

# EF-M-39 A&B – Allocation of Subsidy for Adult Education Students

All public SAUs, excluding Public Charter Schools, must **report even if there are no pupils to report**.

Data entered into this report are based on the number of *Resident Students from SAUs* who are attending Regional Adult Education Programs. Students attending Adult Education Programs under Superintendent Agreements are reported by the attending SAU. This report is only intended to include students aged 16-20 years old who have *exited regular education, and are alternatively taking Adult Education courses*. These reporting parameters are outlined in [Title 20-A, §8605: Adult Education Eligibility](#)

**There are two reporting ranges for EF-M-39**

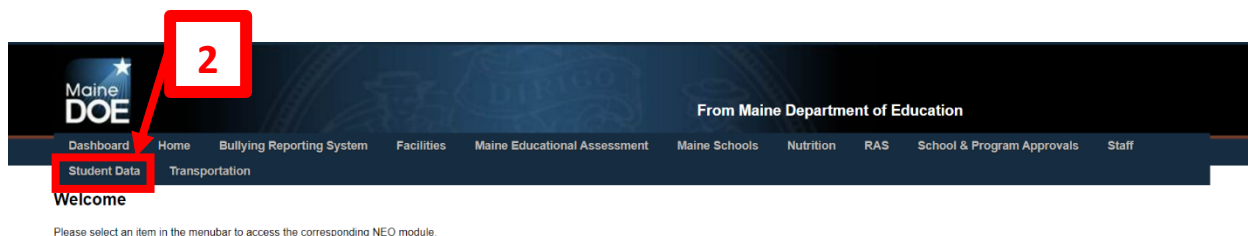
EF-M-39A	EF-M-39B
<b>Reporting Range:</b> January 1-June 30	<b>Reporting Range:</b> July 1-December 31
<b>Due Date:</b> July 15	<b>Due Date:</b> December 15

## NEO Navigation steps:

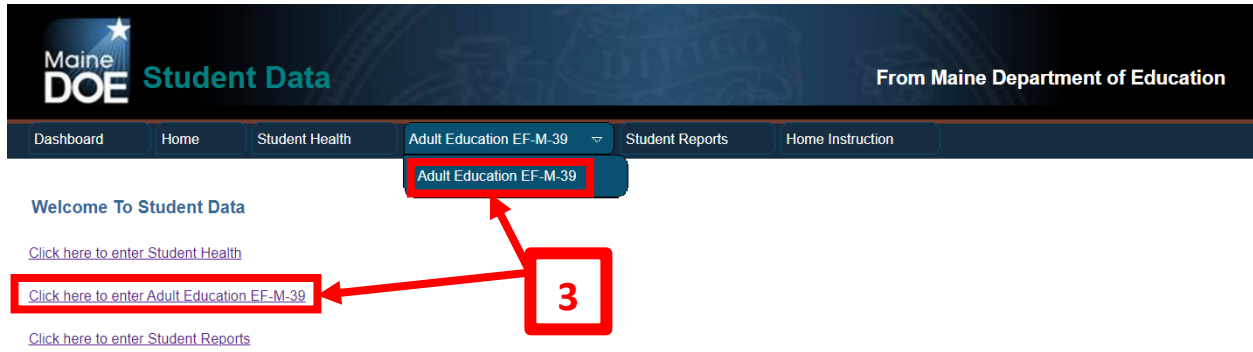
NEO -> Student Data -> Adult Education EF-M-39 -> Adult Education EF-M-39

\*\*If you do not have NEO credentials, your Superintendent must submit a [NEO Access Request Form](#) on your behalf. *Staff who require NEO accounts/access must be entered into NEO Staff prior to submitting an Access Request.*

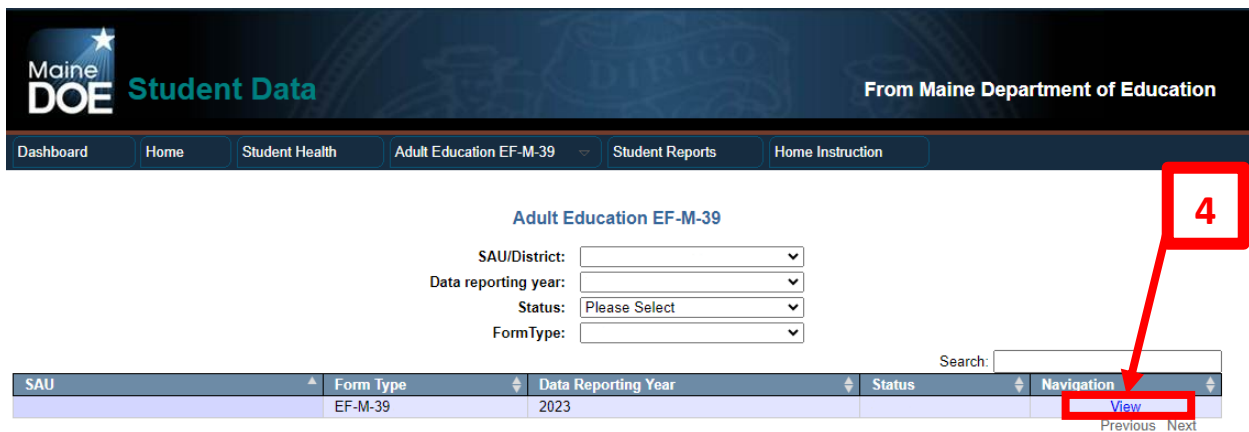
1. Sign into NEO
2. Select **Student Data**



3. Select **Adult Education EF-M-39** from either the Student Data dashboard or from the dropdown at the top of the screen.



4. Select your SAU/District, Data Reporting year, and Form Type then select **Create** or **View** under **Navigation** to review the EF-M-39 Report for your selected SAU.



5. Select whether SAU has students to report - Yes or No
6. Enter Student Data based on resident students aged 16-20 years old who are no longer enrolled in regular education and are alternatively taking Adult Education courses.
  - a. Enter the total number of students (between the ages of 16-20) enrolled in adult education
  - b. Enter the total number of courses in the spaces provided
  - c. Enter the total number of credits

State of Maine - Department of Education  
Adult Education for Subsidy: EF-M-39B  
July 1 - December 31  
Data Reporting Year: 2022  
District:

5

Does this School Administrative Unit have students that are eligible to report on the form?  Yes  No

Adult Education:

[Title 20-A, §8605: Adult Education Eligibility](#)

Report secondary-school aged pupils (age 16 - 20) who are enrolled in adult education and are residents of this School Administrative Unit. Residency may be a result of residence in the School Administrative Unit or through student transfer (Superintendents' Agreement). Report total number of students and total number of academic courses being taken, by these students on this form.

6

Total Number of Students (Whole Numbers Only):	<input type="text"/>	NOTE: Do not confuse number of courses with number of credits earned.
Total Number of Academic Courses (Whole Numbers Only):	<input type="text"/>	
Total Number of Credits/Hours:	<input type="text"/>	

To the best of my knowledge the numbers above represent resident students: within our District who are no longer enrolled in "Regular Education" and are taking academic courses in a Maine Adult Education program somewhere in Maine; and the total number of academic courses and NOT credits that each of the students were taking during this reporting period.

Which I attest to by submitting this data.

NOTE: Submitting this form will automatically send an email to:

Submit

Certify

Cancel

Submitted By:  
Submitted Date:  
Certified By:  
Certified Date:

If you have questions about this report please contact [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov) or call 207-624-6896