STATE OF MAINE
DEPARTMENT OF EDUCATION
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PAUL R. LEPAGE
GOVERNOR

THOMAS A. DESJARDIN
ACTING COMMISSIONER

TO: Private School Administrators

FROM: Paula Gravelle, School Finance Coordinator
School Finance & Operations

DATE: July 10, 2015

SUBJECT: Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2015 – ***Due October 15, 2015*** (for *2015-16 Approval to Receive Public Funds from Maine School Administrative Units*)

The Year-End Report of Private Schools (EF-M-240) is required ***only if*** your school will be accepting students from the State of Maine at ***public*** expense during the 2015-2016 school year. This report does not apply to Special Purpose Private Schools (special education). Special Purpose Private Schools should contact the Department of Education's Special Services Team regarding reporting requirements at (207) 624-6650.

The Year-End Report of Private Schools (EF-M-240) report must be received before we can add your school to the list of private schools in and outside of the State of Maine which are eligible to receive ***public funds*** from Maine municipalities and school districts. The Year-End Report of Private Schools (EF-M-240) is used to verify the status of your school (i.e. sectarian or non-sectarian) and to compute the maximum annual tuition rate that can legally be paid by Maine school administrative units.

The Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2015 report is available for download from the Department of Education's website:
http://www.maine.gov/education/forms/misteam/efm240/efm240menu.htm

The Year-End Report of Private Schools (EF-M-240) is a Microsoft Excel spreadsheet; formulas have been embedded in the form to automatically calculate totals. The spreadsheet should be sent as an attachment to Paula Gravelle at the email below once completed.

If you have questions, please contact Paula Gravelle at (207) 624-6792 or by email at paula.b.gravelle@maine.gov

For Maine private schools that receive publicly funded students, these schools must also report student information for publicly funded students on the MEDMS Student Information System. For assistance on the MEDMS Student Information System, please contact the help desk at (207) 624-6896 or go to the MEDMS web site at: http://www.maine.gov/education/medms/homepage.htm