

CTE EPS REPORT INSTRUCTIONS

Step#1: Log into NEO

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

If you need access to the NEO system, please contact the MDOE Helpdesk.

<http://www.maine.gov/doe/data/helpdesk.html>

(207) 624-6896

medms.helpdesk@maine.gov

Hours: Mon through Fri - 8:00 am to 4:00 pm

Step#2: Go to "Student Data" and select "Student Reports"



Select "Student Reports"

Step#3: Select "Enrollment" in the Reporting Area drop down list

Maine.gov Logged on as shawn.lagasse@maine.gov [Logout]

Maine DOE Student Data - UAT From Maine Department of Education

Dashboard Home Adult Education EF-M-39 Student Reports

Student Data Reports Dashboard

Select "Enrollment"

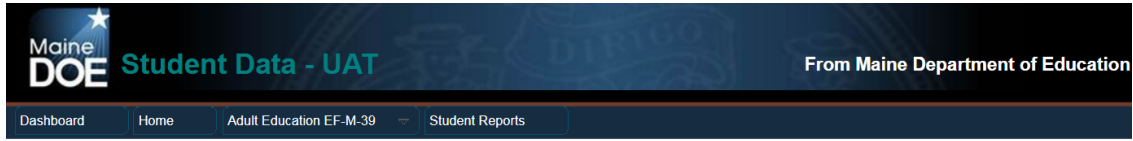
Reporting Area :

Search:

Reporting Area	Report Name	Report Description	Navigation
Enrollments	Alternate Student Report	Alternate Student Report - http://neo-uat.state.me.us/DOE/NEO/StudentData/Reports/AlternateStudentReport.aspx	View Report
Enrollments	Attending Student Report	Attending Enrollment is an attending student count, or a head count of students enrolled at each school on October 1st and April 1st of each school year. Attending Enrollment is a school-level count, reported by each individual public school and approved private school. Attending student counts are based on where the students are educated. Public school district attending counts include: (1) students from the local school district attending schools in the local school district plus (2) students from outside the school district who are tutored there from other school districts. Private school counts are simply the number of students who are attending that school.	View Report
Enrollments	Career And Technical Education	CTE Enrollment Certification Report	View Report
Enrollments	Economic Status	Economic Status	View Report
Enrollments	October EPS Student Count	Report for October Student Count	View Report
Enrollments	October EPS Student Count	blah	View Report
Enrollments	Out of Districts Placement Report	Out of Districts Placements	View Report
Enrollments	Special Education	Special Ed	View Report
Enrollments	Student Attendance Detail	Student Attendance detail	View Report
Truancy	Joes UAT Test	Synergy Upload Templates	View Report
Truancy	RashmiTest	Test	View Report

Showing 1 to 11 of 11 entries

Step#4: Click "View" on the Career and Technical Education Enrollment Report



Student Data Reports Dashboard

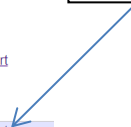
Reporting Area :

Search:

Reporting Area	Report Name	Report Description	Navigation
Enrollments	Alternate Student Report	Alternate Student Report - http://neo-uat.state.me.us/DOE/NEO/StudentData/Reports/AlternateStudentReport.aspx	View Report
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Enrollments	Career And Technical Education	CTE Enrollment Certification Report	View Report
Enrollments	Economic Status	Economic Status	View Report
Enrollments	October EPS Student Count	Report for October Student Count	View Report
Enrollments	October EPS Student Count	blah	View Report
Enrollments	Out of Districts Placement Report	Out of Districts Placements	View Report
Enrollments	Special Education	Special Ed	View Report
Enrollments	Student Attendance Detail	Student Attendance detail	View Report

Showing 1 to 9 of 9 entries

Click View Report



Step#5: Select your school and Click "View"

CTE Enrollment Certification Report

Data for Collection Year: 2018-2019
 Submission Due Date: 10/31/2018
 Content Area: Career & Technical Education
 DOE Contact: Ila Balata (2076246795)
 Reporting Organization: **Augusta Public Schools**
 CTE School Name: Capital Area Technical Center
 Total Student count for CTE School: 396
 Date as of: 10/30/2018 10:35:02 AM

[View Details](#)

Student Counts by Program

Program Code	Program Title	October 1st EP'S
10.0305	(10.0305) Graphic and Printing Equipment Operator, General Production	27
12.0503	(12.0503) Culinary Arts/Chef Training	32
15.1301	(15.1301) Drafting and Design Technology/Technician, General	18
19.0709	(19.0709) Child Care Provider/Assistant	29
43.0107	(43.0107) Criminal Justice/Police Science	15
46.0201	(46.0201) Carpentry/Carpenter	30
46.0302	(46.0302) Electrician	21
46.0503	(46.0503) Plumbing Technology/Plumber	30
47.0104	(47.0104) Computer Installation and Repair Technology/Technician	31
47.0603	(47.0603) Autobody/Collision and Repair Technology/Technician	20
47.0604	(47.0604) Automobile/Automotive Mechanics Technology/Technician	48
48.0501	(48.0501) Machine Tool Technology/Machinist	26
51.0000	(51.0000) Health Services/Allied Health/Health Sciences, General	49
62.0801	(62.0801) Finance, General	19

Total number of CTE Program Enrollments For Capital Area Technical Center: 397 (397 total)

Certification
 I certify that the above information, based on CTE October 1, 2018 enrollment counts and downloaded between October 16, 2018 and October 31, 2018 is accurate to the best of my knowledge.
 [Cancel] [Certify and Submit to DOE] [Remove Submission]

Click View for your CTE school
 Augusta for this example

Step#6: Review your Counts

DOE Student Data From Maine Department of Education

Dashboard Home Student Health Adult Education EF-M-39 Student Reports

CTE Enrollment Certification Report

Data for Collection Year: 2018-2019
 Submission Due Date: 10/31/2018
 Content Area: Career & Technical Education
 DOE Contact: [Iida Palista](#) (2076246795)
 Reporting Organization: Augusta Public Schools
 CTE School Name: Capital Area Technical Center
 Total Student count for CTE School: 396
 Data as of: 10/30/2018 10:35:02 AM

[View Details](#)

Student Counts by Program

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51.0000	(51.0000) Health Services/Allied Health/Health Sciences, General	45
52.0801	(52.0801) Finance, General	19
Total number of CTE Program Enrollments For Capital Area Technical Center:		397 (397 total)

*Students May be enrolled in more than one program

Certification
 I certify that the above information, based on CTE October 1, 2018 enrollment counts and downloaded between October 16, 2018 and October 31, 2018 is accurate to the best of my knowledge.

Cancel | **Certify and Submit to DOE** | Remove Submission

Review your counts. If not correct, click "View Report Details" and find the discrepancies. Contact the Helpdesk to determine why students are not listed in the report.

If correct, click "Certify and Submit to DOE".