



State of Arizona  
Department of Education



Health and Nutrition Services Division

HNS 19-2018

**MEMORANDUM**

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**To:** School Safety Program District or Charter Administrators  
**From:** Jenny Walker, School Health & Safety, School Safety Program Lead  
**Date:** May 2, 2018  
**RE:** School Safety Program Fiscal Year 2018 End-Year Report

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*Original Signed*

Dear School Safety Program District or Charter Administrator:

Please find attached the instructions for completing and uploading the School Safety Program (SSP) End-Year Report (EYR) to the Grants Management Enterprise (GME). **The EYR is due by Friday, June 15, 2018.**

If you have programmatic questions about completing the EYR, please feel free to contact me (602-542-7112) or my colleague, Rebecca Astorga (602-542-8728). If you have technical questions about accessing/uploading either of the templates to GME, please contact Grants Management (602-542-3901) or Su Huma (602-364-2092).

Please ensure that this information and attachment are transmitted to all parties responsible for completing the report.