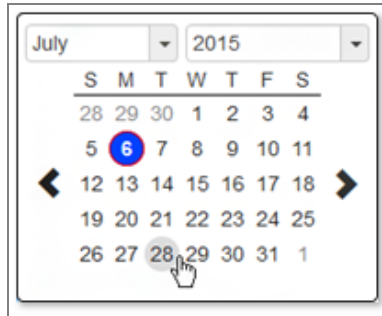
Find: Staff Screen



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.


Entering Dates

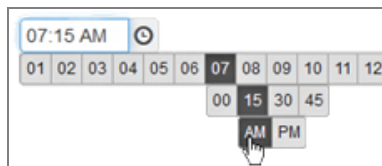
You can enter dates by typing the numerals of the dates. For example, typing 052215 and pressing the Enter key results in 05/22/15. You can also click  and select the date. Today's date is highlighted in blue.



Synergy Calendar

Entering Time

You can enter the time by typing the numerals of the time. The system formats the field once entered. For instance, 900 formats as 9:00 AM. You can also click  and select the time.



Synergy Clock

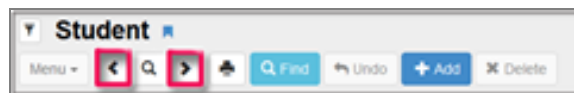
Finding and Sorting Records

Scroll to Find Records



The following examples show how to search within the Student screen, but these same techniques work with any screen in Synergy DOE.

1. Click > to advance to the first student record. Records sort alphabetically by the first field on the screen, which is Last Name in this case. The first student to appear most likely has a last name beginning with A.



Synergy Scroll Buttons

2. Click < to scroll in reverse alphabetical order by the first field on the screen.
3. Continue scrolling until the desired record displays.



The focus set in the upper right-hand corner of the screen controls the available records when scrolling or finding. For example, if you set the focus to show only active students, you cannot find an inactive student's records by scrolling or finding. You must change the focus to display inactive students for those records to appear when scrolling or finding records.

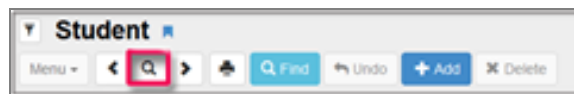
Search by Primary Field

While scrolling can be a good way to find a specific record in a small group of records, it can be cumbersome to scroll through many records.

Find Mode

Using Find mode can make it easier to find the exact record when searching through large groups of records.

1. Click **Find Mode**.



Synergy Find Mode Button



Screens open in Find mode when you log in to Synergy DOE. The fields display in yellow to indicate that the screen is in Find Mode. Once you select a student record, that student's records appear in all of the student-related screens. For example, if you look at a student's records in the Student screen, then select the Student Discipline screen, that student's records also display without you having to search for them.

Student Screen



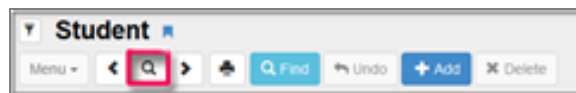
When you click **Find Mode**, all data clears from the screen. Make sure to save any changes before clicking **Find Mode**.

2. Enter all or part of the **Last Name**.
3. Click **Find** or press Enter.
 - If no last name contains the letters entered, the next record closest to the searched name displays.
 - If the letters entered for the last name match all or part of a student's last name, the first student with the last name matching the entered information displays. For example, if you entered the last name *Doe* and more than one student with the last name Doe is available, the screen shows Jane Doe's information, since Jane Doe is alphabetically listed before Janet Doe.
4. Scroll to find the other students with the same last name.
 - If the letters entered match the first part of a student's last name, that record displays if no record matches the exact letters entered. For example, if you entered *Doe* but no students have the last name Doe, a student named Doerner shows instead.
 - If the letters entered do not match the first part of a last name but they are contained in another last name, that name displays. For example, if you enter *Der* and no last names begin with Der, Moldero displays.

Search Using Multiple Fields

In some cases, you may find it more effective to search for a student using more than one piece of information. For example, maybe there are several students with the last name Smith. To search for students using multiple fields:

1. Click **Find Mode**.



Find Mode Button

2. Enter all or part of the student's **Last Name** and all or part of the student's **First Name** in the screen.
3. Click **Find** or press Enter.
 - The first student who matches the last name and first name entered displays. For example, if you enter the last name *Smith* and only *J* for the first name, it pulls up John Smith's record before Juan Smith's record.
 - If the last name exists but no student has a matching first name, the first student whose first name contains the letters entered for the first name displays. For example, if you enter *Smith, R* but no student has a first name beginning with R, it pulls up Harry Smith's records.

- If no last name contains the letters entered, the next record closest to the searched name appears.



Although you can complete any or all fields to search for a student, it is generally best to start with just the last name, to see if matching records exist at all. You can then conduct other searches with additional information to narrow down the number of records.

Search Using Find Result

As long as you enter some information in the primary field, Find Mode always tries to match the criteria entered to a specific record in the Synergy DOE database and bring up the record in the main screen. However, two other search methods can bring up a list of records in a grid where you can select the record manually. This grid is in the Find Result screen.

Line	Last Name	First Name	Middle Name	Perm ID
1	Smith	Christian		997168
2	Smith	Juan		997110
3	Smith	Katie		997261
4	Smith	Matt		997262
5	Smith	Theresa	A	997194
6	Smith	Theresa	J	997195

Find Result Screen

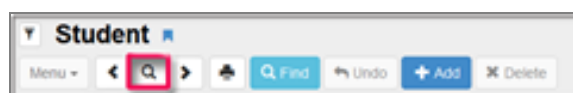
The Find Result screen displays when you enter information in a secondary field and nothing in the primary field of the screen or when you use an asterisk in any field.



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.

Search Using Secondary Fields

1. Click **Find Mode**.




Find Mode Button

2. Enter all or part of the search criteria on any field or fields, on any tab, except the primary field. For example, enter the student's **First Name** to list all students with that first name.

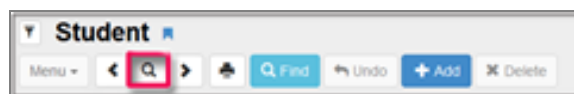
Student Screen

3. Click **Find** or press Enter. The Find Result screen opens listing all students that match the entered criteria.

 Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.

Search Using *

1. Click **Find Mode**.



Find Mode Button

2. Enter all or part of any field or fields on any tab. Then enter an asterisk (*) either in a field by itself or with the text in a field. For example, if you want to find all the students whose first name starts with A, enter A in the **First Name** field followed by an asterisk (*).

Student Screen

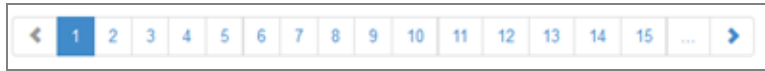
- The placement of the asterisk (*) in the field controls how the existing information entered in the field matches to the records.
 - If you place the asterisk (*) before the text, the text must match exactly in the field.
 - If you place the asterisk (*) after the text, it matches any records that start with that text in the field.
 - If you place the asterisk (*) in the middle of the text, the field must start with the text before the asterisk (*) and end with the text following the asterisk (*).
 - If you enter text in the primary field and enter only asterisks in any other field, the Find Result screen does not open. You must use at least one asterisk in a field with text to open the Find Result screen. You may also place asterisks in other fields to include them in the Find Results screen.
- 3. Click **Find** or press Enter to view the results. The Find Result screen opens in a separate screen, listing all students who match the entered criteria.



Find screens close when you change the focus to a different school or node. The focus change does not affect any detached screens, however. The detached screens continue to return values based on the originating school focus.

Selecting the Record

If more than one page of records match the criteria, the additional page numbers display at the bottom of the Find Result screen.



Find Result Screen

1. To display a specific page, click on the **Page Number**. To advance to the next page, click **>**. To see additional page numbers, click on the **...** link.
2. Hover your mouse over a page number to view the index of the records displayed on that page.



Find Result Screen

3. Click anywhere on the line of the desired student record. The line highlights and the information displays on the Student screen.
4. To show a different student's record, click anywhere on that record.
5. To select a record, double-click anywhere on the line. The Find Result screen closes.

Sort

Throughout Synergy DOE, there are sections of pages known as grids. These grids show multiple records in rows and columns, similar to a spreadsheet.

Line	Proficiency Area	School Year	School Name
1	English Language Arts	2016-2017	Hope High School
2	Career and Education Development	2016-2017	Hope High School
3	Social Studies	2016-2017	Hope High School
4	A Self-Directed and Lifelong Learner	2016-2017	Hope High School

Proficiency Based Education Screen

Each of these grids sorts by the first column of information by default, usually in ascending order. However, you can sort the grids by any of the columns in either ascending or descending order.

- Click on the top arrow in any column to sort a grid in ascending order (smallest to largest, earliest to latest, A to Z).

- Click on the bottom arrow in any column to sort a grid in descending order (largest to smallest, latest to earliest, Z to A).

The current sort order is indicated by the selected triangle turning bright green.



The customized sort order is not saved and the grid reverts to the default sort if you bring another screen into focus. The sort order does save when switching between tabs of the same screen.

List Options

When selecting from long drop-down lists, Synergy DOE provides three different options that determine the behavior of the match when a user uses the keyboard to locate a value. The values entered display in red.

Match items by single letter

The system matches by the first letter entered. For instance, if in a State list a user enters *M* and then *I*, the values **Maine** and then **Idaho** are selected.

Match items by sequence of letters

The system matches to a sequence of letters. If in a State list a user enters *M* and then *I*, the values **Maine** (the first M state) and then **Michigan** (the first MI state) are selected.

Hybrid match strategy

Once the sequence typed has no match, the system matches by the last character typed. If in a State list a user enters *M*, then *I*, and then *D*; the values **Maine** (the first M state), then **Michigan** (the first MI state), and then **Delaware** (the first D state) are selected.

Student Proficiencies					+ Add	...
×	Line	Proficiency Area	↕	School Year	School Name	↕
☐	1	English Language Arts	▼	2016-2017	Hope High School	
☐	2	Career and Education Development	▼	2016-2017	Hope High School	
☐	3	Social Studies	▼	2016-2017	Hope High School	
☐	4	A Self-Directed and Lifelong Learner	▼	2016-2017	Hope High School	
☐	5	Health Education and Physical Education	▼			
		Health Education and Physical Education				
		Mathematics				

Drop-down List Option – Match Items By Sequence Of Letters Example

Chapter 2: Student

Viewing Student Records	44
Enrolling Students	48
Linking Parents to Students	54
Withdrawing Students	57

Viewing Student Records

While student information is gathered throughout Synergy DOE, you enter and access the core student address and enrollment information on the Student screen. Across the top of the screen, the student's full name and general demographic information display on every tab.

The screenshot shows the 'Student' screen with the following information:

- Student Name: Aaron, Ian
- School: Hope High School
- Demographics tab is selected.
- Fields: Last Name (Aaron), First Name (Ian), Middle Name, Suffix, State Student ID (12345), Grade (09), Gender (Male).

Student Screen

Demographics Tab

The **Demographics** tab contains the student contact information. It also lists the student's Home Language, Birth Date, and Race and Ethnicity.

The screenshot shows the 'Student' screen with the 'Demographics' tab selected. The information is organized into several sections:

- Student Information:** Home Language Alias, Birth Date (02/12/2002), Refugee, Immigrant, US Entry Date, US School Entry Date.
- Race and Ethnicity:** Hispanic/Latino (Non-Hispanic), Resolved Race/Ethnicity (White), Race (White selected), Asian, American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander.
- Home Address:** Address (123 Main St), Effective Date, City (Anytown), State (ME), ZIP Code (12345), +4, Grid Code. Includes a 'Map it!' button.
- Mail Address:** Address (123 Main St), City (Anytown), State (ME), ZIP Code (12345), +4. Includes a 'Map it!' button.
- Phone Numbers:** A table with columns: Line, Primary, Type, Phone, Extension, Contact, Not Listed. One entry is shown: Line 1, Primary checked, Type Cell, Phone 555-555-5555.
- Additional Information:** Social Security Number, EL Start Date.

Student Screen Demographics Tab

- The student's **Home Address** displays with an **Effective Date** so staff know when the address was last updated. The **Map It!** button brings up a Google Maps screen with the student's home address shown.
- The **Mail Address** can match the **Home Address** or you can enter a different mailing address. There is a separate **Map It!** button for the mailing address.

Parent /Guardian Tab

The **Parent/Guardian** tab includes information about the student's parent/guardian(s) and lists any siblings.

Line	Lives With	Relation	Parent Name	Type	Phone
1	<input type="checkbox"/>	Father	Smith, John		

Line	Student Name	Gender	Street Address	City	Grade	School
1	Aaron, Jane	Female			10	Hope High School

Student Screen Parent/Guardian Tab

- Clicking the **Parent Name** opens the Parent screen in a separate window with more information about the person.
- Select a parent record and click **Show Detail** to view demographic information.

Parent Name: **Smith, John**

Demographics Children

Last Name: Smith First Name: John Middle Name: Suffix:

Race and Ethnicity

Hispanic/Latino Resolved Race/Ethnicity

Race

Asian American Indian or Alaska Native Black or African American
 Native Hawaiian or Other Pacific Islander White

Home Address Mail Address Work Address

Phone Numbers

Line	Primary	Type	Phone	Extension	Contact	Not Listed

Student Screen Parent/Guardian Tab

- When the sibling is enrolled in the same school, the sibling's **Student Name** is a link to their Student screen that opens in a separate window.

- If the sibling is enrolled in a different school, their information displays in the grid but you cannot access their information directly.

Enrollment Tab

The student's current enrollment information displays on the **Enrollment** tab. Previous enrollments display on the **Enrollment History** tab.

Student

Menu

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Enrollment Information

Enter Date: 08/15/2016 Start Status: 01821: Transfer from a public school in the same local education agency Exit Date: Exit Type Code: Enrollment Type:

Days Enrolled: 175.00 Days Present: 160.00 Days Excused Absences:

Military Family: It is unknown whether or not the student is military-connected.

Enrollment Activity

Last Activity Date: 07/14/2017 Effective Date:

Grade: 09 FTE Code: 4: 51-75% of educational time spent at school

Resident SAU: Edupoint School District Resident Town: Anytown

Alternative Education Student Gifted Talented Academic
 Homeless Unaccompanied Youth Gifted Talented Artistic
 Homeless Night Time Residence Bilingual Services
 Sheltered English
 Fiscal Responsibility: Resident of School Unit Heritage Language Services
 Home Schooled
 Section 504 Plan
 Title 1A Math
 Title 1A ELA

No Show Withdrawal

No Show Code: No Show Date:

Student Screen, Enrollment Tab

Enrollment Information

- The student's **Enter Code** and **Start Status** for this enrollment.
- The student's **Exit Code** and **Exit Date** describe the reason for withdrawing and the date they withdrew.
- The **Days Enrolled**, **Days Present**, and **Days Excused Absences** track student attendance.

Enrollment Activity

- **Last Activity Date** shows the date the enrollment was changed or entered. This is a system-generated date and you cannot change it.

- **Effective Date** is the date the change is effective, generally the same as the **Enter Date**.
- **FTE Code** is the code assigned for the student's full-time equivalent level.
- **Resident SAU** is the district where the student lives.
- **Resident Town** is the town the student has residence in.
- **Fiscal Responsibility** is the provider of the student's education costs.

Enrollment History Tab

The **Enrollment History** tab shows all of the enrollments for a student at the district, including enrollments in schools other than the one in focus. Hovering over a field shows when the Enrollment record was added, and which user last updated it.

Student [Menu] [Save] [Undo] [Add]

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Line	Year Code	Enter Code	Leave Date	Leave Code	Tuition Payer Code	Grade	Organization Name	ADA/ADM
1	2017-2018	09/06/2017	Transfer from		Resident of School	09	Hope High School	

Record added 08/18/2017 by User, Admin
Record last changed 09/12/2017 by User, Admin

Student Screen, Enrollment History Tab

Click **Show Detail** to manage the historical enrollment record and modify any information.

Enrollments [Hide Detail]

Line	Year Code
1	2017-2018

Student School

Alternative Education Student Night Time Residence Unaccompanied Youth Sr Enr User Check 01 Sr Enr User Check 02
 Sr Enr User Check 03 Sr Enr User Check 04 Sr Enr User Check 05 Sr Enr User Check 07 Sr Enr User Check 08
 Sr Enr User Check 10 Sr Enr User DD 03
 Sr User Num 1 Sr User Num 2 Sr User Num 3

Student Enrollment

Enter Date: 09/06/2017 Enter Code: 01823: Transfer from a public school in a different state Leave Date: Leave Code: Grade: 09
 FTE: 0
 Tuition Payer Code: R Resident District: 01: Edupoint School District Resident Town: 01: Anytown ADA/ADM: Home Schooled:

Enrollment Activities [Add]

Line	Effective Date	Grade	FTE	Fiscal Responsibility	Resident SAU	Resident Town	Home Schooled
1	09/06/2017		0	Resident of School Unit	01: Edupoint S	01: Anytown	<input type="checkbox"/>

Student Screen, Enrollment History Tab, Enrollments Detail

Enrolling Students

When enrolling a student in a school, the method depends on the previous enrollment of the student. There are three different methods to create a new enrollment:

1. If the student is new to the district or previously enrolled in the same school for the current school year, use [Adding Students](#). This process uses the Student Add screen.
2. If the student was previously enrolled at another school in the district or previously enrolled in the same school for a previous year, use [Transferring Students or Re-enrolling Students](#).
3. If the student requires concurrent enrollment in two schools within a district, use [Transferring Students or Re-enrolling Students](#) with the Focus set to the secondary school. For example, if a student in School A wishes to concurrently enroll in School B, set School B as the Focus.



Changes to student enrollments can be restricted to certain times of the day, to certain days of the week, or disabled altogether.

Certain features described below may or may not be available on your screen, or there might be features not described based upon school district selected options and customizations.

Adding Students

Before adding a new student, there is a prompt to check the list of students already entered in Synergy DOE, to prevent duplicate records from being entered for a student.

1. Navigate to **Synergy SIS > Student > Student**.
2. Confirm the current focus is set to the school and year in which the student is enrolling.
3. Click **Add**. The Student Find screen opens.
4. Enter partial or complete data on any Search Criteria field. It is important to try to enter data that is unique to that student, such as their **Birth Date**.
5. Click **Find**. Search Results displays a list of records matching criteria entered.



Names highlighted in yellow indicate a student that, at some point, was enrolled in your district. Do not create a new student record for this student. Instead, use the transfer student procedure.

- Click **Add New** at the top of the Student Find screen to add a new record if the student does not exist. The Student Add screen opens in a new window.



After entering mandatory information, you can click **Save** to close the window and enter additional student data at another time.

Student Find

<< Previous Next >> Find Close Transfer **Add New**

Student Search

Search Criteria

Last Name First Name Middle Name Birth Date State Student ID

Aaron [] [] 02/12/2002 []

Students

Line	Status	Student Name	Gender	Birth Date	Perm ID	Current/Previous Enrollment					
						School	School Year	Grade	Graduated	Leave Code	Leave D.
1		Aaron, Harold N.	Male	05/16/2001	968257	King High School	2016-2017	10			
2		Aaron, Ian	Male	02/16/2007	129442	Grant Elementary	2016-2017	04			
3		Aaron, Susan	Female	03/10/2011	41	Adams Elementary	2016-2017	K			
4	I	Aaron, Theresa	Female	12/17/2009	126855	Adams Elementary	2016-2017	01	1		09/19/201
5		Abarca Salazar, Carol D.	Female	10/29/2011	163051	Jefferson Elementary	2016-2017	K			
6		Abbott, Andrew E.	Male	12/11/2002	124013	Eisenhower Middle School	2016-2017	08			

Student Find Screen

- Enter the **Last Name** and **First Name** for the student.
- Enter the student's **State Student ID (SSID)** if enrolling a student previously enrolled in the same school for the current school year. If the student has never been enrolled in a Maine school before and needs an SSID, leave this field blank.



Synergy DOE can automatically generate new SSIDs for PR, PK, and KG students using the State Student File. You can also use the report to locate SSIDs for students previously enrolled in a Maine school. For more information, see [State ID Import File](#).

- Select the **Grade** for the student to enroll in.
- Select the **Gender** of the student.
- Select the **Home Language** for the student.
- Enter the student's **Birth Date**.
- Select if the student is a **Refugee** or **Immigrant**.
- Enter the **US Entry Date** and **US School Entry Date**, if necessary.
- Select if the student is **Hispanic/Latino**.

16. Select the student's **Ethnic Code**.

The screenshot shows the 'Student Add' form with the 'Race and Ethnicity' section expanded. The 'Hispanic/Latino' dropdown is selected. Below it, there are checkboxes for 'Asian', 'American Indian or Alaska Native', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'. The 'Ethnic Code' field is also visible with a plus sign icon.

Student Add Screen

17. Enter the student's **Home Address** and **Mail Address**, if necessary. Do not enter a PO Box.

18. Enter the student's contact phone number, if necessary.

- Click **Add** in the Phone Numbers grid. A new row appears.
- Select **Primary** to indicate which number is primary if entering more than one number.
- Select the **Type**.
- Enter the **Phone** number.
- Select **Contact** if the number is a contact number for the parent.
- Select **Not Listed** if the number should be secure.

19. Enter the student's **Social Security Number**, if necessary.20. Enter the student's **EL Start Date**, if necessary.

The screenshot shows the 'Student Add' form with the 'Home Address' and 'Mail Address' sections expanded. The 'Home Address' section includes fields for Address, Effective Date, City, State, ZIP Code 5, ZIP Code 4, and Grid Code. The 'Mail Address' section includes fields for Address, City, State, Mail ZIP Code 5, and ZIP Code 4. The 'Phone Numbers' section is a table with columns for Line, Primary, Type, Phone, Extension, Contact, and Not Listed. The 'Additional Information' section includes fields for Social Security Number and EL Start Date.

Student Add Screen

21. Select the **Enrollment** tab.22. Modify the **Enter Date** for the student if different than the current date.23. Select the **Start Status** for the student.

24. Select if the student is part of a **Military Family**, if necessary.

Student Add Screen, Enrollment Tab

25. Select the **FTE Code** for the student. This indicates the percentage of time the student spends at school when coordinating with homeschooling.
26. Select the **Resident SAU**. This is the district of residence associated with the student's home address.
27. Select the **Resident Town**. This is the town associated with the student's home address.
28. Select the **Fiscal Responsibility** for the student.
29. Select any additional enrollment attributes.

Student Add Screen, Enrollment Tab

- **Alternative Education Student** – Student participates in an Alternative Education program
- **Homeless Unaccompanied Youth** – Student is not in the physical custody of a parent or guardian. Includes runaways, students kicked out of their homes, or students abandoned by parents.



Select a **Homeless Night Time Residence** if selecting this option.

- **Gifted Talented Academic** – Student participates in an Intellectual/Academic based Gifted and Talented program
- **Gifted Talented Artistic** – Student participates in an Artistic based Gifted and Talented program

- **Bilingual Services** – Student receives instruction via an education program that uses more than one language as the instruction medium
- **Sheltered English** – Student receives instruction via approach that uses simplified English to teach ESL and subject area content at the same time
- **Heritage Language Services** – Student receives instruction in the student's primary native language
- **Home Schooled** – Student is home-schooled and attending local school districts part-time or only for Special Education services



Select an **FTE Code** if selecting this option.

- **Section 504 Plan** – Student participates in a Chapter 504 program
- **Title 1A Math/ELA** – Student is considered at-risk and eligible for Title IA services by virtue of status

30. Click **Save**.

Transferring Students or Re-enrolling Students

Transferring allows you to move a student from another school to the current school in focus.

Students can be concurrently enrolled using the transfer students process. The **Enrollment History** tab displays their main school and concurrent school once enrollment completes.



Student										
Menu - [Navigation icons] Save Undo Add										
Student Name: Aaron, Ian			School: Hope High School							
Demographics Parent/Guardian Enrollment Enrollment History										
Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender				
Aaron	Ian			12345	09	Male				
Enrollment History										
Line	School Year	Enter Date	Enter Code	Leave Date	Leave Code	Grade	School	ADA/ADM	Summer	Withdrawal Code
1	2016-2017	08/31/2016	01835			10	Edupoint High School			
2	2016-2017	07/11/2017	01821			10	Hope High School	Concurrent		

Student Screen, Enrollment History Tab

1. Navigate to **Synergy SIS > Student > Student**.
2. Confirm the current focus is set to the school and year in which the student transferred.
3. Click **Add**. The Student Find screen opens.
4. Enter partial or complete data on any Search Criteria field. It is important to try to enter data that is unique to that student, such as their **Birth Date**.
5. Click **Find**. Search Results displays a list of color-coded records matching criteria entered.
 - White background – The student is actively enrolled in the focus year.
 - Yellow background – The student is not actively enrolled in the focus year.
 - Light Blue background – The student's most recent enrollment is not in the focus year.

- Grey background – The student has a restriction on record that might restrict their enrollment in certain schools.
6. Select the student to transfer click **Transfer**. The Student Add Screen opens in a new window.

Student Find

<< Previous Next >> Find Close **Transfer** Add New

Student Search

Search Criteria

Last Name: Aaron First Name: Middle Name: Birth Date: 02/12/2002 State Student ID:

Line	Status	Student Name	Gender	Birth Date	Perm ID	Current/Previous Enrollment					
						School	School Year	Grade	Graduated	Leave Code	Leave D.
1		Aaron, Harold N.	Male	05/16/2001	968257	King High School	2016-2017	10			
2		Aaron, Ian	Male	02/16/2007	129442	Grant Elementary	2016-2017	04			
3		Aaron, Susan	Female	03/10/2011	41	Adams Elementary	2016-2017	K			
4	I	Aaron, Theresa	Female	12/17/2009	126855	Adams Elementary	2016-2017	01	1	09/19/201	
5		Abarca Salazar, Carol D.	Female	10/29/2011	163051	Jefferson Elementary	2016-2017	K			
6		Abbott, Andrew E.	Male	12/11/2002	124013	Eisenhower Middle School	2016-2017	08			

Student Find Screen

7. Update the information as needed on the **Demographics** and **Parent/Guardian** tabs.
8. Click on the **Enrollment** tab and enter the details of the new enrollment.
 - If the student is transferring across school years, select the **Grade** level.
 - If you are re-enrolling a no-show student, enter the **Enter Date** and select the appropriate **Start Status**.
 - Select the **FTE Code**.

- Select the **Resident SAU** and **Resident Town**.

Student Add

Save Close

Demographics Parent/Guardian **Enrollment**

Last Name First Name Middle Name Suffix State Student ID Grade
 Aar Yusra Ali Mohamed 130175206

Enrollment Information

Enter Date Start Status Exit Date Exit Type Code Enrollment Type
 07/11/2017

Days Enrolled Days Present Days Excused Absences

US Entry Date US School Entry Date
 10/11/2016

Military Family

Enrollment Activity

Last Activity Date EffectiveDate

Grade FTE Code

Resident SAU Resident Town
 353

Alternative Education Student Gifted Talented Academic
 Immigrant Gifted Talented Artistic
 Refugee Bilingual Services
 Homeless Unaccompanied Youth Sheltered English
 Homeless Night Time Residence Heritage Language Services
 Home Schooled
 Section 504 Plan
 Title 1A Math
 Title 1A ELA

Student Add Screen

9. Click **Save** to complete the transfer or re-enrollment.

Linking Parents to Students

Associating Existing Parent Records to Students

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Parent/Guardian** tab.
4. Click **Add**. A new row appears.

The screenshot shows the 'Student' record page for 'Aaron, Ian' at 'Hope High School'. The 'Parent/Guardian' tab is selected. The 'Parents and Guardians' section has a table with columns: Line, Lives With, Relation, Parent Name, Type, and Phone. A red box highlights the '+ Add' button in the top right corner of this section.

Parent Find Screen

5. Select **Lives With** if the student lives with the parent.
6. Select the **Relation**.
7. Click the link for **Parent Name**. The Find: Parent screen opens.
8. Find and select the parent to add.
9. Click **Save**.

Adding New Parent Records

1. Navigate to **Synergy SIS > Student > Student**.
2. Locate the student to modify.
3. Select the **Parent/Guardian** tab.
4. Click **Add**. A new row appears.

This screenshot is identical to the one above, showing the 'Student' record page for 'Aaron, Ian' at 'Hope High School'. The 'Parent/Guardian' tab is selected. The 'Parents and Guardians' section has a table with columns: Line, Lives With, Relation, Parent Name, Type, and Phone. A red box highlights the '+ Add' button in the top right corner of this section.

Parent Find Screen

5. Select **Lives With** if the student lives with the parent.
6. Select the **Relation**.
7. Click the link for **Parent Name**. The Find: Parent screen opens.

8. Find and search for a parent. If no parent exists, click **Add New Parent**.

Find: Parent
Student Name: **Aaron, Ian**

Find Close Select **Add New Parent** Clear Selection

Search Results

Find Criteria

Last Name	First Name	Middle Name	Phone

Student Add Screen Parent/Guardian Tab

9. Enter the parent's **Last Name** and **First Name**.
10. Enter the parent's Middle Name and Suffix, if necessary.
11. Select the parent's Race and Ethnicity information.

Parent
Student Name: **Aaron, Ian**

Save Close

Demographics

Last Name	First Name	Middle Name	Suffix

Parent Info

Race and Ethnicity

Hispanic/Latino Resolved Race/Ethnicity

Race

Home Address Mail Address Work Address

Phone Numbers **Add** ...

Parent (Add) Screen

12. Enter the parent's home, mailing, and work addresses. Use **Mail Same as Home Address** to copy the information.
13. Enter the parent's contact phone number.
- Click **Add** in the Phone Numbers grid. A new row appears.
 - Select **Primary** to indicate which number is primary if entering more than one number.
 - Select the **Type**.
 - Enter the **Phone** number.
 - Select **Contact** if the number is a contact number for the parent.


f. Select **Not Listed** if the number should be secure.

The screenshot shows the 'Parent (Add) Screen' with three address sections: Home Address, Mail Address, and Work Address. Each section has fields for Address, City, State, and Zip Code. Below these is a 'Phone Numbers' section with a table:

Line	Primary	Type	Phone	Extension	Contact	Not Listed
1	<input checked="" type="checkbox"/>	Cell	623-555-1212		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Parent (Add) Screen

14. Click **Save**.

 You can also add parent data on the [Synergy SIS > Parent > Parent](#) screen.

Withdrawing Students

1. Navigate to [Synergy SIS > Student > Student](#) to withdraw a student who has attended the school.
2. Confirm the current focus is set to the school and year in which the student is enrolled.
3. Locate the student to withdraw. You can only withdraw active students. An active student's name displays without parentheses surrounding their name.

The screenshot shows the 'Student Screen' for a student named Aaron, Ian at Hope High School. The student's details are as follows:

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
Aaron	Ian			12345	09	Male

Student Screen

4. Select *Inactivate Student* from the **Menu**. The Inactivate Student screen opens in a separate window.

The screenshot shows the 'Student Screen Menu' with the following options:

- Edit Student Data
- Inactivate Student** (highlighted with a red box)
- "No Show" Student

Student Screen Menu



If *Inactivate Student* is greyed out, the student might be concurrently enrolled. If the student is concurrently enrolled, you cannot inactivate the student from their resident school without first inactivating them from their concurrent school.

5. Select the **Leave Code**.
6. Enter the **Leave Date**.

Inactivate Student Screen

7. Click **Inactivate** to inactivate the student or click **Cancel** to cancel the operation and close the screen.

After clicking **Inactivate**, the student is withdrawn and marked as Inactive as noted by parentheses around the student's name.

Student Screen

Chapter 3: Attendance

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Viewing Student Truancy Records



The **Enrollment** tab of the Student screen contains the attendance and absence information for individual students. For more information, see [Viewing Student Records](#).

The Student Truancy Summary screen allows you to add, track, modify or delete a student's truancy information for the current school year. You can add multiple truancy records for a student and view historical truancy records.

Navigate to **Synergy SIS > Attendance > Truancy > Student Truancy Summary** to view this screen.

The main **Truancy** tab documents each truancy incident for the student. Each incident includes the following information: **Truancy Type**, **Start Date**, **End Date**, **End Status**, **End Comment**, **Attending School**, **Truancy Note**, **Truancy Details**, **Pause Reason** and **Pause Note**. You can also use the **Pause/Resume** option to pause a truancy incident temporarily or permanently.

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details	Pause/Resume	Pause Reason	Pause Note
1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details	Pause/Resume		

Student Truancy Summary Screen

Student Truancy Detail

The Student Truancy Detail Screen opens from the Truancy grid and provides functionality to document the Maine Statute steps taken by the School Administrative Unit (SAU) to resolve a truancy incident. The Student Truancy Details screen also includes a Pause History grid that allows you to review or delete the **Pause Date**, **Pause Reason**, and/or **Pause Note**.

This screen contains six state required steps and one optional step:

1. Notify Superintendent of Truant Student
2. Intervention Plan
3. Official Parent Notification
4. Superintendent Notifies School Board
5. Official Parent Meeting
6. Referral to Local Law Enforcement

7. Optional - Additional Intervention

Student Truancy Details

Menu Save Undo

Student Name: **Aaron, Ian** State Student ID: **12345** Truancy Type: **10 Full Days Completed Grade 6** End Date: Start Date: **06/06/2017**

Details

Truancy Note

Step 1 - Notify Superintendent of Truant Student

Notify Superintendent Notify Superintendent Date Notify Superintendent Note

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

Student Truancy Details Screen

Viewing Truancy History

The **History** Tab displays read-only historical truancy information. You can view Truancy Details by clicking **Open Details**.

Student Truancy Summary

Menu Save Undo

Student Name: **Aaron, Ian**

Truancy **History**

Last Name First Name Middle Name Suffix State Student ID Grade Gender

Aaron Ian 12345 09 Male

Truancy

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details
1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details

Student Truancy Summary Screen, History Tab



For Truancy questions, contact Gayle Erdheim – 207-624-6637,
gayle.erdheim@maine.gov

Adding Truancy Records

1. Navigate to **Synergy SIS > Attendance > Truancy > Student Truancy Summary**.
2. Locate the student to modify.

- Click **Add**. A new row appears.

The screenshot shows the 'Student Truancy Summary' interface for student Aaron, Ian. The student's information is filled out: Last Name: Aaron, First Name: Ian, Middle Name: (empty), Suffix: (empty), State Student ID: 12345, Grade: 09, Gender: Male. Below this is a table with columns: Line, Truancy Type, Start Date, End Date, End Status, End Comment, Attending School, Truancy Note, Truancy Details, Pause/Resume, Pause Reason, and Pause Note. A red box highlights the '+ Add' button in the top right corner of the table.

Student Truancy Summary Screen

- Select the **Truancy Type**.
- Enter the **Start Date**.



The **Attending School** populates automatically.

- Click **Save**.

This screenshot shows the same interface as the previous one, but now a row has been added to the table. The row contains: Line 1, Truancy Type '10 Full Days Completed Grade 6', Start Date '06/06/2017', End Date (empty), End Status (empty), End Comment (empty), Attending School 'Hope High School', Truancy Note (empty), Truancy Details 'Open Details', Pause/Resume 'Pause/Resume', Pause Reason (empty), and Pause Note (empty). A green box highlights the 'Save' button in the top right corner of the interface.

Student Truancy Summary Screen

Adding Student Truancy Details



You must complete each individual step of the truancy details process before the next step becomes available. For instance, you must complete Step 1, then click **Save**, before you can complete Step 2. This is to ensure the steps are completed in order according to the Maine Statute. You can complete the optional **Additional Intervention** step at any time in the process.

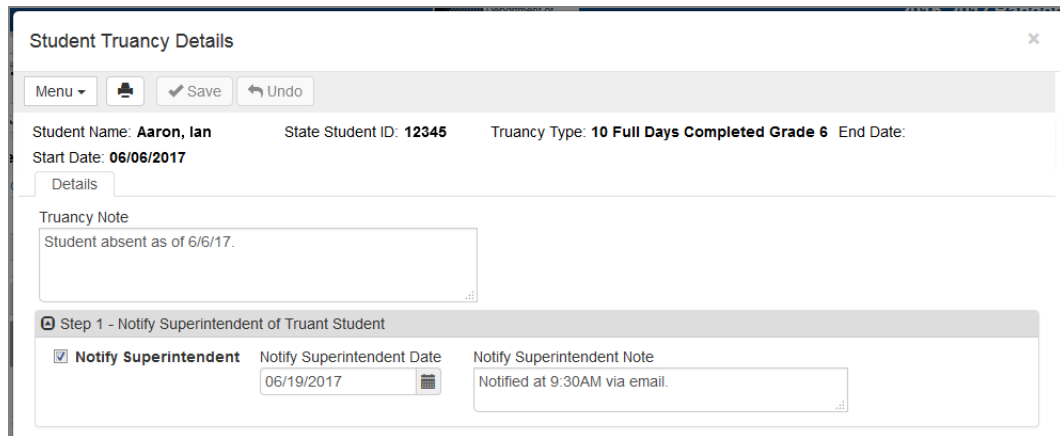
- Click **Open Details**. The Student Truancy Details window opens.

This screenshot is identical to the previous one, but now a red box highlights the 'Open Details' button in the 'Truancy Details' column of the table.

Student Truancy Summary Screen

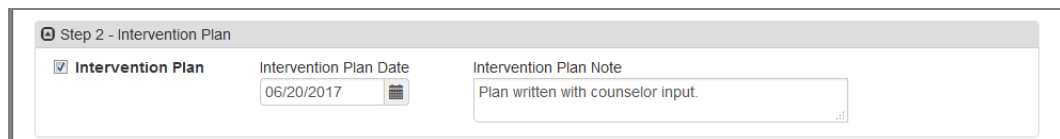
- Enter a **Truancy Note** for the incident.

3. Complete Step 1 - Notify Superintendent of Truant Student.
 - a. Select **Notify Superintendent**.
 - b. Enter the **Notify Superintendent Date**.
 - c. Enter the **Notify Superintendent Note** to describe the interaction.



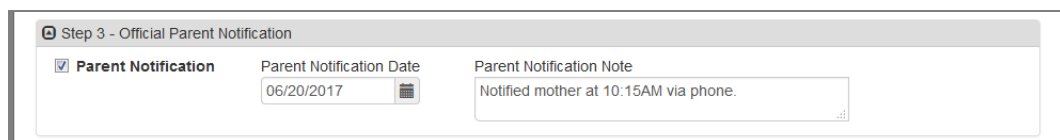
Student Truancy Details Screen

- d. Click **Save**.
4. Complete Step 2 - Intervention Plan.
 - a. Select **Intervention Plan**.
 - b. Enter the **Intervention Plan Date**.
 - c. Enter the **Intervention Plan Note** to describe the steps taken.



Student Truancy Details Screen

- d. Click **Save**.
5. Complete Step 3 - Official Parent Notification.
 - a. Select **Parent Notification**.
 - b. Enter the **Parent Notification Date**.
 - c. Enter the **Parent Notification Note** to describe the interaction.



Student Truancy Details Screen

- d. Click **Save**.
6. Complete Step 4 - Superintendent Notifies School Board.

- a. Select **Notify Board**.
- b. Enter the **Notify Board Date**.
- c. Enter the **Notify Board Note** to describe the interaction.

The screenshot shows a form titled "Step 4 - Superintendent Notifies School Board". It contains a checked checkbox for "Notify Board", a date field for "Notify Board Date" with the value "06/22/2017" and a calendar icon, and a text area for "Notify Board Note".

Student Truancy Details Screen

- d. Click **Save**.
7. Complete Step 5 - Official Parent Meeting.
 - a. Select **Parent Meeting**.
 - b. Enter the **Parent Meeting Date**.
 - c. Enter the **Parent Meeting Note** to describe the interaction.

The screenshot shows a form titled "Step 5 - Official Parent Meeting". It contains a checked checkbox for "Parent Meeting", a date field for "Parent Meeting Date" with the value "06/26/2017" and a calendar icon, and a text area for "Parent Meeting Note" containing the text "Discussed intervention plan."

Student Truancy Details Screen

- d. Click **Save**.
8. Complete Step 6 - Referral to Local Law Enforcement.
 - a. Select **Referral**.
 - b. Enter the **Referral Date**.
 - c. Enter the **Referral Note** to describe the interaction.

The screenshot shows a form titled "Step 6 - Referral to Local Law Enforcement". It contains a checked checkbox for "Referral", a date field for "Referral Date" with the value "06/27/2017" and a calendar icon, and a text area for "Referral Note".

Student Truancy Details Screen

- d. Click **Save**.
9. Complete the Optional - Additional Intervention step, if necessary.

The screenshot shows a form titled "Optional - Additional Intervention". It contains a checked checkbox for "Additional Intervention", a date field for "Additional Intervention Date" with the value "06/23/2017" and a calendar icon, and a text area for "Additional Intervention Note" containing the text "Revised intervention plan."

Student Truancy Details Screen

10. Click **Save**.

Pausing Truancy Records

The Pause/Resume button allows you to pause the truancy process for various reasons, such as if the student resumes attendance. You can resume the truancy process if the student becomes truant again. The truancy incident resumes from the next step in the truancy process.



One or more of the six resolution steps must be documented in the Truancy grid before you can pause the process.

1. Locate the record to pause.
2. Select the **Pause Reason**.
3. Enter a **Pause Note**, if necessary.
4. Click **Pause/Resume**. The screen refreshes.

Student Truancy Summary												
Student Name: Aaron, Ian												
Truancy History												
Last Name		First Name		Middle Name		Suffix		State Student ID		Grade		Gender
Aaron		Ian						12345		09		Male
Truancy												
X	Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details	Pause/Resume	Pause Reason	Pause Note
	1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details	Pause/Resume	Meeting Rescheduled	

Student Truancy Summary Screen

5. Click **Pause/Resume** again to resume the process.

View the Pause History in the Student Truancy Details screen. You can remove pause records by clicking **X**.

Pause History				
X	Line	Pause Date	Pause Reason	Pause Note
	1	07/10/2017	Meeting Rescheduled	

Student Truancy Details Screen

Chapter 4: Course History

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Course History Overview

The Course History module provides information on student academic progress in proficiencies and CTE programs.

The module contains the following screens:

- Proficiency Based Education
- Student CTE

Proficiency Based Education

The Proficiency Based Education screen provides a detailed look at a student's academic history and proficiencies.

The screenshot shows the 'Proficiency Based Education' screen for student Aaron, Ian at Hope High School. It includes a 'Student Proficiencies' table with the following data:

Line	Proficiency Area	School Year	School Name
1	English Language Arts	2016-2017	Hope High School
2	Career and Education Development	2016-2017	Hope High School
3	Social Studies	2016-2017	Hope High School
4	A Self-Directed and Lifelong Learner	2016-2017	Hope High School

Proficiency Based Education Screen

Adding Student Proficiency Records

1. Navigate to **Synergy SIS > Course History > Proficiency Based Education**.
2. Locate the student to modify.
3. Click **Add**. A new row appears.

This screenshot shows the same 'Proficiency Based Education' screen, but the '+ Add' button in the 'Student Proficiencies' section is highlighted with a red box, indicating the step of adding a new record.

Proficiency Based Education

4. Select the **Proficiency Area**.



The grid automatically populates the school year and school name based on your current focus.

5. Click Save.

The screenshot shows the 'Proficiency Based Education' interface. At the top, it displays the student's name 'Aaron, Ian' and the school 'Hope High School'. Below this, there are input fields for 'Last Name' (Aaron), 'First Name' (Ian), 'Middle Name', 'Suffix', 'State Student ID' (12345), 'Grade' (09), and 'Gender' (Male). A section titled 'Student Proficiencies' contains a table with the following data:

Line	Proficiency Area	School Year	School Name
1	Mathematics	2016-2017	Bangor High School

Proficiency Based Education

Student CTE

The Student CTE screen displays a student's progress in Career and Technical Education (CTE) programs.

The screenshot shows the 'Student CTE' interface. It displays the student's name 'Aaron, Ian' and the school 'Hope High School'. Below this, there are input fields for 'Last Name' (Aaron), 'First Name' (Ian), 'Middle Name', 'Suffix', 'State Student ID' (12345), 'Grade' (09), and 'Gender' (Male). A section titled 'CTE Programs' contains a table with the following data:

Line	Title	Code	CTE Program Details
1	Agriculture, General	01.0000	Open Details

Student CTE Screen

The CTE Program Details contains the **Start Date**, **End Date**, and **Exit Status** for a program, as well as CTE Attributes, Early College Data, and Credit Bearing Data.

Student CTE Program Detail

Menu ▾ Save Undo

Student Name: **Aaron, Ian**
 CTE Program Title: **Agriculture, General** CTE Program Code: **01.0000**

Details

Start Date End Date Exit Status

CTE Attributes

Displaced Homemaker
 Single Parent

Early College Data

Early College LD 1412

Credit Bearing Data

Line	Institution Name

Industry Recognized Assessment/Credential

Line	

Student CTE Program Detail Screen

Adding Student CTE Records

1. Navigate to **Synergy SIS > Course History > Student CTE**.
2. Locate the student to modify.
3. Click **Add**. The Student CTE Program Add screen appears.

Student CTE

Menu ▾ Save Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Current CTE [CTE History](#)

Last Name First Name Middle Name Suffix State Student ID Grade Gender

CTE Programs

Line	Title	Code	CTE Program Details
1	Agriculture, General	01.0000	Open Details

Student CTE Screen

- Click the link for **CTE Program Title**. The Find: CTE Program screen appears.

Student CTE Program Add

Student Name: **Aaron, Ian**

Save Close

CTE Program

CTE Program Title Start Date End Date

CTE Program Code Exit Status

Student CTE Program Add Screen

- Find and select the CTE Program to add.
- Click **Select**. The screen closes.

Find: CTE Program

Find Close Select Clear Selection

Search Results

Find Criteria

Title Code Tech Prep

Find Result

Line	Title	Code	Tech Prep
1	Accounting Technology/Technician & Bookkeeping	52.0302	<input type="checkbox"/>
2	Administrative Assistant & Secretarial Science, Ge	52.0401	<input type="checkbox"/>
3	Agricultural Mechanics & Equipment/Machine Technol	01.0205	<input type="checkbox"/>
4	Agriculture, General	01.0000	<input type="checkbox"/>
5	Applied Horticulture/Horticulture Operations, Gene	01.0601	<input type="checkbox"/>
6	Architectural Drafting & Architectural CAD/CADD	15.1303	<input type="checkbox"/>

Find: CTE Program Screen

- Enter the **Start Date** and **End Date**, if applicable.



The **CTE Program Code** field automatically populates based on the program choice, and cannot be modified.

- Select the **Exit Status**.
- Select the CTE Attributes, if applicable.
- Select **Early College LD 1412**, if applicable.
- Enter any Credit Bearing Data.
 - Click **Add** on the Credit Bearing Data grid. A new row appears.
 - Select the **Institution Name**.



The Industry Recognized Assessment/Credential grid is not active.

12. Click **Save**.


Student CTE Program Add

Viewing CTE History

You can view historical CTE records for a student by clicking the **CTE History** tab. View details by clicking the **Open Details** link.

Line	School Name	School Year	Title	Code	CTE Program Details
1	Bangor High School	2016-2017	Agriculture, General	01.0000	Open Details

Student CTE Screen, CTE History Tab

 For CTE questions, contact Shawn Lagasse – 207-624-6743,
shawn.lagasse@maine.gov

Chapter 5: Discipline

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Viewing Student Discipline Records


The top section of the Student Discipline screen shows student demographic information. The Counts and Totals section displays the student’s Resolved Race/Ethnicity, Instructional Setting, and the total disciplinary incidents and actions involving the student. The Discipline Incidents section lists discipline records by date and shows the time of the incident and the **Description**. View the details of an incident by selecting a record and clicking **Show Detail** or double-clicking on the line number for a record.

The screenshot shows the 'Student Discipline' interface. At the top, it displays the student's name 'Aaron, Ian' and school 'Hope High School'. Below this are tabs for 'Discipline' and 'Discipline History'. A form contains fields for Last Name (Aaron), First Name (Ian), Middle Name, Suffix, State Student ID (12345), Grade (09), and Gender (Male). A 'Counts and Totals' section shows 'Resolved Race/Ethnicity' as 'White' with 0 Total Incidents, 0 Total Hours, and 0.0 Total Days. The 'Discipline Incidents' section features a table with one entry:

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

Student Discipline Screen

The disciplinary record detail shows the **Print Discipline Report** option, as well as disposition information and comments on the incident.

 You must delete any existing disposition records before deleting a discipline incident.

The screenshot shows the 'Discipline Incidents Detail' view for the incident 'Alcohol related'. It includes a 'Print Discipline Report' button and a 'Print Disciplinary Action Form' button. The incident details are as follows:

- Description: Alcohol related
- Incident Date: 07/07/2017
- Days: 1.0
- Comment: (Empty text area)

The 'Disposition' section at the bottom contains a table with one entry:

Line	Disposition	Disposition Date	Disposition End Date	Duration	Days
1	In School Suspensio	07/10/2017	07/10/2017		1.0

Student Discipline Screen, Discipline Incidents Detail

Viewing Discipline History

The **Discipline History** tab shows the demographic information and all records for the student. View the details of an incident by selecting a record and clicking **Show Detail**, or double-clicking on the line number for a record.

Student Discipline

Menu < > Save Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Discipline **Discipline History**

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Discipline Incidents **Show Detail**

Line	Incident Date	Description	Weapon Type	School	School Year
1	07/07/2017	Alcohol related		Hope High School	2016-2017

Student Discipline Screen, Discipline History Tab



For Behavior questions, contact Sarah Ricker – 207-624-6685,
sarah.ricker@maine.gov

Adding Discipline Records

You can add discipline records using either the **Add** or **Add Wizard** options.

Discipline Descriptions

The Description field contains the description of the infraction. You can select from the following discipline types.

Description	Definition
Illicit drug related	Student disciplined for illicit drug related incident.
Alcohol related	Student disciplined for alcohol related incident.
Weapons possession	Student disciplined for weapons possession (see following table for Weapon Types)
Violent Incident (with Physical Injury)	Student disciplined for a violent incident that resulted in physical injury to one or more persons, including self.
Violent Incident (without Physical Injury)	Student disciplined for a violent incident without physical injury.

Description	Definition
Other reasons for out of school suspensions NOT related to drug use and violence	Other reasons for out of school suspensions related to drug use and violence.

For a Weapons Possession incident, select the **Weapon Type**.

Description	Definition
Handgun	Any firearm which has a short stock and is designed to be held and fired by the use of a single hand.
Shotgun	A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire through a smooth bore either a number of ball shots or a single projectile for each single pull of the trigger.
Rifle	A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and designed or redesigned and made or remade to use the energy of an explosive to fire only a single projectile through a rifled bore for each single pull of the trigger.
Other Firearm	*Other type of firearm - see the following firearm description note
Multiple Firearms	Multiple firearms were used in the incident
Other weapon	The incident involved a weapon other than those described above.

Quick-Adding a Discipline Record

1. Navigate to **Synergy SIS > Discipline > Student Discipline**.
2. Locate the student to modify.

- Click **Add**. A new row appears.

The screenshot shows the 'Student Discipline' interface for a student named Aaron, Ian at Hope High School. The 'Discipline Incidents' table has one row with the following data:

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

The '+ Add' button is highlighted with a red box.

Student Discipline Screen

- Enter the **Incident Date**.
- Select the **Description** of the incident.

The screenshot shows the 'Discipline Incidents' table with two rows. The second row is selected, and a dropdown menu is open for the 'Description' column, showing the following options:

- Alcohol related
- Illicit drug related
- Other reasons for OSS NOT Drug or Violence Related
- Violent Incident (with Physical Injury)
- Violent Incident (without Physical Injury)
- Weapons possession

Student Discipline Screen

- Click **Save**.
- Select the row and click **Show Detail** or double-click the line number.

8. Enter any **Comments** on the incident.

Discipline Incidents

+ Add + Add Wizard Hide Detail ...

Line Description Description: **Alcohol related**

1 Alcohol related

Print Discipline Report

Print Disciplinary Action Form

Incident Date
07/07/2017

Days
1.0

Comment

Disposition + Add

×	Line	Disposition	Disposition Date	Disposition End Date	Duration	Days
	1	In School Suspension	07/10/2017	07/10/2017		1.0

Student Discipline Screen, Discipline Incidents Detail

9. Click **Save**.

Adding a Discipline Record with Add Wizard

1. Click **Add Wizard**. The Student DisciplineDetail Add screen displays.

Student Discipline

Menu < > Save Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Discipline Discipline History

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Counts and Totals

Resolved Race/Ethnicity: White Total Incidents: 0 Total Hours: 0 Total Days: 0.0

Discipline Incidents + Add + Add Wizard Show Detail ...

×	Line	Incident Date	Description	Weapon Type
	1	07/07/2017	Alcohol related	

Student Discipline Screen

2. Select the **Description**.
3. Enter the **Incident Date**.
4. Enter the **Comment** if needed.

5. Click **Save**.

Student Discipline Detail Add

Student Name: Aaron, Ian

Save Close

Description Incident Date
07/12/2017

Comment

Disposition + Add

×	Line	Disposition	Disposition Date	Disposition End Date	Duration	Days

Student Discipline Detail Add Screen

Adding Disposition Records

Disposition records detail the result or punishment for the student that resulted from the discipline incident.

Disposition Descriptions

The following disposition or resolution types are available. You can only use certain types with specific discipline violations.

Description	Definition
Out of School Suspensions	Out of School Suspensions/Expulsions - removal from regular school for disciplinary purposes temporarily, for the remainder of the school year, or longer according to LEA policy.
In School Suspensions	In School Suspensions - temporary removal from regular classroom(s) for disciplinary purposes but still under supervision of school personnel.
Removal to an interim alternative educational setting by School Personnel	Unilateral removal to an interim alternative educational setting by School Personnel for drugs, weapons, or serious bodily injury
Removal to an interim alternative educational setting by a Hearing Officer	Removed to an interim alternative educational setting based on a Hearing Officer finding that there is substantial likelihood of injury to the child or others
Expulsion with services	Expulsion with services is a consequence of a non-weapons incident for the student(s) involved in an incident as perpetrator(s). -
Expulsion without services	Expulsion without services is a consequence of a non-weapons incident for the student(s) involved in an incident as perpetrator(s).

The following resolution types are for Weapons Possession incidents only.

Description	Definition
Expulsion modified to less than one year with educational services under IDEA Requires total duration (hours or days) to be entered.	Expulsion modified to less than one year with educational services under IDEA was the methods used to discipline student (s) who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion with educational services under IDEA	One year expulsion with educational services under IDEA was the methods used to discipline student(s) who are children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion and no educational services	One year expulsion and no educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
Expulsion modified to less than one year with educational services Requires total duration (hours or days) to be entered.	Expulsion modified to less than one year with educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
Expulsion modified to less than one year without educational services Requires total duration (hours or days) to be entered.	Expulsion modified to less than one year without educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.
One year expulsion and educational services	One year expulsion and educational services is the method used to discipline the student(s) who are not children with disabilities (IDEA) involved in firearms and other outcomes of firearms incidents.

The following resolution types are optional. You can only use them in conjunction with another disposition.

Description	Definition
Community service	Community service is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Juvenile justice referral	Juvenile justice referral is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).

Description	Definition
Law enforcement referral	Law enforcement referral is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Restitution	Restitution is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Substance abuse counseling mandated	Substance abuse counseling mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator (s).
Substance abuse treatment mandated	Substance abuse treatment mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator (s).
Conflict resolution or anger management services mandated	Conflict resolution or anger management services mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).
Counseling mandated	Counseling mandated is a consequence of an incident for the student(s) involved in an incident as perpetrator(s).

Adding Disposition Records to Discipline Incidents

1. Select a Discipline Incident and click **Show Detail**.

The screenshot shows the 'Student Discipline' interface. At the top, the student's name is 'Aaron, Ian' and the school is 'Hope High School'. Below this, there are tabs for 'Discipline' and 'Discipline History'. The student's details are listed: Last Name (Aaron), First Name (Ian), Middle Name, Suffix, State Student ID (12345), Grade (09), and Gender (Male). A 'Counts and Totals' section shows 'Resolved Race/Ethnicity' (White), 'Total Incidents' (0), 'Total Hours' (0), and 'Total Days' (0.0). The 'Discipline Incidents' section contains a table with one entry: Line 1, Incident Date 07/07/2017, Description 'Alcohol related', and Weapon Type. The 'Show Detail' button is highlighted in red.

Resolved Race/Ethnicity	Total Incidents	Total Hours	Total Days
White	0	0	0.0

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

Student Discipline Screen


2. Click **Add** on the Disposition grid. A new row appears.

The screenshot shows the 'Discipline Incidents' interface. At the top, there are buttons for '+ Add', '+ Add Wizard', and 'Hide Detail'. Below this is a table with one row: '1 Alcohol related'. To the right, the description is 'Alcohol related'. There are buttons for 'Print Discipline Report' and 'Print Disciplinary Action Form'. Below these are input fields for 'Incident Date' (07/07/2017), 'Days' (1.0), and a 'Comment' text area. At the bottom, there is a 'Disposition' section with a table and a '+ Add' button highlighted with a red box.

×	Line	Disposition	Disposition Date	Disposition End Date	Duration	Days
	1	In School Suspensio	07/10/2017	07/10/2017		1.0

Student Discipline Screen, Discipline Incident Detail

3. Select the **Disposition** from the menu.

 Disposition types appear based on the violation the student committed.

4. Enter the start and end of the action in the **Disposition Date** and **Disposition End Date** fields.
5. Enter the **Duration** of the action in hours. If the action took place over a day or more, add the number of **Days** also.
6. Click **Save**.

Chapter 6: Parent

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Viewing Parent Records

The Parent screen provides the ability to view and enter details for parents and guardians. These include the parent’s home, mail and email addresses, phone numbers, and information on related children.

The main **Demographics** tab contains detailed demographic information such as race, home address, and phone numbers.

The screenshot shows the 'Parent' screen with the following sections:

- Parent Name:** Smith, Parent
- Demographics:**
 - Last Name: Smith
 - First Name: Parent
 - Middle Name: [Empty]
 - Suffix: [Empty]
- Parent Info:**
 - Email: testemail@cox.net
 - Deceased:
- Race and Ethnicity:**
 - Hispanic/Latino: Hispanic
 - Resolved Race/Ethnicity: Hispanic
 - Race: Asian, American Indian or Alaska Native, Black or African American, Native Hawaiian or Other Pacific Islander, White
- Home Address:**
 - Address: 123 Main St
 - City: Anytown, State: AZ
 - Zip Code: 85310
 - +4: [Empty]
 - Map it! Mail Same As Home Address
- Mail Address:**
 - Address: 55677 Main Stree
 - City: Anytown, State: CO
 - Zip Code: 77845
 - +4: [Empty]
 - Map it!
- Work Address:**
 - Address: [Empty]
 - City: [Empty], State: [Empty]
 - Zip Code: [Empty]
 - +4: [Empty]
 - Map it!
- Phone Numbers:**

Line	Primary	Type	Phone	Extension	Contact	Not Listed
1	<input checked="" type="checkbox"/>	Cell	623-555-1212		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Parent Screen

- To send an email message to the parent using the email program on the computer, click the Email icon.
- You can record separate Home, Mail, and Work addresses. To see the address displayed on a Google map, click **Map It!**.

Children

The **Children** tab contains information about the siblings enrolled at that school and in the district. Click the **Student Name** to open the Student screen for that student, if enrolled in the school in focus.

Line	Relation Type	Student Name	School Name	Lives With
1	Father	Aaron, Ian	Hope High School	<input checked="" type="checkbox"/>
2	Father	Aaron, Jane	Hope High School	<input checked="" type="checkbox"/>

Parent Screen, Children Tab

Managing Parent Records

Adding Parent Records

Before adding records, you must verify that the Parent does not already exist in the system. This prevents duplicate records from being created.



You can also add Parent records on the **Parent/Guardian** tab of Student screen.

1. Navigate to **Synergy SIS > Parent > Parent**.
2. Click **Add**. The Parent Find screen opens.
3. Enter all or part of any information in any of the Search Criteria.
4. Click **Find**. Search Results displays a list of matching criteria.
5. Click **Add New** if the parent does not exist in the system. The Parent (Add) screen opens.

Line	Parent Name	Primary Phone	Deceased	Address	City	State	Zip Code
1	Smith, Parent	623-555-1212	<input type="checkbox"/>	123 Main St	Anytown	AZ	85310

Parent (Add) Screen

6. Enter the parent's **Last Name** and **First Name**.
7. Enter the parent's Middle Name and Suffix, if necessary.
8. Enter the parent's **Email**.
9. Select **Deceased**, if necessary.
10. Select the parent's Race and Ethnicity information.

The screenshot shows a web form titled "Parent" with a "Save" button and a "Close" button. The form is divided into three main sections:

- Demographics:** Contains four input fields: "Last Name", "First Name", "Middle Name", and "Suffix". The "Last Name" and "First Name" fields are highlighted in green.
- Parent Info:** Contains an "Email" input field with a clear icon, and a "Deceased" checkbox.
- Race and Ethnicity:** Contains a "Hispanic/Latino" dropdown menu, a "Resolved Race/Ethnicity" dropdown menu, and a "Race" section with a plus icon and a refresh icon. Below this are several checkboxes: "Asian", "Native Hawaiian or Other Pacific Islander", "American Indian or Alaska Native", "Black or African American", and "White".

Parent (Add) Screen

11. Enter the parent's home, mailing, and work addresses. Use **Mail Same as Home Address** to copy the information.
12. Enter the parent's contact phone number.
 - a. Click **Add** in the Phone Numbers grid. A new row appears.
 - b. Select **Primary** to indicate which number is primary if entering more than one number.
 - c. Select the **Type**.
 - d. Enter the **Phone** number.
 - e. Select **Contact** if the number is a contact number for the parent.

f. Select **Not Listed** if the number should be secure.

The screenshot shows the 'Parent (Add) Screen' with three address sections: Home Address, Mail Address, and Work Address. Each section has fields for Address, City, State, and Zip Code. Below these is a 'Phone Numbers' section with a table and an '+ Add' button highlighted in red.

×	Line	Primary	Type	Phone	Extension	Contact	Not Listed
☐	1	<input checked="" type="checkbox"/>	Cell	623-555-1212		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Parent (Add) Screen

13. Click **Save**.

Adding Related Children

1. Select the **Children** tab.
2. Click **Chooser**. A new window appears.

The screenshot shows the 'Parent Screen, Children Tab' with a 'Related Children' table and a 'Chooser' button highlighted in red.

×	Line	Relation Type	Student Name	School Name	Lives With
☐	1	Father	Aaron, Ian	Hope High School	<input checked="" type="checkbox"/>
☐	2	Father	Aaron, Jane	Hope High School	<input checked="" type="checkbox"/>

Parent Screen, Children Tab

3. Find and select a student.
4. Click **Select**. The window closes and the **Student Name** and **School Name** automatically populate.

The screenshot shows the 'Chooser' window with search criteria and results. The 'Find Criteria' section has fields for Last Name, First Name, Middle Name, and Suffix. The 'Find Result' section shows a table with columns for Line, Last Name, First Name, Middle Name, and Suffix. The 'Selected Items' section shows a table with columns for Line, Last Name, First Name, Middle Name, and Suffix.

×	Line	Last Name	First Name	Middle Name	Suffix

Chooser Screen

5. Select **Lives With** to indicate if the child lives with the parent.



The **Show Detail** option is not active.

6. Click **Save**.

Chapter 7: Student Programs

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Economic Status

All students must have an economic status record for state reporting purposes.

1. Navigate to **Synergy SIS > Student Programs > Economic Status**.
2. Locate the student to modify.
3. Click **Add**. A new row appears.
4. Enter the **Enter Date**.
5. Select the **Code: F: Free, FP: FullPrice, or R: Reduced**.
6. Enter the **Exit Date**, if applicable.
7. Click **Save**.

The screenshot shows the 'Economic Status' screen for student Aaron, Ian at Hope High School. The student's information is displayed in a form with fields for Last Name, First Name, Middle Name, Suffix, State Student ID, Grade, and Gender. Below this is an 'Options' section with a sub-section for 'Free and Reduced Meals'. This section contains a table with columns for Line, Enter Date, Frm Code, and Exit Date. A single row is visible with Line 1, Enter Date 11/15/2016, Frm Code FP: FullPrice, and Exit Date 10/17/2017.

Line	Enter Date	Frm Code	Exit Date
1	11/15/2016	FP: FullPrice	10/17/2017

Economic Status Screen

Special Ed Student Services

The Special Ed Student Services screen documents any special education services in place for a student. You can select multiple services, if required.

The screenshot shows the 'Special Ed Student Services' screen for student Aaron, Ian at Hope High School. The student's information is displayed in a form with fields for Last Name, First Name, Middle Name, State Student ID, Grade, and Birth Date. Below this is an 'Add Need/Services' section with a dropdown menu and an 'Add New Need/Service' button. At the bottom is a 'Services' section with a table showing a single service entry for Autism.

Line	Description	Service Code	Enter Date	Exit Date	Exit Reason	Alternate Assessment
1	Autism	inside regular class 80% or more of the day	08/15/2016			

Special Ed Student Services Screen

1. Navigate to **Synergy SIS > Student Programs > Special Ed Student Services**.
2. Locate the student to modify.
3. Select a **Need** to add.

- Click **Add New Need/Service**. The Spec Ed Service Add window opens.

Special Ed Student Services

Menu | Save | Undo

Student Name: **Aaron, Ian** | School: **Hope High School** | Status: **Active** | Room Name: | VerboseAge: **16 yrs 10 mths**

Services

Last Name: **Aaron** | First Name: **Ian** | Middle Name: | State Student ID: **12345** | Grade: **09** | Birth Date: **08/15/2000**

Add Need/Services

Need: **Need** | **Add New Need/Service**

Services | Show Detail

Line	Description	Service Code	Enter Date	Exit Date	Exit Reason	Alternate Assessment
------	-------------	--------------	------------	-----------	-------------	----------------------

Special Ed Student Services Screen

- Select the **Service Code**.
- Enter the **Enter Date**, if different from the current date.
- Click **Save Service**. The window closes.

Spec Ed Service Add

Save Service | Close

Add Service

Need: **Autism**

Service

Service Code: **130: Separate special education class** | Enter Date: **07/10/2017** | Exit Date: | Exit Reason:

Spec Ed Service Add Screen


- Select **Alternate Assessment**, if necessary.
- Click **Save**.

Exiting Students

You can click **Show Detail** to edit the record to add an **Exit Date** and **Exit Reason** when appropriate.

The screenshot shows the 'Special Ed Student Services' interface. At the top, there are navigation buttons (Menu, Save, Undo) and a toolbar. Below this, student information is displayed: Student Name: Aaron, Ian; School: Bangor High School; Status: Active; Room Name: Verbose; Age: 16 yrs 10 mths. A 'Services' tab is active, showing a table with columns: Last Name (Aaron), First Name (Ian), Middle Name, State Student ID (12345), Grade (09), and Birth Date (08/15/2000). Below the student info is an 'Add Need/Services' section with a dropdown menu and an 'Add New Need/Service' button. The main 'Services' section has a 'Hide Detail' button and a table with columns: Line, Description, Service Code: 130, Detail, and a sub-table. The sub-table has columns: Line, Enter Date, Exit Date, and Exit Reason. The sub-table contains one row: Line 1, Enter Date 07/14/2016, Exit Date 07/12/2017, and Exit Reason 'Trans: Exited to Regular Education'.

Special Ed Student Services Screen, Services Detail

 For Special Education questions, contact Shawn Collier – 207-624-6615, shawn.collier@maine.gov

Chapter 8: User Preferences

Customizing User Preferences93

Customizing User Preferences

The User Preferences module contains links to the Synergy DOE Home Screen and the User Password and Preferences screen.

Changing the Synergy DOE Password

1. Navigate to **Synergy SIS > User Preferences > User Password and Preferences**.
2. Enter your current password.
3. Enter a new password.
4. Confirm the password by entering it again.


User Password And Preferences Screen

5. Click **Save**.

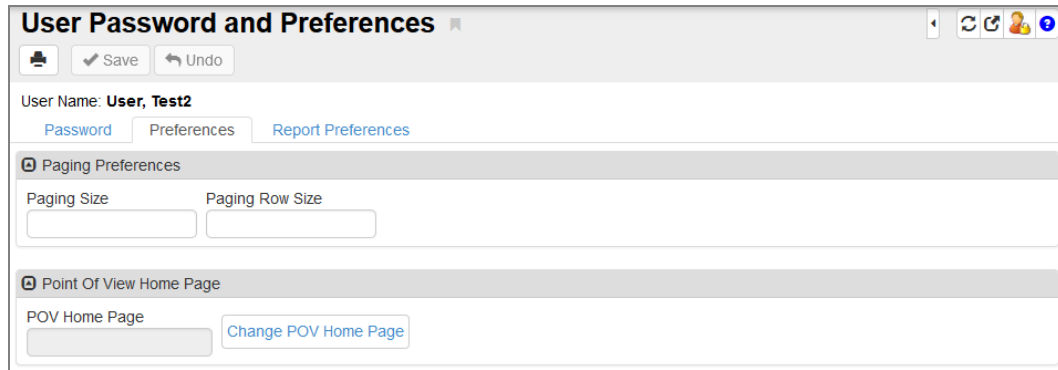
Changing User Preferences

The **Preferences** tab allows you to change the paging settings so that advancing through records takes less time to load. You can also change the home page that displays on login to Synergy.

1. Select the **Preferences** tab.
2. Enter a **Paging Size** number to change the number of pages displayed at the bottom of a search. The default is 15.
3. Enter a **Paging Row Size** number to change the number of rows displayed on one page. The default is 20.

 Increasing this value may slow search speeds.

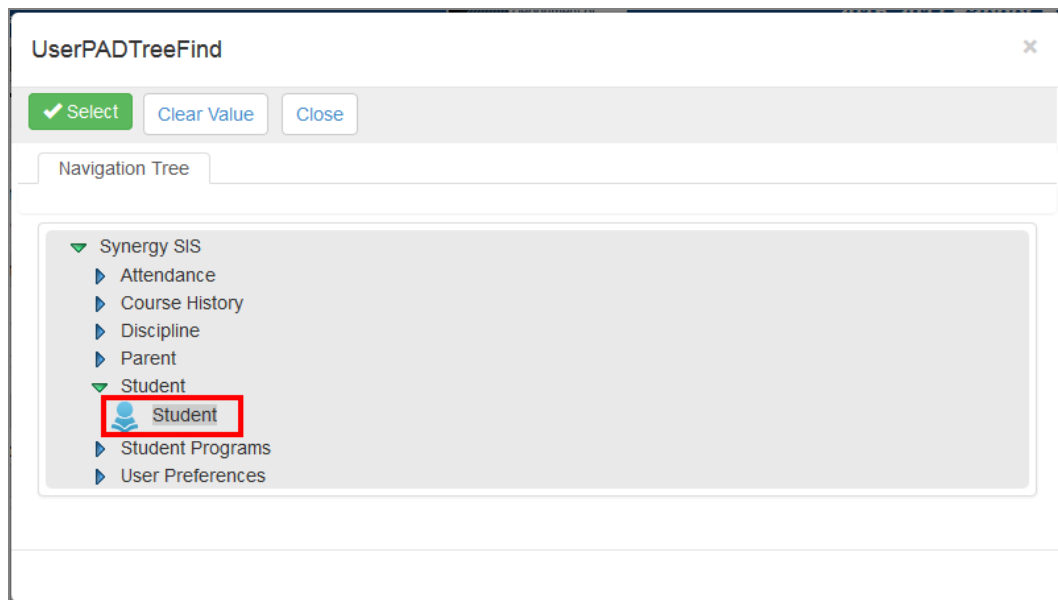
4. Click **Change POV Home Page**. The UserPADTreeFind screen opens.



The screenshot shows the 'User Password and Preferences' window with the 'Preferences' tab selected. The user name is 'User, Test2'. There are three tabs: 'Password', 'Preferences', and 'Report Preferences'. The 'Paging Preferences' section has two input fields: 'Paging Size' and 'Paging Row Size'. The 'Point Of View Home Page' section has a 'POV Home Page' input field and a 'Change POV Home Page' button.

User Password And Preferences Screen, Preferences Tab

5. Navigate to the desired screen to display on login to Synergy DOE. The following example uses the Student screen.



The screenshot shows the 'UserPADTreeFind' window. At the top, there are three buttons: 'Select' (with a checkmark), 'Clear Value', and 'Close'. Below the buttons is a 'Navigation Tree' section. The tree is expanded to show 'Synergy SIS' and 'Student'. Under 'Student', the 'Student' item is highlighted with a red box. Other items in the tree include 'Attendance', 'Course History', 'Discipline', 'Parent', 'Student Programs', and 'User Preferences'.

UserPadTreeFind Screen

6. Click **Select**. The window closes.
7. Click **Save**.

Chapter 9: Uploading Records

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Overview of Uploading Records

Districts can upload records to Synergy DOE directly instead of manually entering them. This process imports the provided records into the screens within Synergy DOE as well as providing the records for state reporting.

Uploading Considerations

What format do files need to be in for upload?

Files can have any name, but must use .TXT or comma-delimited .CSV format.

Can a student have more than one record in an upload file?

Yes. If duplicate records exist, no data in Synergy DOE is modified. Other records update with any new information.

If there is more than one CTE/Truancy reporting submission period, can we resubmit records?


Yes. Records depend on the Start Date and CTE Code/Truancy Type Code. Existing records can have associated data updated.



If a district no longer owns the student in question, CTE records cannot be updated when resubmitted. Student ownership is not necessary for Truancy records, so historical truancy records can update even if the student is no longer attending within the district.

Viewing Uploaded Records

The State Reporting Status screen displays the latest record uploaded of each file type. It provides the date and time of the last upload, the **Last Updated** time, the total **Row Count**, the **Success Count** and **Errors** for each file, the **Status** of the file, and the validation **Results**.

 When focused to a school in the district, all district files display. When focused to the State, all files for all districts display.

State Reporting Status								
Uploads								
File	Summary							
	Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status	Result Log	
State ID Import	09/14/2017 14:49:00	09/14/2017 14:49:00	3	3	0	Complete		
Student Enrollment	09/14/2017 14:50:00	09/14/2017 14:50:00	3	3	0	Complete		
Student Personal	09/14/2017 14:50:00	09/14/2017 14:50:00	1	0	1	Complete		
Attendance	09/12/2017 12:05:00	09/12/2017 12:05:00	1	0	1	Complete		
Truancy								
Economic Status	09/13/2017 07:52:00	09/13/2017 07:52:00	2	1	1	Complete		
EL	09/12/2017 11:59:00	09/12/2017 11:59:00	4	0	4	Complete		
CTE	09/12/2017 12:05:00	09/12/2017 12:06:00	1	0	1	Complete		
Special Education	09/12/2017 20:05:00	09/12/2017 20:05:00	4	3	1	Complete		
Proficiency	09/12/2017 12:07:00	09/12/2017 12:07:00	4	0	4	Complete		
Behavior								

State Reporting Status Screen

- Click the link to the **File** to view the latest version of the uploaded file.
- Click the **Results** file to view the import log for that file type.

```
CTE Import Log
Total Students With Errors: 4
Total Errors: 4
Successfully Updated: 0
Total Rows Read: 4
```

CTE Import Log

- If any errors occurred, you can view a separate error log for the validation process. The log displays the **Row Number**, **SAU ID**, **School ID**, **State Student Number**, and **Error** message.

```
CTE Import Error Log
Row Number SAU ID School ID State Student Number Error
1 123 123 11111 Unable to find a primary key field so record could not be inserted.
2 123 123 22222 Unable to find a primary key field so record could not be inserted.
3 123 123 33333 Unable to find a primary key field so record could not be inserted.
4 123 123 44444 Start Date (01/16/2017) needs to be before or equal to the End Date (10/07/2016)
```

CTE Import Error Log

- Uploading a new version of an existing file replaces the data in the row.

- The following Status types display on the screen:
 - **Pending** – The file is queued to process in the Job Queue.
 - **Being Processed** – The Job Queue is running file.
 - **Complete** – Job Queue processing is complete.

Upload History

The **Upload History** tab displays the historical files for each **File Type**. You can view the versions uploaded and the results for each version.

File	Error Count	Status	Summary					Result Log
			Upload Date Time	Last Process Date	Row Count	Success Count	Error Count	
State ID Import	0	Complete	08/18/2017 17:37:00	08/18/2017 17:37:00	5	5	0	
State ID Import	0	Complete	08/18/2017 17:34:00	08/18/2017 17:34:00	4	4	0	
State ID Import	0	Complete	08/18/2017 14:57:00	08/18/2017 14:57:00	7	7	0	
State ID Import	7	Complete	08/18/2017 14:47:00	08/18/2017 14:47:00	7	0	7	
State ID Import		Pending	08/18/2017 13:04:00					
State ID Import		Pending	08/18/2017 12:35:00					

State Reporting Status Screen, Upload History Tab

Uploading Records to Synergy DOE

You must upload files in the correct order to prevent reporting errors from occurring:

1. State ID Import
2. Student Enrollment/Personal
3. Any additional files

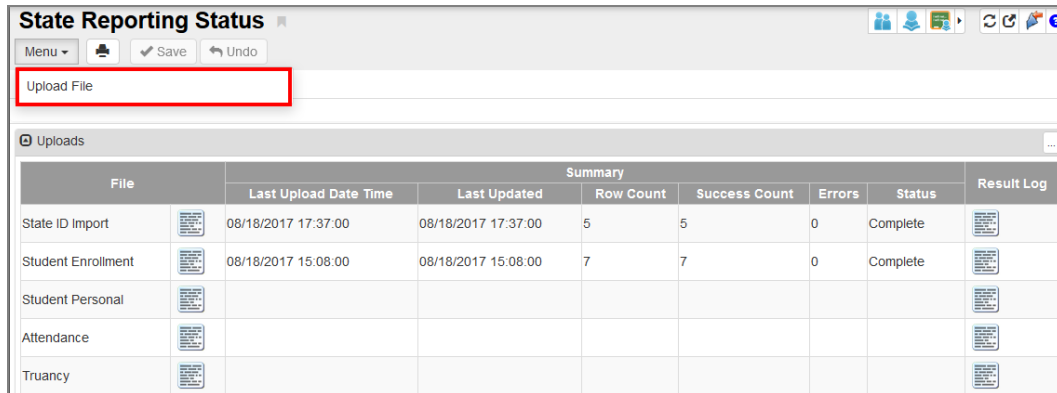


Files submitted without prior creation of students (either through manual entry or by uploading the Student Enrollment/Personal file) display an error immediately due to not following correct file import order. However, if the uploaded file contains students that already exist in Synergy DOE, those students complete and upload.



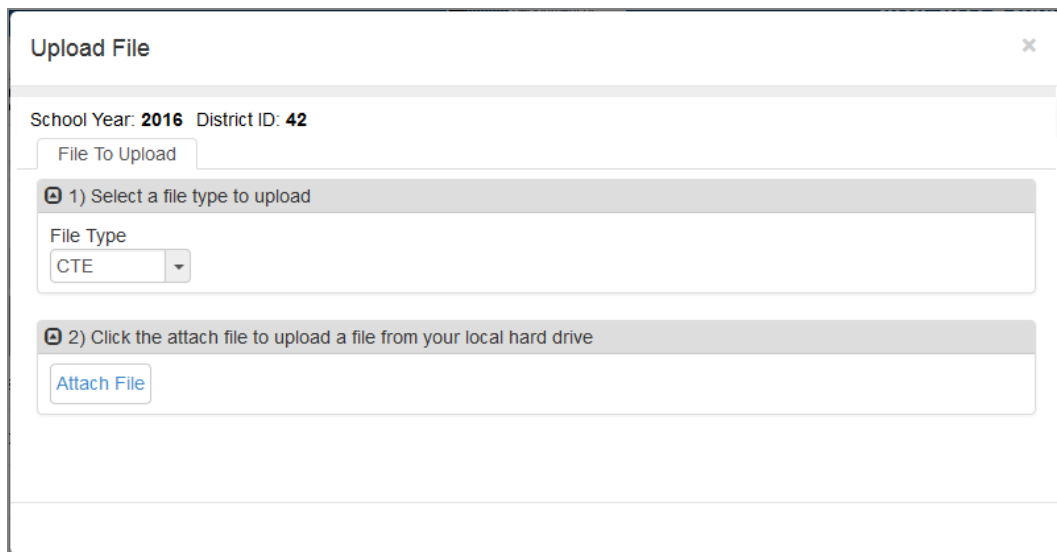
The state controls the list of available upload files. Files displayed may not be available on your State Reporting Status screen.

1. Navigate to **Synergy SIS > ME > State Reporting Status**.
2. Select **Upload File** under **Menu**. The Upload File window appears.



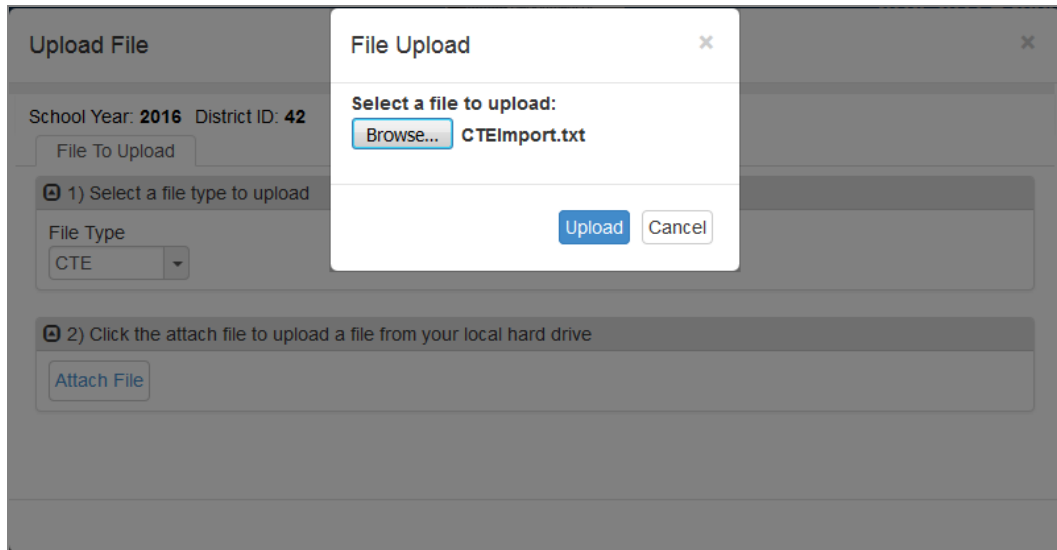
State Reporting Status Screen

3. Select the **File Type**.
4. Click **Attach File**. The upload window appears.



Upload File Screen

5. Select the file to attach from your computer.
6. Click **Upload**. The window closes.



File Upload Screen

7. Upload additional files, if necessary. Close the Upload File window if finished.

The file appears in the Uploads grid with the **Pending** status.

State Reporting Status								
Summary								Upload History
Uploads								
File	Summary							Result Log
	Last Upload Date Time	Last Updated	Row Count	Success Count	Errors	Status		
State ID Import	08/18/2017 17:37:00	08/18/2017 17:37:00	5	5	0	Complete		
Student Enrollment	08/18/2017 15:08:00	08/18/2017 15:08:00	7	7	0	Complete		
Student Personal								
Attendance								
Truancy								
Economic Status								
EL								
CTE	08/24/2017 10:35:00					Pending		
Special Education	08/18/2017 16:31:00	08/18/2017 16:31:00	2	0	2	Complete		
Proficiency								
Behavior								

State Reporting Status Screen

State ID Import File

The State Student ID (SSID) is a state required identification number used for all students. Synergy DOE offers the option to upload a bulk file to generate new SSIDs or locate SSIDs for existing students.

1. Navigate to **Synergy SIS > ME > State Reporting Status**.
2. Click **Upload File** in the **Menu**.
3. Select **State ID Import** as the **File Type**.
4. Click **Attach File**. The upload window appears.

Upload File Screen

5. Select the file to attach from your computer.
6. Click **Upload**. The window closes.

The file appears in the Uploads grid with the **Pending** status if the Job Queue has multiple files queued for processing. After processing, select the **File** on the State Reporting Status screen to view returned SSIDs. Each row displays a Status and Message.

- **Found** – Located an existing SSID for the student
- **Add** – No existing SSID found, new SSID created for the student
- **Multiple** – Multiple possible student SSIDs found, must be resolved manually
- **Error** – Invalid data format in row

Row Number	SAU ID	School Student ID	Last Name	First Name	Middle Name	Gender	Birth Date	Grade	State Student ID	Status	Message
1	123	111111111	Aaron	Ian		M		KG		ERROR	Birth Date is in incorrect format
2	123	222222222	Aaron	Lily	Ruth	F	6/9/2003	8		MULTIPLE	Multiple possible student matches found
3	123	333333333	Martin	John	Travis	M	2/14/2009	2	49	FOUND	Found exact existing match
4	123	444444444	Nathan	Anne		F	11/28/2009	2	123	ADD	New ID created
5	123	555555555	Smith	June		F	5/14/2006	6	50	FOUND	Found exact existing match

State Student ID File Output

Extract Field Data

State reporting uses the following Synergy DOE screens and fields with the data upload process. These fields populate with the data uploaded when the process completes. If using manual entry, ensure that these fields contain data for accurate reporting.

Attendance

The Attendance File uses the following fields and screens for reporting.

Field	Location in Synergy DOE
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab
State Student ID	Synergy SIS > Student > Student screen > Enrollment tab
Days Enrolled	Synergy SIS > Student > Student screen > Enrollment tab
Days Present	Synergy SIS > Student > Student screen > Enrollment tab
Days Excused Absences	Synergy SIS > Student > Student screen > Enrollment tab

Student | Menu | Save | Undo | Add

Student Name: **Aaron, Ian** | School: **Hope High School**

Demographics | Parent/Guardian | **Enrollment** | Enrollment History

Last Name: Aaron | First Name: Ian | Middle Name: | Suffix: | **State Student ID: 12345** | Grade: 09 | Gender: Male

Enrollment Information

Enter Date: 08/15/2016 | Start Status: | Exit Date: | Exit Type Code: | Enrollment Type: |

Days Enrolled | **Days Present** | **Days Excused Absences**

Military Family: |

Enrollment Activity

Last Activity Date: 07/13/2017 | Effective Date: |

Grade: 09 | FTE Code: |

Resident SAU: Edupoint School District | Resident Town: Mesa

Student Screen, Enrollment Tab

Behavior

The Behavior File uses the following fields and screens for reporting.

Field	Location in Synergy DOE
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab

The screenshot shows the 'Student' screen in Synergy DOE. The 'Enrollment' tab is active and highlighted with a red box. Below the student information, the 'Enrollment Information' section includes fields for Enter Date, Start Status, Exit Date, Exit Type Code, and Enrollment Type. The 'Enrollment Activity' section includes Last Activity Date, Effective Date, Grade, and FTE Code. At the bottom, the 'Resident SAU' dropdown menu is highlighted with a red box and shows 'Edupoint School District' as the selected option.

Student Screen, Enrollment Tab

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Student > Student screen > Enrollment tab and Synergy SIS > Discipline > Student Discipline screen
Incident Date	Synergy SIS > Discipline > Student Discipline screen
Description	Synergy SIS > Discipline > Student Discipline screen
Weapon Type	Synergy SIS > Discipline > Student Discipline screen

Student Discipline

Menu | Save | Undo

Student Name: **Aaron, Ian** School: **Hope High School**

Discipline | Discipline History

Last Name: Aaron | First Name: Ian | Middle Name: | Suffix: | **State Student ID: 12345** | Grade: 09 | Gender: Male

Counts and Totals

Resolved Race/Ethnicity: White | Total Incidents: 0 | Total Hours: 0 | Total Days: 0.0

Discipline Incidents | + Add | + Add Wizard | Show Detail

Line	Incident Date	Description	Weapon Type
1	07/07/2017	Alcohol related	

Student Discipline Screen

Field	Location in Synergy DOE
Disposition	Synergy SIS > Discipline > Student Discipline screen > Discipline Incidents detail
Days	Synergy SIS > Discipline > Student Discipline screen > Discipline Incidents detail

The screenshot shows the 'Discipline Incidents' detail screen. The 'Disposition' dropdown menu is open, showing 'In School Suspensio' selected. The 'Days' field is set to '1.0'. Both the dropdown and the 'Days' field are highlighted with red boxes.

Student Discipline Screen, Discipline Incidents Detail

CTE

The CTE File uses the following fields and screens for reporting. Fields with an asterisk (*) indicate that the field is not required.

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Course History > Student CTE Screen

The screenshot shows the 'Student CTE' screen. The 'CTE Programs' table has one row with 'Agriculture, General' as the title and '01.0000' as the code. The 'Code' field is highlighted with a red box.

Student CTE Screen

Field	Location in Synergy DOE
Start Date	Synergy SIS > Course History > Student CTE Screen > CTE Program Details

Field	Location in Synergy DOE
End Date*	Synergy SIS > Course History > Student CTE Screen > CTE Program Details
Exit Status*	Synergy SIS > Course History > Student CTE Screen > CTE Program Details
Displaced Homemaker*	Synergy SIS > Course History > Student CTE Screen > CTE Program Details
Single Parent*	Synergy SIS > Course History > Student CTE Screen > CTE Program Details
Early College LD 1412*	Synergy SIS > Course History > Student CTE Screen > CTE Program Details

Student CTE Program Detail

Menu ▾ Save Undo

Student Name: **Aaron, Ian**

CTE Program Title: **Agriculture, General** CTE Program Code: **01.0000**

Details

Start Date End Date Exit Status

CTE Attributes

Displaced Homemaker

Single Parent

Early College Data

Early College LD 1412

Credit Bearing Data + Add ...

×	Line	Institution Name

Industry Recognized Assessment/Credential ...

Line

Student CTE Program Detail Screen

Economic Status

The Economic Status File uses the following fields and screens for reporting. Fields with an asterisk (*) indicate that the field is not required.

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Student Programs > Economic Status screen
Enter Date	Synergy SIS > Student Programs > Economic Status screen

Field	Location in Synergy DOE
Frm Code	Synergy SIS > Student Programs > Economic Status screen
Exit Date*	Synergy SIS > Student Programs > Economic Status screen

Economic Status

Menu ◀ 🔍 ▶ 🖨 ✔ Save ↶ Undo

Student Name: **Aaron, Ian** School: **Hope High School**

FRM

Last Name: First Name: Middle Name: Suffix: **State Student ID**: Grade: Gender:

Options

Free and Reduced Meals + Add ...

×	Line	Enter Date	Frm Code	Exit Date
☐	1	11/15/2016	FP: FullPrice	10/17/2017

Economic Status Screen

EL

The EL File uses the following fields and screens for reporting.

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Student > Student screen
EL Start Date	Synergy SIS > Student > Student screen

Student

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics Parent/Guardian Enrollment Enrollment History

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Student Information

Home Language: Alias Birth Date: 02/12/2002

Refugee Immigrant US Entry Date: US School Entry Date:

Race and Ethnicity

Hispanic/Latino: Non-Hispanic Resolved Race/Ethnicity: White

Race: Asian American Indian or Alaska Native Black or African American Native Hawaiian or Other Pacific Islander White

Home Address **Mail Address**

Address: 123 Main St Effective Date: City: Anytown State: ME ZIP Code: 12345 +4: Grid Code: Mail same as Home Address Map it!

Phone Numbers

Line	Primary	Type	Phone	Extension	Contact	Not Listed
1	<input checked="" type="checkbox"/>	Cell	555-555-5555		<input type="checkbox"/>	<input type="checkbox"/>

Additional Information

Social Security Number: EL Start Date:

Student Screen

Field	Location in Synergy DOE
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab

Student

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics
Enrollment
Enrollment History

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
Aaron	Ian			12345	09	Male

Enrollment Information

Enter Date	Start Status	Exit Date	Exit Type Code	Enrollment Type
08/15/2016				
Days Enrolled	Days Present	Days Excused	Absences	
Military Family				

Enrollment Activity

Last Activity Date	EffectiveDate
07/13/2017	
Grade	FTE Code
09	
Resident SAU	Resident Town
Edupoint School District	Mesa

Student Screen, Enrollment Tab

Proficiency

The Proficiency File uses the following fields and screens for reporting.

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Course History > Proficiency Based Education screen
Proficiency Area	Synergy SIS > Course History > Proficiency Based Education screen
School Year	Synergy SIS > Course History > Proficiency Based Education screen
School Name	Synergy SIS > Course History > Proficiency Based Education screen

Proficiency Based Education

Student Name: **Aaron, Ian** School: **Hope High School**

Proficiencies

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Student Proficiencies

Line	Proficiency Area	School Year	School Name
1	English Language Arts	2016-2017	Hope High School
2	Career and Education Development	2016-2017	Hope High School
3	Social Studies	2016-2017	Hope High School
4	A Self-Directed and Lifelong Learner	2016-2017	Hope High School

Proficiency Based Education Screen

Special Education


The Special Education File uses the following fields and screens for reporting. Fields with an asterisk (*) indicate that the field is not required.

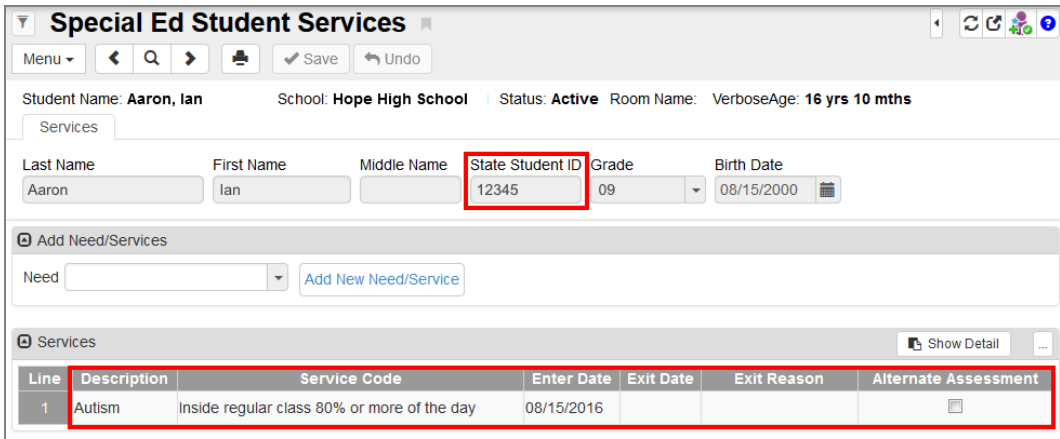
Field	Location in Synergy DOE
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab

The screenshot shows the 'Student' record for Aaron, Ian at Hope High School. The 'Enrollment' tab is active. The 'Resident SAU' field is highlighted with a red box, showing 'Edupoint School District' selected. Other fields include Last Name (Aaron), First Name (Ian), State Student ID (12345), Grade (09), and Gender (Male). The Enrollment Information section includes fields for Enter Date (08/15/2016), Start Status, Exit Date, Exit Type Code, Enrollment Type, Days Enrolled, Days Present, Days Excused, Absences, and Military Family. The Enrollment Activity section includes Last Activity Date (07/13/2017), Effective Date, Grade (09), and FTE Code. The Resident SAU and Resident Town (Mesa) fields are also visible at the bottom.

Student Screen, Enrollment Tab

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Student Programs > Special Ed Student Services screen
Description	Synergy SIS > Student Programs > Special Ed Student Services screen
Service Code	Synergy SIS > Student Programs > Special Ed Student Services screen
Enter Date	Synergy SIS > Student Programs > Special Ed Student Services screen
Exit Date*	Synergy SIS > Student Programs > Special Ed Student Services screen
Exit Reason*	Synergy SIS > Student Programs > Special Ed Student Services screen
Alternate Assessment	Synergy SIS > Student Programs > Special Ed Student Services screen

 The **Exit Reason** is not required unless an **Exit Date** also exists.



Special Ed Student Services

Student Name: Aaron, Ian School: Hope High School Status: Active Room Name: VerboseAge: 16 yrs 10 mths


Last Name: Aaron First Name: Ian Middle Name: State Student ID: 12345 Grade: 09 Birth Date: 08/15/2000

Line	Description	Service Code	Enter Date	Exit Date	Exit Reason	Alternate Assessment
1	Autism	Inside regular class 80% or more of the day	08/15/2016			<input type="checkbox"/>

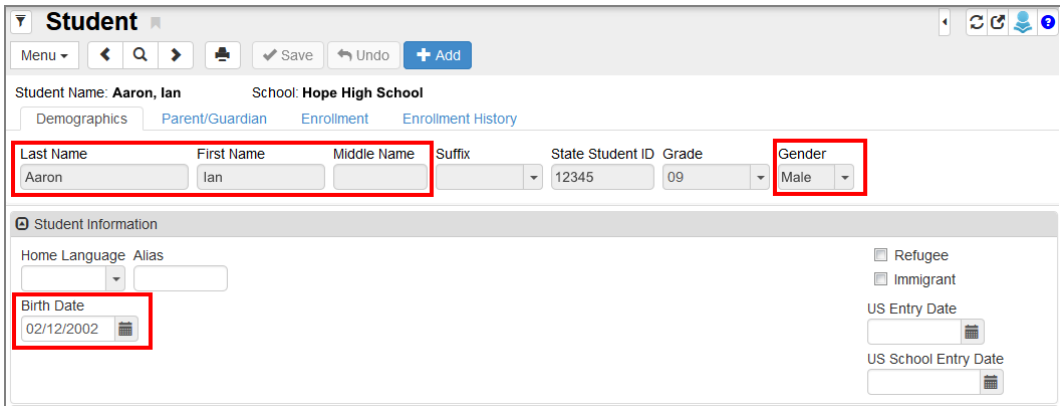
Special Ed Student Services Screen

State ID Import

The State ID Import File uses the following fields and screens for reporting.

 The State ID Import file also requires a **School Student ID** included for each student, which can be found in the school's SIS application.

Field	Location in Synergy DOE
Last Name	Synergy SIS > Student > Student screen
First Name	Synergy SIS > Student > Student screen
Middle Name*	Synergy SIS > Student > Student screen
State Student ID	Synergy SIS > Student > Student screen
Gender	Synergy SIS > Student > Student screen
Birth Date	Synergy SIS > Student > Student screen



Student

Student Name: Aaron, Ian School: Hope High School

Last Name: Aaron First Name: Ian Middle Name: Suffix: State Student ID: 12345 Grade: 09 Gender: Male

Birth Date: 02/12/2002

Student Screen

Field	Location in Synergy DOE
Start Status	Synergy SIS > Student > Student screen > Enrollment tab
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab

Student

Menu Save Undo Add

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics Parent/Guardian **Enrollment** Enrollment History

Last Name	First Name	Middle Name	Suffix	State Student ID	Grade	Gender
Aaron	Ian			12345	09	Male

Enrollment Information

Enter Date	Start Status	Exit Date	Exit Type Code	Enrollment Type
08/15/2016	01821: Transfer from a public school in the same local education agency			

Days Enrolled: 175.00 Days Present: 160.00 Days Excused Absences:

Military Family: It is unknown whether or not the student is military-connected.

Enrollment Activity

Last Activity Date	EffectiveDate
07/14/2017	

Grade: 09 FTE Code: 4: 51-75% of educational time spent at school

Resident SAU	Resident Town
Edupoint School District	Anytown

Alternative Education Student Gifted Talented Academic
 Homeless Unaccompanied Youth Gifted Talented Artistic

Student Screen, Enrollment Tab

Student Enrollment

The Student Enrollment File uses the following fields and screens for reporting. Fields with an asterisk (*) indicate that the field is not required.

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Student > Student screen
Grade	Synergy SIS > Student > Student screen

The screenshot shows the 'Student' information screen. At the top, the student's name is 'Aaron, Ian' and the school is 'Hope High School'. Below this, there are tabs for 'Demographics', 'Parent/Guardian', 'Enrollment', and 'Enrollment History'. The 'Enrollment' tab is active. In the enrollment section, the 'State Student ID' is '12345' and the 'Grade' is '09'. Below this, there are sections for 'Student Information' (Home Language, Birth Date, US Entry Date) and 'Race and Ethnicity' (Hispanic/Latino, Resolved Race/Ethnicity, and various race checkboxes).

Student Screen

Field	Location in Synergy DOE
Enter Date	Synergy SIS > Student > Student screen > Enrollment tab
Start Status	Synergy SIS > Student > Student screen > Enrollment tab
Exit Date*	Synergy SIS > Student > Student screen > Enrollment tab
Exit Type Code*	Synergy SIS > Student > Student screen > Enrollment tab
Enrollment Type	Synergy SIS > Student > Student screen > Enrollment tab
Military Family*	Synergy SIS > Student > Student screen > Enrollment tab
Effective Date*	Synergy SIS > Student > Student screen > Enrollment tab
FTE Code*	Synergy SIS > Student > Student screen > Enrollment tab

 The **Exit Type Code** is not required unless an **Exit Date** also exists. The **FTE Code** is not required unless **Home Schooled** is checked.

Student Screen, Enrollment Tab

Field	Location in Synergy DOE
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab
Resident Town	Synergy SIS > Student > Student screen > Enrollment tab
Alternative Education Student*	Synergy SIS > Student > Student screen > Enrollment tab
Immigrant*	Synergy SIS > Student > Student screen > Enrollment tab
Refugee*	Synergy SIS > Student > Student screen > Enrollment tab
Homeless Unaccompanied Youth*	Synergy SIS > Student > Student screen > Enrollment tab
Homeless Night Time Residence*	Synergy SIS > Student > Student screen > Enrollment tab
Fiscal Responsibility	Synergy SIS > Student > Student screen > Enrollment tab
Gifted Talented Academic*	Synergy SIS > Student > Student screen > Enrollment tab
Gifted Talented Artistic*	Synergy SIS > Student > Student screen > Enrollment tab
Bilingual Services*	Synergy SIS > Student > Student screen > Enrollment tab
Sheltered English*	Synergy SIS > Student > Student screen > Enrollment tab
Heritage Language Services*	Synergy SIS > Student > Student screen > Enrollment tab
Home Schooled*	Synergy SIS > Student > Student screen > Enrollment tab

Field	Location in Synergy DOE
Section 504 Plan*	Synergy SIS > Student > Student screen > Enrollment tab
Title 1A Math*	Synergy SIS > Student > Student screen > Enrollment tab
Title 1A ELA*	Synergy SIS > Student > Student screen > Enrollment tab

Resident SAU

Resident Town

Edupoint School District

Mesa

Alternative Education Student
 Immigrant
 Refugee
 Homeless Unaccompanied Youth
 Homeless Night Time Residence

Gifted Talented Academic
 Gifted Talented Artistic
 Bilingual Services
 Sheltered English
 Heritage Language Services
 Home Schooled
 Section 504 Plan
 Title 1A Math
 Title 1A ELA

Fiscal Responsibility

Resident of School Unit

Student Screen, Enrollment Tab

Student Personal

The Student Personal file uses the following fields and screens for reporting. Fields with an asterisk (*) indicate that the field is not required.

Field	Location in Synergy DOE
Last Name	Synergy SIS > Student > Student screen
First Name	Synergy SIS > Student > Student screen
Middle Name*	Synergy SIS > Student > Student screen
Suffix*	Synergy SIS > Student > Student screen
State Student ID	Synergy SIS > Student > Student screen
Grade	Synergy SIS > Student > Student screen
Gender	Synergy SIS > Student > Student screen
Home Language	Synergy SIS > Student > Student screen
Alias*	Synergy SIS > Student > Student screen
Birth Date	Synergy SIS > Student > Student screen
Refugee	Synergy SIS > Student > Student screen
Immigrant	Synergy SIS > Student > Student screen
US Entry Date	Synergy SIS > Student > Student screen
US School Entry Date	Synergy SIS > Student > Student screen
Hispanic/Latino	Synergy SIS > Student > Student screen
Race	Synergy SIS > Student > Student screen

Student

Menu | Save | Undo | Add

Student Name: **Aaron, Ian** School: **Hope High School**

Demographics | Parent/Guardian | Enrollment | Enrollment History

Last Name: Aaron | First Name: Ian | Middle Name: | Suffix: | State Student ID: 12345 | Grade: 09 | Gender: Male

Student Information

Home Language: | Alias: | Refugee | Immigrant

Birth Date: 02/12/2002 | US Entry Date: | US School Entry Date: |

Race and Ethnicity

Hispanic/Latino: Non-Hispanic | Resolved Race/Ethnicity: White

Race: Asian | American Indian or Alaska Native | Black or African American | White

Student Screen

Field	Location in Synergy DOE
Address*	Synergy SIS > Student > Student screen
City*	Synergy SIS > Student > Student screen
State*	Synergy SIS > Student > Student screen
Zip Code*	Synergy SIS > Student > Student screen
Phone*	Synergy SIS > Student > Student screen
Social Security Number*	Synergy SIS > Student > Student screen

The screenshot shows the 'Student Screen' with several sections:

- Home Address:** Fields for Address (123 Main St), Effective Date, City (Anytown), State (ME), ZIP Code (12345), +4, and Grid Code. A red box highlights these fields.
- Mail Address:** Similar fields to Home Address, with a checkbox for 'Mail same as Home Address' and a 'Map it!' button.
- Phone Numbers:** A table with columns: Line, Primary, Type, Phone, Extension, Contact, Not Listed. A red box highlights the 'Phone' field containing '555-555-5555'.
- Additional Information:** Fields for Social Security Number and EL Start Date. A red box highlights the Social Security Number field.

Student Screen

Field	Location in Synergy DOE
Parent Name*	Synergy SIS > Student > Student screen > Parent/Guardian tab

The screenshot shows the 'Student Screen, Parent/Guardian Tab' for a student named Aaron, Ian at Hope High School. The 'Parent/Guardian' tab is highlighted with a red box. Below it, a table lists the parent/guardian:

Line	Lives With	Relation	Parent Name	Type	Phone	Deceased
1	<input type="checkbox"/>	Father	Smith, Parent	Cell	623-555-1212	<input type="checkbox"/>

A red box highlights the 'Parent Name' field 'Smith, Parent' in the table.

Student Screen, Parent/Guardian Tab

Truancy

The Truancy File uses the following fields and screens for reporting. Fields with an asterisk (*) indicate that the field is not required.

Field	Location in Synergy DOE
Resident SAU	Synergy SIS > Student > Student screen > Enrollment tab

The screenshot shows the 'Student' record for Aaron, Ian at Hope High School. The 'Enrollment' tab is selected. The 'Resident SAU' field is highlighted with a red box and shows 'Edupoint School District'. Other fields include Last Name (Aaron), First Name (Ian), State Student ID (12345), Grade (09), and Gender (Male). The 'Enrollment Information' section includes fields for Enter Date (08/15/2016), Start Status, Exit Date, Exit Type Code, Enrollment Type, Days Enrolled, Days Present, Days Excused Absences, and Military Family. The 'Enrollment Activity' section includes Last Activity Date (07/13/2017), Effective Date, Grade (09), and FTE Code. The 'Resident SAU' and 'Resident Town' (Mesa) fields are also visible at the bottom.

Student Screen, Enrollment Tab

Field	Location in Synergy DOE
State Student ID	Synergy SIS > Attendance > Student Truancy Summary screen
Truancy Type	Synergy SIS > Attendance > Student Truancy Summary screen
Start Date	Synergy SIS > Attendance > Student Truancy Summary screen
End Date*	Synergy SIS > Attendance > Student Truancy Summary screen
End Comment*	Synergy SIS > Attendance > Student Truancy Summary screen
Attending School	Synergy SIS > Attendance > Student Truancy Summary screen



The **Exit Comment** is not required unless an **End Date** also exists.

Student Truancy Summary


Student Name: Aaron, Ian

Last Name: Aaron, First Name: Ian, Middle Name: , Suffix: , State Student ID: 12345, Grade: 09, Gender: Male

Line	Truancy Type	Start Date	End Date	End Status	End Comment	Attending School	Truancy Note	Truancy Details	Pause/Resume	Pause Reason	Pause Note
1	10 Full Days Completed Grade 6	06/06/2017				Hope High School		Open Details	Pause/Resume		

Student Truancy Summary Screen

Field	Location in Synergy DOE
Notify Superintendent Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Notify Superintendent Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Intervention Plan Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Intervention Plan Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Parent Notification Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Parent Notification Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen

 Notes for Truancy Detail steps are not required unless a subsequent Date exists.

Student Truancy Details

Menu Save Undo

Student Name: **Aaron, Ian** State Student ID: **12345** Truancy Type: **10 Full Days Completed Grade 6** End Date:
Start Date: **06/06/2017**

Details

Truancy Note

Step 1 - Notify Superintendent of Truant Student

Notify Superintendent **Notify Superintendent Date** **Notify Superintendent Note**

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**

Student Truancy Details Screen

Field	Location in Synergy DOE
Notify Board Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Notify Board Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Parent Meeting Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Parent Meeting Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Referral Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Referral Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Additional Intervention Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Additional Intervention Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Pause Date*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Pause Reason*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen
Pause Note*	Synergy SIS > Attendance > Student Truancy Summary screen > Student Truancy Details screen

The screenshot displays the 'Student Truancy Details Screen' with several sections highlighted by red boxes:

- Step 4 - Superintendent Notifies School Board:** Includes a checked 'Notify Board' checkbox, a 'Notify Board Date' field with a calendar icon (set to 06/22/2017), and a 'Notify Board Note' text area.
- Step 5 - Official Parent Meeting:** Includes a checked 'Parent Meeting' checkbox, a 'Parent Meeting Date' field (set to 06/26/2017), and a 'Parent Meeting Note' text area containing 'Discussed intervention plan.'
- Step 6 - Referral to Local Law Enforcement:** Includes an unchecked 'Referral' checkbox, a 'Referral Date' field, and a 'Referral Note' text area.
- Optional - Additional Intervention:** Includes an unchecked 'Additional Intervention' checkbox, an 'Additional Intervention Date' field, and an 'Additional Intervention Note' text area.
- Pause History:** A table with columns for 'Line', 'Pause Date', 'Pause Reason', and 'Pause Note', each with a dropdown arrow.

Student Truancy Details Screen