



## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

October 15, 2009

Dear Project Director,

I am writing to draw your attention to the recent announcement on TRIO's Web site that we have **extended the due date for annual performance reports (APRs)** for Upward Bound Math-Science (UBMS), Veterans Upward Bound (VUB), and most regular Upward Bound(UB) projects to **January 8, 2010**. Regular Upward Bound grants with start dates of December 1 have until February 26, 2010, to complete their APRs. **The online data collection Web site for the UB programs will be available on December 1, 2009.**

**Special mailing in October for some regular UB and UBMS projects:** As you know, last fall all UB projects submitted their APRs using a new Web application designed to increase accuracy and comprehensiveness of data. Online data checks ensured accurate and internally consistent reporting of certain critical information about *new* participants. For *continuing and prior participants*, the Web application identified instances in which grantees' data did not include certain participants recorded in earlier reports; the application also identified cases in which the APR's expected high school graduation cohort year provided for a participant did not agree with the student's cohort year in TRIO's system of records. In these situations, the Web application asked grantees either to accept the data in our system of records or to explain the differences.

Those of you who entered explanations in these sorts of situations in last year's APR need to know whether or not TRIO accepted your explanations so that you can prepare your 2008–09 APR appropriately. The mailing you will receive will provide that information and tell you what you need to do this fall as you prepare your APR. Some other grantees who did not enter any explanations will nevertheless receive a mailing about a special situation involving cohorts.

**All UB and UBMS grantees should check the attached spreadsheet (arranged by state) to determine whether they should expect this communication within the next week.** Four hundred and six UB and UBMS grantees will not receive a special mailing at all. No VUB project will receive a mailing. The far right column of the spreadsheet indicates "yes" or "no"

regarding impending delivery of the mailing. If your project has "yes" on the spreadsheet, please contact your program specialist if you do not receive your mailing by October 23. The mailing will not come directly from the Department, but rather will arrive in a USPS Priority envelope (white with blue lettering and red trim at the edges) with the return address of TRIO's data analysis contractor, NORC of Chicago.

Thank you for your attention to the APR, and best wishes for a very successful academic year.

Sincerely,

A handwritten signature in blue ink that reads "Linda Byrd-Johnson". The signature is written in a cursive style with a long horizontal flourish at the end.

Linda Byrd-Johnson

Director

Office of Federal TRIO Programs