

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

Open date: July 1, 2019

Due date: October 15, 2019

FOR FISCAL YEAR 2019

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

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 **No Students to Report** 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.

Before you Begin:

- Only costs for tuition/board are to be reported, do not include costs for related services.
- You can import students who have a valid concurrent enrollment in an out-of-district private school.
- The import button will not bring in students who are enrolled in an out of district public school and must be added manually. For example: students enrolled in a public school day program or a public regional program.

➤ **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 current 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 request a NEO – special education modular username and password by emailing a request to MEDMS.Helpdesk@maine.gov.

Step 3. Click on the Special Education tab.

Step 4. Click on Forms.

Step 5. Click on EF-S-07.

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

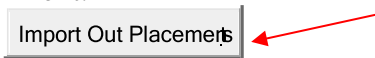
Step 5. Click “Create” in the Navigation Column

Step 6. Add Students

This can be done two ways:

- 1. Some students may be imported by using the “**Import Out Placements**” button,

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 and delete students who the SAU did not pay tuition and/or board for.

- 2. Click “**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. ****

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.

Step 7. Select the student’s placement from the “Attending District/Program” drop down list.

Step 8. Choose the appropriate column (Elementary/Secondary) to enter tuition and board expenditure totals for that student’s placement. *Do not include related services or “regular” education expenditures.*

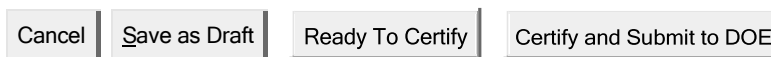
- Local Funds – Elementary (Pre-K-8th grade)
- Local Funds – Secondary (Grades 9-12)

- Federal Funds – Elementary (Pre-K-8th grade)
- Federal Funds– Secondary (Grades 9-12)

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”



**** 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.

Part 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 may contact the help desk by emailing a request to MEDMS.Helpdesk@maine.gov.

➤ **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.**

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.



- ✓ the submission date will automatically populate in the DC&R Calendar
- ✓ 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 Stephanie Clark at stephanie.clark@maine.gov (207) 624-6807.