



15% Absenteeism School Health Manual

Definition:

Schools have long partnered with Maine Center for Disease Control and Prevention (Maine CDC) to report elevated absentee rates ($\geq 15\%$). The Maine Department of Education (DOE) and Maine CDC have collaborated to design an application in the NEO system to collect this information more efficiently. School nurses have been given access to the reporting tool.

What to report:

School nurses should report absenteeism to Maine CDC and DOE when 15% or greater of the students enrolled are absent due to illness. Maine CDC epidemiologists and/or outbreak investigators will work with school nurses to assess the burden of disease and to control disease outbreaks in school.

Transmission:

Maine CDC epidemiologists and/or outbreak investigators will work with school nurses to implement required or recommended control measures based on the diagnosed disease or presenting symptoms.

Role of the School Nurse:

The School Nurse or their designee will report 15% or greater absenteeism due to illness using the NEO system, email, fax, or by phone to Maine CDC each day that absenteeism is elevated.

- If your school unit decides that it would be appropriate for another person to submit this report, you can contact the DOE Help Desk to add users to NEO.

DOE Data Helpdesk page [Helpdesk | Department of Education \(maine.gov\)](#)

Resources:

- Maine Department of Education High Absenteeism Reporting: [Records & Reports | Department of Education \(maine.gov\)](#)
- Maine Department of Education 15% Absenteeism Reporting Reference guide: [ReferenceGuideforNEO.updated.\(1\)_0.pdf \(maine.gov\)](#)
- School Health Manual <https://www.maine.gov/dhhs/mecdc/infectious-disease/epi/shm/index.shtml>
- School Nurse Consultant at the Maine Department of Education (DOESchoolandStudentSupports@maine.gov)
- Maine Center for Disease Control and Prevention (1-800-821-5821)