



## 15% Absenteeism Reporting Reference Guide-updated to include COVID-19

Located in NEO under Student Data tab

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

- If you **DO NOT** yet have a NEO login, contact your Superintendent so they may 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](mailto:medms.helpdesk@maine.gov)

Navigation:

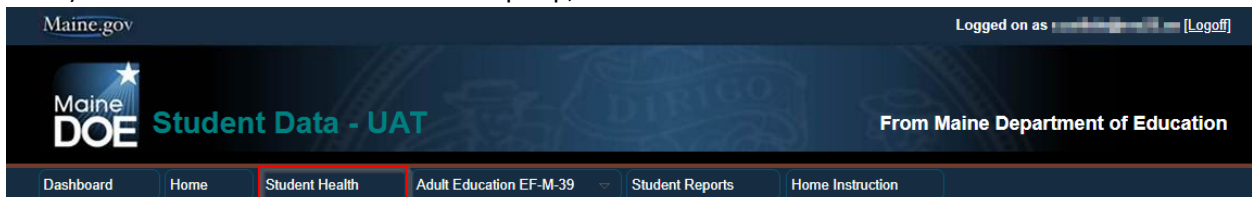
1) Go to the 'Student Data' tab up top. ***(If you do not have this option, please contact your Superintendent to grant the access).***



### Welcome

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

2) Choose the 'Student Health' tab up top, or the link on the left to enter the module:



### Welcome To Student Data

[Click here to enter Student Health](#)

[Click here to enter Adult Education EF-M-39](#)

[Click here to enter Student Reports](#)

- 3) 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:

Maine.gov Logged on as [User] [Logoff]

**Maine DOE Student Data - UAT** From Maine Department of Education

Dashboard Home Student Health Adult Education EF-M-39 Student Reports Home Instruction

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### Welcome to Student Health

#### School Absenteeism Reporting Form

Schools have long partnered with the Maine Center for Disease Control (MeCDC) to report elevated absentee rates (>15%). The Department of Education and MeCDC have collaborated to design this application to collect this information more efficiently. Your school will not need to take any further steps for reporting. The MeCDC will contact the school nurse for further information or directions. This form may be completed by the school nurse, administrator, or other designated staff person. If you have questions about this process please contact the School Nurse Consultant at (207) 624-6688 or [emily.poland@maine.gov](mailto:emily.poland@maine.gov).

#### Instructions for Completing Report:

- 1.0 Select the school you are reporting for from the drop down menu. The address will auto-populate from the DOE database.
- 2.0 Contact information will auto-populate based on your district information in the DOE database. If this information populates incorrectly, please contact the help desk at 207-624-6896 or [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov)
- 3.0 Student and Staff Population totals will auto-populate based on your district information in the DOE database. 4.0 Enter the number of students and staff absent. You must enter a number in each even if the number is 0.
- 5.0 Check all the reasons for absenteeism that apply. If you select "Other" you must specify the reason(s) in Section 6.0
- 6.0 Enter any notes you would like to submit to CDC about this report. If "Other" was selected in 5.0, you will be required to specify the reason(s) in this section. Clicking "Submit" will calculate the percentages for absenteeism automatically and will only submit to the 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. Saving the information is up to you. You will be able to view all saved information in the future.

**PLEASE CHECK ACCURACY BEFORE SUBMITTING** - the NEO system does NOT have the ability to edit or retract reports once submitted. If changes are needed, schools will need to contact the CDC directly.  
[disease.reporting@maine.gov](mailto:disease.reporting@maine.gov) or fax 1-800-293-7534

[Click here](#) to Display School Summary

[Click here](#) to Create New High Absenteeism Report

[Click here](#) to View District Summary Data

- 4) This will load the report to be filled out (see below):

...Continued on next page

## School High Absenteeism Reporting Form

Report Date:

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

Address 1:  
 Address 2:  
 City:  
 State:  
 Zip Code:

**2.0 Contact Information**  
 Nurse:   
 Email:   
 Phone No:  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.

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

**4.0 Absenteeism Counts**  
 Absent Students:   
 Absent Staff:  4.0 Report the number of absent Students and Staff. Each box must have a number entered, including 0.

**5.0 Absenteeism Reasons:** (check all that apply)  
 GI Symptoms   
 Respiratory Symptoms  5.0 Choose the reason(s) for the absenteeism. Note that when choosing 'Respiratory Illness' new boxes will appear to allow for additional specific selections. If Other is selected, you will be required to enter the reason in 7.0 Notes.  
 Influenza Like Illness (ILI)   
 COVID 19   
 Other Respiratory Illness   
 Fever   
 Rash   
 Other (Please Specify):

**6.0 Has anyone tested positive for COVID19?**  
 Yes   
 No  6.0 Confirm if there have been any positive COVID19 results. If yes, enter the total number of students & staff that have tested positive.

If Yes, how many?

**7.0 Notes**

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](mailto:disease.reporting@maine.gov) or fax (1.800.293.7534)

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.

**FOR COVID-19 Outbreak Determination:** When a school reports 15% absenteeism, Maine CDC will follow up with the school to obtain additional information and determine if the absenteeism report meets outbreak status. Among other pieces of information, Maine CDC will inquire about: • Number of COVID-19 positive students and staff; • Number by test type (PCR or antigen); • Number of students of staff who are in quarantine and not in school; and • Number of students and staff working/attending remotely.