

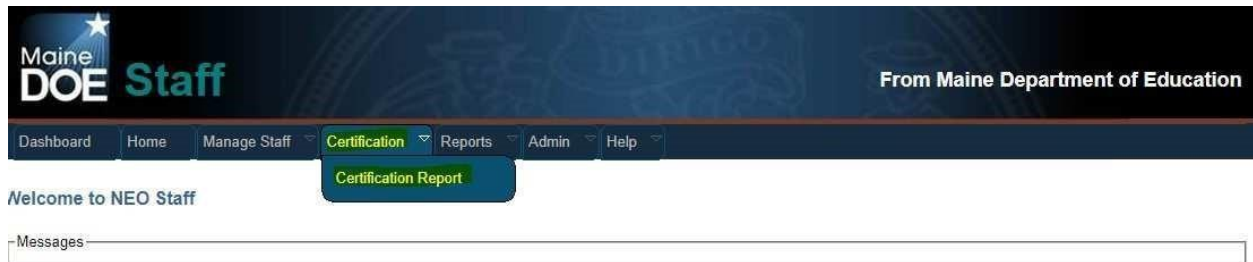


## Maine Schools and School Approval - NEO Module

Before a School System can be updated in Maine Schools, the superintendent must be verified in the NEO Staff Module. If you need to assign your Superintendent, a NEO user with Staff

Admin access can do so by following these steps (otherwise you may skip past this section):

1. [Log in to Neo](#)
2. Go to the Staff Module (\*Staff Home\*)
3. Click 'Certification' & 'Certification Report' across the top:



4. Scroll to the bottom of the report to see the 'District Roles':

### District Roles

Role	Designee
Assessment Coordinator	[Name] [Dropdown Arrow]
Chemical Hygiene Officer (CHO)	[Name] [Dropdown Arrow]
Data Specialist	[Name] [Dropdown Arrow]
Director of Technology	[Name] [Dropdown Arrow]
Dropout Prevention Coordinator	[Name] [Dropdown Arrow]
Facilities-Director/Manager	[Name] [Dropdown Arrow]
Integrated Pest Management Coordinator	[Name] [Dropdown Arrow]
Librarian	[Name] [Dropdown Arrow]
McKinney-Vento Liaison	[Name] [Dropdown Arrow]
Nurse	[Name] [Dropdown Arrow]
School Security	[Name] [Dropdown Arrow]
Superintendent of Schools	[Name] [Dropdown Arrow]
504 Coordinator	[Name] [Dropdown Arrow]
Attendance Coordinator	[Name] [Dropdown Arrow]

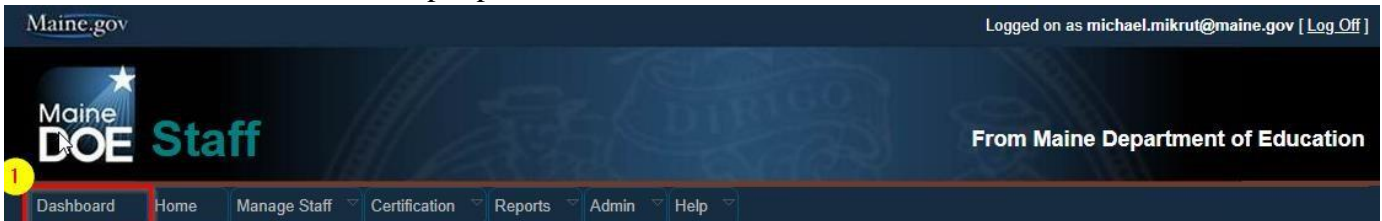
All roles must have an assigned designee in order to Certify.

Save Designees

5. Under Designee – click on the dropdown arrow and select the correct person that will be the Superintendent of Schools The person must already have a staff assignment for your district in NEO or they will not show on the list.
6. Once the person is selected, click ‘Save Designees’ to save the information to the database. If you have issues with the NEO Staff module, please send an email describing the problem to [MEDMS.Helpdesk@maine.gov](mailto:MEDMS.Helpdesk@maine.gov)

Now you may enter the Maine Schools Module.

1. Choose Dashboard up top to return to the main menu selections.

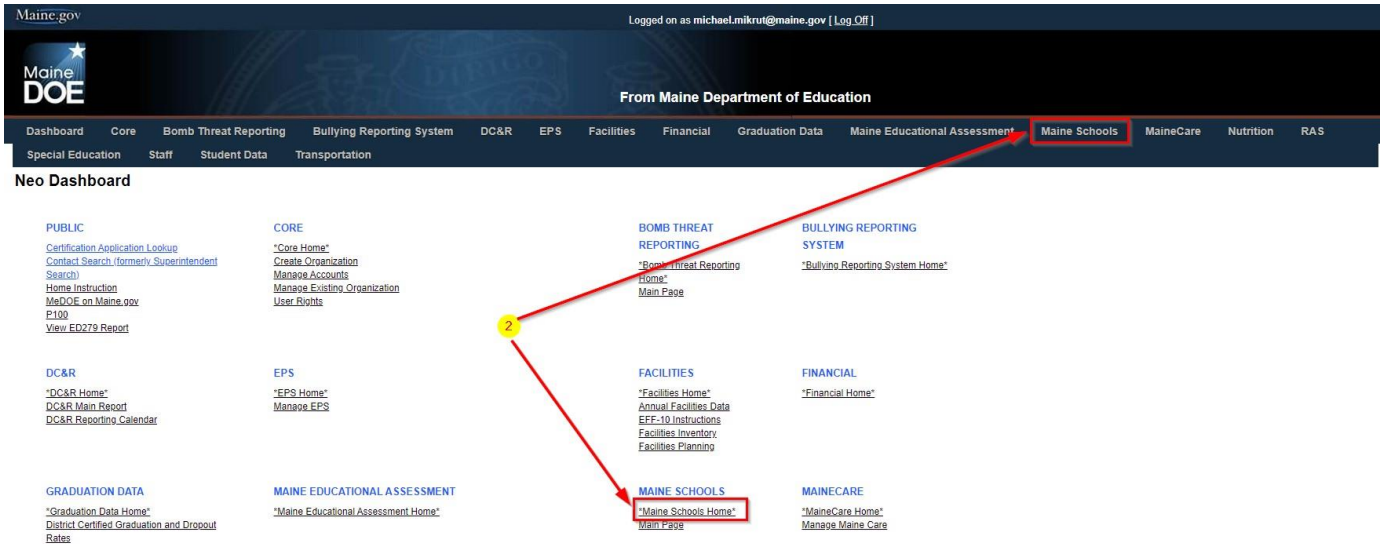


Welcome to NEO Staff

Messages

[Click here to search](#)

2. Choose Maine Schools.



3. Choose "Search SAUs..."

**Maine Schools**

3 [Search for SAUs and their Schools to Update](#)

4. Select fiscal year (example: School year 2021-2022 is Fiscal Year 2022) and the SAU you wish to complete. If you do not have an SAU listed, please have your Superintendent submit an access request form so the Helpdesk may add it.

**Search Maine Schools**

Year: 2022 SAU: RSU 10 4

SAU Name	Update Status	Status Date
No data available in table		

5. The grid will display the SAU you searched on with it's current status and last modified date. Clicking the SAU will load the form.

**Search Maine Schools**

Year: 2022 SAU: RSU 10

SAU Name	Update Status	Status Date
RSU 10	In Progress	06/03/2021

# Maine Schools Update - District Name

**Fiscal Year:** 2024  
**Status:** New  
**Status Date:** 05/24/2023  
**Submitted By:**  
**Submitted By Email:**

**Signed By:**  
**Signed Date:**

When completing an update, look for the new fiscal year at the top to be the new year. The status date will reflect the last time an update was done to this file. The submitted and signed field will not populate until the update has been submitted for approval.

SAU Data

[Expanded View](#)

Superintendent of Schools	
Superintendent of Schools Email Address	
Admin Office Email	<input type="text"/>
Direct Line or Phone Number	<input type="text"/> (Format: 1234567890) Extension <input type="text"/> (Format: 012345)
Admin Office Fax	<input type="text"/> (Format: 1234567890)
Website	
<input type="text"/>	
<b>Mailing Address</b>	
Address 1	
<input type="text"/>	
Address 2	
<input type="text"/>	
City State ZIP	Select <input type="text"/> Maine <input type="text"/> Select <input type="text"/>
<b>Physical Address</b>	
Address 1	
<input type="text"/>	
Address 2	
<input type="text"/>	
City State ZIP	Select <input type="text"/> Maine <input type="text"/> Select <input type="text"/>
<b>SAU Approval Questions</b>	
<b>Complete</b>	<b>Question</b>
<input type="radio"/> Yes <input type="radio"/> No or Partially No	1. Plans required. The SAU has a Comprehensive Education Plan (CEP) that addresses all other plans required by the Commissioner, including a Comprehensive Needs Assessment (CNA). The CNA is conducted by the SAU CNA team at least every five years, with ongoing collection, review, and analysis of data related to indicators of student performance and development. The SAU has a statement of Educational Philosophy/Vision and Goals and Objectives.
Comments	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No or Partially No	2. Nondiscrimination. The SAU has a Nondiscrimination/Equal Opportunity and Affirmative Action Plan that outlines student-specific and employee-specific policies regarding harassment and sexual harassment and associated complaint procedures; assignation of pupils to schools; hiring practice
0 of 18 answered	
<input type="checkbox"/> Please confirm that the above section has been reviewed. All SAU level approval questions must be complete before you can Submit to DOE.	

- Enter or update information for the District. All fields with the exception of *Admin Office Fax* are **required**.
- P.O. Boxes will not be accepted in the "Physical Address" box.

- The Physical Address should be that of the central office or town office and should not be the superintendent’s address.
- The only circumstance in which it is appropriate to use the superintendent’s residency is when there is no appropriate address for an office that is located in the district.
- Mailing address is needed only if different from Physical address.
- Mailing address may be the superintendent’s mailing address for those superintendents who work remotely.
- Check the box to confirm that all SAU information has been reviewed before moving on to individual schools information.

**School Data**

**School Name**

Grade Span Low:  -- Select --

Grade Span High:  -- Select --

School Phone:  (Format: 1234567890)

School Fax:  (Format: 1234567890)

School Website:

This school operates (check all that apply)

All-Day Kindergarten  Alternative Education

Student Information System on File:  Select

Number of Automated External Defibrillators (AED's):

Number of Staff Trained in Use of AEDs:

School awards proficiency-based diplomas:  Select

School maintains proficiency-based transcripts:  Select

What financial cost centers are used for this school building?:

**School Mailing Address**

Address 1:

Address 2:

City State ZIP:  Select  Maine  Select

**School Physical Address**

Address 1:

Address 2:

City State ZIP:  Select  Maine  Select

**School Approval Questions**

Complete	Question
<input checked="" type="radio"/> Yes <input type="radio"/> No or Partially No	This school is compliant with all code enforcement requirements. Comments: <input type="text"/> Enter comment here

Please confirm that the above section has been reviewed. All School level approval questions must be complete before you can Submit to DOE.

Low & High Grade spans - lowest and highest grade levels the school serves

School Phone, fax, and website – please check for accuracy

If this school offers All-day K or Alternative Education, please indicate

Student information system – enter the system you use to upload data to the state. \*\*This is important we need your correct SIS vendor information for training and communication with the vendor\*\*

Please verify the number of AEDs and those trained in the use of AEDs

Verify if this school awards proficiency based diplomas and/or maintains proficiency based transcripts

The Cost Center information that has been added to Maine Schools references the 3 digit code that the business office uses in the financial system to assign building level costs. Each building will have at least one Cost Center, but may have 2 codes if the building has a combination of PreK-8 grade students and 9-12 grade students. PreK-8 grade will have a range of 010 through 290, and 9-12 grades will have a code in the range of 300 through 380. CTE Centers will have a Cost Center of 390.

If school districts operate an alternative education program where they need to enter the building those will use a cost center in the range of 500 through 590.

The cost center report can be downloaded here:

<http://www.maine.gov/education/data/handbook/codereport.htm>

School Physical address may not be a PO Box, Mailing and physical address may be the same.

Next, carefully mark all SAU level approval questions with a response, and if the response is “No, or partially No,” a comment must be entered. Additionally, mark to answer the school level approval question for each school listed.

As you move down the module/form, ensure that the SAU- and school-level section question is checked for each section: “Please confirm that the above section has been reviewed...”

At the bottom, date, sign and submit the form.

\*An important item to remember is that NEO information may be saved when partially finished to complete at a later time. While completing the approval process, the page should be saved often, as there is a relatively short time-out period.

The screenshot shows a web form interface. At the top, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red box and a red number '1'. Below the buttons, there is a text prompt: 'Certify that the information above is accurate to the best of my knowledge and belief.' Underneath this prompt, there are three input fields: 'Date' followed by a text box with 'mm/dd/yyyy' as a placeholder, 'Signature of Superintendent of Schools' followed by a text box, and a third empty text box. Below these fields, there is another button labeled 'Submit for DOE Approval', which is highlighted with a red box and a red number '2'.

- 1) **Save the information first.** Date and sign the report to be submitted for DOE approval.
- 2) Then finally click 'Submit for DOE Approval'.

Once the DOE has received the report, we will check the report in as received and will get back to you as soon as possible with any requests for clarification or more information.  
If you have any questions, please call the Data Systems Helpdesk at (207) 624-6896