

Dear Colleague:

Enclosed is the Robert C. Byrd Honors Scholarship Program Performance Report Form and Instructions for completing the Academic Year (AY) 2006 through 2007 report. All AY 2005 funds should have been expended by September 30, 2007. Please adhere to the appropriate instructions below when reporting expended funds.

- a) If all AY 2006 through 2007 funds have been expended by the date on which you prepare the report, complete the report indicating how available funds were used.
- b) If all AY 2006 through 2007 funds have not been expended by the date on which you prepare the report, use this report to cover the period July 1, 2006 through June 30, 2007. If a corrected report covering the period July 1, 2006 through June 30, 2007 is necessary, it must be submitted no later than September 30, 2007.

The report form and instructions may be downloaded from the Institutional Development and Undergraduate Education Service's (IDUES) website at: <http://www.ed.gov/programs/iduesbyrd/performance.html>. The deadline for submitting the report is September 30, 2007. Please ensure that completed reports are faxed, postmarked, or emailed on or before September 30, 2007. Please review the instructions carefully as they will assist you in completing the report properly.

The completed report may be provided to the Department through several venues. The report may be faxed to:

Attention: Darryl G. Davis  
Robert C. Byrd Honors Scholarship Program  
IDUES  
Fax Number: (202) 502-7861

Or, the report may be mailed to:

Darryl G. Davis  
Robert C. Byrd Honors Scholarship Program  
IDUES  
U.S. Department of Education  
1990 K Street, NW, Room 6051  
Washington, DC 20006-8514

State Education Agencies may also email completed reports to Mr. Davis at:

[Darryl.Davis@ed.gov](mailto:Darryl.Davis@ed.gov)

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If you have any questions or need assistance completing this report, you may contact Darryl Davis at (202) 502-7657. We appreciate your cooperation.

Sincerely,

James E. Laws, Jr., Ed.D.  
Director  
Institutional Development and  
Undergraduate Education Service