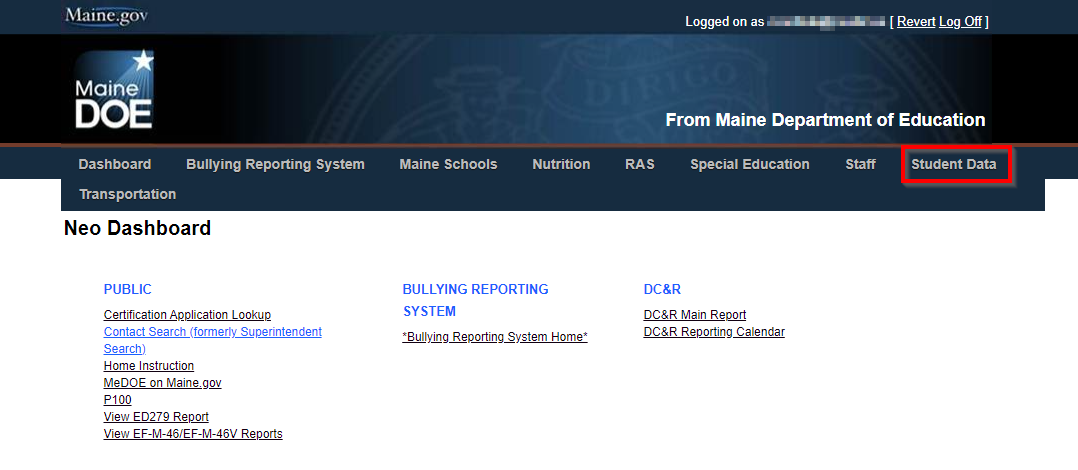
NEO Daily Attendance Summary Report Instructions

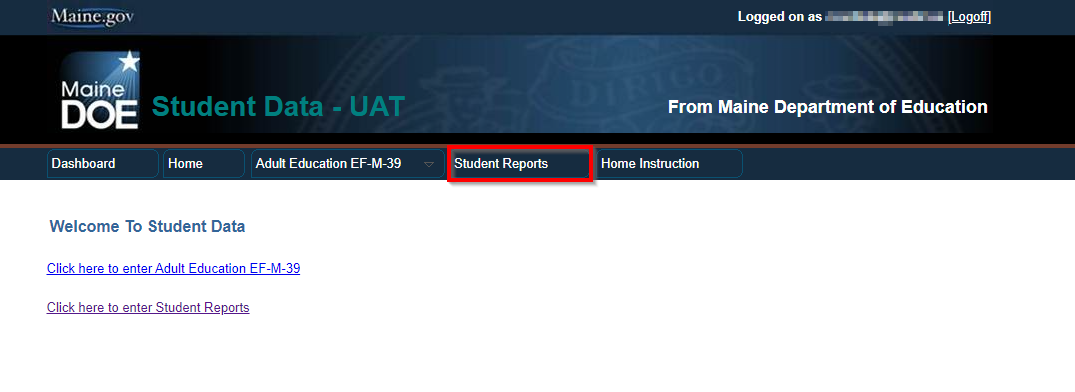
In order to access the Attendance Reports, you will need an active NEO login with Student Data access for your school district.

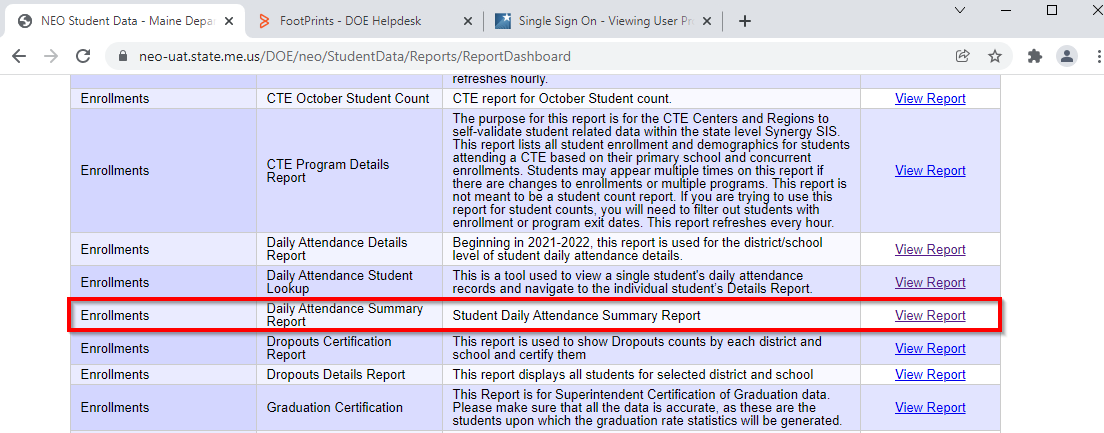
**If you do not yet have a NEO account or Student Data access, you must contact your Superintendent/Director to submit an access request form on your behalf.**

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

1. [Login to NEO](https://neo.maine.gov/DOE/NEO/Accounts/Account/Login)
2. Choose ‘**Student Data**’ module from up top:

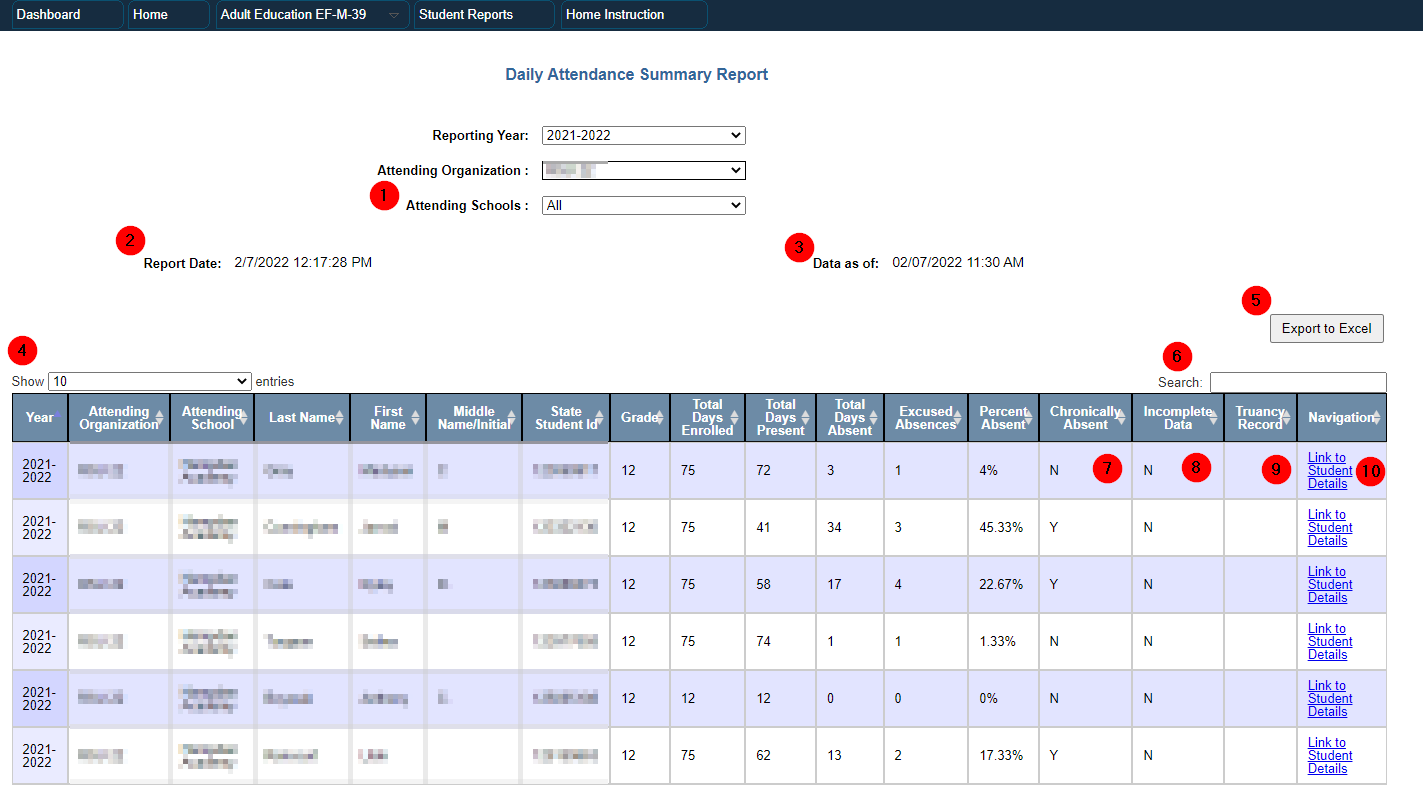


1. Choose ‘**Student Reports**’: 
2. Scroll down in the report listing to locate the Daily Attendance Summary Report, and click ‘**View Report**’ on the right side:



1. The report opens in a new tab, and displays the current year data for the SAU:

(See below)



1 – Attending Schools filter allows you to view only a single school’s data.

2 – Displays the timestamp the report was opened.

3 – Displays the timestamp for when data was last updated from Synergy.

4 – Filter allows for 10-100 records to be displayed per page.

5 – Button to download the report as an Excel spreadsheet.

6 – Search box allows for searching the entire report.

7 – Chronically Absent shows students that meet the 10 days & 10%+ absence criteria.

8 – Incomplete Data shows if a student is missing attendance data in Synergy.

9 – Truancy Record indicates if the student has a Truancy incident in Synergy.

10 – Link which loads an individual student report displaying daily-level data.

**FAQs**:

* This data is loaded directly from Synergy each hour. Check Synergy if data in report is incorrect as a first check. Then check #3 to see if the report has updated since changes were made.
* The arrows at the top of each column allow the report to filter the column A-Z/High-Low.
* The report cannot be Validated or Certified if any student is flagged Incomplete = Y.
* Chronically Absent = E means the student is Exempt from the totals. PK students and students with less than 10 total days enrolled are Exempt.

***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](mailto:Medms.helpdesk@maine.gov)

Hours: Mon-Fri – 8:00 am to 4:00 pm