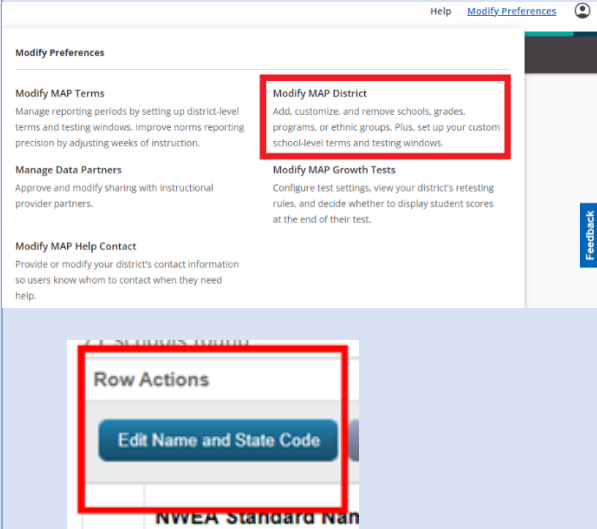
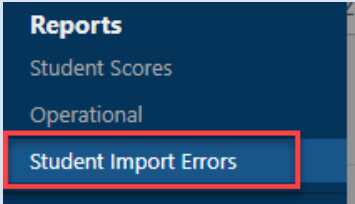


SAUs can work on several of the data cleanup tasks, in both Acacia and MAP Growth, from when the Management System opens on 12/16/2024 through the last day of the SAU Cleanup Window on 2/28/2025. Refer to the tables below for start and end dates for these winter 2025 administration tasks.

Winter 2025 Data Cleanup Tasks for SAUs

Activity	Start Date	End Date	Who
<p>Confirm that the correct school state code is being used in MAP Growth. This can be updated manually in MAP Growth by going to Modify Preferences > Modify District and then selecting Edit Name and School State Code.</p>  <p>Note: District Codes and School State Codes cannot be the same code.</p> <p>School state codes recognized by the Maine DOE can be found here: Maine DOE Organizational Data</p> <p>If you have any questions regarding your School State Code, please contact NWEA Partner Support at (855) 430-1777.</p>	12/16/2024	2/28/2025	All SAUs / Schools

Winter 2025 Data Cleanup Tasks for SAUs

	Activity	Start Date	End Date	Who
<input type="checkbox"/>	<p>If student demographic information appears to be missing or incorrect, ensure that the information is correct in Synergy.</p> <p>A final roster daily change file will be generated on February 13, 2025. Any demographic updates in Synergy after that date will not be reflected until the next administration.</p>	12/16/2024	2/13/2025	All SAUs / Schools
<input type="checkbox"/>	<p>System Admin, Data Admin, or Assessment Coordinator (DAC) in Acacia will see 'Student Import Errors' under Reports in the menu.</p>  <p>Select your organization and select 'Find'.</p> <p>When the report is generated, you can download the file or view within the UI. Once generated, it will also be an available option in the dropdown under Operational Reports.</p> <p><i>This report will be available from 1/6/25 to 2/28/2025 (during the administration window and through the SAU cleanup period).</i></p> <p><i>Refer to list of MAP Growth Errors on pages 3 and 4 for details on how to resolve.</i></p>	1/6/2025	2/28/2025	SAU users with a role of System Admin, Data Admin, or DAC
<input type="checkbox"/>	<p>Generate Operational Reports for the Winter 2025 admin. Last day to run is 3/14/25.</p>	12/16/2024	3/14/2025	All SAUs / Schools

Winter 2025 Data Cleanup Tasks for SAUs

	Activity	Start Date	End Date	Who
<input type="checkbox"/>	If students have transferred from one SAU to another, it's crucial that both Synergy and MAP Growth reflect the current roster details for the student for that term, or the second MAP Growth Error listed in the table below will come into play. Refer to the Maine Through Year Assessment User and Student Management Guide for additional details on the steps needed.	12/16/2024	2/28/2025	SAU users with a role of System Admin, Data Admin, or DAC

MAP Growth Errors

Error	Details / Resolution
This student is an invalid transfer – student data cannot change on a transfer.	<p>To ensure that student data is not updated in error, student demographics and Reporting School cannot change within the same upload. Allow one business day between transfers and demographic updates to avoid this error occurring.</p> <p>Resolution: If changes are needed to the Student Demographics and Reporting School, update the demographic information in Synergy, and confirm the following business day that it's been updated in Acacia. Once confirmed it's been updated in Acacia, update the Reporting School in Synergy, and confirm the following business day that it's been updated in Acacia. If both changes are reflected in Synergy but are not yet reflected in Acacia, please reach out to the Maine DOE.</p> <p>NOTE: <i>After the administration window closes, any changes in demographic information must be sent directly to the Maine DOE Assessment Team because the daily roster change file will no longer be active.</i></p>
This row has an incorrect number of commas (most commonly caused by a comma in one of the name columns).	<p>MAP Growth allows commas within fields. Notably names will contain commas such as Smith, Jr or as a typo.</p> <p>Resolution: Remove any comma within MAP Growth fields.</p>

Error	Details / Resolution
<p>This student is duplicated in the upload file.</p>	<p>The same student ID is in two different districts within MAP Growth. Student data from Acacia will not be updated until the conflict is resolved. Both districts (SAUs) will see this error until resolved.</p> <p>Resolution: The student must be rostered to the correct reporting SAU/school and term in MAP Growth. This error occurs when the student is rostered to both their prior SAU/school and their current SAU/school for the current term. If one SAU/school needs to know which other SAU/school also has the student on their roster, NWEA Partner Support can provide the school and school state code (i.e., school org ID) to coordinate the correction needed.</p> <p><u>It is the responsibility of the prior SAU/school to remove the most current term (winter 2025) from the MAP Growth platform.</u> You can reference the following article for assistance: How to remove a term from a student profile</p> <p>It is not necessary to remove the student entirely from the prior SAU/school's MAP platform. The prior SAU/school should notify the new SAU/school that this has been done to confirm that data will be appropriately included in the new SAU/school's MAP Growth reporting. A list of Assessment Coordinator and Data Specialist contacts can be found using the NEO Contact Search.</p>
<p>Invalid school code.</p>	<p>The school code in MAP Growth is not the same school code that is in Acacia.</p> <p>Resolution: Refer to the Maine DOE's Maine DOE Organizational Data and select 'All SAUs and Schools.' The correct school code will be listed in Column E, SchoolOrg Id. The correct school code will need to be updated in MAP Growth. Refer to steps outlined in the checklist above on where to update in MAP Growth.</p>
<p>This student cannot be updated at this time - student home school must match from MAP Growth.</p>	<p>Reference to 'home school' refers to the reporting school.</p> <p>Resolution: Confirm that the reporting school for this student in MAP Growth and Acacia is the same and that the student is also not rostered to two different reporting schools in MAP Growth.</p>

Student Groups

Reporting Groups should be created by the end of the administration window. To quickly and easily identify students who have not yet been assigned to a Reporting Group:

- Generate a Testing Status Report for Operational Reports in Acacia.
- Column AO includes the student's assigned Reporting Groups; if the field is empty, it indicates the student has not yet been assigned to a Reporting Group.

There is also a Quick Reference Guide for Creating Student Groups that can be found in the Help Resources section within Acacia.