

EF-S-07 Out of District
Special Education Tuition & Board Report Instructions

Open date: July 1

Due date: October 15

Part I: Special Service Director completes the report and submits to Business Manager

**WHEN CALCULATING THE TUITION COST PLEASE DO NOT
INCLUDE RELATED SERVICES
like 1 on 1, Ed Tech, Speech, OT, PT, Transportation, etc.**

My district does not have out of district placements, what do I do?

This report is required to be submitted by each SAU even if there are no students to report.

✚ Click the  box instead of entering students, click ready to certify this will send the report to the business manager for him/her to submit to DOE.

Important Information Before You Begin:

- Only costs for tuition/board are to be reported, do not include costs for related services.
- State Agency Clients: Only include SAC if the SAU paid the tuition and then was reimbursed. Do not include tuition that was directly paid by the state.
- You must first use the “Import Out Placement” function.
- Only use the “Add Student” function for students that did not come in using the Import Out Placement function.

Enter tuition data

Step 1. Compile the list of students who have been placed Out of District.

Hint Gather information before the report is open for data entry.*

Please compile a list of your SAU’s students who are in an out-of-district placement for the **prior** school year for which your SAU paid Special Education tuition and board. The list should include the following required information:

- State student ID number
- Complete student name
- Student's Date of Birth
- Name of entity that the student has been placed
- Special Education tuition and board costs for these students, do not include related costs and, if costs were paid with local funds or federal funds

Step 2. Log into the NEO system

Personnel with the role of “Special Education” who has already established a username and password may access this report in the NEO system by following the link below.

<https://neo.maine.gov/DOE/NEO/Accounts/>

Personnel with the role of “Special Education” who have not established a username and password must ask their Superintendent to fill out an Access Request Form for this access. [Access Request Form](#).

Step 3. Click on the Special Education tab.

Step 4. Click on Forms.

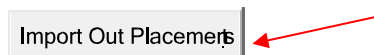
Step 5. Click on EF-S-7.

*If you are responsible for more than one SAU, choose the School Administrative Unit for which you are reporting.

Step 5. Click “Create” in the Navigation Column

Step 6. Add Students - **DO NOT INCLUDE RELATED SERVICES like Ed Tech, Speech, OT, PT etc.**

- Click on the “**Import Out Placements**” button, this will import the student who have a valid concurrent enrollment.



- once the data has been imported please check for accuracy, remove students who the SAU did not pay tuition and/or board for, please do not leave \$0.00. 
- remove any duplicate students and enter tuition in one line for the same placement.
- Only include State Agency Clients (SAC) if tuition was paid by the district. Do not include if the state directly paid.

- b. Some students may not import using the “Import Out Placement” function. You will need to use the “Add Student” function to manually add them.

Add Student

**** If the correct placement is not in the drop-down list it is very likely that the student does not have a valid concurrent enrollment. You will not be able to list the student without a valid concurrent enrollment. ****

Click “Add Student” □ Enter the student’s State ID and click “Search”.

- NEO will populate the students name and date of birth.
Verify that the student populated is the correct student information.
- Select the student’s placement from the “Attending District/Program” drop down list.
- Choose the appropriate column (Elementary/Secondary- Local or Federal Funds) to enter tuition and board expenditure totals for that student’s placement. Click “Add”
- *Do not include related services or “regular” education expenditures.*

Continue to add students and their placements as needed

Hint Click the “Save as Draft” button often.
The session will time out after a period of time; if you haven’t saved your data before the session times-out, the data will be lost.
Please save often!*

Step 10. Once you are confident that the data is correct please consult with your Business manager to reconcile with his/her Special Education Tuition/Board Expenditures reported in NEO financials, click “Ready to Certify”

Cancel

Save as Draft

Ready To Certify

Certify and Submit to DOE

**** “Special Service Director” is the only role that can click “Ready To Certify” ****

Step 11. Contact your business manager and let him/her know that the EF-S-07 has been entered and ready for him/her to verify that your grand totals reconcile with your Business manager’s Special Education Tuition/board expenditures reported in NEO financials.

Continue to Part II: Business Manager Certifies and Submits to Maine DOE



II: Business Manager Certifies and Submits to Maine DOE

The superintendent does not certify and submit this report. The only time he/she performs this task is when the SAU does not employ a business manager

◆ **Business Managers must have two roles in NEO to certify and submit the EF-S-07**

Business Managers with the role of “Business Manager” and “SAU Local Administrator” who have already established a username and password may access this report in the NEO system by following the link below. <https://neo.maine.gov/DOE/NEO/Accounts/>

*Business Managers who have not established both roles must ask their Superintendent to fill out an Access Request Form for this access. [Access Request Form](#).

○ Reconcile → Submit to DOE

Step 1. Once logged in, the business manager will make sure that the **Grand Totals in both the EF-S-07 and the NEO Financials reconcile and are coded correctly.**

xxxx =Fund 1000 General Fund or 2470 Local Entitlement

- **Public school tuition**
 - Tuition for time spent in resource rooms
- xxxx-2200-1000-5610-950/990
 - Tuition for time spent in self-contained room
- xxxx-2300-1000-5610-950/990
- **Regional program school tuition**
- xxxx-2300-1000-5610-950/990
- **Private school tuition**
- xxxx-2300-1000-5630-950/990
- **Out of State tuition**
- xxxx-2300-1000-5620-950/990
- **Boarding cost for private schools •** xxxx-2300-1000-5140-950/990

Step 2. Once the reports reconcile, the report is ready to submit to Maine DOE. Business manager clicks “Certify and Submit to DOE.” This will send the EF-S-07 to Maine DOE and will remain in “Ready for Approval” status until Maine DOE staff looks at the report.



DOE staff will accept or reject the EF-S-07 for accuracy you will be notified via email of the Maine DOE’s acceptance or rejection.

If you have questions regarding the completion of EF-S-07, please contact Terri Beal, Email: Terri.Beal@maine.gov, Phone: 207-624-6654