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Governor

**MEMORANDUM**

**TO:** Superintendents and Business Managers & Charter Schools

**FROM:** Steve Burrell, Director *Steve Burrell / SB*  
School Budget & Finance Analysis Bureau

**DATE:** September 14, 2009

**SUBJECT:** 2010-2011 Membership Projections

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The latest version of the Membership Projections program files and the instructions manual are to be downloaded from the Public Education Department website, [www.ped.state.nm.us](http://www.ped.state.nm.us). *Please follow the attached download instructions.* Also, please make sure that you use the latest version of the Membership Projections program and not last year's program.

It is very important that the appropriate individual(s) responsible for submitting the membership projections be given the above information. Those individuals completing the reports should carefully review and follow the instructions provided.

The Membership Projections files and reports are due **no later than 5 working days following your district's or charter's 40<sup>th</sup> day.**

If you have questions related to the use of this program contact your assigned Budget Analyst, or if you have technical problems with the program call your Budget Analyst. We would appreciate your help in providing the Public Education Department, the legislature, and the administration with timely and accurate information. Thank you.

SB/pb

cc: SB&FAB Budget Analysts