

NEO Maine School Approvals



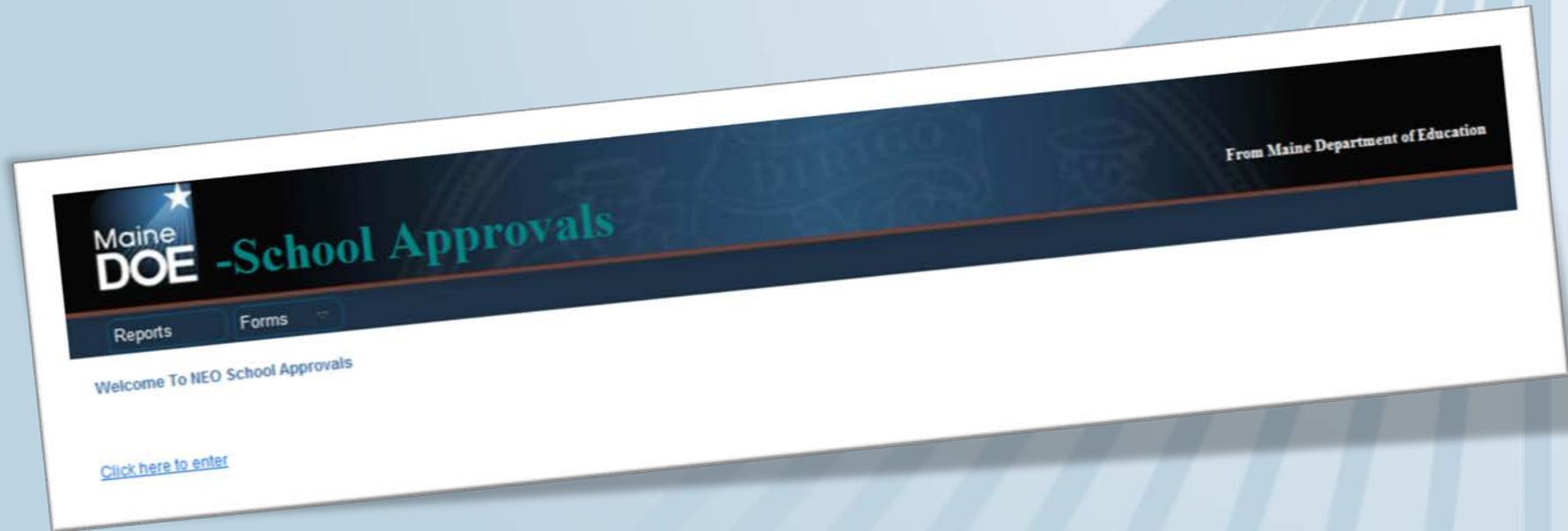
Overview

- NEO Maine School Approvals is replacing the existing MeDMS forms
- NEO Maine Schools Approvals will available for the 2015 - 2018 approval period
- Training will be available as part of the Department's statewide training program beginning in July
- User Access will be provided in conjunction with the training classes

Training

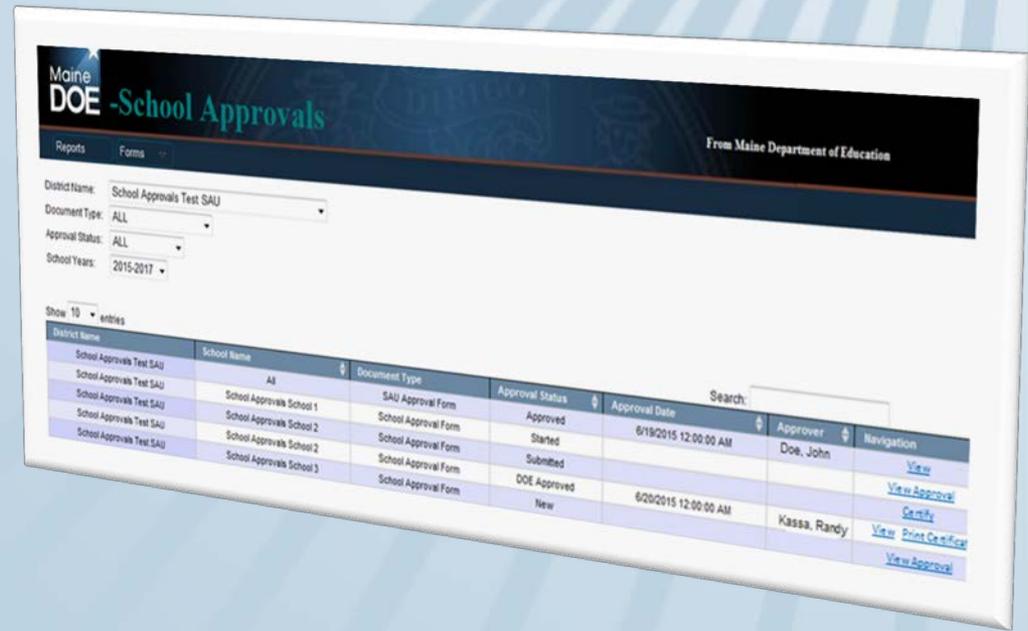
- July 22, 2015 - RSU 29 - Houlton Southside School, Houlton
- July 28, 2015 - Machias - Rose M Gaffney School, Machias
- July 29, 2015 - Ellsworth Elementary/Middle School, Ellsworth
- July 30, 2015 - Bangor High School, Bangor
- August 4, 2015 - RSU 54 - Skowhegan Area High School, Skowhegan
- August 5, 2015 - Waterville - Waterville Senior High School, Waterville
- August 6, 2015 - Lewiston - Lewiston High School, Lewiston
- August 11, 2015 - RSU 10 - Dirigo High School, Dixfield
- August 12, 2015 - RSU 13 - Oceanside High School East, Rockland
- August 13, 2015 - RSU 75 - RSU 75 Central Office, Topsham
- August 25, 2015 - RSU 06 - Buxton Center Elementary, Buxton
- August 26, 2015 - Shapleigh School, Kittery

Welcome Screen



SAU Summary Screen

- The SAU Summary screen is where Superintendents and schools will come to start the approval process as well as view those that are currently in progress.
- Superintendents with multiple SAU's/Districts will be able to filter the list between Districts



SAU Summary Screen

The screenshot shows the 'Maine DOE -School Approvals' interface. At the top left is the logo and title. At the top right, it says 'From Maine Department of Education'. Below the header are 'Reports' and 'Forms' tabs. The main area contains filter fields: 'District Name' (School Approvals Test SAU), 'Document Type' (ALL), 'Approval Status' (ALL), and 'School Years' (2015-2017). A red bracket groups these as 'Filters'. Below the filters is a 'Show 10 entries' dropdown and a search box. A table displays the following data:

District Name	School Name	Document Type	Approval Status	Approval Date	Approver	Navigation
School Approvals Test SAU	All	SAU Approval Form	Approved	6/19/2015 12:00:00 AM	Doe, John	View
School Approvals Test SAU	School Approvals School 1	School Approval Form	Started			View Approval
School Approvals Test SAU	School Approvals School 2	School Approval Form	Submitted			Certify
School Approvals Test SAU	School Approvals School 2	School Approval Form	DOE Approved	6/20/2015 12:00:00 AM	Kassa, Randy	View Print Certificate
School Approvals Test SAU	School Approvals School 3	School Approval Form	New			View Approval

At the bottom left, it says 'Showing 1 to 5 of 5 entries'. At the bottom right, there are 'Previous' and 'Next' navigation buttons. A red arrow points from the 'New' status in the table to a legend box.

Approval Statuses
Approved with Waiver/Plan = "DOE Approved"
Approved by District = "Approved"
All Complete = "Submitted"
1 or more NULL/Incomplete values = "Started"
Nothing = "New"

SAU/District Approval Screen

- SAU/District Approval Screen is where Superintendents will review school unit questions and acknowledge if Complete or Incomplete.
- SAU Approval Process:
 1. Superintendent Answers all questions.
 2. Superintendent Certifies all data is correct and submits to DOE
 3. DOE Reviews
 - i. If answers to all questions = Yes , then status = Approved
 - ii. If any answer to a question = No then status = Approved with Waiver or DOE can Reject



SAU Approval Screen


From Maine Department of Education

Reports
Forms ▾

School Approvals Test SAU
2015 - 2018
SAU Approval

Document Matrix		Form Status - New Approved By - Mr. Tester 01/01/15	
Section Response		Question	Comments
Complete	Incomplete	Question	
1 <input type="radio"/> Yes	<input type="radio"/> No	1. The SAU superintendent maintains: a roster of all resident and tuition students attending schools operated by the school unit; a roster of all students eligible to attend school within the school unit who are receiving equivalent instruction in an approved or compulsory attendance private school, or in an approved equivalent instruction program; a roster of all students who have been expelled by school board action, who have dropped out of the school unit, who have withdrawn from the school unit, or who are truant and a roster of all students who have been approved for transfer within or to another school unit.	Comment Req'd if NO
1 <input type="radio"/> Yes	<input type="radio"/> No	2. The SAU calendar accommodates all students, including the CTE students, so that all students receive the required minimum of at least 175 instructional days.	
1 <input type="radio"/> Yes	<input type="radio"/> No	3. The SAU has a Comprehensive Education Plan that includes transitioning to proficiency-based graduation. The superintendent shall annually submit a copy of the minutes at which the school board reviewed and approved the plan.	
1 <input type="radio"/> Yes	<input type="radio"/> No	4. The following policies/plans/inspection certificates are on file at the school administrative unit central office, are current, meet all State and Federal statutory regulations and requirements and are available for	

School Approval Screen

- School Approval Screen is where Superintendents or Principals will review questions for each school and acknowledge by Section if Complete or Incomplete.
- School Approval Process
 1. Administrator Answers all Questions and submits to Superintendent
 2. Superintendent reviews and Certifies all School Data for their SAU
 3. DOE Reviews
 - i. If answers to all questions = Yes , then status = Approved and Certificate can be printed
 - ii. If any answer to a question = No then status = Approved with Waiver and Certificate can be printed or DOE can Reject

The screenshot shows the 'Maine DOE School Approvals' web application. At the top, it says 'From Maine Department of Education'. Below that, there's a 'Maine DOE School Approvals' header. The main content area is titled 'Document Matrix' and shows a table with columns for 'Section', 'Complete', 'Incomplete', and 'Comments'. The 'Complete' column has radio buttons for 'Yes' and 'No'. The 'Incomplete' column has radio buttons for 'Yes' and 'No'. The 'Comments' column has a text input field. Below the table, there are buttons for 'Submit', 'Back', 'Certify', 'Approve with Waiver/Plan', and 'Print Certificate'. At the bottom, there's a section titled 'A. MEDICAL' with the text 'The Superintendent or their designee certifies that the following components are Complete or Incomplete'. Below that, there's a list of items, with the first item being '1. The school informs the parents of a student suffering from a health problem.'.

School Approval Screen

Maine DOE - School Approvals

From Maine Department of Education

Reports Forms

School Approvals Test SAU	
2015-2017	
School Approvals Test SAU	
196 Allen Ave	
Portland, ME 04103	
School Approval	

Document Matrix

Section Response

Approval Status - New
Submitted By - Mr. Tester 01/01/15
Certified By-

Section	Complete	Incomplete	Comments
A	<input type="radio"/> Yes	<input type="radio"/> No	Comment Req'd if NO

Submit Save Certify Approve with Waiver/Plan Print Certificate

Principal Superintendent DOE With Permissions

A. MEDICAL

The Superintendent or their designee certifies that the following components are Complete or Incomplete

1. The school informs the parents of a student suffering from a health problem.
2. Student medications are administrated in accordance with Title 20-A, Section 254(5).