# EF-S-07 Out of District

# Special Education Tuition & Board Report Instructions

Open date: July 1, 2020

Due date: October 15, 2020

FOR FISCAL YEAR 2020

# 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.

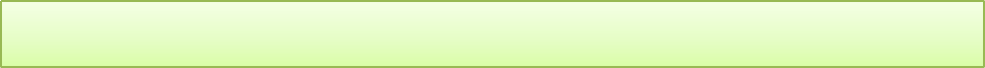
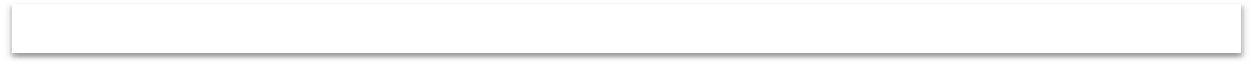
# Before you Begin:

# 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.](mailto: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 - DO NOT INCLUDE RELATED SERVICES like Ed Tech, Speech, OT,

## PT etc.

## This can be done two ways:

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

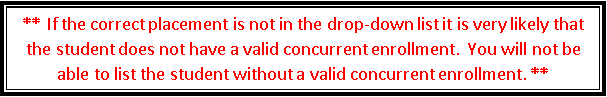
Click on the “Import Out Placements” button, this will import the student who have a valid concurrent enrollment.

Import Out Placements

once the data has been imported please check for accuracy and delete students who the SAU did not pay tuition and/or board for.

1. Click **“Add Student”**

Add Student

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Enter the student’s State ID and click “**Search”**.

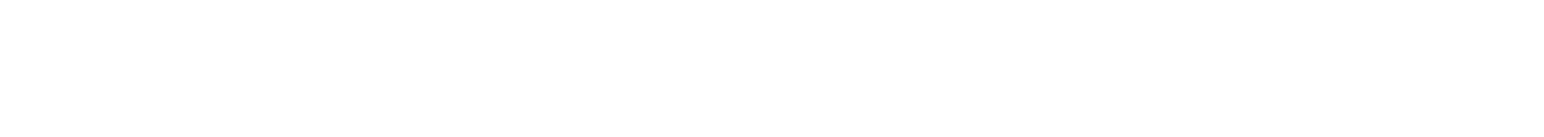
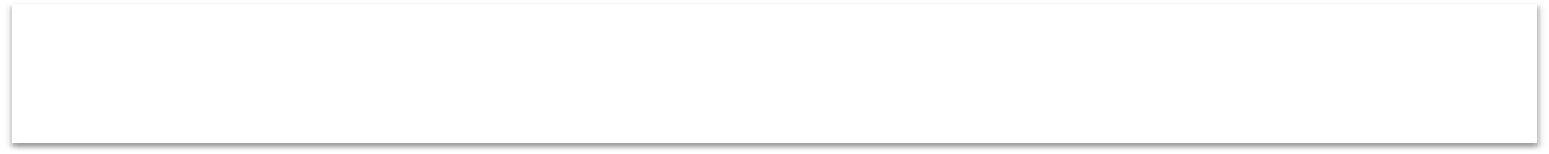
NEO will populate the students name and date of birth.  
Verify that the student populated is the correct student information.

**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”

|  |  |  |
| --- | --- | --- |
| 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**

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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](mailto: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.

|  |  |  |
| --- | --- | --- |
| Cancel |  | Save as Draft |

Ready To Certify

Certify and S submit to DOE

* 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](mailto:stephanie.clark@maine.gov) (207) 624-6807.