

Administrative Memo

Date: April 12, 2012
To: School Administrators
From: Jo Anne Ralston, Director, Early Learning
Subject: EEL-12-001 – Parents as Teachers Update

This correspondence is to serve as an important reminder that every district must submit an Invoice for Parents as Teachers (PAT) no later than April 14th. We all need to do some careful planning so that we can access all the dollars allocated to PAT. This will take everyone doing their part. Invoicing now and submitting the Final Report by the May 15th deadline will help DESE and the state plan for the use of all of these dollars. More importantly it will assist the districts to access as much funding as possible. Final Reports submitted after the deadline will be paid out based on the funds available which may not be 100% of the districts allocation and may not include “overages”. We would encourage all districts to submit at least one Invoice prior to the Final Report so that we can be sure that issues with login, passwords, etc. will be taken care of prior to the Final Report.