

Dear Colleagues in Education:

**FY05 LIPLP & IEP BUDGET AMENDMENTS DEADLINE (AUGUST 1, 2005)**

Consistent with the State & Federal Grant Administration Policy and Fiscal Requirement procedures, all budget amendments are due at Illinois State Board of Education 30 days prior to the project ending date.

The deadline to submit your final FY05 Title III LIPLP and/or Immigrant Education budget amendments is August 1, 2005 at 5 p.m. (The Title III grant year ends August 31, 2005.)

**GET Your AMENDMENT To ISBE ON TIME**

If you want to amend your LIPLPS and/or IEP budget, the amendment(s) MUST be received by our office by fax or mail no later than August 1, 2005 at 5 p.m.

Since on-time delivery of US mail cannot be assumed, it is prudent to fax the amendments to us at 312-814-8636. After the amendment paperwork has been faxed, *then MAIL the original signed budget summary/payment schedule and amended budget breakdown forms* to us at our Chicago address:

Please call Joyce Pate or Cathy Jackson at 312-814-3850 BEFORE faxing your budget amendment to us. It is critical that we document and track these final grant documents.