

School Transportation

EFM-43 Transportation Out of District Special Education, Homeless and Career and Technical Education (CTE) Data Report (A District Submittal)

Instructions With FAQs Summary – Update 10/14/16

When is NEO Transportation training available?

Classroom training is provided each year at the annual State School Transportation Conference. It typically occurs during the **3rd week in July** at the Sugarloaf Conference Center, Carrabassett Valley, Maine. Check the MAPT website at: <http://maptme.org/wp/> under information/conferences/annual conferences for the latest updates. Also, watch for an announcement during the summer that will be posted in the Maine DOE News. All school Transportation Directors should attend.

What is the Transportation Out of District Special Education, Homeless and Career and Technical Education (CTE) Data Report (EFM-43)?

The Out of District Special Education, Homeless and Career and Technical Education (CTE) Transportation Data Report is an annual report submitted by public school districts. The report provides data on transportation of out of district special education students, homeless students and career and technical education students used in the transportation portion of the EPS school subsidy calculation.

When is the EFM-43 report due?

Each year the Out of District Special Education, Homeless and Career and Technical Education Transportation Data Report opens **July 1** and is due **October 15** and reports data for the fiscal year (FY) that closed on June 30.

Where is the EFM-43 report located?

The report is located in Maine DOE NEO Data System. The EFM-43 report is located in the NEO Transportation module under the “**Annual Data**” tab. Select “**SAU Annual Data Summary**” and then under the “Navigation” “Select Link” drop down choose “**Enter SAU Annual Data.**”

Where do I log into the Maine DOE NEO Data System?

The website link is: <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

How is the report completed?

Answer questions in **Sections 1.0, 2.0, 3.0, and 4.0**. After the four sections are complete the superintendent must certify the report by completing “**Section 5.0 Superintendent Certification Details.**”

How do I confirm that the report was submitted?

Superintendent certification is required to submit this report. In NEO Transportation from the “**Annual Data**” tab select “**SAU Annual Data summary**” and then under the “Navigation” “Select Link” drop down choose “**Enter SAU Annual Data.**” When the report has been both submitted and received by the Department Sections 3.0 and 4.0 will be time date stamped. And, “**Section 5.0 Superintendent Certification Details**” (at the bottom of the page) will display the email address of the superintendent and a time date stamp for when the report was submitted.

Who has access to the report?

The district superintendent, business manager and transportation director have access to this report.

School Transportation

EFM-43 Transportation Out of District Special Education, Homeless and Career and Technical Education (CTE) Data Report (A District Submittal)

Instructions With FAQs Summary – Update 10/14/16

Where are instructions for the report located?

Instructions for each school transportation report are located on the Maine DOE Reporting Calendar:
<http://www.maine.gov/doe/reporting/calendar.shtml>

Who do I contact for assistance?

Contact the Maine DOE helpdesk at medms.helpdesk@maine.gov for your password or technical issues associated with access to NEO Transportation.

Contact Paula Gravelle at paula.b.gravelle@maine.gov or 207-624-6792 for details about the content of the report and technical questions.

Contact your district IT department and the Maine DOE helpdesk (at medms.helpdesk@maine.gov) if you have technical difficulty with the NEO system.

When was NEO Transportation launched?

NEO Transportation launched November 1, 2013. Updates and refinements are implemented as needed.

What is the website link to the Maine DOE School Transportation page?

<http://www.maine.gov/doe/transportation/>