

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 – see Budget Guidelines:
 - <http://www.maine.gov/education/forms/misteam/efm46/46menu.htm>
- 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 Paula Gravelle at paula.b.gravelle@maine.gov.
 - <http://www.maine.gov/osc/forms/index.shtml>
- 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 Paula Gravelle at paula.b.gravelle@maine.gov.
 - <http://www.maine.gov/osc/forms/index.shtml>
- Subscribe to the Maine DOE Update
 - <http://mainedoews.net/category/maine-doe-update/>
- Must be prepared to submit all required data to meet State and Federal reporting requirements – this includes student, staff and financial data:
 - Reporting Forms & Calendar <http://www.maine.gov/doe/data/forms.html>
 - Maine Education Data System Homepage
<http://www.maine.gov/education/medms/homepage.htm>
 - HelpDesk medms.helpdesk@maine.gov or 207-624-6896

Other Resources

- Department of Education homepage website:
 - <http://www.maine.gov/doe/>
- Department of Education Contacts website:
 - <http://www.maine.gov/doe/contact/index.shtml>
- Education Laws website:
 - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach0sec0.html>
- Education Rules website:
 - <http://www.maine.gov/sos/cec/rules/05/chaps05.htm>
- School Finance & Funding Data & Information Website:
 - <http://www.maine.gov/education/data/schfindata.htm>