



STATE OF MAINE
DEPARTMENT OF EDUCATION
23 STATE HOUSE STATION
AUGUSTA, ME 04333-0023

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GOVERNOR

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COMMISSIONER

TO: Private School Administrators
FROM: Paula Gravelle, School Finance Manager
School Finance & Operations
DATE: August 30, 2018
SUBJECT: Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2018 – ***Due October 15, 2018*** (for 2018-19 Approval to Receive Public Tuition 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 2018-2019 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.

Also required prior to submission of the Year-End Report of Private Schools (EF-M-240) report, private schools must meet all the criteria per [20-A M.R.S.A. §2951](#), including basic school approval under [subchapter 1 \(§§ 2901-2904\)](#); see [administrative letter #9](#) for more information regarding this requirement.

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 tuition funds*** from Maine school administrative districts. The Year-End Report of Private Schools (EF-M-240) is used to collect the information required 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, 2018 report is available for download from the Department of Education's website:
<https://www.maine.gov/doe/funding/reports/tuition/year-end-private>

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 paula.b.gravelle@maine.gov 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 Synergy Student Information System. For assistance on the Synergy Student Information System, please contact the help desk at (207) 624-6896 or go to the MDOE Data Helpdesk website at: <http://www.maine.gov/doe/data/helpdesk.html>.