

***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](https://www.maine.gov/doe/data-reporting/collection/helpdesk))
* If you **DO** already have a NEO login and are having trouble, contact the Help Desk: 624-6896 or email: 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).***



1. Choose the ‘Student Health’ tab up top, or the link on the left to enter the module:



1. 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:



1. This will load the report to be filled out (see below):

…Continued on next page



