

## New School Administrative Unit:

- Elect a school board
  - Municipal School Administrative Units
    - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach111sec0.html>
  - Regional School Units
    - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach103-Asec0.html>
- Hire a Superintendent
- Develop and pass a budget
  - <https://www.maine.gov/doe/funding/accounting/guidance>
- Request a State vendor code – this is required in order to receive payments from the Maine Department of Education. Use form “Vendor Activation/Change” on State Controller’s website (must be signed by town treasurer for municipal school units) and submit to Charlotte Ellis at [charlotte.ellis@maine.gov](mailto:charlotte.ellis@maine.gov).
  - <https://www.maine.gov/osc/forms>
- Request Direct Deposit/EFT for Subsidy Payments – this is not required but is highly recommended. Use form “Direct Deposit/Electronic Funds Transfer Activation/Change” on State Controller’s website (must be signed by town treasurer for municipal school units) and submit to Charlotte Ellis at [Charlotte.Ellis@maine.gov](mailto:Charlotte.Ellis@maine.gov).
  - <https://www.maine.gov/osc/forms>
- **State Vendor Form and Direct Deposit/EFT must have the same legal name that is on the TIN # paperwork.**
- Subscribe to the Maine DOE Update  
<https://us2.list-manage.com/subscribe?u=a582edd6473e477ef6307c769&id=21283d239d>
- Must be prepared to submit all required data to meet State and Federal reporting requirements – this includes student, staff and financial data:
  - Reporting Calendar <https://www.maine.gov/doe/data-reporting/ReportingCalendars>
  - MEDMS Data Systems Support Page <https://www.maine.gov/doe/data-reporting/collection>
  - MEDMS Data Systems Support [medms.helpdesk@maine.gov](mailto:medms.helpdesk@maine.gov) or 207-624-6896
  - Annual School and Municipal Audits <https://www.maine.gov/doe/funding/fiscalreview>

## Other Resources

- Department of Education homepage website:
  - <http://www.maine.gov/doe/>
- Department of Education Contacts website: <https://www.maine.gov/doe/about/contact>
- Education Laws website:
  - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach0sec0.html>
- Education Rules website:
  - <https://www.maine.gov/sos/rulemaking/agency-rules/departments-education-and-state-board-education-rules>

- School Finance & Funding Data & Information Website:
  - <https://www.maine.gov/doe/funding>