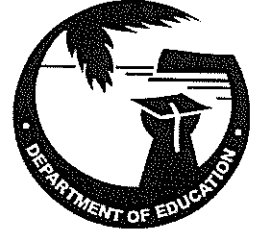




DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

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Nerissa Bretania Underwood, Ph.D.
Superintendent of Education

MEMORANDUM

06 DEC 2009

TO: Deputy Superintendents: Finance & Administrative Services
Curriculum & Instructional Improvement
Education Support & Community
Administrators: Comptroller
Chamoru Studies
FSAIS
Head Start Program
Personnel Services
Special Education GATE
Student Support Services

FROM: Superintendent of Education

SUBJECT: 1st Quarter Compliance Report (period covering: October 1 - December 31, 2009)

Buenas yan hafa adai! As a reminder, the 1st Quarter Compliance Report for FY'09-'10 is due to Federal Programs Division by **4:00 p.m., Monday, January 11, 2010.**

Please find attached sample packet for your perusal and disposition the required reports that must be submitted:

- 1st Quarter Report
- Special Conditions Compliance Quarterly Report Matrix
- Fixed Asset Inventory Certification with a complete listing of Fixed Assets
- Personnel Certification with a listing of all Federal Funded employees for every program for which you are responsible.

All Program Managers and Project Directors are encouraged to communicate with the Federal Programs Division's State Program Officers regarding the requirements of the Quarterly Report. It is highly important that every program activity be included in the report. Please be guided accordingly.

Your continued assistance and cooperation is sincerely appreciated.

Senseramente,

NERISSA BRETANIA UNDERWOOD, Ph.D.

Attachment

cc: State Program Officers, FPD