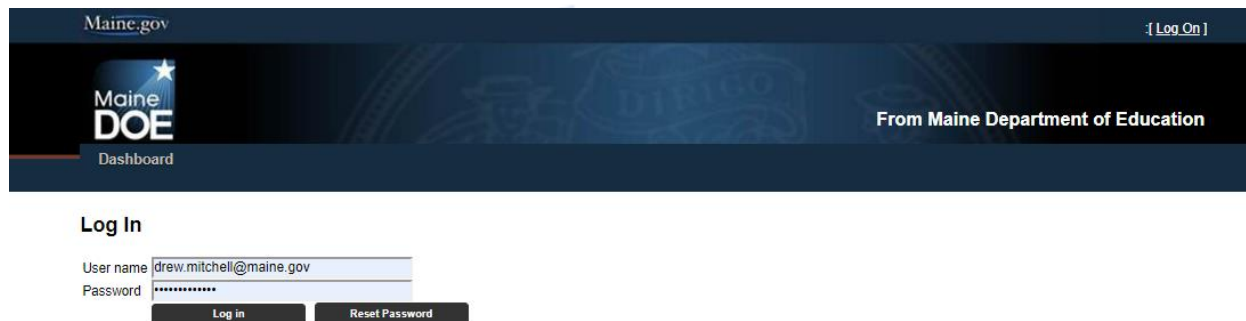


# Attendance Certification

## Q1 – Q3

1. Sign into your NEO account [here](#).



Maine.gov [Log On]

Maine DOE  
Dashboard

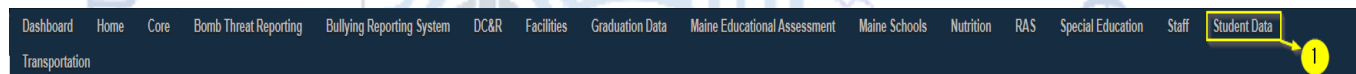
From Maine Department of Education

**Log In**

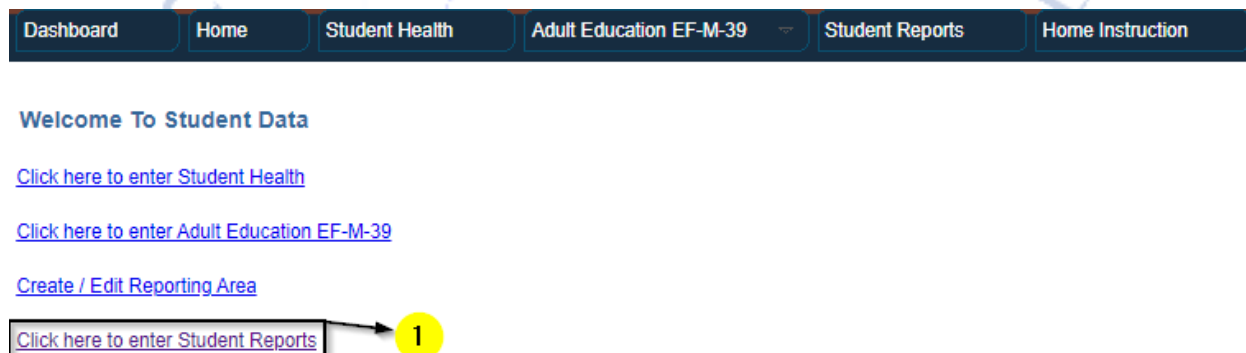
User name

Password

2. Navigate to Student Data



3. Choose Student Reporting



Attendance data is used for ESSA Reporting.

4. The report has two portions A) Attendance Certification Report-Quarterly and B) Attendance Details Report-Quarterly. Choose portion A) Attendance Certification Report-Quarterly and click View Report.

#### Student Data Reports Dashboard

Reporting Area :

[Create New Report](#)

Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	ACCESS for ELLs	Lists students that need to take the English Language Proficiency Assessment - ACCESS for ELLs.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	Accountability Certification Report	Aggregation of students enrolled on 05/03/2019 listing the assessments the students should have taken for 2019 and the demographic categories the students fall in for assessment and accountability purposes.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	Accountability Details Report	Details of students enrolled on 05/03/2019 listing the assessments the students should have taken for 2019 and the demographic categories the students fall in for assessment and accountability purposes.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	Alternate Assessment Report	Report listing students who are eligible to take alternate assessments. This report will continue to update until end of day, March 5, 2019.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	eMPowerME	List of students that need to take the eMPowerME assessment - Student data will be sent nightly to Measured Progress and eMetric. Report will update until end of day April 12, 2019.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	MEA Science 3rd Year HighSchool Report	List of third year high school students that need to take the MEA Science assessment. This report is currently not refreshing.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	MEA Science-Grades 5th and 8th Report	List of 5th and 8th grade students that need to take the MEA Science assessment. This report is currently not refreshing.	<a href="#">Edit</a> <a href="#">View Report</a>
Assessment	SAT Report	SAT REPORT - This report currently lists students who will be bulk registered for the SAT on 1/31/19. "Results Grid" - This is a list of students who were sent to the College Board for bulk registration.	<a href="#">Edit</a> <a href="#">View Report</a>
Enrollments	April Attending Counts	Attending counts on April 1 for purposes of calculating public school tuition rates.	<a href="#">Edit</a> <a href="#">View Report</a>
Enrollments	Attendance Certification Report	This report is used to certify Student Attendance and Chronic Absenteeism data. This report refreshes hourly.	<a href="#">Edit</a> <a href="#">View Report</a>
Enrollments	Attendance Certification Report-Quarterly	This report is used to certify Student Attendance and Chronic Absenteeism data.	<a href="#">Edit</a> <a href="#">View Report</a>
Enrollments	Attendance Details Report-Quarterly	Attendance Details Report-Live Data	<a href="#">Edit</a> <a href="#">View Report</a>

Attendance data is used for ESSA Reporting.

5. This report will be used for Q1 – Q3, so please check to ensure you're on the report for the correct quarter.

6. Choose the district you're working on.

**Attendance Certification Report**

Data for Collection Year:


Quarter:

Content Area: Data Management Team

DOE Contact: [Trevor Burns](#) (2076246896)

Reporting Organization :

Attending District Summary : Q1 Search:

Attending District	Attending School	Quarter	Total Days Enrolled	Total Days Present	Percent Absent	Number Excluded (E)	Total Number of Students	Number of Chronically Absent Students	Percent of Student Body Chronically Absent	Count Incomplete Records	Navigation
	Q1	Q1	125.00	102.00	18.40%	0	39	1	2.56%	34	<a href="#">Student Details</a>
<b>District Totals:</b>			<b>125</b>	<b>102</b>	<b>18.4%</b>	<b>0</b>	<b>39</b>	<b>1</b>	<b>2.56%</b>	<b>34</b>	

Showing 1 to 1 of 1 entries

**Certification**

I attest that the data above in the attending district summary is complete and accurate.

Certify button is disabled because there are students missing attendance data in the Attending Section

7. If the “Certify and submit to DOE” is greyed out, follow steps 8 through 10, otherwise jump to step 11.

8. If the Certify the button is greyed out, this is because the district has “Counts incomplete Records”. Click on Student Details to navigate to your Details report.

**Attendance Certification Report**

Data for Collection Year:  ▼

Quarter:  ▼

Content Area: Data Management Team

DOE Contact: [Trevor Burns](#) (2076246896)

Reporting Organization :  ▼

Attending District Summary : Q1 Search:

Attending District	Attending School	Quarter	Total Days Enrolled	Total Days Present	Percent Absent	Number Excluded (E)	Total Number of Students	Number of Chronically Absent Students	Percent of Student Body Chronically Absent	Count Incomplete Records	Navigation
		Q1	125.00	102.00	18.40%	0	39	1	2.56%	34	<a href="#">Student Details</a>
District Totals:			125	102	18.4%	0	39	1	2.56%	34	

Showing 1 to 1 of 1 entries

#### Certification

I attest that the data above in the attending district summary is complete and accurate.

Certify button is disabled because there are students missing attendance data in the Attending Section

9. The “Incomplete Data” field has been added to the Student Details so that the report can easily be filtered to bring any Y’s to the top. From here you can get the SSIDs of students missing attendance and correct it within the synergy Attendance Reporting module. *Please note that changes made in synergy may take up to an hour and a half to update within this report.*

**Attendance Details Report**

Report Filter Criteria :

Year	Attending District	Attending School	Quarter	Report Date	Data as of
2019-2020			Q1	09/30/2019 10:25 AM	09/30/2019 10:03 AM

Results Grid :

Year	Attending District	Attending School	Last Name	First Name	Middle Name/Initial	State Student Id	Grade	Quarter	School Calendar Days	Total Days Enrolled	Total Days Present	Total Days Absent	Excused Absences	Percent Absent	Chronically Absent	Incomplete Data
2019-2020						130047174	09							0.00%	N	Y
2019-2020						130033708	09							0.00%	N	Y
2019-2020						130009899	11							0.00%	N	Y
2019-2020						130045471	09							0.00%	N	Y
2019-2020						130010248	11							0.00%	N	Y
2019-2020						130037510	10							0.00%	N	Y
2019-2020						130097325	09							0.00%	N	Y
2019-2020						130024480	09							0.00%	N	Y
2019-2020						130046157	09							0.00%	N	Y
2019-2020						130045445	09							0.00%	N	Y
2019-2020						130043955	10							0.00%	N	Y
2019-2020						130014774	10							0.00%	N	Y
2019-2020						130158334	11							0.00%	N	Y
2019-2020						130010265	11							0.00%	N	Y
2019-2020						130034240	10							0.00%	N	Y
2019-2020						125888637	12							0.00%	N	Y
2019-2020						130016553	10							0.00%	N	Y
2019-2020						123427207	12							0.00%	N	Y

Department of Education - NEO Reports Report Generated on 9/30/2019 10:25 AM

Page 1 of 2

Use this filter to arrange the Yes markers to the top.  
These are the students missing attendance.

*\*The bubble states “Use this filter to arrange the Yes markers to the top; These are the students missing attendance.*

10. Once you have updated your attendance in Synergy and the certification report shows no count incomplete records the “Certify and submit to DOE” will be clickable by the Superintendent.

11. Click the “Certify and submit to DOE” button.
12. After “Certify and submit to DOE” has been clicked, the page will refresh to show the date and time of submission. Any changes that need to be made after this point will require the Superintendent to remove the submission, which will also require re-certification after the changes are made. *Please note that the Superintendent is certifying for each quarter (Q1 to Q3 separately) and will certify the entire year in End of Year Q4.*

**Certification**

I attest that the data above in the attending district summary is complete and accurate.

Certify button is disabled because there are students missing attendance data in the Attending Section

For questions about attendance reporting please contact Trevor Burns,  
Student Data Coordinator at 207-624-6678 or email  
[Trevor.R.Burns@Maine.Gov](mailto:Trevor.R.Burns@Maine.Gov)

For NEO questions or technical issues, contact the MEDMS Help Desk  
at 207-624-6896 or email the helpdesk at  
[MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov)