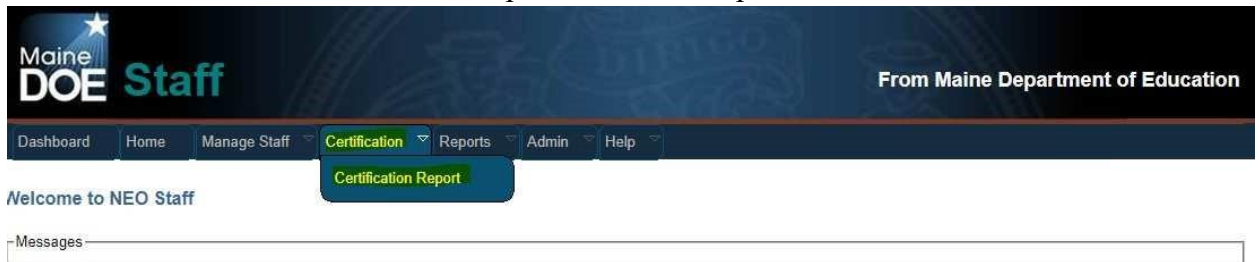




## Maine Schools NEO Module

Before a School System can be updated in Maine Schools, the superintendent must be verified in the NEO Staff Module. If you need to assign your Superintendent, a NEO user with Staff Admin access can do so by following these steps (otherwise you may skip past this section):

1. [Log in to Neo](#)
2. Go to the Staff Module (\*Staff Home\*)
3. Click 'Certification' & 'Certification Report' across the top:



4. Scroll to the bottom of the report to see the 'District Roles':

### District Roles

Role	Designee
Assessment Coordinator	<input type="text" value="Select Designee"/> ▼
Chemical Hygiene Officer (CHO)	<input type="text" value="Select Designee"/> ▼
Data Specialist	<input type="text" value="Select Designee"/> ▼
Director of Technology	<input type="text" value="Select Designee"/> ▼
Dropout Prevention Coordinator	<input type="text" value="Select Designee"/> ▼
Facilities-Director/Manager	<input type="text" value="Select Designee"/> ▼
Integrated Pest Management Coordinator	<input type="text" value="Select Designee"/> ▼
Librarian	<input type="text" value="Select Designee"/> ▼
McKinney-Vento Liaison	<input type="text" value="Select Designee"/> ▼
Nurse	<input type="text" value="Select Designee"/> ▼
School Security	<input type="text" value="Select Designee"/> ▼
Superintendent of Schools	<input type="text" value="Select Designee"/> ▼
504 Coordinator	<input type="text" value="Select Designee"/> ▼
Attendance Coordinator	<input type="text" value="Select Designee"/> ▼

All roles must have an assigned designee in order to Certify.

5. Under Designee – click on the dropdown arrow and select the correct person that will be the Superintendent of Schools The person must already have a staff assignment for your district in NEO or they will not show on the list.
  6. Once the person is selected, click ‘Save Designees’ to save the information to the database.
- If you have issues with the NEO Staff module, please send an email describing the problem to [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov)

Now you may enter the Maine Schools Module.

1. Choose Dashboard up top to return to the main menu selections.

The screenshot shows the top navigation bar of the Maine DOE Staff portal. The header includes the Maine.gov logo, the user name 'Logged on as michael.mikrut@maine.gov [Log Off]', and the text 'From Maine Department of Education'. Below this is a dark blue navigation bar with the following items: 'Dashboard' (highlighted with a red box and a yellow circle with the number 1), 'Home', 'Manage Staff', 'Certification', 'Reports', 'Admin', and 'Help'.

Welcome to NEO Staff

Messages

[Click here to search](#)

2. Choose Maine Schools.

The screenshot shows the 'Neo Dashboard' with a grid of application categories. A red arrow points from the 'Maine Schools' link in the 'MAINE SCHOOLS' category to the 'Maine Schools' link in the top navigation bar. The 'Maine Schools' link in the navigation bar is highlighted with a red box. The 'Maine Schools' category in the dashboard includes links for 'Maine Schools Home' and 'Main Page', both of which are also highlighted with red boxes. Other categories include PUBLIC, CORE, BOMB THREAT REPORTING, BULLYING REPORTING SYSTEM, DC&R, EPS, FACILITIES, FINANCIAL, GRADUATION DATA, MAINE EDUCATIONAL ASSESSMENT, and MAINECARE.

3. Choose "Search SAUs..."

The screenshot shows the 'Maine Schools' search page. The navigation bar includes 'Dashboard', 'Home', 'Maine Schools', 'Staff', and 'Student Data'. Below the navigation bar, the text 'Maine Schools' is displayed. A red box highlights the link 'Search for SAUs and their Schools to Update', which is preceded by a yellow circle with the number 3.

4. Select 2022 and the SAU you wish to complete. If you do not have an SAU listed, please have your Superintendent submit and access request form so the Helpdesk may add it.

Maine DOE From Maine Department of Education

Dashboard Home Maine Schools Staff Student Data

Search Maine Schools

Year: 2022 SAU: RSU 10 Search

SAUs

SAU Name	Update Status	Status Date
No data available in table		

5. The grid will display the SAU you searched on with it's current status and last modified date. Clicking the SAU will load the form.

Maine DOE From Maine Department of Education

Dashboard Home Maine Schools Staff Student Data

Search Maine Schools

Year: 2022 SAU: RSU 10 Search

SAUs

SAU Name	Update Status	Status Date
RSU.10	In Progress	06/03/2021

## Maine Schools Update - District Name

**Fiscal Year:** 2022  
**Status:** New  
**Status Date:** 05/06/2021  
**Submitted By:**  
**Submitted By Email:**

**Signed By:**  
**Signed Date:**

### SAU Data

When completing an update, look for the new fiscal year at the top to be the new year. The status date will reflect the last time an update was done to this file. The submitted and signed field will not populate until the update has been submitted for approval.

SAU Data

[Expanded View](#)

The screenshot shows a web form for entering SAU data. It is divided into several sections:

- Contact Information:** Includes fields for Superintendent of Schools, Superintendent of Schools Email Address, Admin Office Email, Direct Line or Phone Number (with a format of 1234567890 and an Extension field with format 012345), Admin Office Fax (with format 1234567890), and Website.
- Mailing Address:** Includes Address 1, Address 2, and City State ZIP (with dropdown menus for City, State (pre-filled with 'Maine'), and ZIP).
- Physical Address:** Includes Address 1, Address 2, and City State ZIP (with dropdown menus for City, State (pre-filled with 'Maine'), and ZIP).
- SAU Approval Questions:** A table with columns for 'Complete' (Yes, No or Partially No) and 'Question'. Two questions are visible:
 

Complete	Question
<input type="radio"/> Yes <input type="radio"/> No or Partially No	1. Plans required. The SAU has a Comprehensive Education Plan (CEP) that addresses all other plans required by the Commissioner, including a Comprehensive Needs Assessment (CNA). The CNA is conducted by the SAU CNA team at least every five years, with ongoing collection, review, and analysis of data related to indicators of student performance and development. The SAU has a statement of Educational Philosophy/Vision and Goals and Objectives.
<input type="radio"/> Yes <input type="radio"/> No or Partially No	2. Nondiscrimination. The SAU has a Nondiscrimination/Equal Opportunity and Affirmative Action Plan that outlines student-specific and employee-specific policies regarding harassment and sexual harassment and associated complaint procedures; assignation of pupils to schools; hiring practice

At the bottom of the form, there is a status bar showing '0 of 18 answered' and a checkbox to confirm that the section has been reviewed. A note states: 'Please confirm that the above section has been reviewed. All SAU level approval questions must be complete before you can Submit to DOE.'

- Enter or update information for the District. All fields with the exception of *Admin Office Fax* are **required**.
- P.O. Boxes will not be accepted in the “Physical Address” box.
- The Physical Address should be that of the central office or town office and should not be the superintendent’s address.
- The only circumstance in which it is appropriate to use the superintendent’s residency is when there is no appropriate address for an office that is located in the district.
- Mailing address is needed only if different from Physical address.
- Mailing address may be the superintendent’s mailing address for those superintendents who work remotely.
- Check the box to confirm that all SAU information has been reviewed before moving on to individual schools information.

**School Data**

**School Name**

Grade Span Low: -- Select --

Grade Span High: -- Select --

School Phone: (Format: 1234567890)

School Fax: (Format: 1234567890)

School Website:

This school operates (check all that apply)

All-Day Kindergarten  Alternative Education

Student Information System on File: Select

Number of Automated External Defibrillators (AED's):

Number of Staff Trained in Use of AEDs:

School awards proficiency-based diplomas: Select

School maintains proficiency-based transcripts: Select

What financial cost centers are used for this school building?:

**School Mailing Address**

Address 1:

Address 2:

City State ZIP: Select Maine Select

**School Physical Address**

Address 1:

Address 2:

City State ZIP: Select Maine Select

**School Approval Questions:**

Complete	Question
<input checked="" type="radio"/> Yes <input type="radio"/> No or Partially No	This school is compliant with all code enforcement requirements. Comments: Enter comment here

Please confirm that the above section has been reviewed. All School level approval questions must be complete before you can Submit to DOE.

Low & High Grade spans - lowest and highest grade levels the school serves

School Phone, fax, and website – please check for accuracy

If this school offers All-day K or Alternative Education, please indicate

Student information system – enter the system you use to upload data to the state. **\*\*This is important we need your correct SIS vendor information for training and communication with the vendor\*\***

Please verify the number of AEDs and those trained in the use of AEDs

Verify if this school awards proficiency based diplomas and/or maintains proficiency based transcripts

The Cost Center information that has been added to Maine Schools references the 3 digit code that the business office uses in the financial system to assign building level costs. Each building will have at least one Cost Center, but may have 2 codes if the building has a combination of

PreK-8 grade students and 9-12 grade students. PreK-8 grade will have a range of 010 through 290, and 9-12 grades will have a code in the range of 300 through 380. CTE Centers will have a Cost Center of 390.

If school districts operate an alternative education program where they need to enter the building those will use a cost center in the range of 500 through 590.

The cost center report can be downloaded here:

<http://www.maine.gov/education/data/handbook/codereport.htm>

School Physical address may not be a PO Box, Mailing and physical address may be the same

Confirm the section has been reviewed by checking the box

A screenshot of a web form interface. At the top, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a green box and has a red number '1' to its left. Below the buttons, there is a text prompt: 'Certify that the information above is accurate to the best of my knowledge and belief.' Underneath this prompt are two input fields: 'Date' followed by a text box containing 'mm/dd/yyyy' and 'Signature of Superintendent of Schools' followed by an empty text box. At the bottom of the form, there is another button labeled 'Submit for DOE Approval', which is also highlighted with a green box and has a red number '2' to its left.

- 1) **Save the information first.** Date and sign the report to be submitted for DOE approval.
- 2) Then finally click 'Submit for DOE Approval'.

Once the DOE has received the report, we will check the report in as received and will get back to you as soon as possible with either an approval or a request for clarification or more information. If you have any questions, please call the Data Systems Helpdesk at (207) 624-6896