



Dear FY 2008 Safe Schools/Healthy Students Grantees:

Please find attached instructions and forms for completing your Safe Schools/Healthy Students annual performance report for the period of July 1, 2008 - January 31, 2009. The attachments include the following:

1. The "Dear Colleague Memo" with reporting deadlines, instructions and contact information (Microsoft Word document).
2. Section A charts that have been pre-populated with the six required SS/HS GPRA indicators (Microsoft Word document).
3. Sample budget spreadsheet for reporting grant expenditures and non-Federal (in-kind) expenditures (Microsoft Excel document with two sheets).
4. U.S. Department of Education Form 524B Instructions (PDF document).
5. U.S. Department of Education Form 524B Cover Letter and Executive Summary (PDF document).
6. U.S. Department of Education Form 524B Sections A, B, and C (PDF document).

**Your complete Grant Performance Report is due not later than February 27, 2009.** The performance report must be sent to the following locations (and in the required formats stated below):

1. A signed original Grant Performance Report and all appropriate appendices (Sections A, B, and C plus any attachments) must be mailed to:

Safe Schools/Healthy Students Initiative  
Office of Safe and Drug-Free Schools  
U.S. Department of Education  
Potomac Center Plaza  
550 12th Street, SW, Room 10065  
Washington, DC 20202-6450

2. A copy of the signed original Grant Report and all appropriate appendices (Sections A, B, and C plus any attachments) must be mailed to your assigned Federal Project Officer (FPO).

3. A copy of Sections A and C from the signed original Grant Performance Report must be sent electronically to [SSHS@samhsa.hhs.gov](mailto:SSHS@samhsa.hhs.gov). These sections will then be electronically disseminated to your technical assistance specialist (TAS), your communications specialist (CS), and the National Evaluation Team (NET).

Please contact your assigned FPO if you have any questions about the completion or submission of your first annual performance report.

Thank you,

Jane Hodgdon-Young  
Safe Schools/Healthy Students Initiative  
Office of Safe and Drug-Free Schools  
U.S. Department of Education