State of Maine Special Education Reporting

Webinar: September 23rd, 12pm-2pm

MDOE Special Services/MEDMS Helpdesk

October 1st Enrollment Count

* Opens: October 1st
  + Data can be entered into Synergy prior to October 1, however data will not populate in the NEO report until October 1.
* Due: October 15th 
  + Certification of reports in NEO will be open from October 16th-31st.
* Resources:
  + [Special Education Student Count Instructions](https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/efs05-instructions)

Special Education Staff

* Opens: September 1st
* Due: November 15th
* Resources:
  + [Special Education Staff (EF-S-05 Part II) Instructions](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/EFS05PT2Instructions23.docx)
    - [Staff Data Entry Guides](https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/staff-dataentry-guides) – Additional resources for adding staff members in the NEO Staff Module. Access to the NEO Staff Module varies by district, usually the local business manager will have access.

Special Education Exit Report

* Due: June 2023
* Information will be updated as the collection window approaches.
* Resources:
  + [Special Education Exit Report Instructions](https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/SpecialEdExitReportInstructions_2022_2.docx)

This webinar will be posted as soon as possible on the [Webinars and Presentations](https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/webinars-and-presentations) page on the [MEDMS Helpdesk](https://www.maine.gov/doe/data-reporting/collection/helpdesk/resources/eps-instructions) website.

For questions please contact:

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