

State of Maine Fall Reporting
Webinar: September 27th, 10am-11:30am
[MEDMS Helpdesk](#)

[EPS Guides](#) – Guides specific to Essential Programs & Services reporting.

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 30th**
 - Certification of reports in NEO will be open from October 16th-30th.
- Resources:
 - [October 1st Student Enrollment Count Instructions](#) – Directions for accessing and certifying the report AND guides outlining the various pages of the report.
 - [Where is the Refresh Button?](#) – This report can be refreshed manually by districts on/after October 16th.
 - [Special Education Student Count Instructions](#)
 - [Enrollment Guides](#) – Guides for enrollment codes, including; attendance, behavior, economic status, student enrollment, truancy.

Dropout

- Opens: October 2nd
 - Data can be entered into Synergy prior to October 2, however data will not populate in the NEO report until October 2.
- Due: **October 30th**
- Resources:
 - [Dropout Certification Report Instructions](#) - Directions for accessing and certifying the report AND guidelines for what qualifies a student as a dropout/how to remove a student who does not qualify.
 - [Synergy Instructions](#) – updates to the report are dependent on data entered in Synergy.

Quarterly Reporting – Behavior/Truancy/Attendance/Bullying

- Opens: October 1st
- Due: **October 30th**
- Resources:
 - [Behavior Certification Report Instructions](#)
 - [Daily Attendance Summary Report Instructions](#)
 - [Truancy definitions and reporting guidelines](#)

Staff Certification

- Opens: August 1st
- Due: **November 15th**
- Resources:
 - [Staff Certification Instructions](#) -
 - Video: [Staff Certification Instructions](#)
 - [Staff Data Entry Guides](#)
 - [NEO Staff User's Manual](#) – Instructions on how to access and add staff into NEO Staff Module.
 - [Appendix F- Staff EPS FTE Report Instructions](#) – EPS FTE specific instructions.

This webinar will be posted as soon as possible on the [Webinars and Presentations](#) page on the [MEDMS Helpdesk](#) website.

For questions please contact:

Team

*Questions regarding policy

Special Education

Brandi Giguere

Brandi.A.Giguere@maine.gov

207-446-6526

Finance

<https://www.maine.gov/doe/funding>

Enrollments

Pamela Ford-Taylor

Pamela.Ford-Taylor@maine.gov

MEDMS Team

*Questions regarding reports/reporting systems
(Synergy & NEO)

MEDMS Helpdesk

MEDMS.Helpdesk@maine.gov

207-624-6896

Alexandra Cookson – Data Quality Trainer

Alexandra.Cookson@maine.gov