

July 26, 1999

MEMORANDUM

TO: COORDINATORS OF SINGLE PARENT PROGRAMS

FROM: Mike Thompson, Coordinator
Federal Vocational Education

SUBJECT: Follow-up for 1998-99

Attached are forms to report the enrollment and completion status of your students who were beneficiaries of the 1998-99 Perkins single parent program. The items which need addressing are listed on the attached pages 14 and 15 from the original RFP. **The report is due by October 1, 1999.** Although the program has not been funded this year, it is important that this highly successful effort be brought to a complete and positive close.

As with all federal programs, records must be retained for five years after the close of the program year. Upon completion of the report, please ensure that these records, along with those of the preceding four years, are secured in a known location. Your hard work and effective program management have done a great deal of good during the life of this program and we must be able to demonstrate this irrefutably in the eventuality of a federal audit.

Attachments

c: Presidents (memo only)

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Paper copy

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