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 [Logoff]

Maine DOE **Student Data - UAT**

From Maine Department of Education

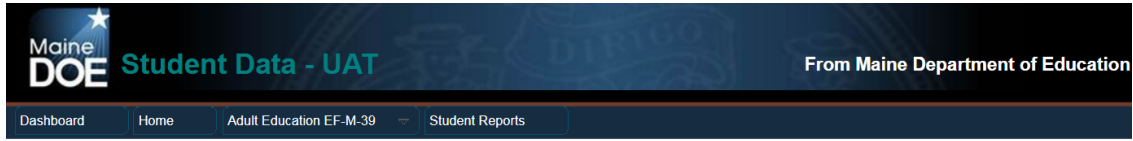| Dashboard | Home | Adult Education EF-M-39 ▾ | Student Reports |

Student Data Reports Dashboard

Reporting Area : Please Select ▼

Select "Enrollment"

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 tuitioned 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
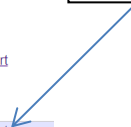
Maine DOE Student Data - UAT

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| Dashboard | Home | Adult Education EF-M-39 ▾ | Student Reports |

Student Data Reports Dashboard

Reporting Area : Enrollments ▾

Search:

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Enrollments	Career And Technical Education	CTE Enrollment Certification Report	View Report
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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"

Click View for your CTE school

Augusta for this example

Step#6: Review your Counts

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".