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

JANET T. MILLS
GOVERNOR

PENDER MAKIN
COMMISSIONER

TO: Private School Administrators

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

DATE: August 26, 2020

SUBJECT: Year-End Report of Private Schools (EF-M-240) for Year Ending June 30, 2020 – ***Due October 15, 2020*** (for *2020-21 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 2020-2021 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, 2020 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.