

15% Absenteeism Reporting Reference Guide

This report is located in NEO under the Student Data tab.

If you **DO NOT** yet have a NEO login, contact your Superintendent. They must submit an Access Request Form. (Found towards the bottom of the [Helpdesk Webpage](#))

If you **DO** already have a NEO login and are having trouble, contact the Help Desk: 624-6896 or email: medms.helpdesk@maine.gov

Navigation Steps

Navigate to the login page: <https://neo.maine.gov/DOE/NEO/Accounts/Account/Login>

1. Go to the 'Student Data' tab up top (shown below). **If you do not have this option, please contact your superintendent to grant the access.**

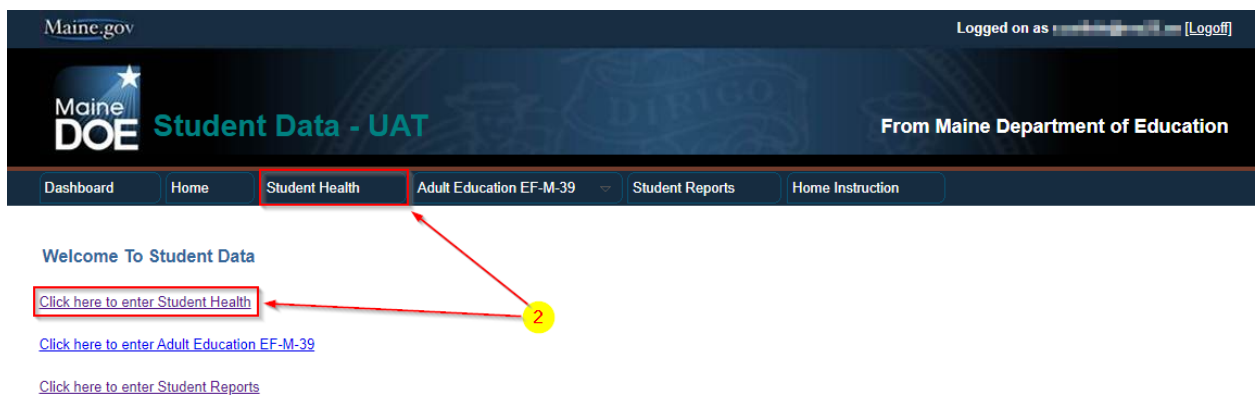


Welcome

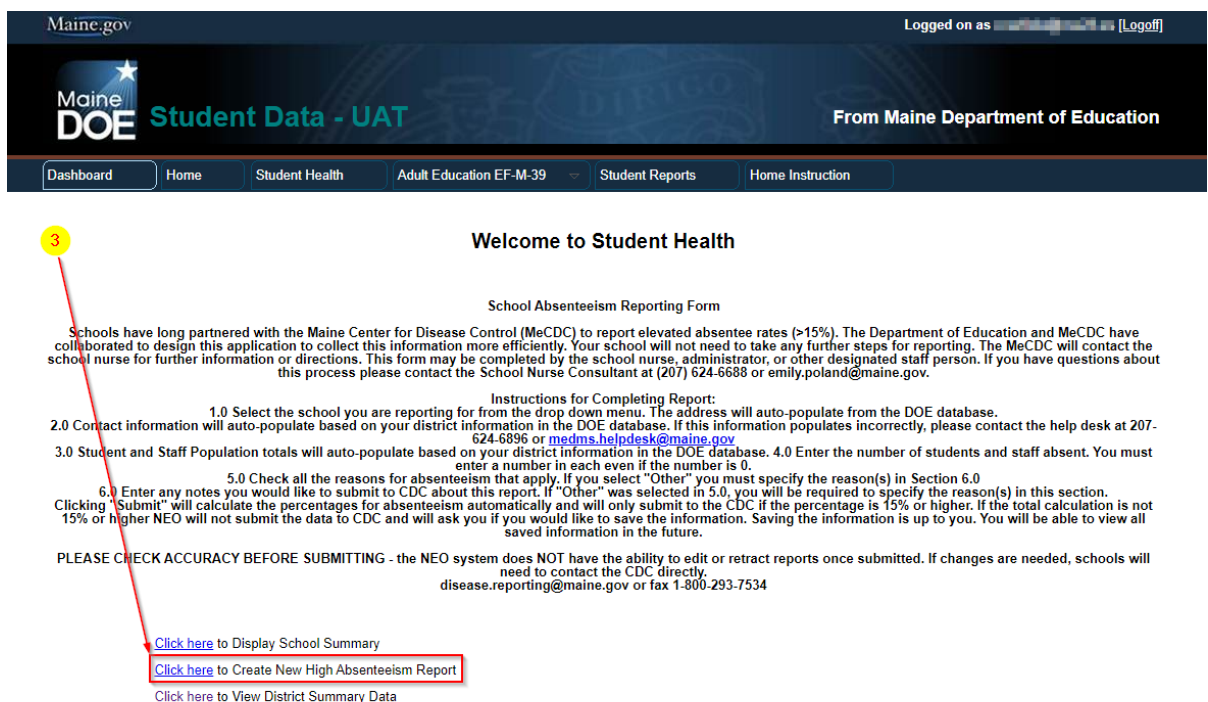
Please select an item in the menubar to access the corresponding NEO module.

Clicking "Submit" will calculate the percentages for absenteeism and will only submit to CDC if the percentage is 15% or higher. If the total calculation is not 15% or higher NEO will not submit the data to CDC and will ask you if you would like to save the information. **Please check for accuracy before submitting – the NEO system does not have the ability to edit or retract reports once submitted. If changes are needed, districts will need to contact CDC directly, disease.reporting@maine.gov or fax (1-800-293-7534)**

2. Choose the 'Student Data' tab up top, or the link on the left to enter the module.



- This is the main page that explains the reporting. Use the links at the bottom to view previous school/district reports, or use the second link to 'Create New High Absenteeism Report':



- This will load the report to be filled out:

School High Absenteeism Reporting Form

Report Date:

1.0 School Details:
School:
Address 1:
Address 2:
City:
State:
Zip Code:

2.0 Contact Information
Nurse:
Email:
Phone No:

3.0 Student and Staff Population
Total Students:
Total Staff:
Total School Population:

4.0 Absenteeism Counts
Absent Students:
Absent Staff:

5.0 Absenteeism Reasons:
GI Symptoms ☐
Respiratory Symptoms ☐
Fever ☐
Rash ☐
Other (Please Specify): ☐

6.0 Has anyone tested positive for COVID19?
Yes ☐
No ☐
If Yes, how many?

7.0 Notes

1.0 Select the school you are reporting for from the dropdown menu. The address will auto-populate from the NEO database.

2.0 & 3.0 Contact Information and Population Totals will auto-populate based on your district role set in NEO Staff, while Populations are taken from your current active staff in NEO and your active enrolled students in Synergy, as of the latest hourly refresh.

4.0 Report the number of absent Students and Staff. Each box must have a number entered, including 0.

5.0 Choose the reason(s) for the absenteeism. If Other is selected, you will be required to enter the reason in 7.0 Notes.

6.0 Confirm if there have been any positive COVID19 results. If yes, enter the total number of students & staff that have tested positive.

Clicking "Submit" will calculate the absenteeism percentage and send to the CDC if EITHER staff or students hit 15% or higher. If it is NOT 15%+, NEO will ask if you would like to save the report.

Please verify report accuracy before submitting. NEO cannot edit or retract a report sent to the CDC. To make changes districts will need to contact the CDC directly: disease.reporting@maine.gov or fax (1.800.293.7534)