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# NEO Daily Attendance Student Lookup Instructions

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In order to access the Attendance Reports, you will need an active NEO login with Student Data access for your school district.

**If you do not yet have a NEO account or Student Data access, you must contact your Superintendent/Director to submit an access request form on your behalf.**

*Note: If your SAU does not operate any schools, you will not have any reports to view.*

- 1.) [Login to NEO](#)
- 2.) Choose 'Student Data' module from up top:



## Neo Dashboard

### PUBLIC

- [Certification Application Lookup](#)
- [Contact Search \(formerly Superintendent Search\)](#)
- [Home Instruction](#)
- [MeDOE on Maine.gov](#)
- [P100](#)
- [View ED279 Report](#)
- [View EF-M-46/EF-M-46V Reports](#)

### BULLYING REPORTING SYSTEM

- [\\*Bullying Reporting System Home\\*](#)

### DC&R

- [DC&R Main Report](#)
- [DC&R Reporting Calendar](#)

3.) Choose 'Student Reports':

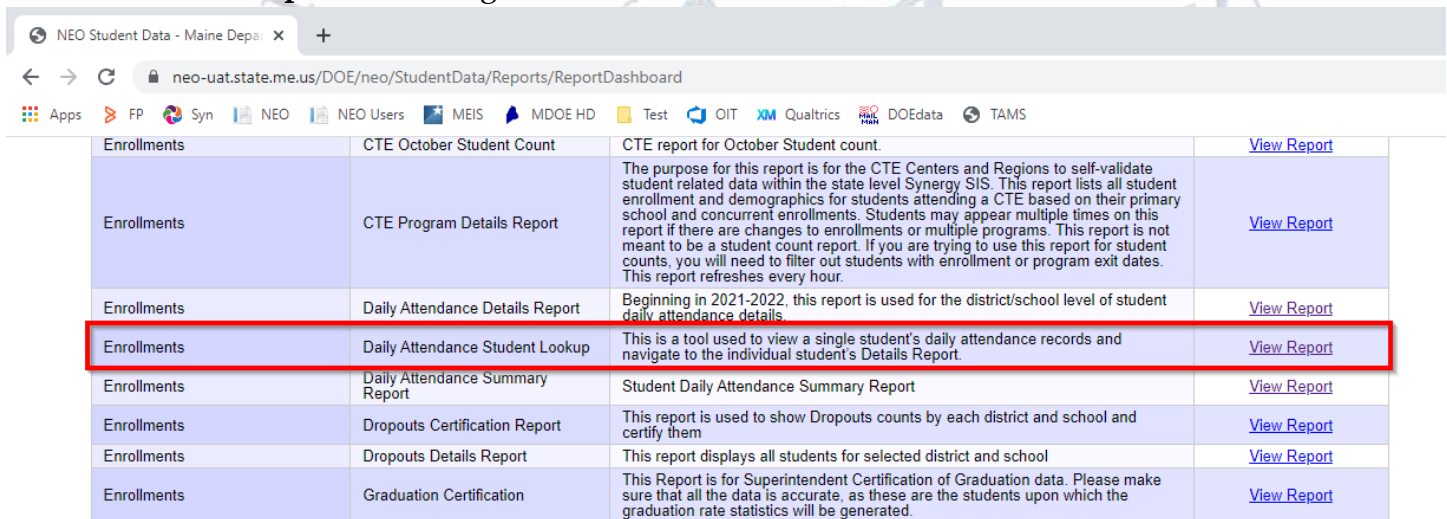


Welcome To Student Data

[Click here to enter Adult Education EF-M-39](#)

[Click here to enter Student Reports](#)

4.) Scroll down in the report listing to locate the Daily Attendance Student Lookup, and click 'View Report' on the right side:



5.) The lookup tool opens in a new tab. It defaults to search all schools for the SAU in the current year:  
(See below)

### Daily Attendance Student Lookup

Reporting Year: 2021-2022  
Attending Organization : RSU 22  
Attending Schools : All  
Student :  
Search

Show 10 entries Search:

Last Name	First Name	Middle Name/Initial	State Student Id	Grade	Organization Name	School Name	Navigation
No Data Available							

Showing 0 to 0 of 0 entries Previous Next

- 1 - Attending Schools filter allows you to view only a single school's data.
- 2 - Allows you to search for the student by First Name, Last Name, or State ID.
- 3 - Once you have entered your search criteria, click the 'Search' button.

6.) The results will be displayed in the grid:

### Daily Attendance Student Lookup

Reporting Year: 2021-2022  
Attending Organization : RSU 22  
Attending Schools : All  
Student : Smith  
Search

Show 10 entries Search:

Last Name	First Name	Middle Name/Initial	State Student Id	Grade	Organization Name	School Name	Navigation
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>
Smith							<a href="#">View Details</a>

Showing 1 to 10 of 30 entries Previous 1 2 3 Next

- 4 - Allows you to list 10-100 results per page.
- 5 - Displays which records are shown and the total number of results.
- 6 - Search box allows for further searching of the results.
- 7 - Navigation buttons allow you to flip through the page of results.
- 8 - '**View Details**' links will load an individual Attendance Details Report for the student, showing all attendance records for the student.

### **FAQs:**

- This data is loaded directly from Synergy each hour. Check the student's attendance records in Synergy if they are not found by the lookup tool. If Synergy is correct and the report is recently updated, contact the Helpdesk.
- Students must have attendance records in Synergy to appear on this lookup tool.
- You can only search for students enrolled in schools at your district.

*If you have any questions, comments, or concerns regarding this document please do not hesitate to contact the Maine Education Data Management Systems Helpdesk directly.*

### **Contact Us**

(207)-624-6896

[Medms.helpdesk@maine.gov](mailto:Medms.helpdesk@maine.gov)

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