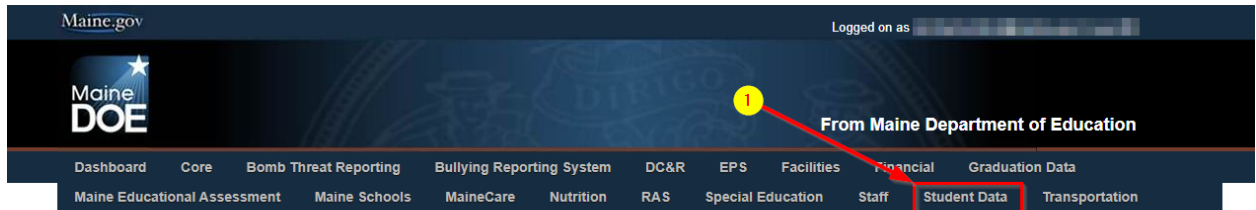

Certifying Quarterly Behavior Reporting in NEO

- This data will need to be Certified by the Superintendent each reporting quarter according to the following schedule:
 - Q1 Jul-Sep: Due 10/15
 - Q2 Oct-Dec: Due 1/15
 - Q3 Jan-Mar: Due 4/15
 - Q4 Apr-Jun: Due 6/30
- Only the designated Superintendent of Schools in NEO will be able to Certify the dataset in NEO.
- Only behavior incidents that have been entered into the State Synergy student information system will appear on the report.

1. To access the report you will need to login to NEO and get into Student Data:



Neo Dashboard

PUBLIC

[Certification Application Lookup](#)
[Contact Search \(formerly Superintendent Search\)](#)
[Home Instruction](#)
[MeDOE on Maine.gov](#)
[P100](#)
[View ED279 Report](#)
[View EF-M-46/EF-M-46V Reports](#)

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](#)

EPS

["EPS Home"](#)
[Manage EPS](#)

FACILITIES

["Facilities Home"](#)
[Annual Facilities Data](#)
[EFF-10 Instructions](#)
[Facilities Inventory](#)
[Facilities Planning](#)

FINANCIAL

["Financial Home"](#)

2. Then go into Student Reports:

Maine.gov Logged on as [redacted]

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](#)

3. Locate the 'Behavior Certification Report' in the report list, click View Report:

Maine.gov Logged on as [redacted]

Maine DOE Student Data From Maine Department of Education

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

Student Data Reports Dashboard

Reporting Area :

[Create New Report](#) Search:

Reporting Area	Report Name	Report Description	Navigation
Assessment	Alternate Assessments (MSAA/SAA/ACCESS for ELLs)	List of students who are eligible to participate in alternate assessments.	Edit View Report
Assessment	English Language Proficiency ACCESS for ELLs - Grades K-12	Lists students eligible to participate in the English Language Proficiency Assessment - ACCESS for ELLs or Alternate Access for ELLs.	Edit View Report
Assessment	ESEA Demographics Certification Report	Aggregation of students enrolled on 05/15/2021 for participation in state assessments during the 2020 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	Edit View Report
Assessment	ESEA Demographics Detail Report	Details of students enrolled on 05/15/2021 for state assessments during the 2021 assessment administration. This report includes student demographic categories for assessment and accountability purposes.	Edit View Report
Assessment	NWEA Mathematics & Reading - Grades 3-8, 2nd & 3rd year HS	List of students that are eligible to participate in the NWEA Mathematics & Reading - Grades 3-8, 2nd & 3rd year HS.	Edit View Report
Assessment	Science General Assessment - Grades 5, 8 and 3rd year high school	List of grades 5, 8, and third year high school students eligible to participate in the MEA Science assessment. This report does not refresh.	Edit View Report
Enrollments	April Enrollment Certification	NEW! April Enrollment Certification Report.	Edit View Report
Enrollments	April Enrollment Details	NEW! April Enrollment Details Report.	Edit View Report
Enrollments	Attendance Certification Report - Quarterly	This report is used to certify Quarterly Student Attendance and Chronic Absenteeism data.	Edit View Report
Enrollments	Attendance Details Report - Quarterly	Attendance Details Report	Edit View Report
Enrollments	Attending Student Download Report	Attending Student Download report is a tool to use to validate enrollment and demographic data entered into the state level Synergy student data system. This report lists all student enrollment and demographics for students attending schools in your district. Students may appear multiple times on this report if there are changes to enrollment or programs. This report is not meant to be a student count report. If you are trying to use this report for student counts, you will need to filter out students with enrollment or program exit dates. This report refreshes every hour.	Edit View Report
Enrollments	Behavior Certification Report	SAUs are required to enter and certify incidents of prohibited behavior in Synergy. This certification must be done even if there are no incidents to assure that the report is complete with zero "events." This report refreshes hourly until certified.	Edit View Report
Enrollments	Behavior Details Report	This report lists the student and behavior incident data that were reported in Synergy Student Information System. This report refreshes hourly.	Edit View Report
Enrollments	CTE October Student Count	CTE report for October Student count.	Edit View Report
		The purpose for this report is for the CTE Centers and Regions to self-validate	

- Once the report loads, please ensure you are viewing the correct reporting period by setting the dropdown boxes for Year and Submission Due Date to view the data. To certify the report, simply click Certify and Submit to DOE at the bottom (Superintendent Only).
- You may click the View Details link in the far-right column under Navigation to see the student level data if desired:

Maine DOE Student Data From Maine Department of Education

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

Behavior Certification Report

Data for Collection Year:

Submission Due Date:

Content Area: Learning Systems Team
DOE Contact: [Kellie Bailey](#) (2074415378)

Reporting Organization:

Total Number of Incidents of violent and harmful behavior by or against students (20-A MRSA §254, sub-§11)

	Illicit Drug Related	Marijuana Related	Alcohol Related	Weapons Possession	Other Weapons Possession	Violent Incident (With Physical Injury)	Violent Incident (Without Physical Injury)	Other	Navigation
Attending	5	8	0	0	2	7	10	11	View Details
Responsible	5	7	0	0	1	7	10	10	View Details

Showing 1 to 2 of 2 entries

Total Number of consequences for violating the SAU's student code of conduct (20-A MRSA §1001, sub-§15, and sub-§15-A). There can be more than 1 consequence for each incident identified above

	Illicit Drug Related		Marijuana Related		Alcohol Related		Weapons Possession		Other Weapons Possession		Violent Incident (With Physical Injury)		Violent Incident (Without Physical Injury)		Other	
	Attending	Responsible	Attending	Responsible	Attending	Responsible	Attending	Responsible	Attending	Responsible	Attending	Responsible	Attending	Responsible	Attending	Responsible
Out of School Suspensions	1	1	5	4	0	0	0	0	2	1	6	6	6	6	6	6
In School Suspensions	5	5	5	4	0	0	0	0	1	1	1	1	4	4	7	6
Totals:	6	6	10	8	0	0	0	0	3	2	7	7	10	10	13	12

Showing 1 to 2 of 2 entries

Certification
I certify that the above information, based on behavior data which includes illicit drug use, alcohol use, weapons possession, and violence with or without injury that resulted in suspension or expulsion for the (2020-2021) school year, is accurate to the best of my knowledge and belief. Further, by my signature, I am assuring that the district is in compliance with the State law that requires that a student who brings a firearm to school, or possesses a firearm at school, be expelled for one year by including the policy J/CIA Weapons, Violence and School Safety included in the district's school board policies.

Submitted By:
Certified By:

Submitted Date:
Certified Date:

If the data on the report does not look correct, please contact your school Synergy Data Specialist to ensure all incidents have been upload/entered to the State.

If there are incidents on here that were entered in error, for example under the wrong student, or if there are any general questions please contact the MEDMS Helpdesk by phone or email and we can happily assist: MEDMS.Helpdesk@Maine.Gov or 207.624.6896, M-F 8AM-4PM.