



State of Arizona
Department of Education

Jaime A. Molera
Superintendent of
Public Instruction

DATE: October 11, 2002
TO: SRSA Grantees
FROM: Nancy Konitzer
Academic Support Division/REAP
RE: Small and Rural Schools Achievement (SRSA) Program
SRSA News #2

When will I get my money/packet of information? Part 2

The US Department of Education (ED) has developed a number of internal controls to ensure that every award listed on the website was mailed. If any LEA really needs to know when its award was mailed, ED has that record. Please give the mail enough time to work. Given that many districts are in remote areas, it may take a little longer for the packets to get to them.

You can check the address to which the packets were mailed. There are a couple of benefits to checking the address. For one, it may help the LEA find a packet that was delivered to a different office than they expected. Second, if a packet is really lost and ED needs to send a duplicate, it's important to let them know if the mailing address for the LEA is incorrect. The addresses used are those provided in the e-Grants application.

How can I check my mailing address?

Go to the REAP website, <http://www.ed.gov/offices/OESE/reap.html> .
Click on "Check if your district received an award and how much"
Click on your state
When the Excel file opens, select and highlight columns H and J together
Go to "Format", "column", "unhide"
Column I will show the address to which the awards were mailed.

How can I change the address?

Inquiries or address changes may be addressed to the REAP@ed.gov e-mail address.

Reminder: any inquiry regarding a particular grant should include the PR Award number (S358A02----), the name of the district as it appears on the spreadsheet or the grant award, and the state.