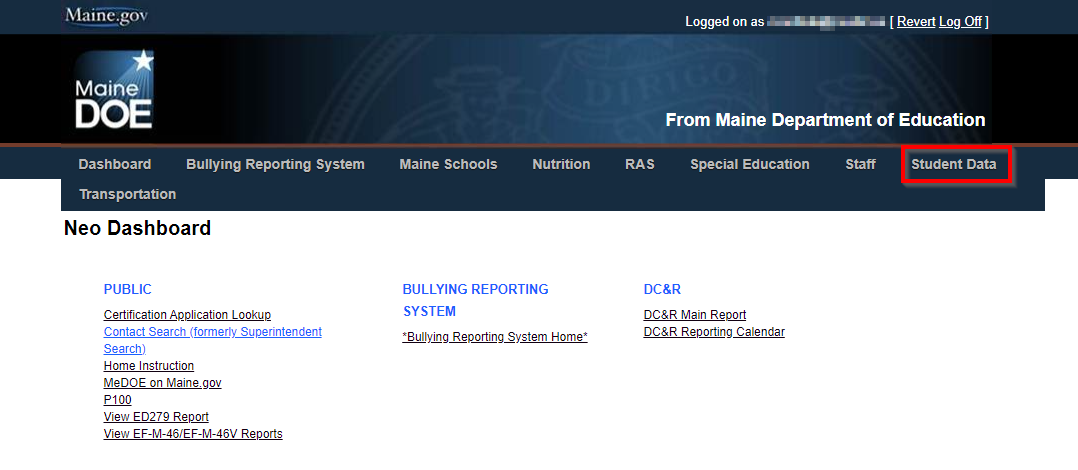
NEO Daily Attendance Details Report Instructions

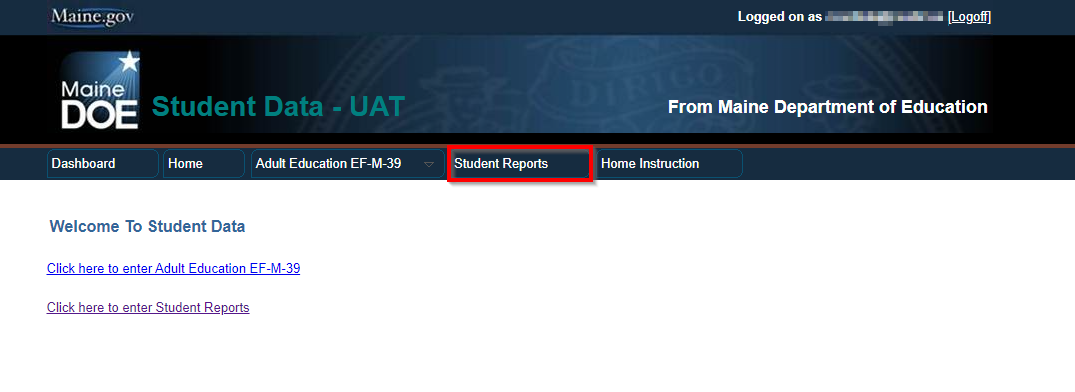
In order to access the Attendance Reports, you will need an active NEO login with Student Data access for your school district.

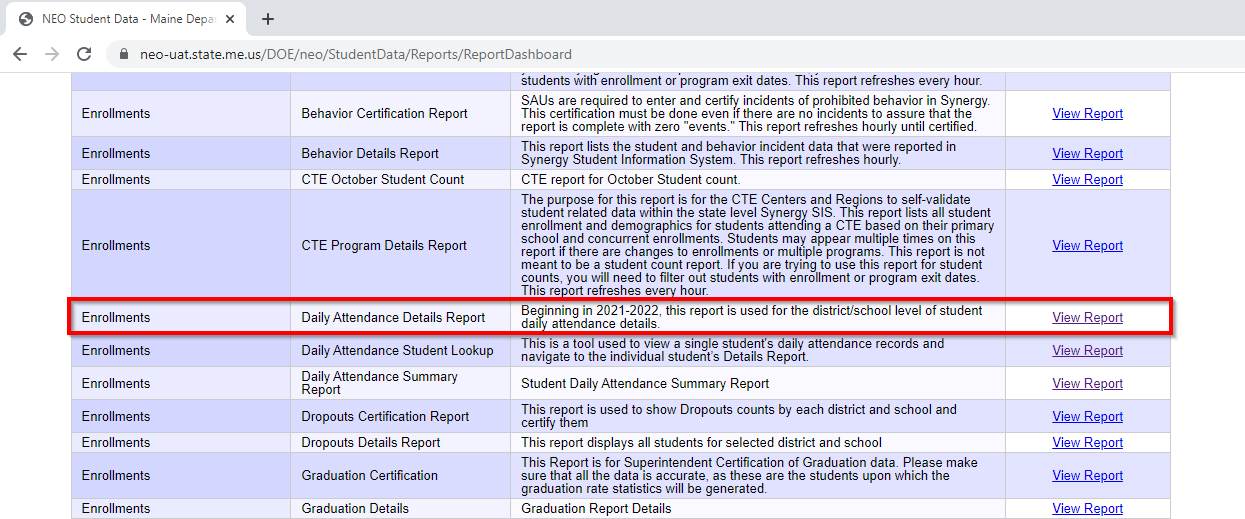
**If you do not yet have a NEO account or Student Data access, you must contact your Superintendent/Director to submit an access request form on your behalf.**

*Note: If your SAU does not operate any schools, you will not have any reports to view.*

1. [Login to NEO](https://neo.maine.gov/DOE/NEO/Accounts/Account/Login)
2. Choose ‘**Student Data**’ module from up top:

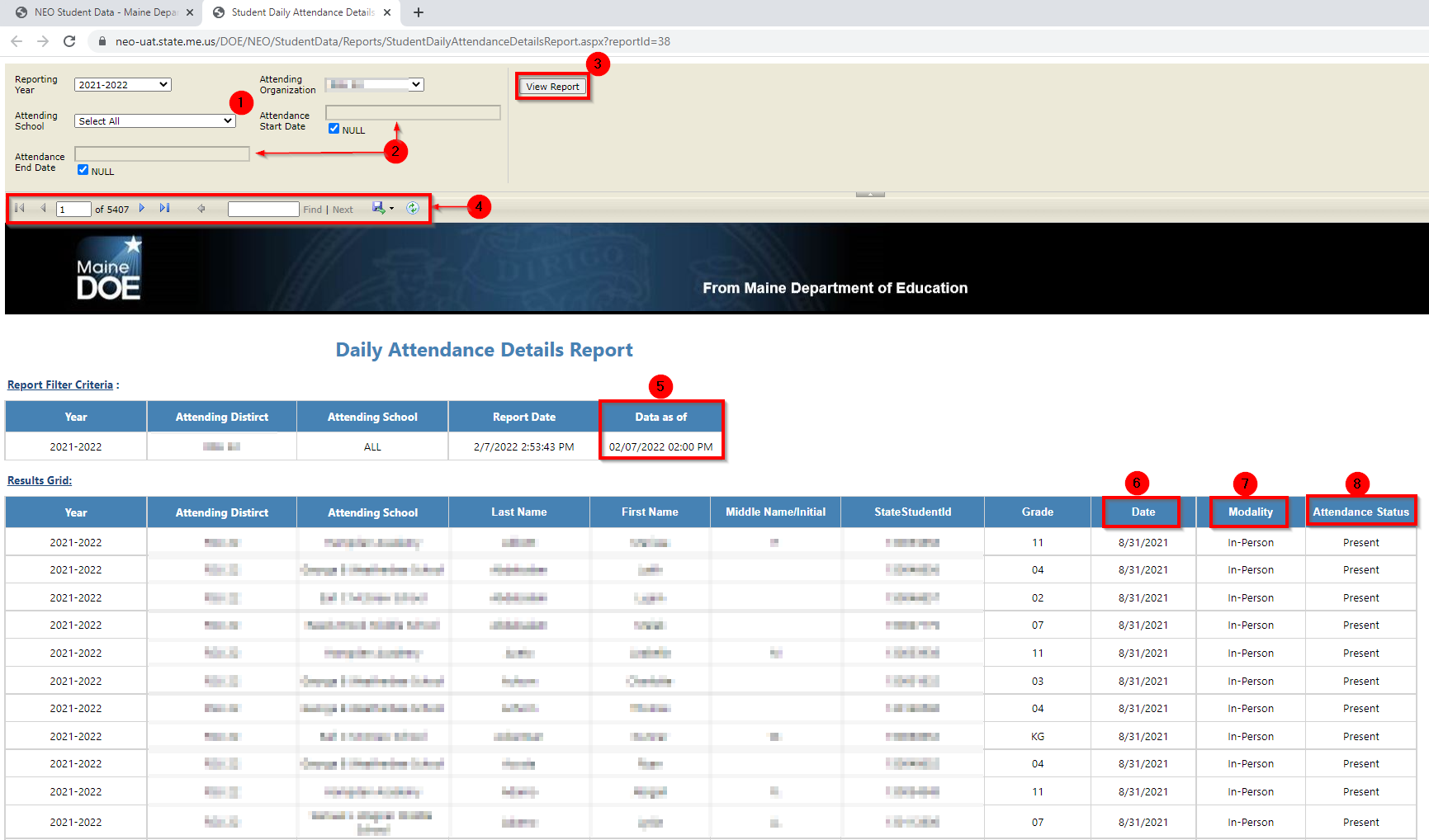


1. Choose ‘**Student Reports**’: 
2. Scroll down in the report listing to locate the Daily Attendance Details Report, and click ‘**View Report**’ on the right side:



1. The report is very large and will take a few moments to generate, and opens in a new tab. It displays all the current year data for the SAU:

(See below)



1 – Attending Schools filter allows you to view only a single school’s data.

2 – Allows you to specify a date range to view only.

3 – Once any filters are changed, you must hit ‘**View Report’** to re-generate the report.

4 – Navigation buttons and search box allow you move through the report. You also can choose the floppy disc to download the report in various formats.

5 – Displays the timestamp for when data was last updated from Synergy.

6 – Lists the date of attendance.

7 – Lists the Modality of the student for that date.

8 – Lists the student’s attendance status for that date.

**FAQs**:

* This data is loaded directly from Synergy each hour. Check Synergy if data in the report is incorrect, as a first check. Then check #5 to see if the report has updated since changes were made. Synergy is correct and the report is recently updated, contact the Helpdesk.
* ***These reports are very large and take much longer to generate than other NEO reports.***

***If you have any questions, comments, or concerns regarding this document please do not hesitate to contact the Maine Education Data Management Systems Helpdesk directly.***

**Contact Us**

(207)-624-6896

[Medms.helpdesk@maine.gov](mailto:Medms.helpdesk@maine.gov)

Hours: Mon-Fri – 8:00 am to 4:00 pm