

How to Use the NEO Accountability Detail Report

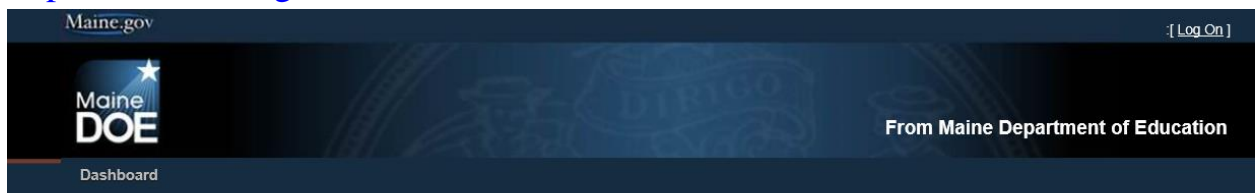
Steps 1-7 will show you how to get to the report

Steps 8-9 show you how to download in EXCEL

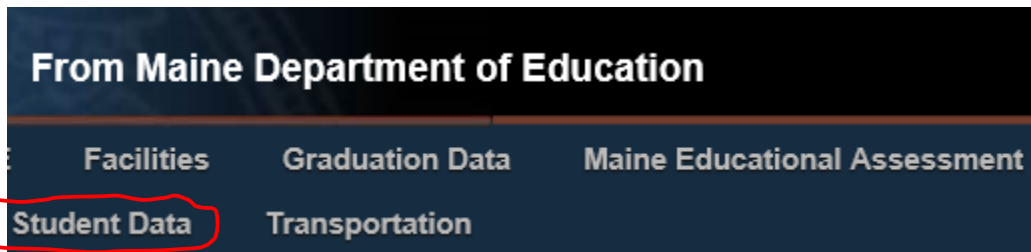
Step 10 tells you what the data is used for and why you should review it for accuracy.

1. Log into NEO

<https://neo.maine.gov/DOE/NEO/Accounts/Account>



2. Choose Student Data from the menu bar



3. Click on Student Reports



4. Click on View Report in the navigation column of the Accountability Detail Report row

Reporting Area	Report Name	Report Description	Navigation
Assessment	ACCESS for ELLs	Lists students that need to take the English Language Proficiency Assessment - ACCESS for ELLs.	View Report
Assessment	Accountability Certification Report	Aggregation of students enrolled on 05/04/2018 listing the assessments the students should have taken for 2018 and the demographic categories the students fall in for assessment and accountability purposes.	View Report
Assessment	Accountability Detail Report	Details of students enrolled on 05/04/2018 listing the assessments the students should have taken for 2018 and the demographic categories the students fall in for assessment and accountability purposes.	View Report

5. Change the school year to 2017-2018

Year: Responsible/Attending District: Attending School:

6. Select your school district from the dropdown (it should default)

Year: Responsible/Attending District: Attending School:


7. Click View Report

Year: Responsible/Attending District: Attending School:

8. Skip to Step 10 if you just want to view the report in your browser

9. When the report comes up, if you want to download it to Excel for easier sorting

Year: Responsible/Attending District: Attending School:

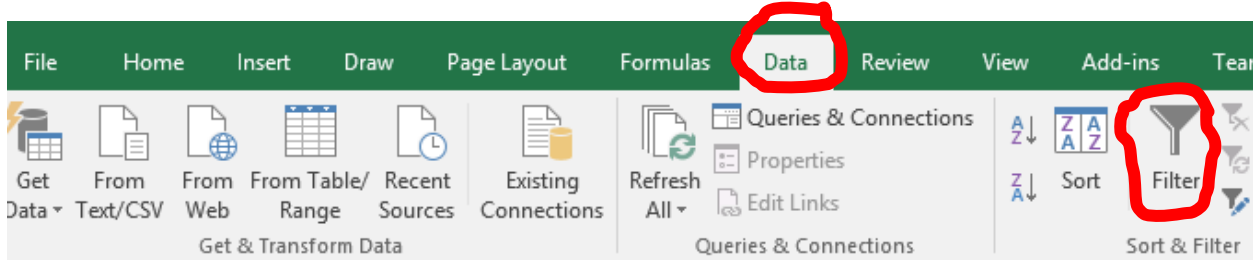
1 of 1 Find | Next 

Maine DOE From Maine Department of Education

Student Accountability Report

- Click on the down arrow next to the “disk”
- Select Excel
- Open or Save to a secure location
- If the following comes up – click Enable Editing

- Highlight the top eleven rows, right click, choose delete
- From the menu bar select Data and then Filter



The data will now show with filter and sort arrows so you can work with the schools or subgroups you choose



10. What does it all mean?

Data was taken from Synergy enrollments from students enrolled on May 4, 2018

Attending District/School – This is the district and school that the student is attending – you will see students attending your schools and students you are sending to other schools, but may be responsible for. School level assessment and accountability reports use this data.

Responsible District – If you are educating other district’s students, those districts will show under this column. District level assessment and accountability reports use this data

Student names, StateStudentId – This data is used for identification purposes and for populating individual student reports (ISR) in MAARs

Grade – This data point is used to determine which assessment(s) the student should have taken, if any.

District Full Academic Year – Districts are accountable for students for which they were responsible for a full academic year.

- Students are considered to be district full year if the same district is responsible for the student on October 1, 2017 and May 4, 2018
- October EPS enrollment data is utilized to determine the October 1 status, if enrollments were entered after October EPS was closed (even if they cover the October 1 date), then the student isn't counted as Full Academic Year

School Full Academic Year - Schools are accountable for students for that were enrolled for a full academic year.

- Students are considered to be school full year if they are enrolled on October 1 and May 4 at the same school
- October EPS enrollment data is utilized to determine the October 1 status, if enrollments were entered after October EPS was closed (even if they cover the October 1 date), then the student isn't counted as Full Academic Year

Date of Birth - This data is used for identification purposes

Sex, Ethnicity, EL Status, Years in EL, Special Ed, Economically Disadvantaged, Migrant – These are required student group indicators for assessment and accountability reporting

Plan 504, Title 1A Math, Title 1A ELA – These fields are not required for assessment and accountability but are used in research, federal reporting, and program improvement

Science (MEA Science-PAAP) – An * in this column indicates that the student should have taken either MEA Science or PAAP (alternate Science assessment). An S in this column indicates that the student received a special consideration from the MDOE to not take the Science assessment. A blank in this column indicates that the student was not in a grade that needed to take this assessment.

Math (eMPowerME, SAT, MSAA) – An * in this column indicates that the student should have taken either eMPowerME (3-8) Math, SAT (3rd year high school) Math or MSAA (alternate Math assessment). An S in this column indicates that the student received a special consideration from the MDOE to not take the Math assessment. A blank in this column indicates that the student was not in a grade that needed to take this assessment.

ELA (eMPowerME, SAT, MSAA) – An * in this column indicates that the student should have taken either eMPowerME (3-8) ELA, SAT (3rd year high school) ELA or MSAA (alternate ELA assessment). An S in this column indicates that the student received a special consideration from the MDOE to not take the ELA assessment. A blank in this column indicates that the student was not in a grade that needed to take this assessment. An E means the student is exempt for one of the following reasons:

- EL students who arrived at a US school between April 1, 2017 and March 1, 2018 and who took the 2017-2018 ACCESS for ELLs assessment are exempt from having to take the ELA assessment
- EL students who arrive at a US school between March 1, 2018 and May 4, 2018 are exempt from having to take the ELA assessment

ACCESS for ELLS – An * in this column indicates that the student is an EL student and should have taken the ACCESS for ELLS English Proficiency assessment. An S in this column indicates that the student received a special consideration from the MDOE to not take the assessment.

Alternate Student – A Y in this column indicates that the student is a special education student that has been identified by the IEP team to take an alternate assessment. Students needed to have been identified for this prior to March 1, 2018.

Homeless, Military, Foster Care – These are required student group indicators for assessment and accountability reporting.