

## Maine Schools NEO Module

Before a School System can be updated in Maine Schools, the superintendent must be verified in the NEO Staff Module.

### Maine Schools Update - District Name

**Fiscal Year:** 2018  
**Status:** New  
**Status Date:** 02/22/2017  
**Submitted By:**  
**Submitted By Email:**

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

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

Superintendent of Schools	<a href="#">Update Superintendent of Schools (requires Staff access)</a>			
Superintendent of Schools Email Address				
Admin Office Email	<input type="text"/>			
Direct Line or Phone Number	<input type="text"/>	(Format: 1234567890) Extension	<input type="text"/>	(Format: 012345)
Admin Office Fax	<input type="text"/>			(Format: 1234567890)
Website	<input type="text"/>			
<b>Mailing Address</b>				
Address 1	<input type="text"/>			
Address 2	<input type="text"/>			
City State ZIP	<input type="text" value="Select"/>	<input type="text" value="Maine"/>	<input type="text" value="Select"/>	
<b>Physical Address</b>				
Address 1	<input type="text"/>			
Address 2	<input type="text"/>			
City State ZIP	<input type="text" value="Select"/>	<input type="text" value="Maine"/>	<input type="text" value="Select"/>	
<input type="checkbox"/> Please confirm that the above section has been reviewed.				

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. Mailing address is needed only if different from Physical address. Check the box to confirm that all SAU information has been reviewed before moving on to individual schools information.

### School Data

<b>School Name</b>	
Mark School For Removal	<input type="checkbox"/>
Grade Span Low	<input type="text"/>
Grade Span High	<input type="text"/>
School Phone	<input type="text"/> (Format: 1234567890)
School Fax	<input type="text"/> (Format: 1234567890)
School Website	<input type="text"/>
This school operates (check all that apply)	<input type="checkbox"/> All-Day Kindergarten <input type="checkbox"/> Alternative Education
Student Information System on File	<input type="text"/>
Number of Automated External Defibrillators (AED's)	<input type="text"/>
Number of Staff Trained in Use of AEDs	<input type="text"/>
School awards proficiency-based diplomas	<input type="text"/>
School maintains proficiency-based transcripts	<input type="text"/>
What financial cost centers are used for this school building?	<input type="text"/>
<b>School Mailing Address</b>	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City State ZIP	<input type="text"/> Maine <input type="text"/>
<b>School Physical Address</b>	
Address 1	<input type="text"/>
Address 2	<input type="text"/>
City State ZIP	<input type="text"/> Maine <input type="text"/>
<input type="checkbox"/> Please confirm that the above section has been reviewed.	

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

Save

**Certify that the information above is accurate to the best of my knowledge and belief.**

Date  mm/dd/yyyy

Signature of Superintendent of Schools

Submit for DOE Approval

Save the information. Date and sign the report to be submitted 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