

Guidance on Using the “School Absenteeism Reporting Form”

Schools have long partnered with the Maine Center for Disease Control (Maine CDC) to report elevated absentee rates. The Department of Education and Maine CDC have collaborated to design this application to collect the information electronically. The School Absenteeism Reporting Form is now available in MEDMS, and this electronic form will replace the “School Nurse Absentee Reporting Form” that is currently in use (January 2010). For additional information about when to report, consult the Maine CDC document at: <http://www.maine.gov/dhhs/boh/maineflu/h1n1/directions-school-nurses.pdf>

Security Role:

School nurses, or other designated reporting staff, who will be responsible for submitting this form electronically will need to have an account in MEDMS with the “SAU Absentee Admin” role assigned. This role allows the user to report for any school in the SAU. Contact the local MEDMS administrator for account creation or changes that may be necessary.

Form Options:

After logging into MEDMS (<https://www.medms.maine.gov/MEDMS>) select “15% School Absenteeism” from the Application menu. Then, make the appropriate selection from the Action menu:

[Add](#) – Use this to report an elevated rate for the first time. This creates a new submission of elevated absenteeism.

[Update/Correction Only](#) – Use this to make a correction to a previously submitted report. This is only intended for changing reported information that was incorrect.

[Download Data](#) – Use this to download, into a spreadsheet, information which was previously submitted.

Reporting an elevated absenteeism rate for the first time (Add):

- 1) Select the school for which you wish to submit a report
- 2) Enter information following these data standards:

*= Required Field

| Field Name | Required? | Data Standard |
|-----------------------|------------------|--|
| Address Line1 | Prefilled | NA |
| Address Line2 | Prefilled | NA |
| City | Prefilled | NA |
| State | Prefilled | NA |
| Zip Code | Prefilled | NA |
| * <i>E-Mail</i> | Y | Email address for a contact in the event that the Maine CDC needs to communicate with the school regarding this form. |
| * <i>Phone Number</i> | Y | Phone number for a contact in the event that the Maine CDC needs to communicate with the school regarding this form. (xxx-xxx-xxxx) |
| * <i>Fax Number</i> | Y | Fax number for a contact in the event that the Maine CDC needs to communicate with the school regarding this form. (xxx-xxx-xxxx) |
| * <i>School Nurse</i> | Y | First and last name of the school nurse |
| Total School | Prefilled | A sum of the Student Number and Staff Number |

| | | |
|------------------------------|--------------------|---|
| Population | | |
| Student Number | Prefilled | Total student enrollments at the school. (This data is from Infinite Campus State Edition.) |
| Staff Number | Prefilled | Total number of staff at the school. (This number is from the MEDMS Staff module.) |
| * Reporting Date | Y | This is the date on which the elevated absenteeism occurred. (mmddyyyy) |
| * Absent Students | Y | The total number of absent students on the Reporting Date. |
| * Absent Staff | Y | The total number of absent staff on the Reporting Date. |
| * Prevalent Reason(s) | Y (one or more) | Indicates the most prevalent reason(s) for the elevated absenteeism. (One or more of the four reasons must be selected.) |
| Notes | N | Used to indicate the “Other Reasons”, or any additional clarifications/further information which would be beneficial for the Maine CDC to know. |

- 3) After successfully completing and submitting the form, the page will refresh to show the percentage of absent students and staff.

Correcting a previously submitted report (Update/Correction Only):

- 1) Select the school for which the report was submitted.
- 2) (Optional): Enter the Reporting Date to narrow the search.
- 3) Click Search
- 4) A list of matching reports will be listed.
 - a. Click the “Reporting Date” column heading to sort by date
 - b. Click on the “Reporting Date” value to edit the report
- 5) Make any necessary corrections, using the data standards listed above.
- 6) Click Submit.
- 7) After successfully correcting and submitting the form, the page will refresh to show the percentage of absent students and staff.

Reviewing Submitted Information (Download Data)

- 1) (Optional) Enter a “Reporting Date” to narrow the results.
- 2) Click Submit.
- 3) A spreadsheet will download which includes the data from the submitted reports.