
NEO Daily Attendance Details Report Instructions

In order to access the Attendance Reports, you will need an active NEO login with Student Data access for your school district.

If you do not yet have a NEO account or Student Data access, you must contact your Superintendent/Director to submit an access request form on your behalf.

Note: If your SAU does not operate any schools, you will not have any reports to view.

- 1.) [Login to NEO](#)
- 2.) Choose 'Student Data' module from up top:



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](#)

BULLYING REPORTING SYSTEM

- [*Bullying Reporting System Home*](#)

DC&R

- [DC&R Main Report](#)
- [DC&R Reporting Calendar](#)

3.) Choose 'Student Reports':



Welcome To Student Data

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

[Click here to enter Student Reports](#)

4.) Scroll down in the report listing to locate the Daily Attendance Details Report, and click 'View Report' on the right side:

The screenshot shows a web browser window displaying the 'Report Dashboard' at the URL 'neo-uat.state.me.us/DOE/neo/StudentData/Reports/ReportDashboard'. The dashboard contains a table with the following data:

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.	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.	View Report
Enrollments	CTE October Student Count	CTE report for October Student count.	View Report
Enrollments	CTE Program Details Report	The purpose for this report is for the CTE Centers and Regions to self-validate student related data within the state level Synergy SIS. This report lists all student enrollment and demographics for students attending a CTE based on their primary school and concurrent enrollments. Students may appear multiple times on this report if there are changes to enrollments or multiple 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.	View Report
Enrollments	Daily Attendance Details Report	Beginning in 2021-2022, this report is used for the district/school level of student daily attendance details.	View Report
Enrollments	Daily Attendance Student Lookup	This is a tool used to view a single student's daily attendance records and navigate to the individual student's Details Report.	View Report
Enrollments	Daily Attendance Summary Report	Student Daily Attendance Summary Report	View Report
Enrollments	Dropouts Certification Report	This report is used to show Dropouts counts by each district and school and certify them	View Report
Enrollments	Dropouts Details Report	This report displays all students for selected district and school	View Report
Enrollments	Graduation Certification	This Report is for Superintendent Certification of Graduation data. Please make sure that all the data is accurate, as these are the students upon which the graduation rate statistics will be generated.	View Report
Enrollments	Graduation Details	Graduation Report Details	View Report

5.) The report is very large and will take a few moments to generate, and opens in a new tab. It displays all the current year data for the SAU:
(See below)

Daily Attendance Details Report

Report Filter Criteria :

Year	Attending Distrcit	Attending School	Report Date	Data as of
2021-2022		ALL	2/7/2022 2:53:43 PM	02/07/2022 02:00 PM

Results Grid:

Year	Attending Distrcit	Attending School	Last Name	First Name	Middle Name/Initial	StateStudentId	Grade	Date	Modality	Attendance Status
2021-2022		Windsor Academy	John	Smith		100000000	11	8/31/2021	In-Person	Present
2021-2022		Grade 3 (Windsor School)	John	Smith		100000000	04	8/31/2021	In-Person	Present
2021-2022		St. Andrew School	John	Smith		100000000	02	8/31/2021	In-Person	Present
2021-2022		Windsor Academy	John	Smith		100000000	07	8/31/2021	In-Person	Present
2021-2022		Windsor Academy	John	Smith		100000000	11	8/31/2021	In-Person	Present
2021-2022		Grade 3 (Windsor School)	John	Smith		100000000	03	8/31/2021	In-Person	Present
2021-2022		Grade 3 (Windsor School)	John	Smith		100000000	04	8/31/2021	In-Person	Present
2021-2022		St. Andrew School	John	Smith		100000000	KG	8/31/2021	In-Person	Present
2021-2022		Grade 3 (Windsor School)	John	Smith		100000000	04	8/31/2021	In-Person	Present
2021-2022		Windsor Academy	John	Smith		100000000	11	8/31/2021	In-Person	Present
2021-2022		Windsor Academy	John	Smith		100000000	07	8/31/2021	In-Person	Present

- 1 - Attending Schools filter allows you to view only a single school's data.
- 2 - Allows you to specify a date range to view only.
- 3 - Once any filters are changed, you must hit 'View Report' to re-generate the report.
- 4 - Navigation buttons and search box allow you move through the report. You also can choose the floppy disc to download the report in various formats.
- 5 - Displays the timestamp for when data was last updated from Synergy.
- 6 - Lists the date of attendance.
- 7 - Lists the Modality of the student for that date.
- 8 - Lists the student's attendance status for that date.

FAQs:

- This data is loaded directly from Synergy each hour. Check Synergy if data in the report is incorrect, as a first check. Then check #5 to see if the report has updated since changes were made. Synergy is correct and the report is recently updated, contact the Helpdesk.
- *These reports are very large and take much longer to generate than other NEO reports.*

If you have any questions, comments, or concerns regarding this document please do not hesitate to contact the Maine Education Data Management Systems Helpdesk directly.

Contact Us

(207)-624-6896

Medms.helpdesk@maine.gov

Hours: Mon-Fri – 8:00 am to 4:00 pm