District Checklist for Submitting Proposal
Massachusetts Early Literacy Intervention Program

Reading Recovery Training Sites should use this list prior to submission.

District/Collaborative:_____________________________________________________

PREPARATION:

Hard copies of the following were prepared.

☐ Standard Contract of Workbook
☐ Workbook – Project Expenditures
☐ Application (Program Components of Workbook)

Electronic copies of the following were prepared.

☐ Workbook (Standard Contract and Project Expenditures)
☐ Application (Program Components of Workbook)

SUBMISSION:

☐ 2 hard copies are sent to:
   Alexia Cribbs
   Office of Literacy and Humanities
   Massachusetts Department of
   Elementary and Secondary Education
   75 Pleasant Street
   Malden, MA  02148-4906

☐ Electronic copies are sent to:
   reading@doe.mass.edu