

Office of Title III
U.S. Department of Education
Philander Smith College
Little Rock, Arkansas

TITLE III DUE DATES FOR FY 2009-2010 REPORTS AND OTHER DOCUMENTS

ACTIVITY/REPORT DUE	DUE DATE	TIME PERIOD COVERED
Title III Time Sheets <i>(Time and Effort Documentation)</i>	Due within One Week of Each Pay Period	15 th and the last day of each month
1 st Quarter Monitoring Report	February 1, 2010	October 1, 2009 – December 31, 2009
2 nd Quarter Monitoring Report (Mid-Year Report)	April 30, 2010	January 1, 2010 – March 31, 2010
Mandatory Title III Meeting	(TBA)	Library Conference Room
Budget Requests and Requests to change objectives	May 31, 2010 <i>(Date May change due to Department. of Education requirements)</i>	Fiscal Year 2010 – 2011 (October 1, 2010 – September 30, 2011)
3 rd Quarter Monitoring Report	July 30, 2010	April 1, 2010 - June 30, 2010
Title III Inventory	August 31, 2010	August 1, 2009 – August 31, 2010
Mandatory Title III Meeting	September 24, 2010 12 Noon – 1:00 p.m.	Library Conference Room
4 th Quarter Monitoring Report (Final Report)	November 1, 2010	October 1, 2009 - September 30, 2010