

**Reports that Impact the ED 279 Subsidy Calculation**

Title 20-A MRS §15689-B, Subsection 2, requires the Commissioner of Education to annually notify each school board of the estimated amount to be allocated to the school administrative unit in the upcoming school year prior to February 1<sup>st</sup>.

In order to properly calculate the allocation for the upcoming school year and to provide those amounts to the school administrative units by the statutory deadline, it is necessary for all the data to be collected and correct by November 1<sup>st</sup> of each year.

The following list provides information about the required data elements used for the EPS Calculation and when they are due by the school administrative units.

<p><b><u>Deadline for Submission/Certification of Data used in Calculating Subsidy (EPS)</u></b>  <b><u>Student Certification Opens October 15th – Due October 30th</u></b></p> <ul style="list-style-type: none"> <li>○ <b>Synergy Student Information System</b> <ul style="list-style-type: none"> <li>○ October 1<sup>st</sup> Resident Enrollment Report (Public Schools) including:           <ul style="list-style-type: none"> <li>▪ Attending Students</li> <li>▪ Resident Students</li> <li>▪ Superintendent Transfer Students</li> <li>▪ Equivalent Instruction (Home School) Students taking a course(s) at the district</li> <li>▪ Economic Disadvantaged Students</li> <li>▪ English Learners</li> <li>▪ Special Education Students</li> <li>▪ CTE Enrollment</li> </ul> </li> </ul> </li> <li>○ <b>Maine Education Financial System (MEFS)</b> <ul style="list-style-type: none"> <li>○ Prior Year-End Financial Reporting – due by August 30<sup>th</sup> <ul style="list-style-type: none"> <li>▪ Actual Expenditures</li> <li>▪ Actual Revenue</li> <li>▪ Balance Sheet Transactions</li> </ul> </li> <li>○ Current Year Budget Reporting – due by August 15<sup>th</sup> <ul style="list-style-type: none"> <li>▪ Budgeted Revenues &amp; Budgeted Expenditures</li> </ul> </li> </ul> </li> </ul> <p><b><u>Staff Certification Due October 30<sup>th</sup></u></b></p> <ul style="list-style-type: none"> <li>○ <b>NEO Staff Data</b> – Specifically, but not limited to, EPS positions Regular &amp; CTE       <table border="0" style="margin-left: 20px;"> <tr> <td>○ Teachers</td> <td>○ Librarians</td> <td>○ Education Techs</td> <td>○ Clerical</td> </tr> <tr> <td>○ Guidance</td> <td>○ Health</td> <td>○ Library Techs</td> <td>○ School Admin</td> </tr> </table> </li> </ul>	○ Teachers	○ Librarians	○ Education Techs	○ Clerical	○ Guidance	○ Health	○ Library Techs	○ School Admin
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<p><b><u>Absolute</u> Deadline for any Revisions to Data Submitted/Certified from Above List</b>  <b><u>October 31<sup>st</sup> for Student &amp; Financial</u></b>  <b><u>November 15<sup>th</sup> for Staff</u></b></p>								
<p><b>Public Posting of Preliminary ED 279 for all School Administrative Units</b>  <b><u>Prior to February 1<sup>st</sup></u></b></p>								
<p><b><u>Absolute</u> Latest Date to Review and Notify DOE of Errors in Preliminary ED 279s</b>  <b><u>March 3<sup>rd</sup> or 30 days after Original Posting</u></b>        (Any questions or errors on the posted preliminary ED 279s must be identified and reported to the Maine DOE School Finance Team within 30 days of the posting of the preliminary ED 279s. This does not guarantee a correction can or will be made; however, it allows for the correction in a timely manner if funding is available.)</p>								