



State of Arizona  
Department of Education

Tom Horne  
Superintendent of  
Public Instruction

## MEMORANDUM

March 1, 2010

**TO:** All Local Educational Agencies (LEAs):  
School Districts  
Charter Schools  
Institutions of Higher Learning  
Community Based Organizations

**FROM:** Arizona Department of Education (ADE), Grants Management  
Sarah (Jeongwha) Heikkila, Director of the Grants Management Office

**SUBJECT: Amendment Deadline - April 2, 2010**

ADE policy requires project amendments to be submitted to ADE at least 90 days prior to the project end date. All Local Educational Agencies (LEAs) needing to submit amendments to projects funded by or through the Arizona Department of Education for projects ending June 30, 2010 must do so by April 2, 2010. Late amendments are subject to rejection and LEAs are therefore encouraged to submit immediately to avoid this.

Amendments must be submitted online at [www.ade.az.gov/GME](http://www.ade.az.gov/GME) and any LEAs needing assistance with submissions can contact the Grants Management Office by phone or e-mail. Grant-specific questions should be directed to the program office responsible for administering the particular grant. All contact information can be located on the Grants Management [Contacts](#) webpage.