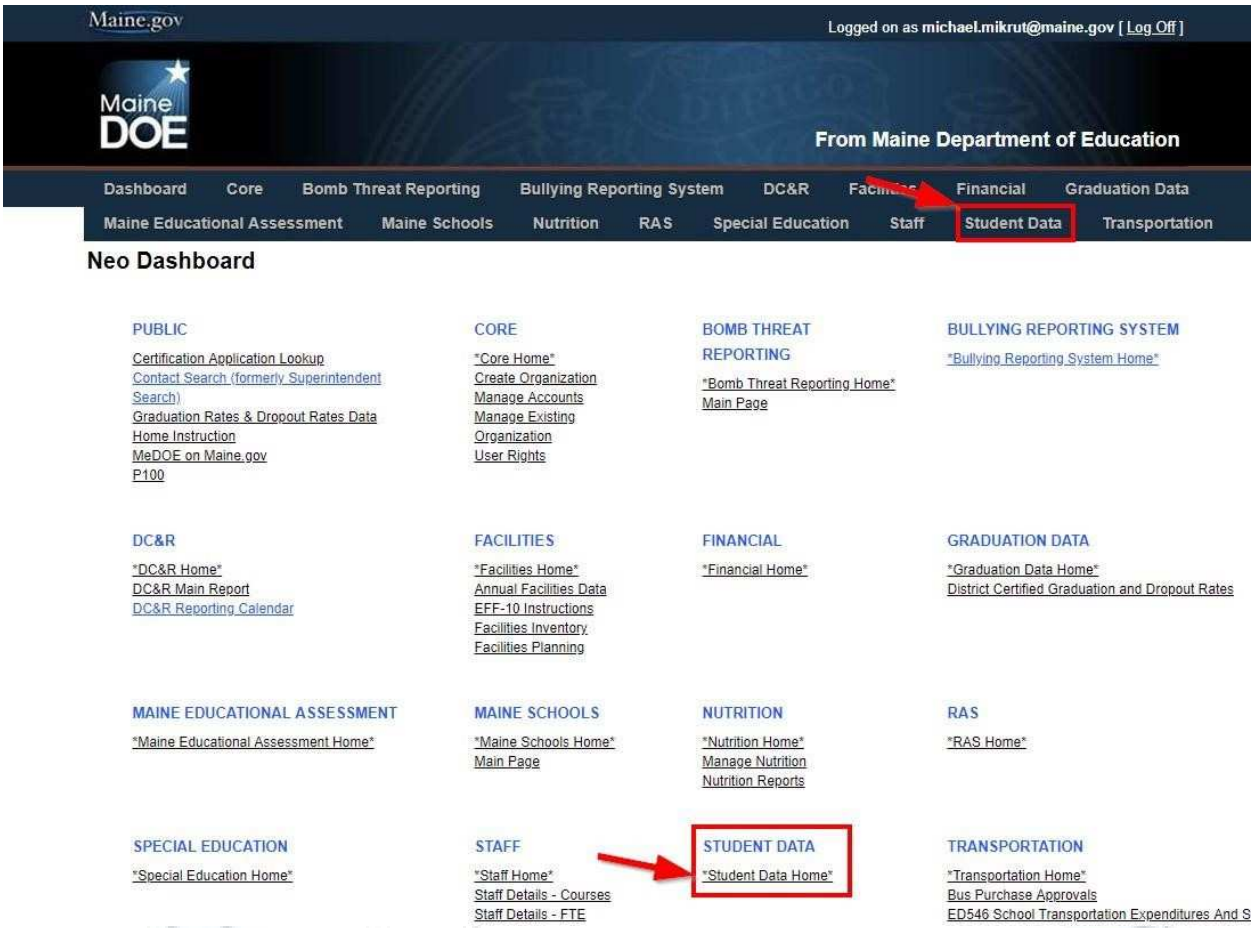
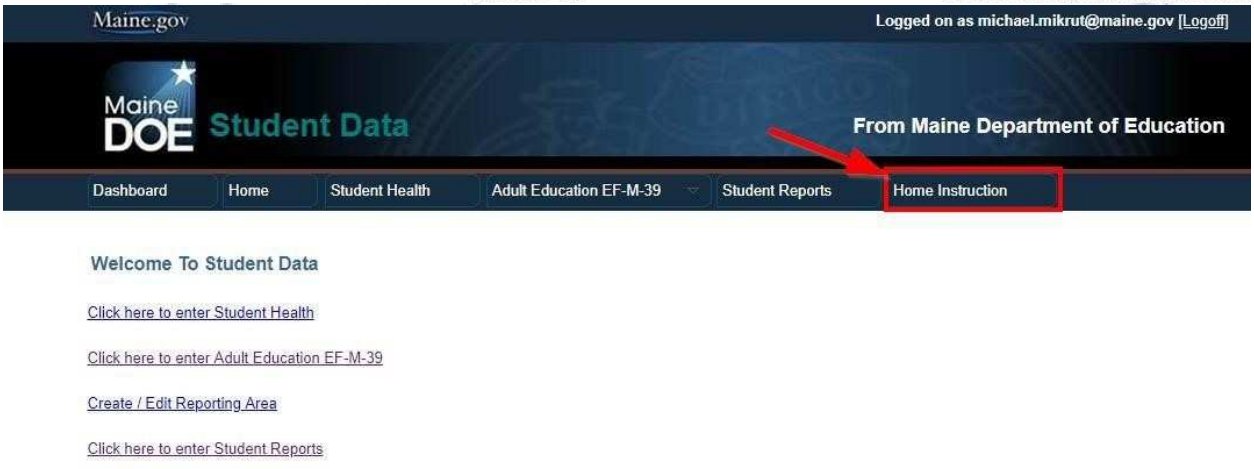
Summary NEO Instructions for Superintendents or Designees entering information on the Home Instruction Portal

Please also see the Home Instruction Statutes and Information, which provides more information and context.

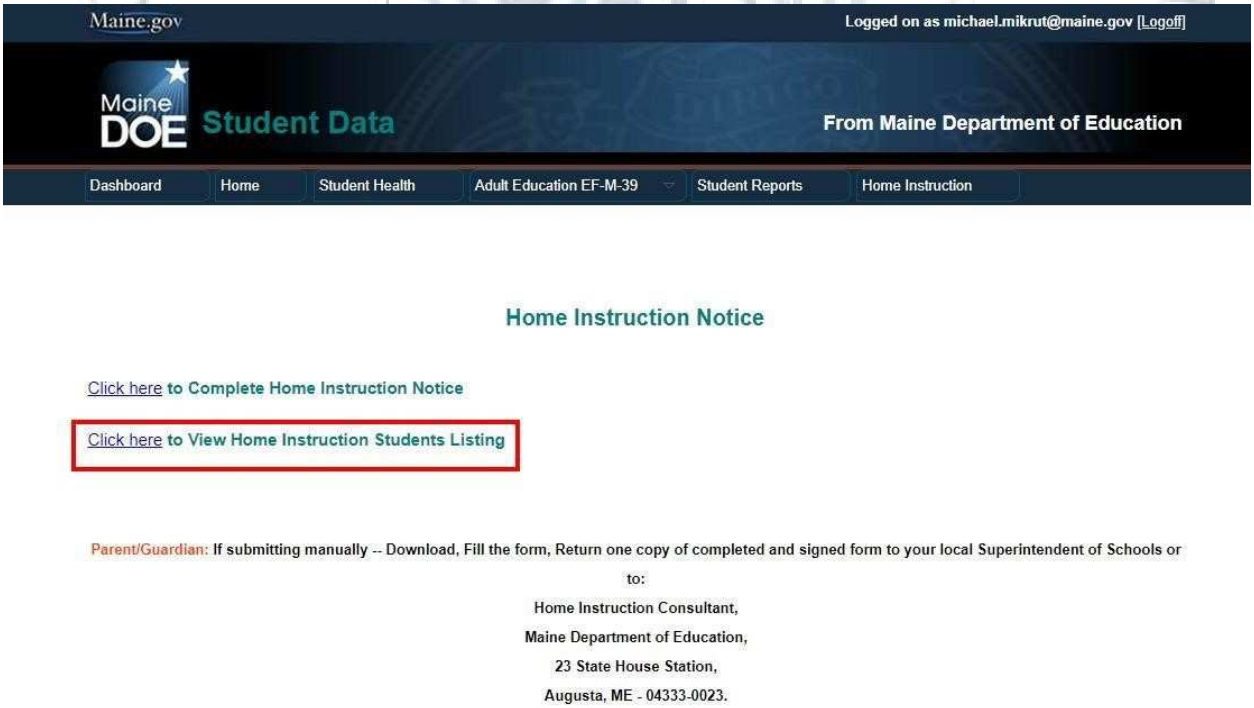
1. In the Student Data section of NEO, click on Home Instruction. You must be **logged in** with appropriate credentials in order to check the Home Instruction Students Listing or to enter a new form on behalf of a parent.


Maine.gov
Logged on as michael.mikrut@maine.gov [Log Off]
Maine DOE
From Maine Department of Education
Dashboard
Core
Bomb Threat Reporting
Bullying Reporting System
DC&R
Financial
Graduation Data
Maine Educational Assessment
Maine Schools
Nutrition
RAS
Special Education
Staff
Student Data
Transportation
Neo Dashboard
PUBLIC
Certification Application Lookup
Contact Search (formerly Superintendent Search)
Graduation Rates & Dropout Rates Data
Home Instruction
MeDOE on Maine.gov
P100
CORE
Core Home
Create Organization
Manage Accounts
Manage Existing Organization
User Rights
BOMB THREAT REPORTING
Bomb Threat Reporting Home
Main Page
BULLYING REPORTING SYSTEM
Bullying Reporting System Home
DC&R
DC&R Home
DC&R Main Report
DC&R Reporting Calendar
FACILITIES
Facilities Home
Annual Facilities Data
EFF-10 Instructions
Facilities Inventory
Facilities Planning
FINANCIAL
Financial Home
GRADUATION DATA
Graduation Data Home
District Certified Graduation and Dropout Rates
MAINE EDUCATIONAL ASSESSMENT
Maine Educational Assessment Home
MAINE SCHOOLS
Maine Schools Home
Main Page
NUTRITION
Nutrition Home
Manage Nutrition
Nutrition Reports
RAS
RAS Home
SPECIAL EDUCATION
Special Education Home
STAFF
Staff Home
Staff Details - Courses
Staff Details - FTE
STUDENT DATA
Student Data Home
TRANSPORTATION
Transportation Home
Bus Purchase Approvals
ED546 School Transportation Expenditures And S

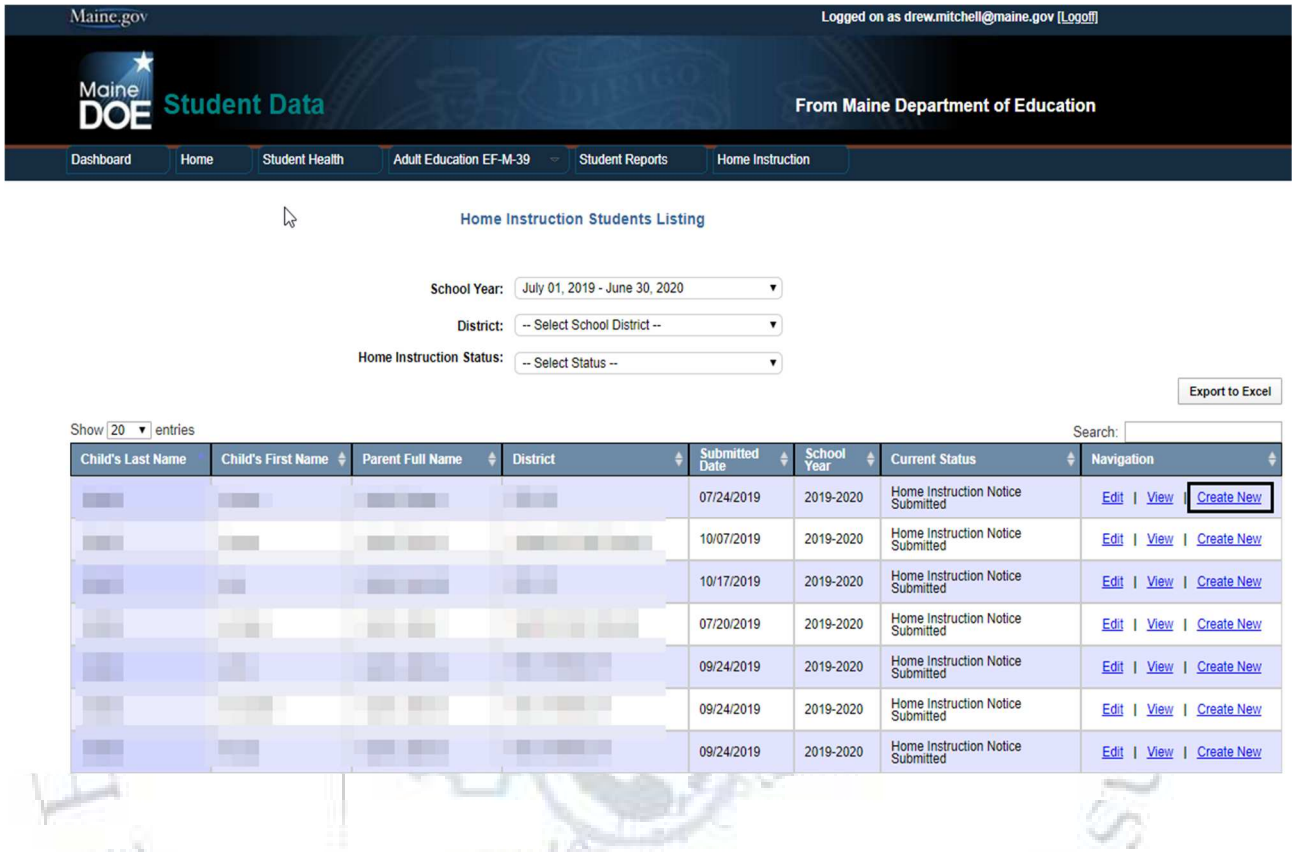

Maine.gov
Logged on as michael.mikrut@maine.gov [Logoff]
Maine DOE
Student Data
From Maine Department of Education
Dashboard
Home
Student Health
Adult Education EF-M-39
Student Reports
Home Instruction
Welcome To Student Data
Click here to enter Student Health
Click here to enter Adult Education EF-M-39
Create / Edit Reporting Area
Click here to enter Student Reports

2. For each form or letter submitted, check to ensure that all required information has been included. If all information has not been included, please notify the parent by mail, phone or email that their Notice is missing. After appropriate follow-up, if there is no response the paper forms should be returned to the sender.

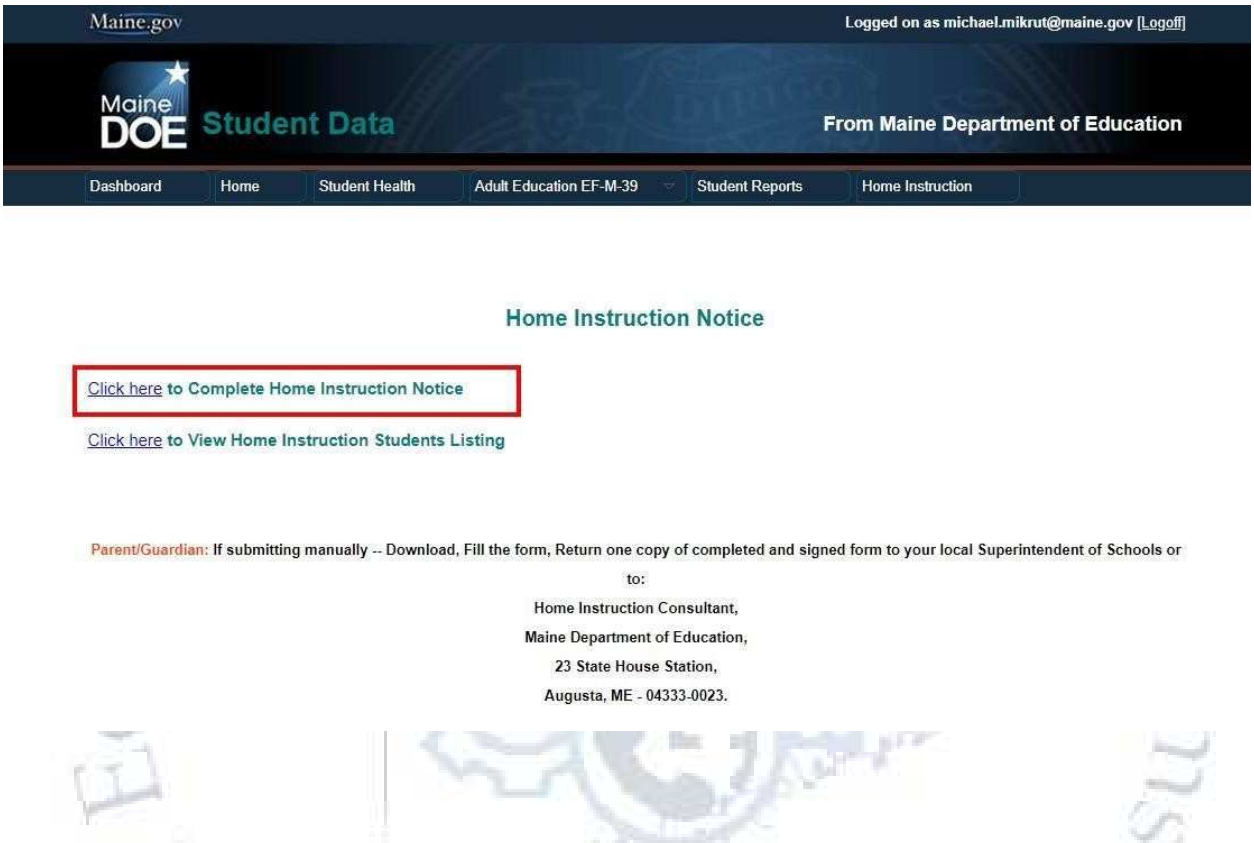
2a. **Important!** Check the NEO Home Instruction Students Listing prior to entry in order to ensure that the entry is not a duplicate. It is important to distinguish duplicates from prior year records, which may look like duplicates. You may choose to filter the Listing by school year from the top of the screen, or you may wish to view multiple years by search term.



2b. **NEW in 2020-2021!!** When you navigate to View Home Instruction Students Listing you can now choose to create a new form for the next school year directly from this list without going back to the main home instruction page. Any student that has an active record will have an active CREATE NEW button that can be used to start a form for the next available year for the same student, with most of the information from the previous year pre-populated, making entry much quicker. Current paper notices and assessments will still need to be pre-scanned and uploaded, as the uploaded forms will remain with the year submitted.



3. Prepare your information: prior to entering new forms please ensure that electronic copies of the Notice and any prior year required assessments are available for the upload process in pdf, word, or jpg format. Superintendents/designees entering the information on behalf of the parent must have an electronic scan of the paper Notice of Intent to Provide Home Instruction form which has been appropriately completed and signed by the parent/guardian.



4. Complete the parent/guardian information and then add each child's information as appropriate. Upload required prior year assessments for each subsequent year student.

Notice of Intent to Provide Home Instruction

First Year and Subsequent Year(s) of Home Instruction

Please contact Pamela.Ford-Taylor@maine.gov with any questions

Note: All required (*) sections must be completed. Prior to completing this form please ensure that an electronic copy of required student assessments is available for the upload process (partial forms not accepted and the system does not have the ability to retrieve or edit submitted form information).

School Year: * ATTENTION! Please select the correct School Year. July 01, 2020 - June 30, 2021

4

Parent/Guardian: Parent/Guardian Physical Address will determine resident school district, which will automatically receive the required copy of this Notice of intent to Provide Home Instruction.

First Name: * Parent/Guardian First Name

Last Name: * Parent/Guardian Last Name

First Name: Secondary Parent First Name (Optional)

Last Name: Secondary Parent Last Name (Optional)

Email Address:

Click if you don't have an Email Address (If this box is checked, acknowledgment of receipt will not be sent. Any additional correspondence will be sent to Mailing Address. Email Address provided by the parent will be used for Maine Department of Education and resident School Administrative Unit purposes only, including acknowledgement, notices and reminders.

Physical Address: * City: * -- Select City -- Zip Code: -- Select --

Click If Mailing Address is same as Physical Address

Mailing Address: * City: * Zip Code: *

5 District:* -- Select School District --

Upload signed physical paper on behalf of parent:* Choose File No file chosen

4

Add Child

Child's First Name *	Child's First Name
Child's Last Name *	Child's Last Name
Date of Birth *	mm/dd/yyyy
Home Instruction Status *	-- Select Status --
Date Home Instruction Will Begin (First Year Only)	mm/dd/yyyy
Prior Year Assessment Type (See 20-A M.R.S. 5001-A(3)(A)(4)(b).)	-- Select Assessment Type --
Upload Prior Year Assessment (Subsequent Year Only)	Choose File No file chosen
Delete	Delete Child

Date: 05/06/2020 Submitted By: drew.mitchell@maine.gov

6 Submit Child Registration Form Reset Cancel

5. Upload the signed and scanned Notice of Intent to Provide Home Instruction form.

6. Submit the form. An acknowledgement will be sent to parents who have provided a valid email address, and notification/acknowledgement will be sent to the Superintendent.

For questions about Home Instruction please contact Pamela Ford-Taylor, School Enrollment Consultant at 207-624-6617 or email SchoolQuestions.DOE@maine.gov

For NEO questions or technical issues, contact the MEDMS Help Desk at 207-624-6896 or email the helpdesk at MEDMS.Helpdesk@maine.gov