

TO: Private School Administrators  
FROM: Jim Rier, Deputy Commissioner  
DATE: March 25, 2013  
SUBJECT: Reporting 2012-13 Student Information – **Due Date: April 15, 2013**

All private schools are asked to report enrollment counts for all students; both publicly funded and non-publicly funded students through the report called EF-M-14. Publicly funded students must also be reported in Infinite Campus State Education system (ICSE). The private schools that receive publicly funded students must report these students in the Infinite Campus State Education system in order for the public school administrative units to receive a subsidy count for these students in their future State subsidy. The State subsidy to a public school unit is often the source of funding that a school administrative unit uses to pay the tuition for these students to attend the private school.

The updated April 1, 2013 student information will be utilized to meet State and federal reporting requirements (NCLB, Graduates, Dropouts, AYP, etc.) as well as the calculation of State subsidy for 2013-14 for Maine's public school administrative units..

**Student Enrollment Reporting – Due Date: April 15, 2013:**

The EF-M-14 Form can be downloaded from the Department of Education's website at:  
<http://www.maine.gov/education/forms/misteam/enrollment/april/aprprv.htm>

April 1, 2013 Student Count – all publicly funded students should be enrolled in Infinite Campus State Edition (ICSE) by April 15, 2013 so that the resident public school administrative units may review the data and verify the April 1st student count which takes place between April 16, 2013 and April 30, 2013.

- For private schools enrolling “ALL” students in the Infinite Campus State Education System, please fax (512-1150) or mail the completed Signature Page of the April 1st Enrollment Report (EF-M-14) indicating that all students have been enrolled in the Infinite Campus State Education system. There will be no need to complete the remainder of the EF-M-14. Before doing so however, it is important that you look at the report generated from ICSE called the “*Attending Student Download*” and verify that all publicly funded students are indeed enrolled in ICSE.
- For private schools enrolling only publicly funded students in the Infinite Campus State Education system, please complete the April 1st Enrollment Report (EF-M-14 - Sections 2 and 3 only) and email the Excel spreadsheet form to the Department at [GPA.DOE@maine.gov](mailto:GPA.DOE@maine.gov). In addition, please fax the completed Signature Page to 512-1150. Before doing so however, it is important that you

look at the report generated from ICSE called the “*Attending Student Download*” and verify that all publicly funded students are indeed enrolled in ICSE.

- For private schools that have no publicly funded students, please complete the April 1st Enrollment Report (EF-M-14 - Sections 2 and 3) for the non-publicly funded students and email the Excel spreadsheet form to the Department at [GPA.DOE@maine.gov](mailto:GPA.DOE@maine.gov). In addition, please fax the completed Signature Page to 512-1150.

### **60% Publicly Funded Private Schools**

These 11 private schools must complete both the EF-M-14 and the EPS April Enrollment Certifications.

### **Private Schools Using the Infinite Campus State Education System:**

For private schools that enter students into the Infinite Campus State Edition, please refer to the document titled “Data Standards Document” located at:

<http://www.maine.gov/education/medms/standards/index.htm>

If you have any questions regarding the Infinite Campus State Education System (ICSES), please contact the MEDMS Help Desk, Tel. (207) 624-6896 or e-mail [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov).

If you have any general student questions, please contact Rick Bergeron, Tel. (207) 624-6799 or e-mail [richard.bergeron@maine.gov](mailto:richard.bergeron@maine.gov).