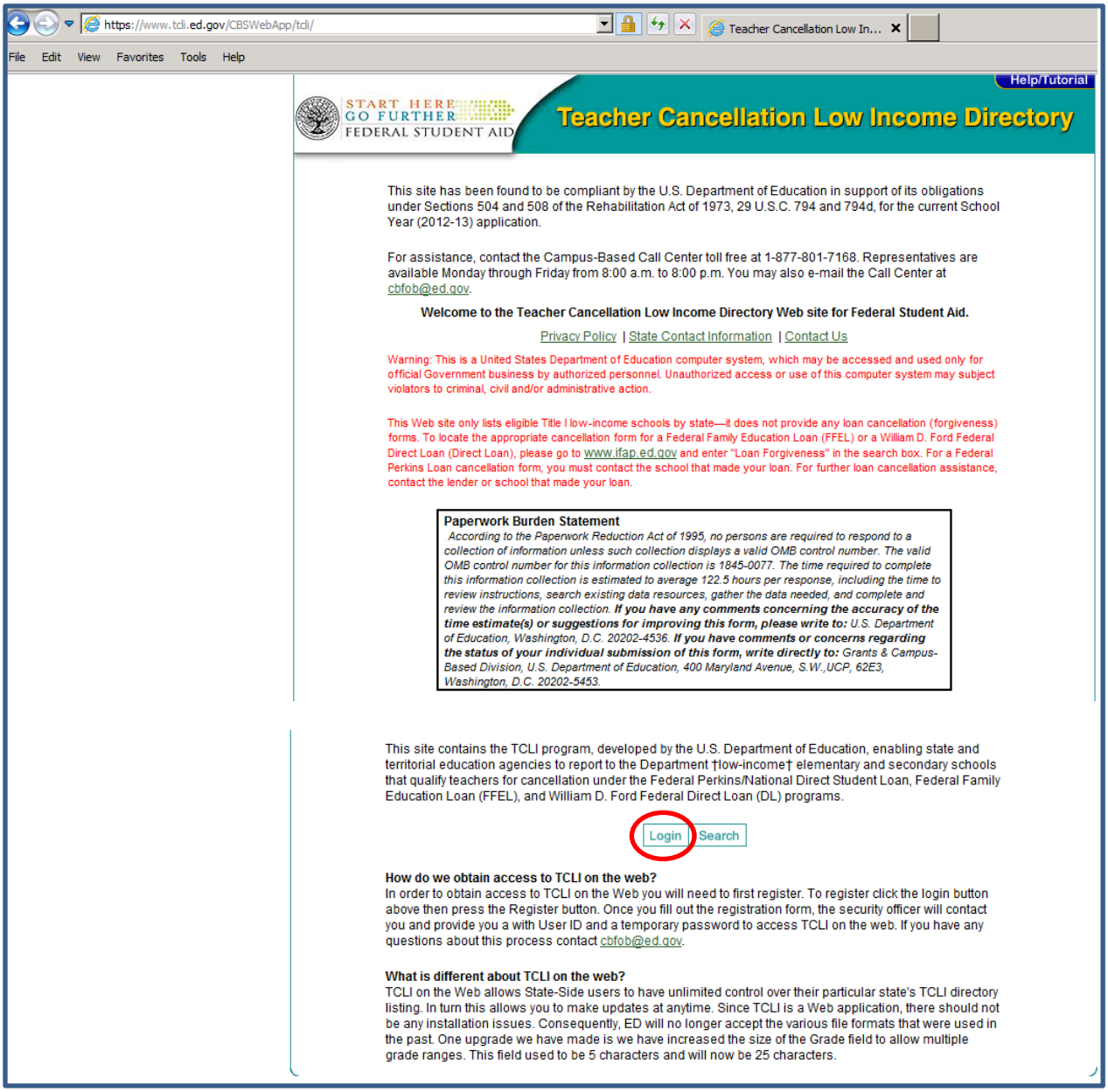
Web site: https://www.tcli.ed.gov

Topic	Pages
Screenshots and Changes needed to Data collection screens occurs AFTER state agencies login and either data enter or upload files	2-15
Screenshots and Changes needed to Public Search screens	16-26
Screenshots and Changes needed to TCLI Administrative Module	27-46

Screenshot of Login Page



Changes to Login Page

This site has been found to be compliant by the U.S. Department of Education in support of its obligations under Sections 504 and 508 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 794d, for the current School Year (2012-13) application.

For assistance, contact the Campus-Based Call Center toll free at 1-877-801-7168. Representatives are available Monday through Friday from 8:00 a.m. to 8:00 p.m. You may also e-mail the Call Center at cbfob@ed.gov.

Welcome to the Teacher Cancellation Low Income Directory Web site for Federal Student Aid.

Privacy Policy | State Contact Information | Contact Us

Warning: This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.

This Web site only lists eligible Title I low-income schools and educational service agencies by state—it does not provide any loan cancellation (forgiveness) forms. To locate the appropriate cancellation form for a Federal Family Education Loan (FFEL) or a William D. Ford Federal Direct Loan (Direct Loan), please go to www.ifap.ed.gov and enter "Loan Forgiveness" in the search box. For a Federal Perkins Loan cancellation form, you must contact the school that made your loan. For further loan cancellation assistance, contact the lender or school that made your loan.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 120 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefits in accordance with the 1998 Amendments to the Higher Education Act of 1965 (Pub. L. 105-244 Sec. 424) and the Higher Education Opportunity Act of 2008 (Pub. L. 110-315). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1845-0077.

This site contains the TCLI program, developed by the U.S. Department of Education, enabling state and territorial education agencies to report to the Department low-income elementary and secondary schools and educational service agencies that qualify teachers for cancellation under the Federal Perkins/National Direct Student Loan, Federal Family Education Loan (FFEL), and William D. Ford Federal Direct Loan (DL) programs.

Login | Search

COMMON QUESTIONS

How do I access the information in the TCLI Directory?

If you are a member of the public (such as a student, teacher, or a college) searching to see that an elementary or secondary school or an educational service agency is listed in the Directory to qualify a teacher for loan cancellations or TEACH Grant service obligations, just click the **Search** button above and narrow your search by state or school name.

How do State and Territory Agencies obtain access to TCLI on the web?

In order to obtain access to TCLI on the Web you will need to first register. To register click the login button above then press the Register button. Once you fill out the registration form, the security officer will contact you and provide you with a User ID and a temporary password to access TCLI on the web. After you have logged in, there is a link to the State Contact User Guide. This guide provides step by step instructions for updating your state or territory TCLI directory. If you have any questions about this process contact cbfob@ed.gov.

What factors do states use to determine if a school is eligible to be a "low income school?"

To be included in the TCLI Directory, a school must meet the following criteria:

- The school must be a public or other nonprofit elementary or secondary school.
- The School must be in a school district of a Local Educational Agency (LEA) that is eligible each year for assistance under Title I of the Elementary and Secondary Education Act of 1965 (ESEA).
- The number of children enrolled in the school who meet a measure of poverty under Section 1113(a)(f) of the ESEA must exceed 30 percent of the total enrollment of that school.

What information do the states provide for each eligible school?

States provide the following information for eligible schools:

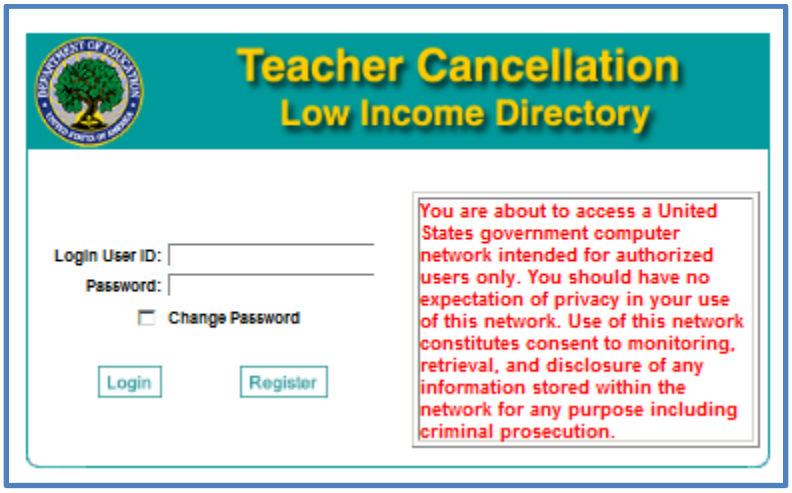
- School Name: The full name of the school
- Location: Identified by the State, County or County/District commonly used
- Grades: The grade(s) taught at the school
- Percent: The number of children enrolled in the school who are counted under Section 1124 of the ESEA must exceed 30 percent of the total enrollment of that school

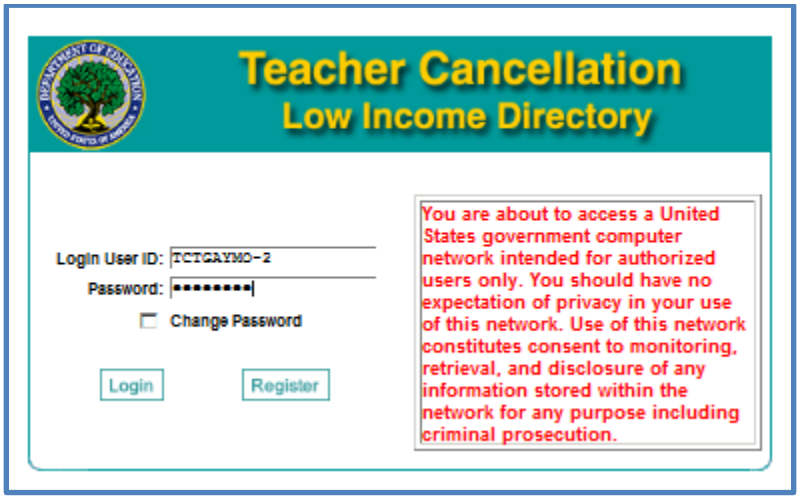
What is an educational service agency?

An educational service agency is a regional public multiservice agency authorized by State statute to develop, manage, and provide services or programs to local educational agencies, as defined in section 9101 of the Elementary and Secondary Education Act of 1965, as amended.

How often is the TCLI Directory Updated?
State and Territory agencies are asked to update the TCLI Directory at least annually. However, updates may be made at any time continuously throughout the year for the reporting year as well as past years.

Screenshot of Login





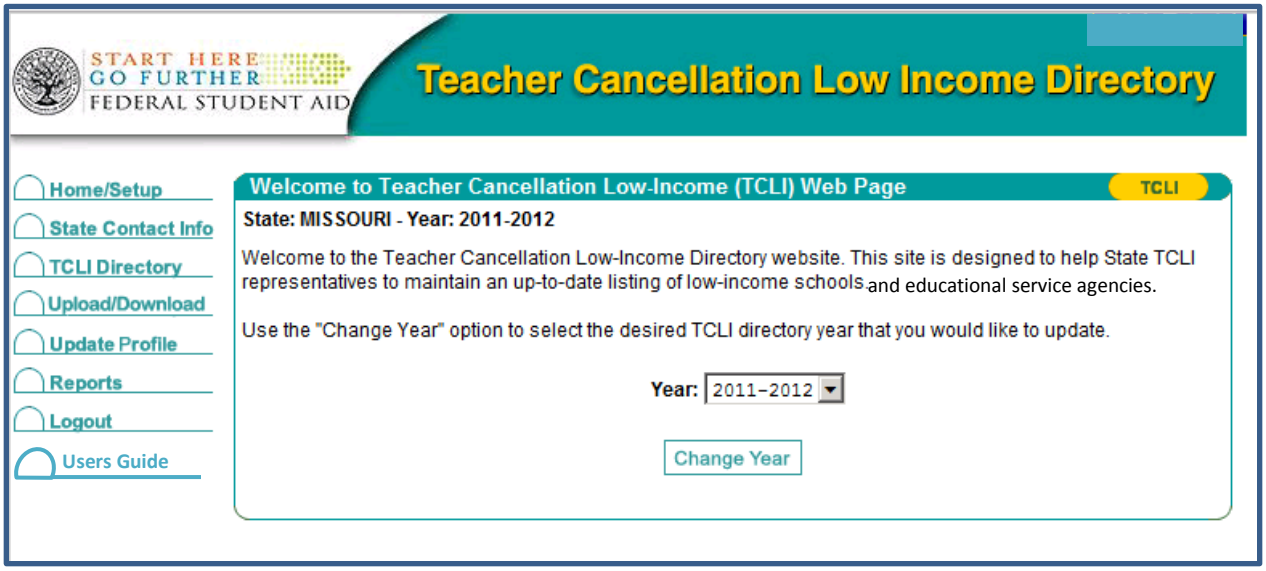
Changes to Login

N/A

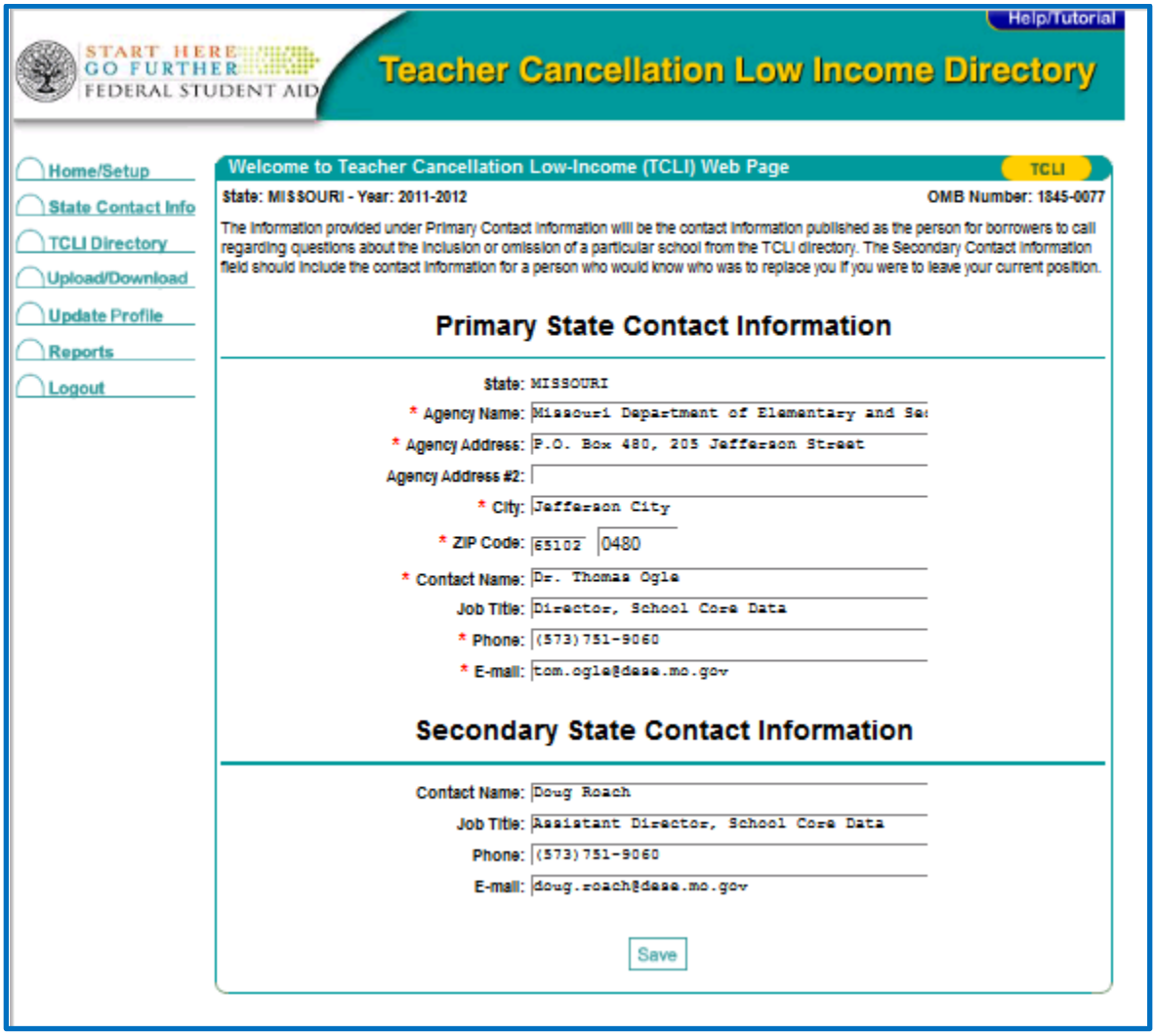
Screenshot of Home/Setup Page

Changes to Home/Setup Page

State: MISSOURI - Year: 2011-2012



Screenshot of State Contact Info Page

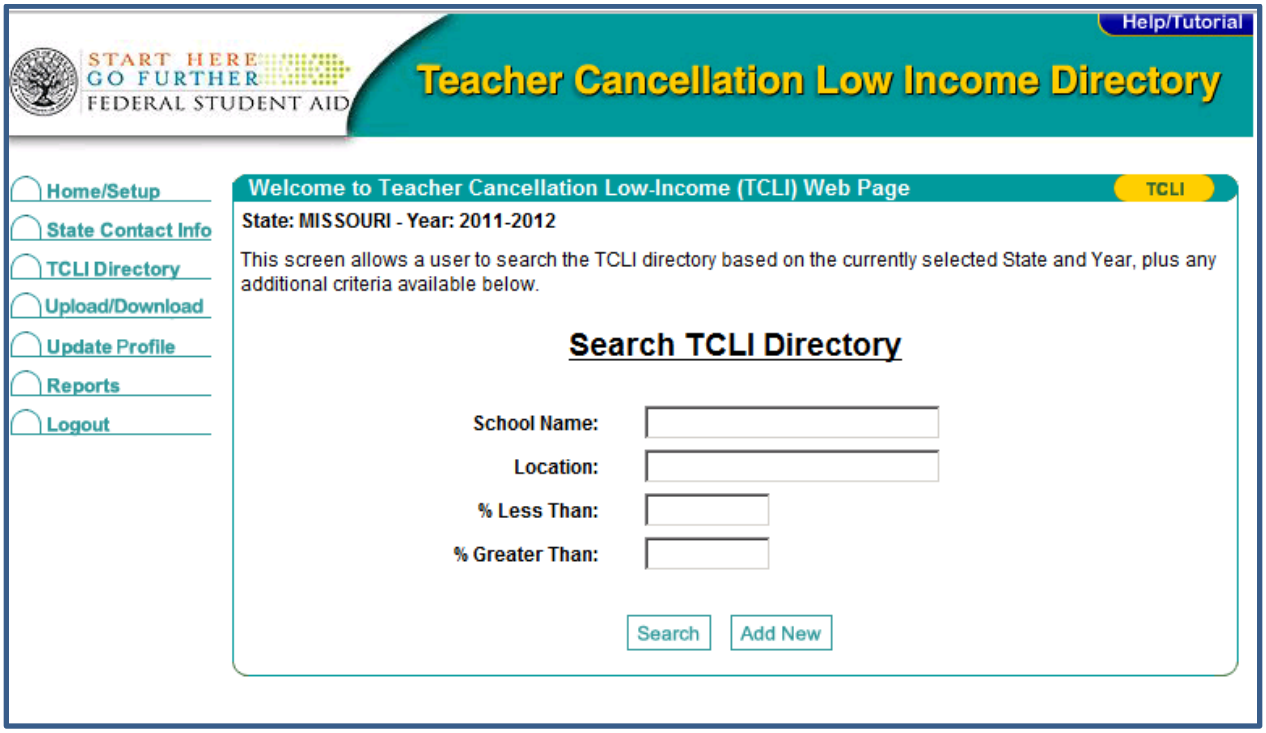


Changes to State Contact Info Page

State: MISSOURI - Year: 2011-2012 **OMB Number: 1845-0077**

The information provided under Primary Contact Information will be the contact information published as the person for borrowers to call regarding questions about the inclusion or omission of a particular school or educational service agency from the TCLI directory. The Secondary Contact Information field should include the contact information for a person who would know who was to replace you if you were to leave your current position.

Screenshot of Search TCLI Directory Page



Changes to Search TCLI Directory Page

State: MISSOURI - Year: 2011-2012

This screen allows a user to search the TCLI directory based on the currently selected State and Year, plus any additional criteria available below.

Search TCLI Directory

School or Educational Service Agency Name:

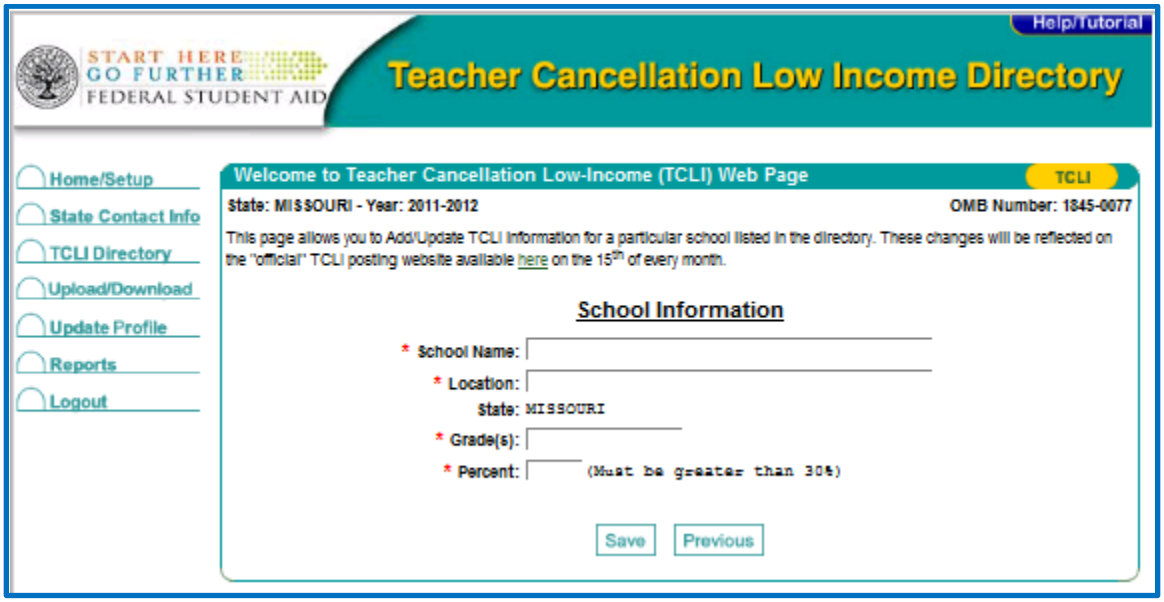
Location:

% Less Than:

% Greater Than:

Search | Add New

Screenshot of Add New Page



Changes to Add New Page

State: MISSOURI - Year: 2011-2012 **OMB Number: 1845-0077**

This page allows you to Add/Update TCLI information for a particular school listed in the directory. These changes will be reflected on the "official" TCLI posting website available here on the 15th of every month.

School Information

*** School or Educational Service Agency Name:**

*** Location:**

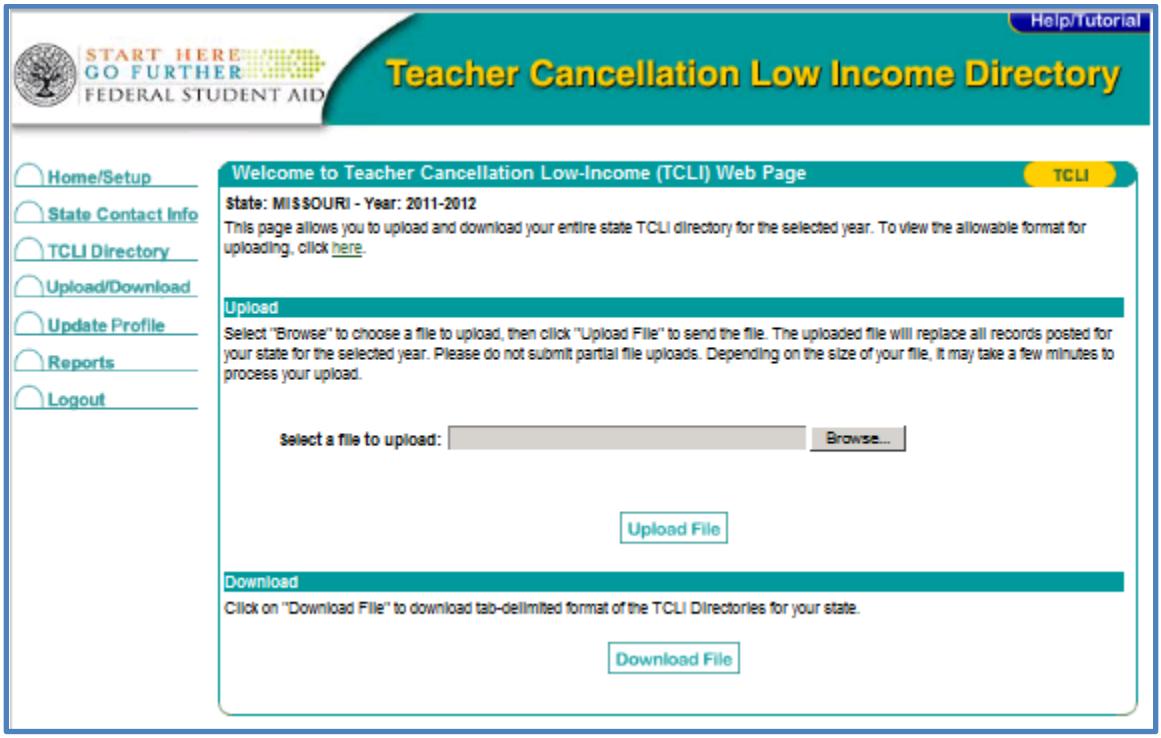
State: MISSOURI

*** Grade(s):**

*** Percent:** (Must be greater than 30%)

Save Previous

Screenshot of Upload/Download Page



Changes to Upload/Download Page

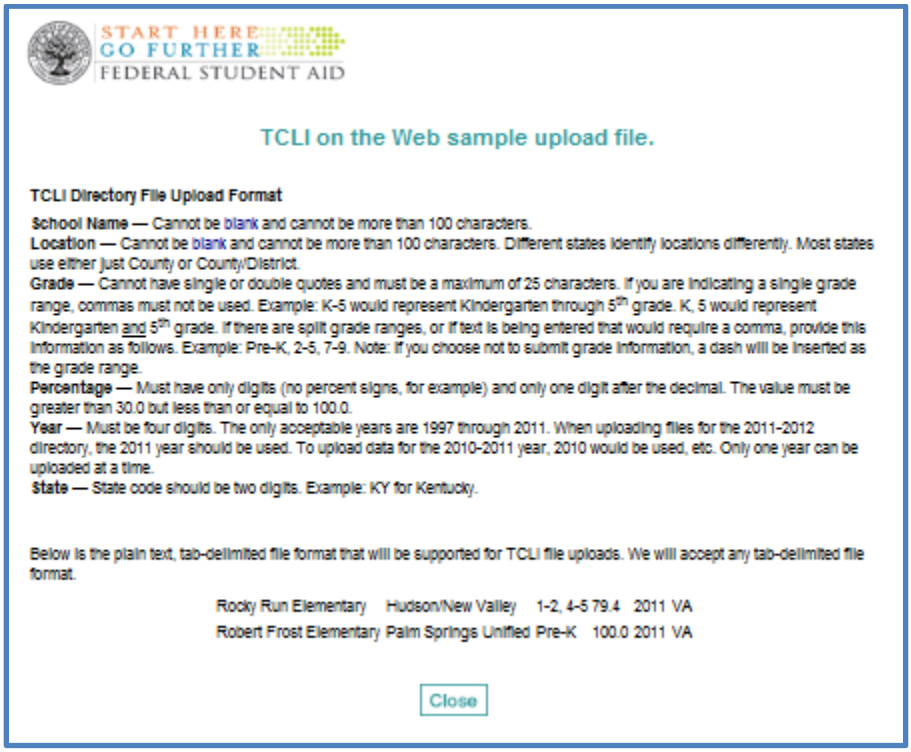
State: MISSOURI - Year: 2011-2012

This page allows you to upload and download your entire state TCLI directory for the selected year. To view the allowable format for uploading, click here.

Reminder: The list from the prior year does **not** rollover into the new year. State and Territories must provide a complete list for new year.

Suggestion: If a State/Territory entity does not have an automated process in place, FSA suggests first downloading the state's TCLI directory, update it offline, then upload the new version into the new year. Remember to choose the applicable year when logging back in to upload the file. If you are developing an automated format see the allowable format/field definitions below.

Screenshot of Allowable Format Page



START HERE
GO FURTHER
FEDERAL STUDENT AID

TCLI on the Web sample upload file.

TCLI Directory File Upload Format

School Name — Cannot be blank and cannot be more than 100 characters.
Location — Cannot be blank and cannot be more than 100 characters. Different states identify locations differently. Most states use either just County or County/District.
Grade — Cannot have single or double quotes and must be a maximum of 25 characters. If you are indicating a single grade range, commas must not be used. Example: K-5 would represent Kindergarten through 5th grade. K, 5 would represent Kindergarten and 5th grade. If there are split grade ranges, or if text is being entered that would require a comma, provide this information as follows. Example: Pre-K, 2-5, 7-9. Note: If you choose not to submit grade information, a dash will be inserted as the grade range.
Percentage — Must have only digits (no percent signs, for example) and only one digit after the decimal. The value must be greater than 30.0 but less than or equal to 100.0.
Year — Must be four digits. The only acceptable years are 1997 through 2011. When uploading files for the 2011-2012 directory, the 2011 year should be used. To upload data for the 2010-2011 year, 2010 would be used, etc. Only one year can be uploaded at a time.
State — State code should be two digits. Example: KY for Kentucky.

Below is the plain text, tab-delimited file format that will be supported for TCLI file uploads. We will accept any tab-delimited file format.

Rocky Run Elementary Hudson/New Valley 1-2, 4-5 79.4 2011 VA
Robert Frost Elementary Palm Springs Unified Pre-K 100.0 2011 VA

Close

Changes to Allowable Format Page

TCLI on the Web sample upload file.

TCLI Directory File Upload Format

School or Educational Service Agency Name — Cannot be blank and cannot be more than 100 characters
Location — Cannot be blank and cannot be more than 100 characters. Different states identify locations differently. Most states use either just County or County/District.
Grade — Cannot have single or double quotes and must be a maximum of 25 characters. If you are indicatin single grade range, commas must not be used. Example: K-5 would represent Kindergarten through 5th grade K, 5 would represent Kindergarten and 5th grade. If there are split grade ranges, or if text is being entered tha would require a comma, provide this information as follows. Example: Pre-K, 2-5, 7-9. Note: if you choose not submit grade information, a dash will be inserted as the grade range.
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Year — Must be four digits. The only acceptable years are 1997 through 2011. When uploading files for the 2011-2012 directory, the 2011 year should be used. To upload data for the 2010-2011 year, 2010 would be used, etc. Only one year can be uploaded at a time.
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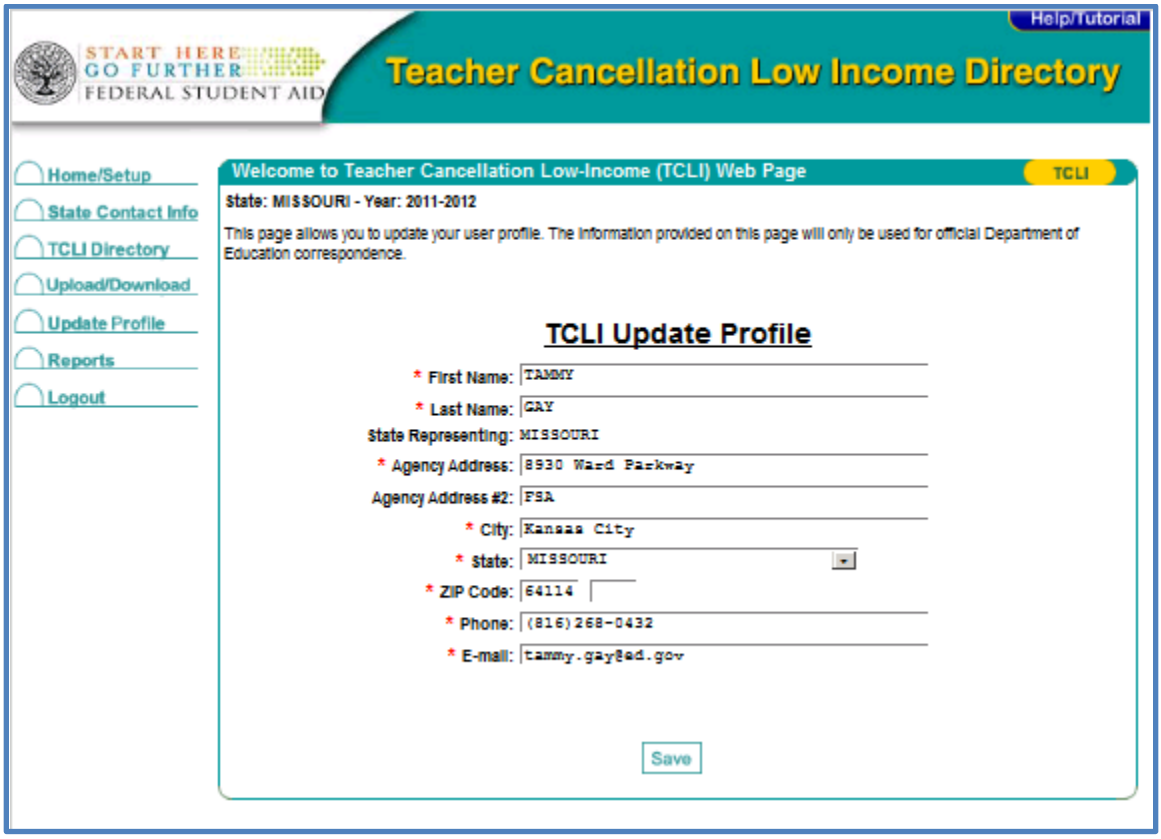
Rocky Run Elementary Hudson/New Valley 1-2, 4-5 79.4 2011 VA
Robert Frost Elementary Palm Springs Unified Pre-K 100.0 2011 VA

Close

Screenshot of Update Profile Page



Changes to Update Profile Page

N/A

Screenshot of Reports Page

Changes to Reports Page

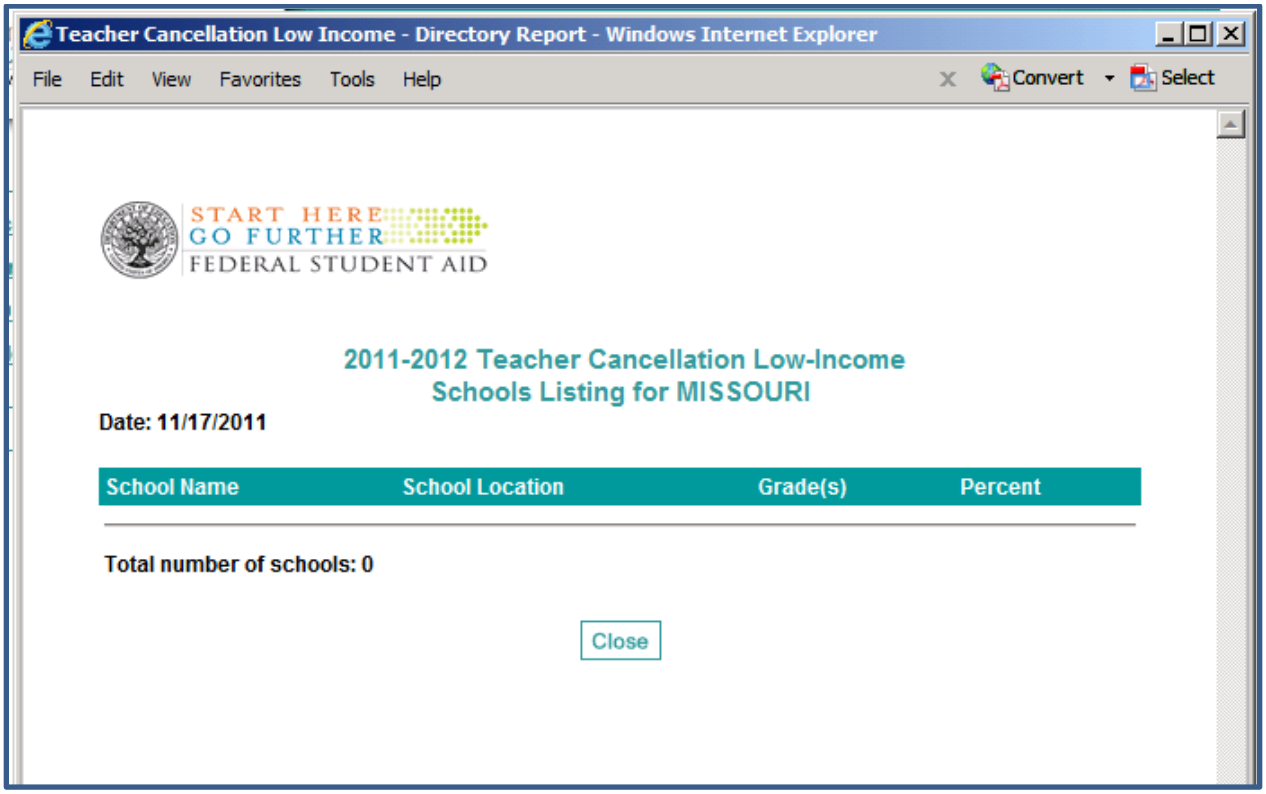
State: MISSOURI - Year: 2011-2012

This screen allows a user to open reports for the selected award year.

Reports

- TCLI Schools and Educational Service Agencies Listing

Screenshot of Reports Listing Page



Changes to Reports Listing Page

2011-2012 Teacher Cancellation Low-Income
Schools and Educational Service Agencies Listing for MISSOURI

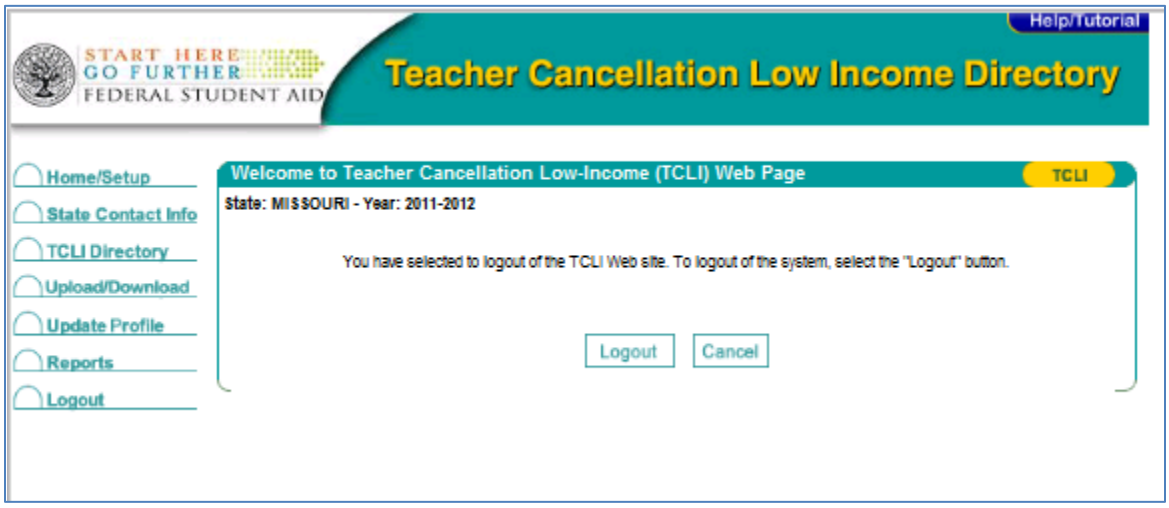
Date: 11/17/2011

School or Educational Service Agency Name	Location	Grade(s)	Percent

Total number of schools and educational service agencies: 0

Close

Screenshot of Logout Page



Changes to Logout Page

N/A

Topic	Page
Screenshots and Changes needed to Data collection screens occurs AFTER state agencies login and either data enter or upload files	2-15
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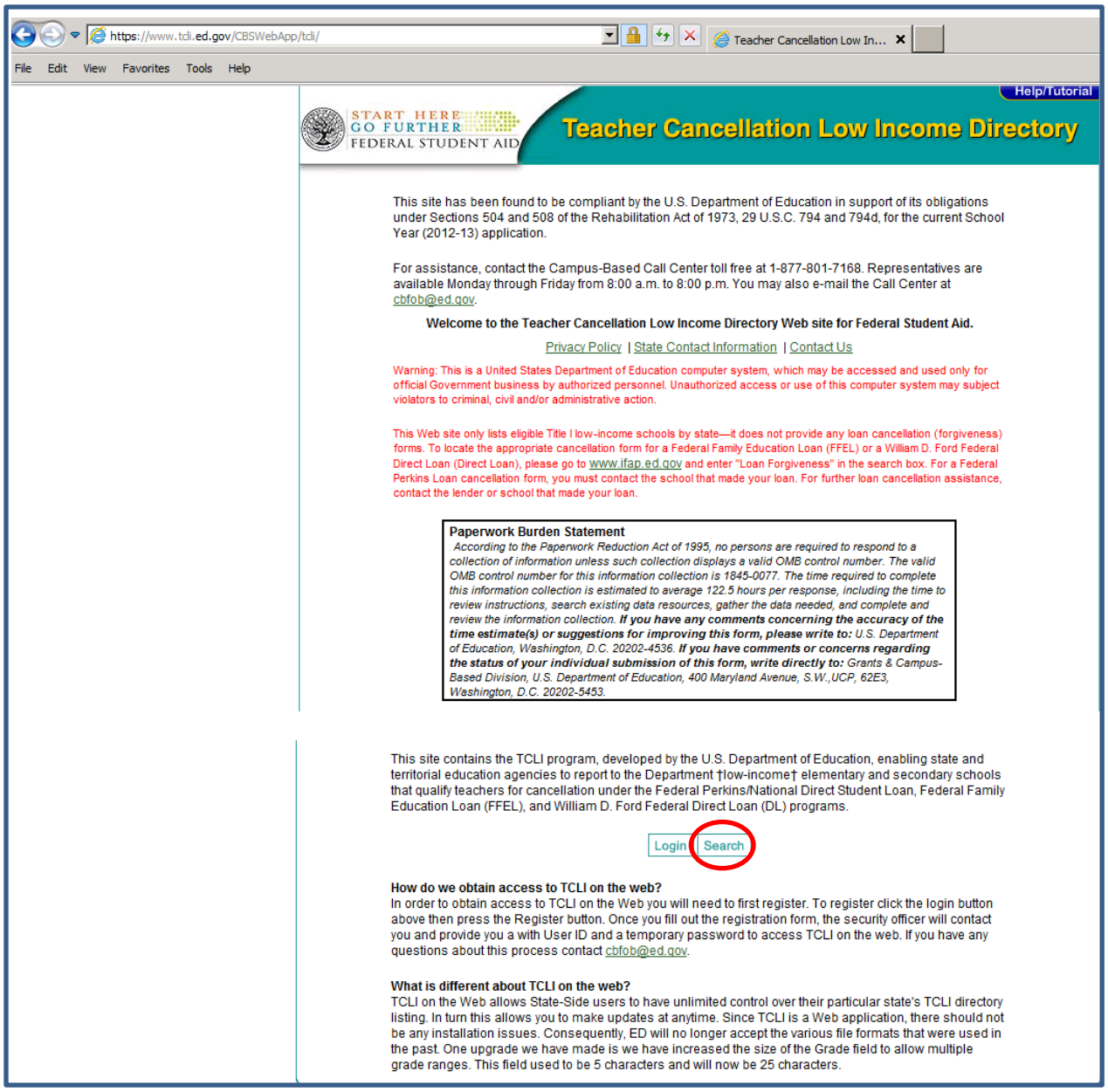
Screenshots and Changes needed to TCLI Administrative Module	27-46

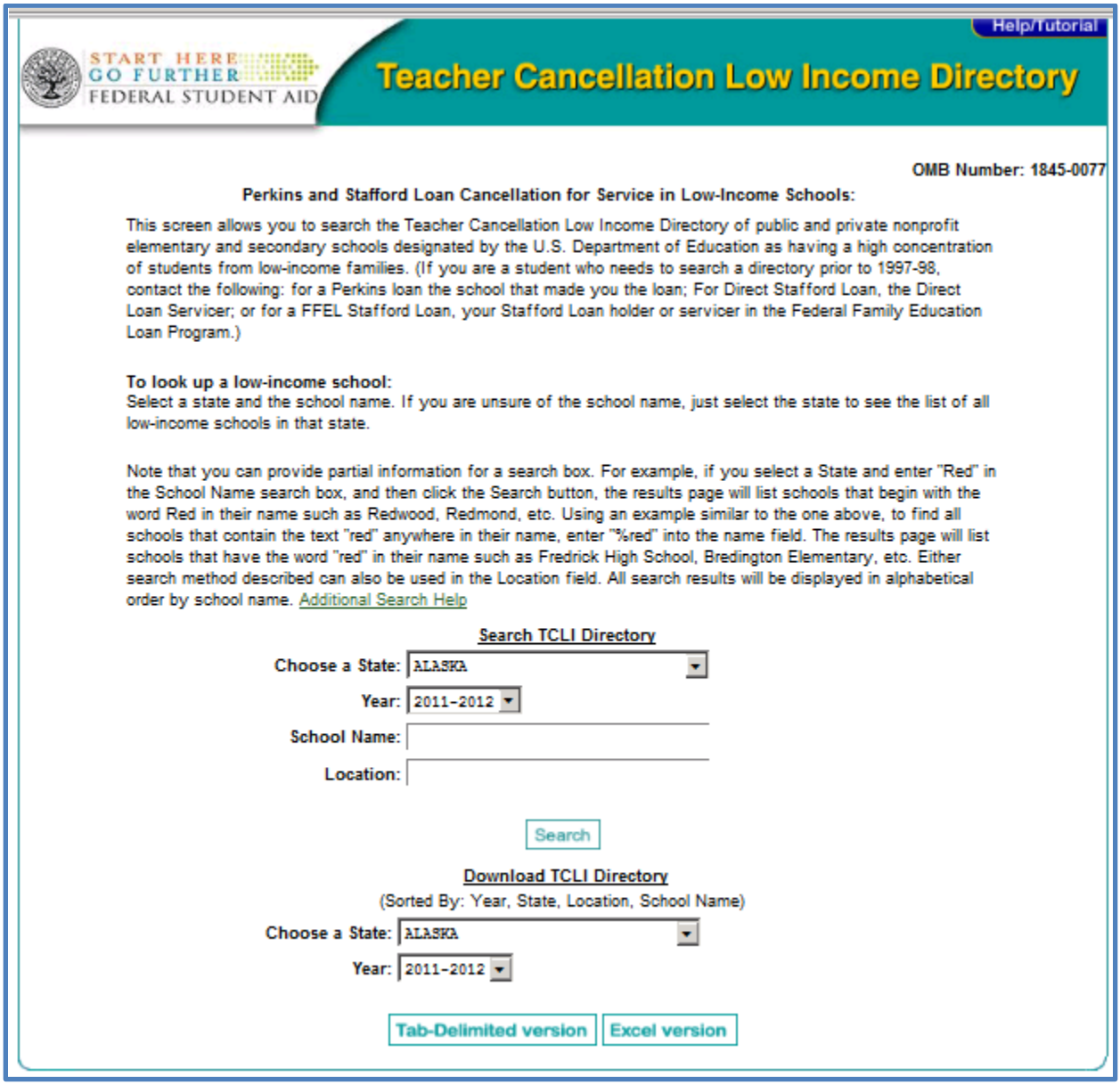
Data Display when Public Chooses to Search from the Login Page



Changes to Data Display when Public Chooses to Search from the Login Page

Changes for login page displayed on page 4 of this document.

Public Search Page



Changes to Public Search Page

Perkins and Stafford Loan Cancellation for Service in Low-Income Schools and Educational Service Agencies:

This screen allows you to search the Teacher Cancellation Low Income Directory of public and private nonprofit elementary and secondary schools designated by the U.S. Department of Education as having a high concentration of students from low-income families. The Teacher Cancellation Low Income Directory also lists educational service agencies authorized by State statute that have been designated as serving a high concentration of low-income families. (If you are a student who needs to search a directory prior to 1997-98, contact the following: for a Perkins loan the school that made you the loan; For Direct Stafford Loan, the Direct Loan Servicer; or for a FFEL Stafford Loan, your Stafford Loan holder or servicer in the Federal Family Education Loan Program.)

To look up a low-income school or educational service agency:
Select a state and the school or educational service agency name. If you are unsure of the school or educational service agency name, just select the state to see the list of all low-income schools and educational service agencies in that state.

Note that you can provide partial information for a search box. For example, if you select a State and enter "Red" in the School or Educational Service Agency Name search box, and then click the Search button, the results page will list schools and educational service agencies that begin with the word Red in their name such as Redwood, Redmond, etc. Using an example similar to the one above, to find all schools that contain the text "red" anywhere in their name, enter "%red" into the name field. The results page will list schools and educational service agencies that have the word "red" in their name such as Fredrick High School, Bredington Elementary, etc. Either search method described can also be used in the Location field. All search results will be displayed in alphabetical order by school name. Additional Search Help

Search TCLI Directory

Choose a State: ALASKA

Year: 2011-2012

School or Educational Service Agency Name:

Location:

Search

Download TCLI Directory

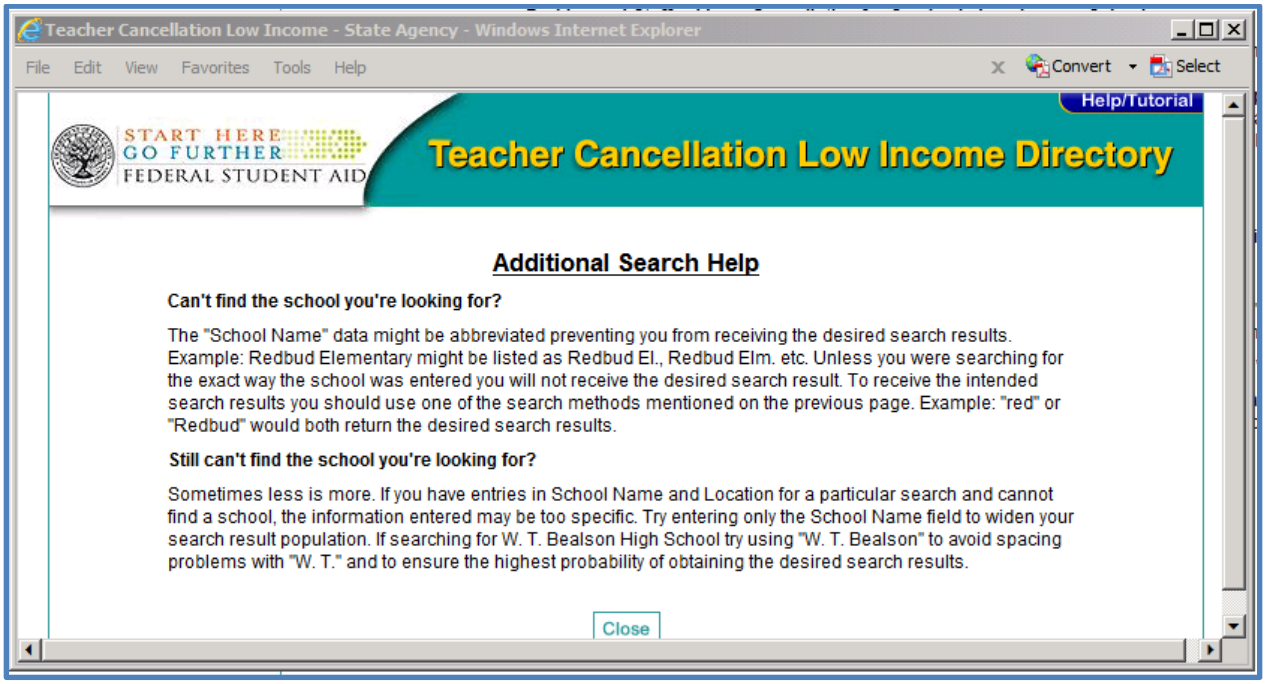
(Sorted By: Year, State, Location, School or Educational Service Agency Name)

Choose a State: ALASKA

Year: 2011-2012

Tab-Delimited version | Excel version

Additional Search Help Page



Changes to Additional Search Help Page

Additional Search Help

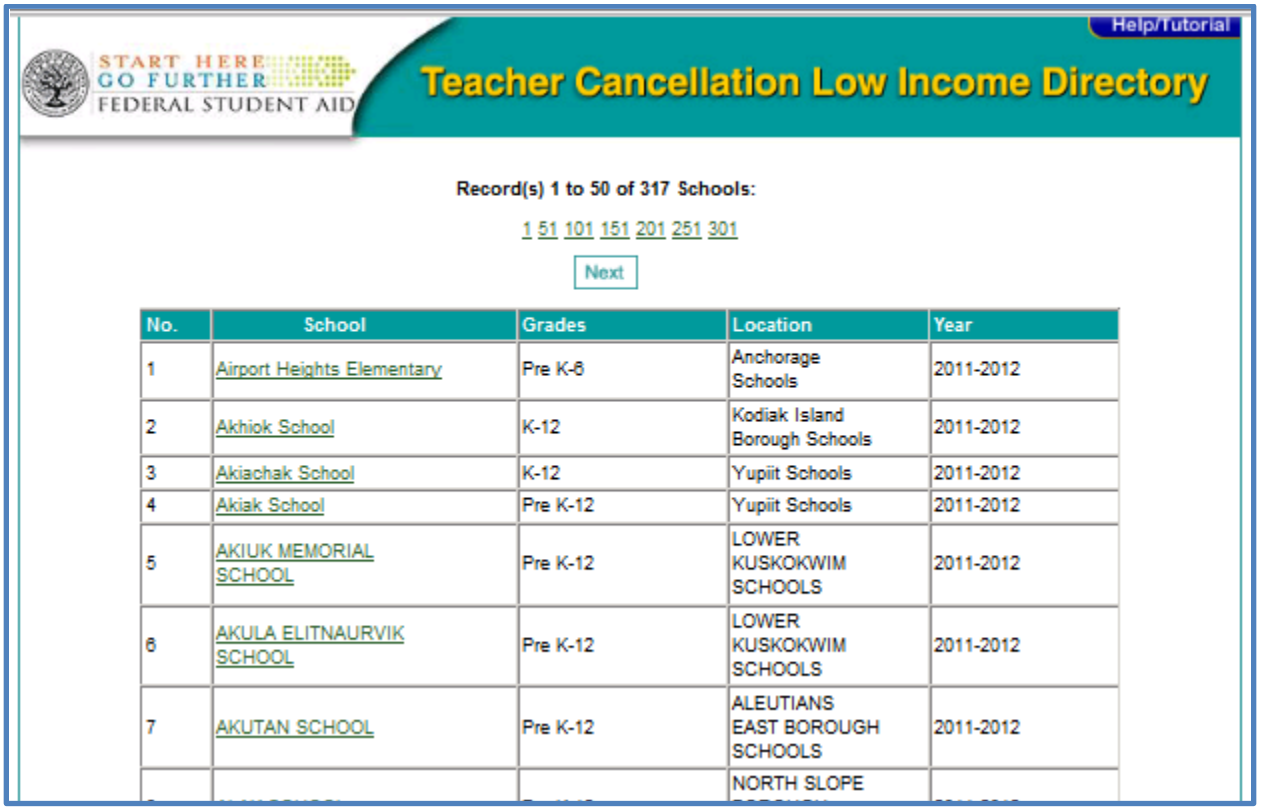
Can't find the school or educational service agency you're looking for?

The "School or Educational Service Agency Name" data might be abbreviated preventing you from receiving the desired search results. Example: Redbud Elementary might be listed as Redbud El., Redbud Elm. etc. Unless you were searching for the exact way the school was entered you will not receive the desired search result. To receive the intended search results you should use one of the search methods mentioned on the previous page. Example: "red" or "Redbud" would both return the desired search results.

Still can't find the school or educational service agency you're looking for?

Sometimes less is more. If you have entries in School or Educational Service Agency Name and Location for a particular search and cannot find a school or educational service agency, the information entered may be too specific. Try entering only the School or Educational Service Agency Name field to widen your search result population. If searching for W. T. Bealson High School try using "Bealson" to avoid spacing problems with "W. T." and to ensure the highest probability of obtaining the desired search results.

Search List Displayed



START HERE GO FURTHER FEDERAL STUDENT AID

Help/Tutorial

Teacher Cancellation Low Income Directory

Record(s) 1 to 50 of 317 Schools:

1 51 101 151 201 251 301

Next

No.	School	Grades	Location	Year
1	Airport Heights Elementary	Pre K-6	Anchorage Schools	2011-2012
2	Akhiok School	K-12	Kodiak Island Borough Schools	2011-2012
3	Akiachak School	K-12	Yupiit Schools	2011-2012
4	Akiak School	Pre K-12	Yupiit Schools	2011-2012
5	AKIUK MEMORIAL SCHOOL	Pre K-12	LOWER KUSKOKWIM SCHOOLS	2011-2012
6	AKULA ELITNAURVIK SCHOOL	Pre K-12	LOWER KUSKOKWIM SCHOOLS	2011-2012
7	AKUTAN SCHOOL	Pre K-12	ALEUTIANS EAST BOROUGH SCHOOLS	2011-2012
			NORTH SLOPE	

z z z

Changes to Search List Displayed

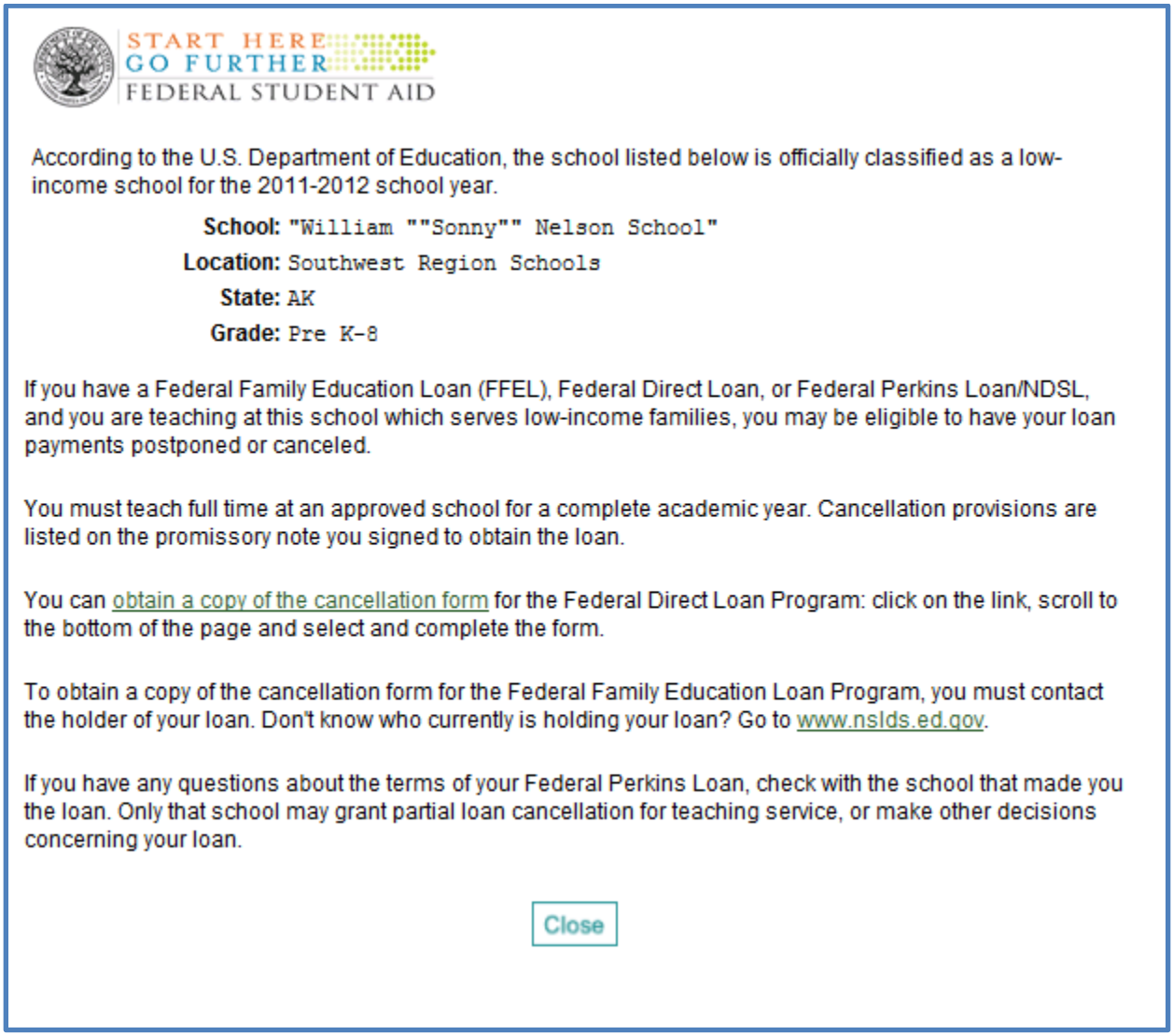
Record(s) 1 to 50 of 391 Schools and Educational Service Agencies:

1 51 101 151 201 251 301 351

Next

* Questions about the inclusion or omission of a particular school or educational service agency should be directed to the state education agency contact in the state where the school is located, not to the U.S. Department of Education.

School or Educational Service Agency Display from the link on the Search List Displayed



Changes to School or Educational Service Agency Display from the link on the Search List Displayed

According to the U.S. Department of Education, the school or educational service agency listed below is officially classified as a low-income school for the 2011-2012 school year.

School or educational service agency: "William ""Sonny"" Nelson School"
Location: Southwest Region Schools
State: AK
Grade: Pre K-8

If you have a Federal Family Education Loan (FFEL), Federal Direct Loan, or Federal Perkins Loan/NDSL, and you are teaching at this school or educational service agency which serves low-income families, you may be eligible to have your loan payments postponed or canceled.

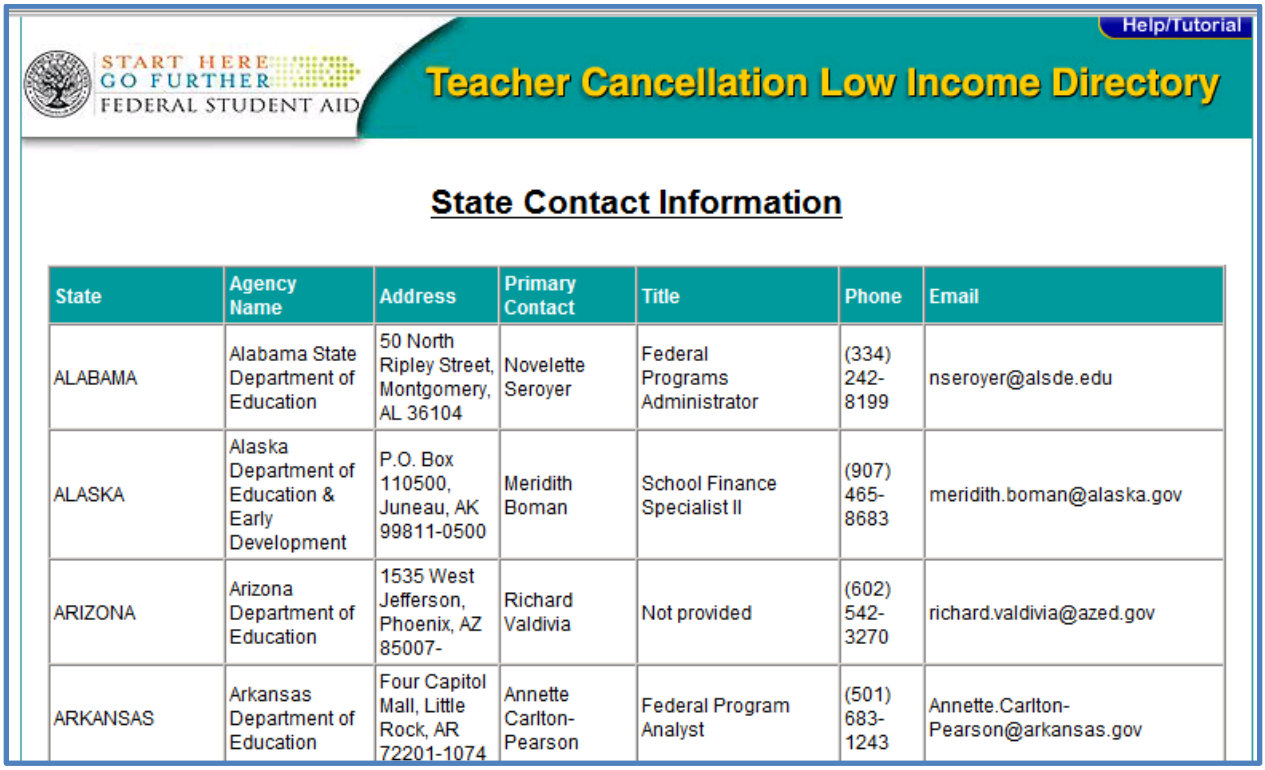
You must teach full time at an approved school or educational service agency for a complete academic year. Cancellation provisions are listed on the promissory note you signed to obtain the loan.

You can obtain a copy of the cancellation form for the Federal Direct Loan Program: click on the link, scroll to the bottom of the page and select and complete the form.

To obtain a copy of the cancellation form for the Federal Family Education Loan Program, you must contact the holder of your loan. Don't know who currently is holding your loan? Go to www.nslds.ed.gov.

If you have any questions about the terms of your Federal Perkins Loan, check with the school that made you the loan. Only that school may grant partial loan cancellation for teaching service, or make other decisions concerning your loan.

State Agency Contact Information Page



START HERE GO FURTHER FEDERAL STUDENT AID

Help/Tutorial

Teacher Cancellation Low Income Directory

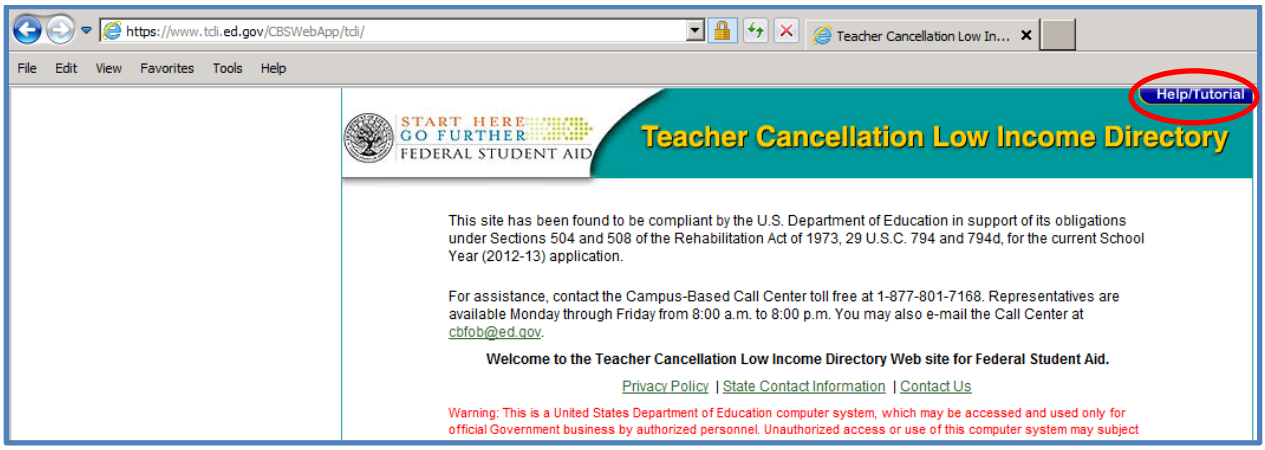
State Contact Information

State	Agency Name	Address	Primary Contact	Title	Phone	Email
ALABAMA	Alabama State Department of Education	50 North Ripley Street, Montgomery, AL 36104	Novelette Seroyer	Federal Programs Administrator	(334) 242-8199	nseroyer@alsde.edu
ALASKA	Alaska Department of Education & Early Development	P.O. Box 110500, Juneau, AK 99811-0500	Meridith Boman	School Finance Specialist II	(907) 465-8683	meridith.boman@alaska.gov
ARIZONA	Arizona Department of Education	1535 West Jefferson, Phoenix, AZ 85007-	Richard Valdivia	Not provided	(602) 542-3270	richard.valdivia@azed.gov
ARKANSAS	Arkansas Department of Education	Four Capitol Mall, Little Rock, AR 72201-1074	Annette Carlton-Pearson	Federal Program Analyst	(501) 683-1243	Annette.Carlton-Pearson@arkansas.gov

zzzz

NOTE:

We are replacing the Help/Tutorial with a users guide link in the left side menu list that is available after the State/Territory contacts have logged in. The users guide has been provided to all State/Territory users and is being provided to each new State/Territory user and again if one of them calls for assistance. Public Search is easily discerned, explained on the screen pages and user friendly without the Help/Tutorial link.



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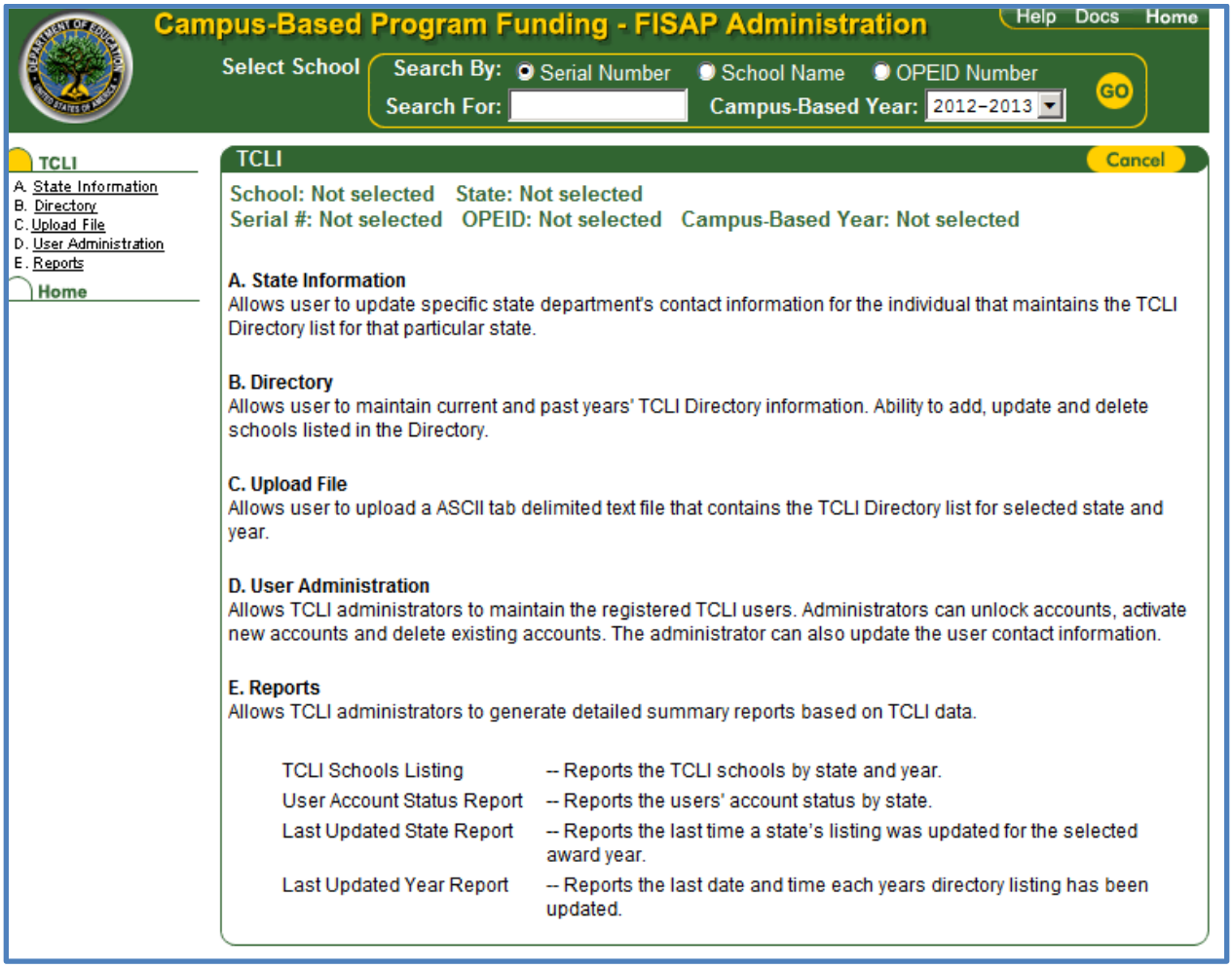
Admin User TCLI Module Home Page



Changes to Admin User TCLI Module Home Page

A. State Information

Allows user to update specific state department's contact information for the individual that maintains the TCLI Directory list for that particular state.

B. Directory

Allows user to maintain current and past years' TCLI Directory information. Ability to add, update and delete schools listed in the Directory.

C. Upload File

Allows user to upload a ASCII tab delimited text file that contains the TCLI Directory list for selected state and year.

D. User Administration

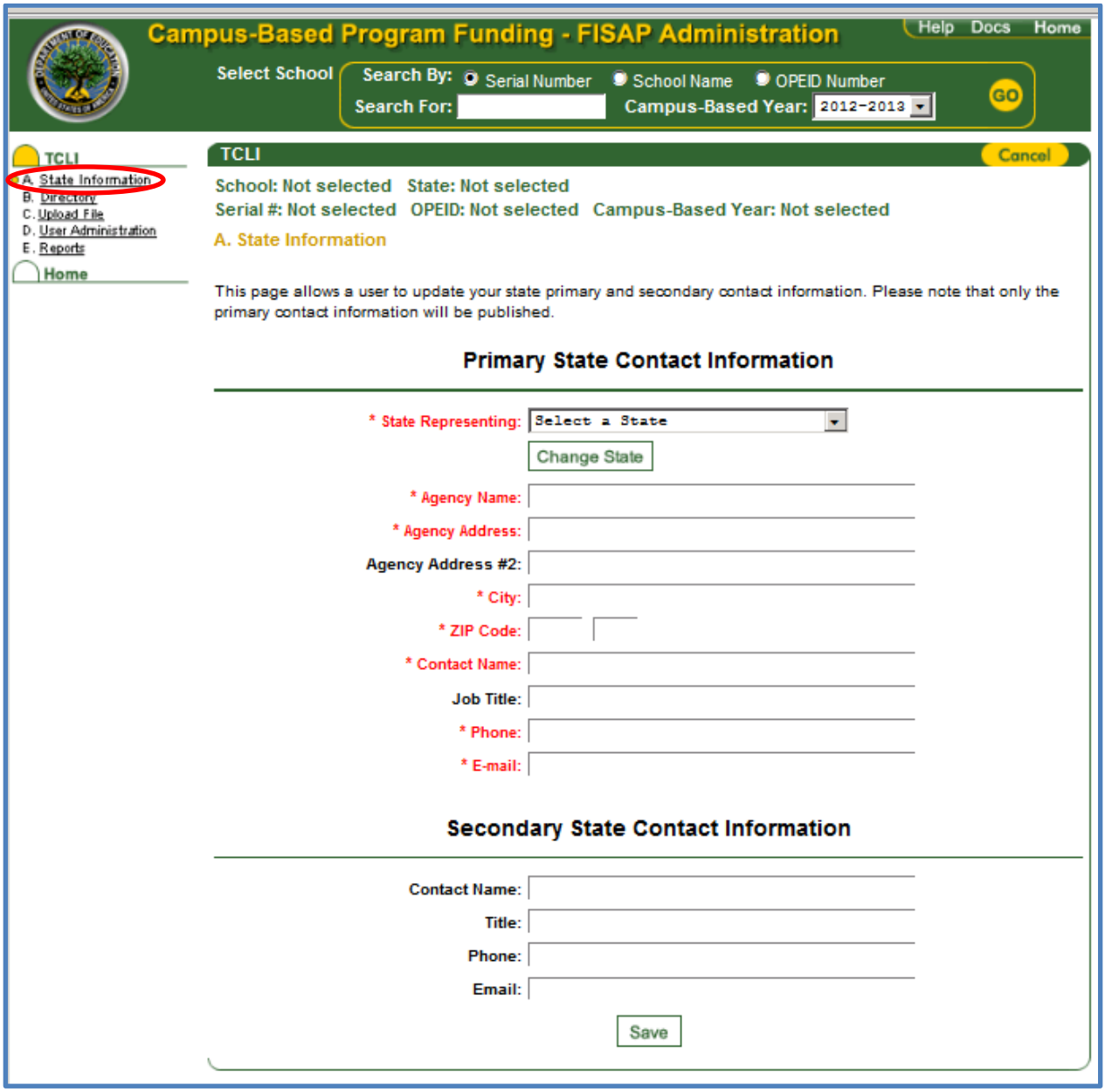
Allows TCLI administrators to maintain the registered TCLI users. Administrators can unlock accounts, activate new accounts and delete existing accounts. The administrator can also update the user contact information.

E. Reports

Allows TCLI administrators to generate detailed summary reports based on TCLI data.

TCLI Schools & Educational Service Agencies Listing	-- Reports the TCLI schools and educational service agencies by state and year.
User Account Status Report	-- Reports the users' account status by state.
Last Updated State Report	-- Reports the last time a state’s listing was updated for the selected award year.
Last Updated Year Report	-- Reports the last date and time each years directory listing has been updated.

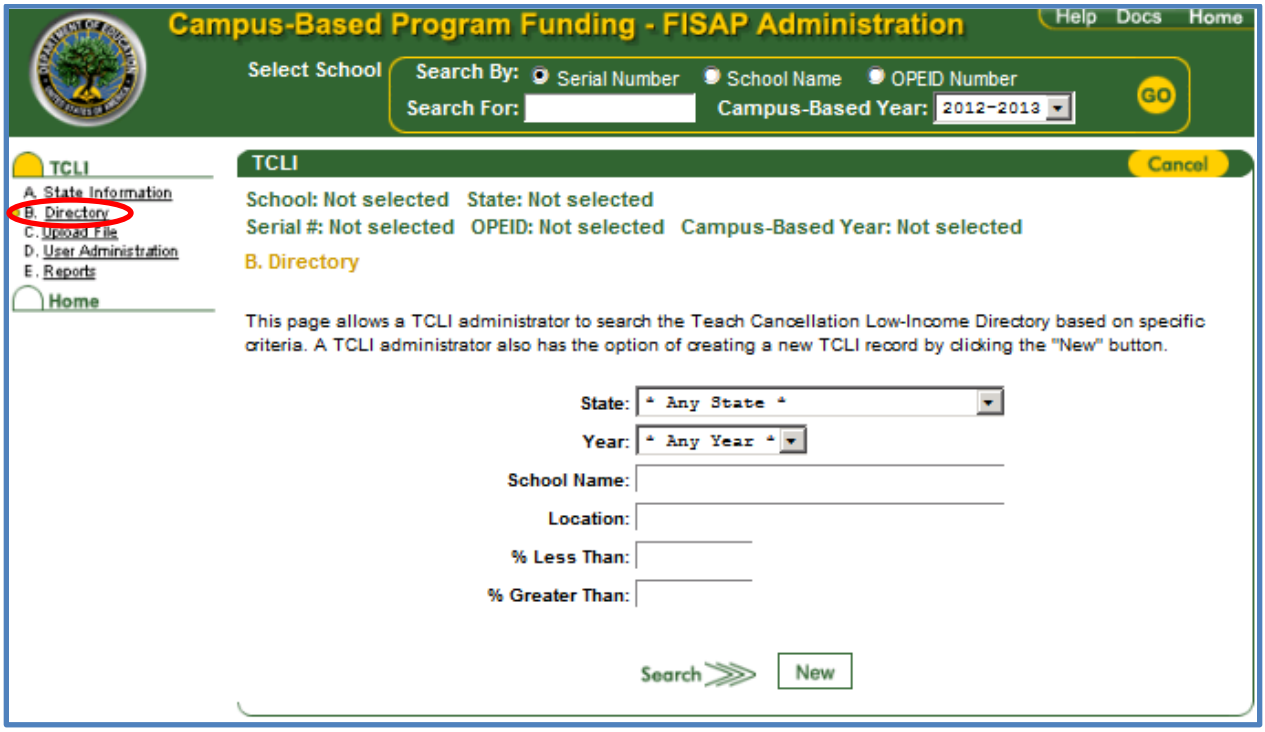
State Information Page



Changes to State Information Page

N/A

Directory Page



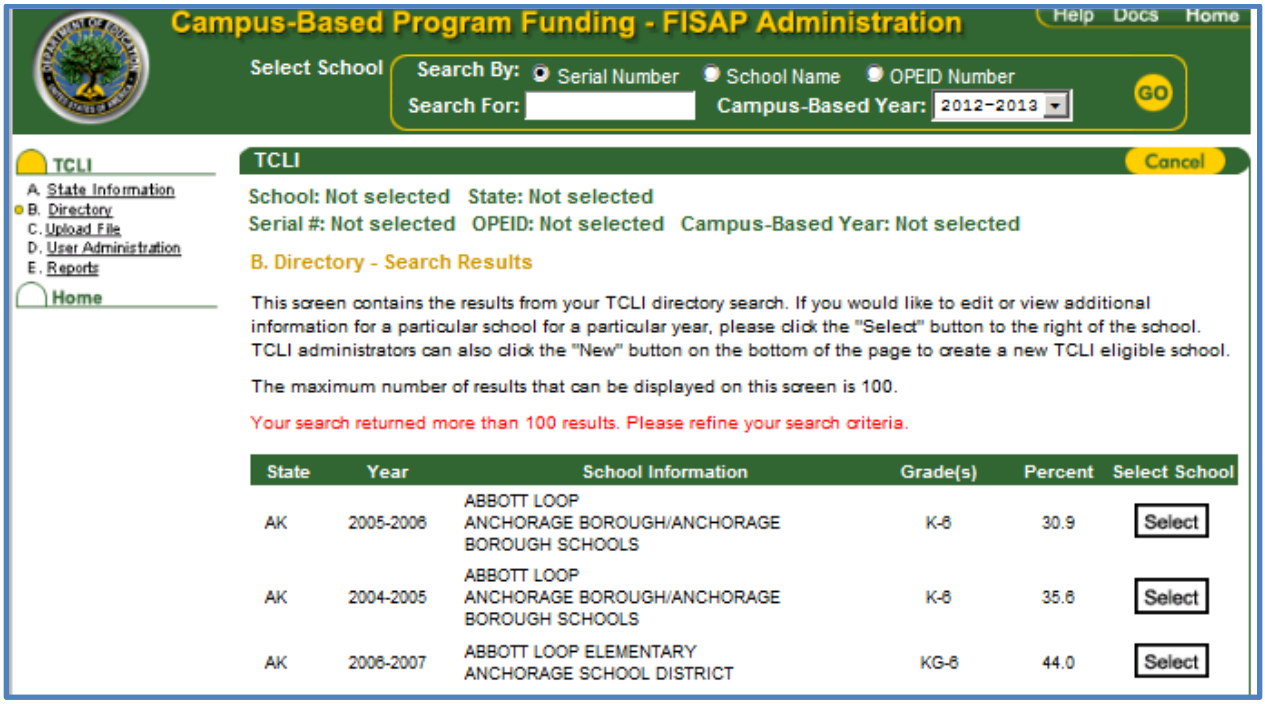
Changes to Directory Page

B. Directory

This page allows a TCLI administrator to search the Teach Cancellation Low-Income Directory based on specific criteria. A TCLI administrator also has the option of creating a new TCLI record by clicking the "New" button.

State:	* Any State *
Year:	* Any Year *
School or Educational Service Agency Name:	
Location:	
% Less Than:	
% Greater Than:	

Directory Search Results Page



ZZZ

Changes to Directory Search Results Page

B. Directory - Search Results

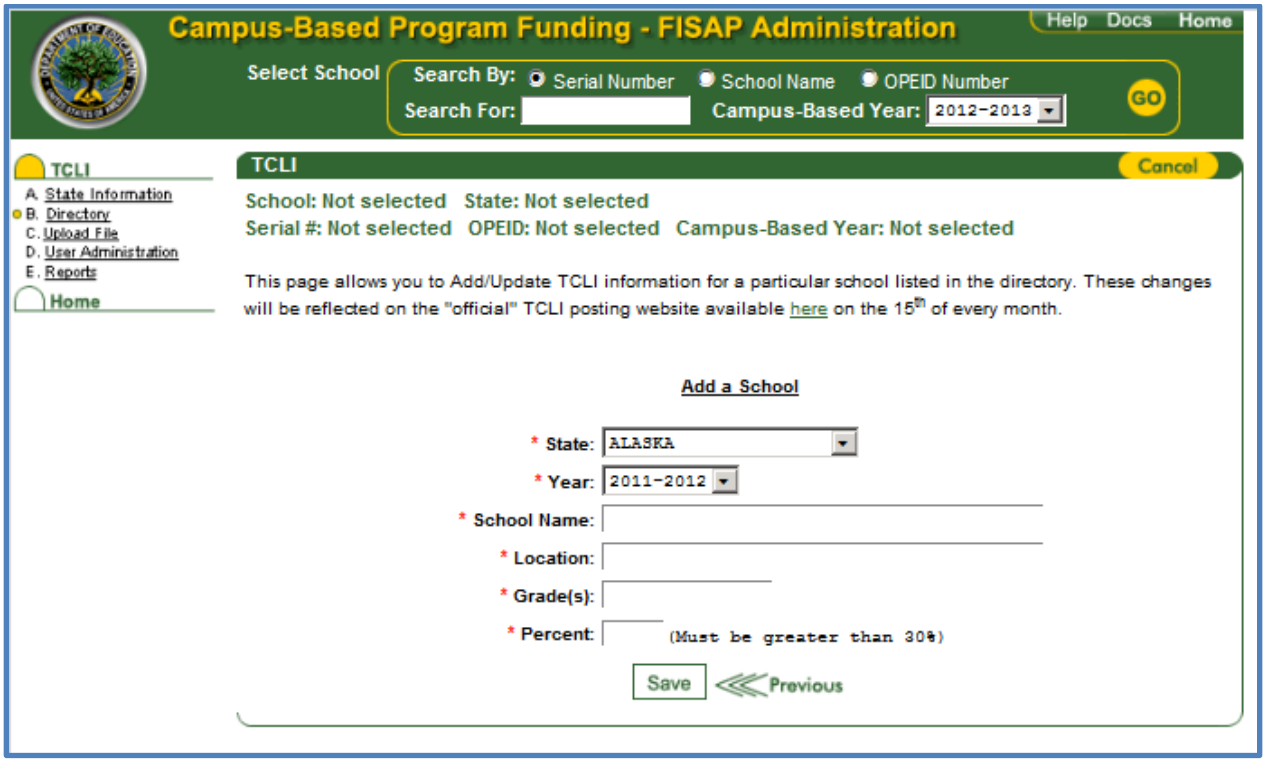
This screen contains the results from your TCLI directory search. If you would like to edit or view additional information for a particular school or educational service agency for a particular year, please click the "Select" button to the right of the school. TCLI administrators can also click the "New" button on the bottom of the page to create a new TCLI eligible school.

The maximum number of results that can be displayed on this screen is 100.

Your search returned more than 100 results. Please refine your search criteria.

State	Year	School or Educational Service Agency Information	Grade(s)	Percent	Select School

Add New School Page



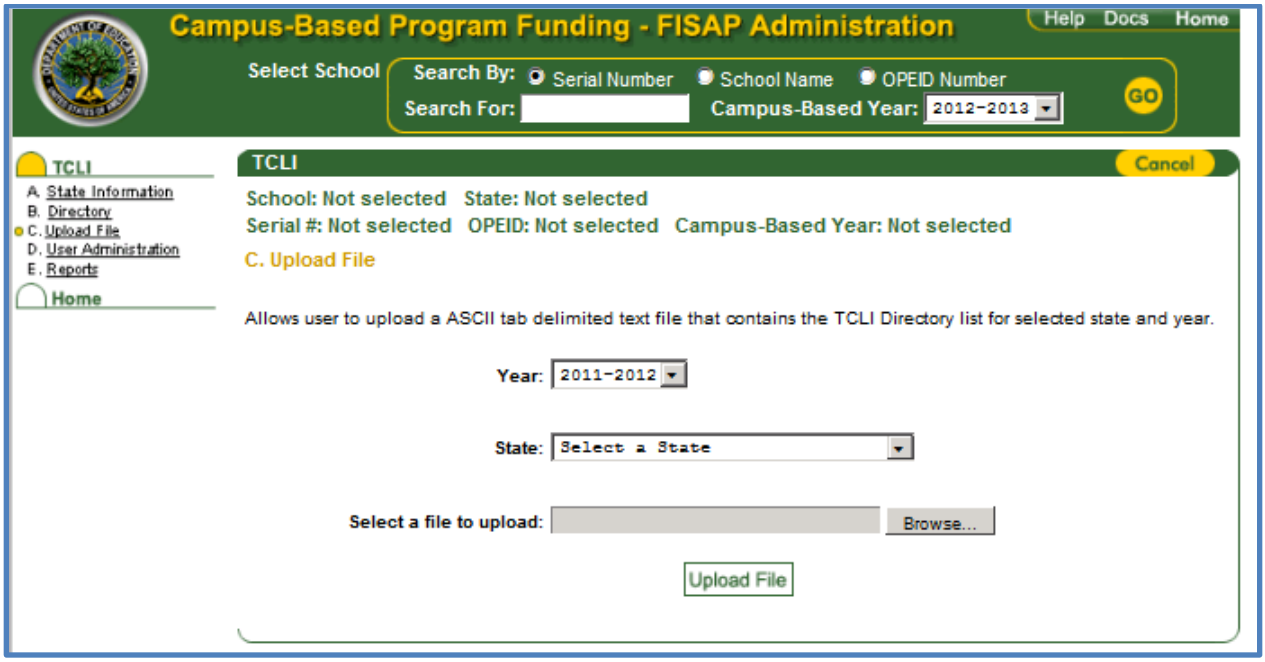
Changes to Add New School Page

This page allows you to Add/Update TCLI information for a particular school or educational service agency listed in the directory.

Add a School or Educational Service Agency

* **State:**	ALASKA
* **Year:**	2011-2012
* School or Educational Service Agency Name:	
* Location:	
* Grade(s):	
* Percent:	(Must be greater than 30%)

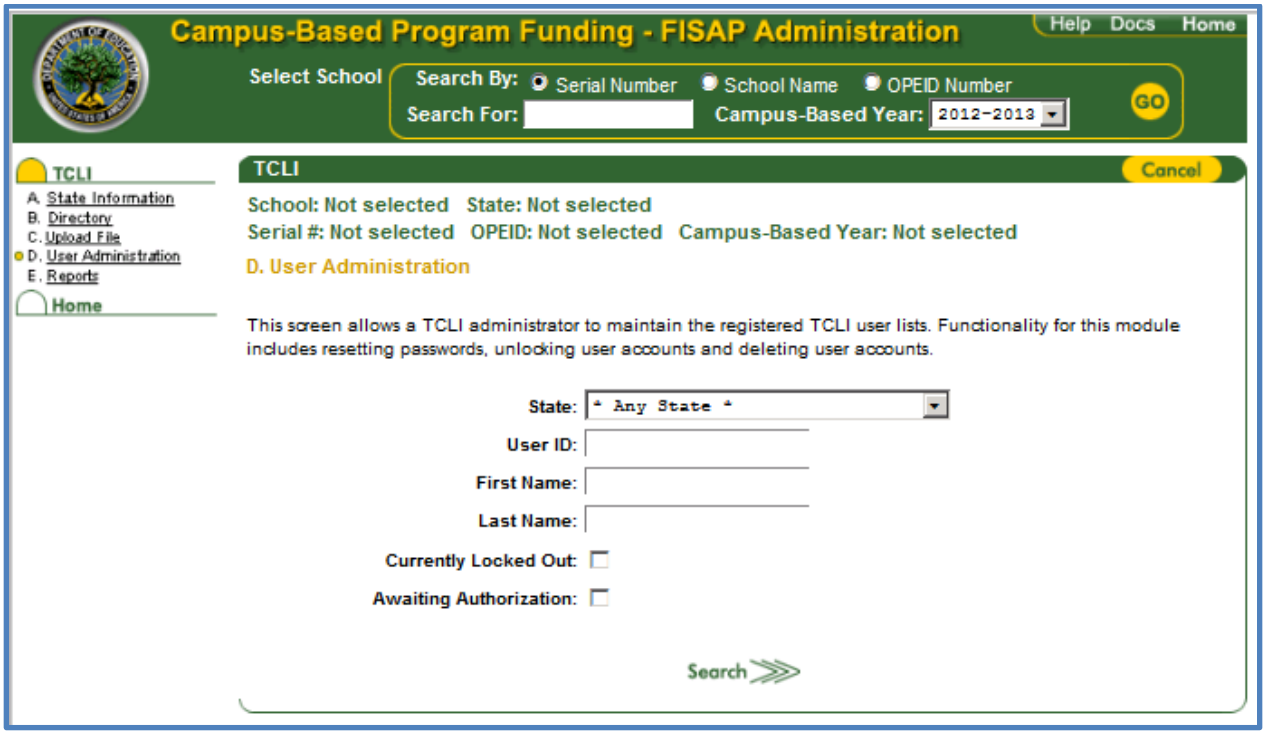
Upload File Page



Changes to Upload File Page

N/A

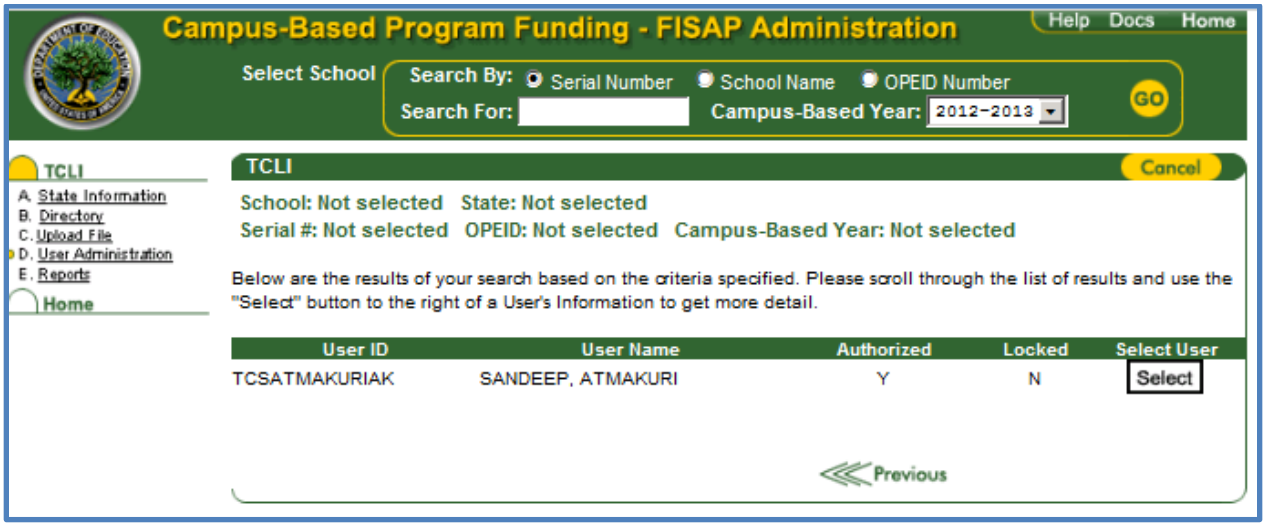
User Administration Page



Changes to User Administration Page

N/A

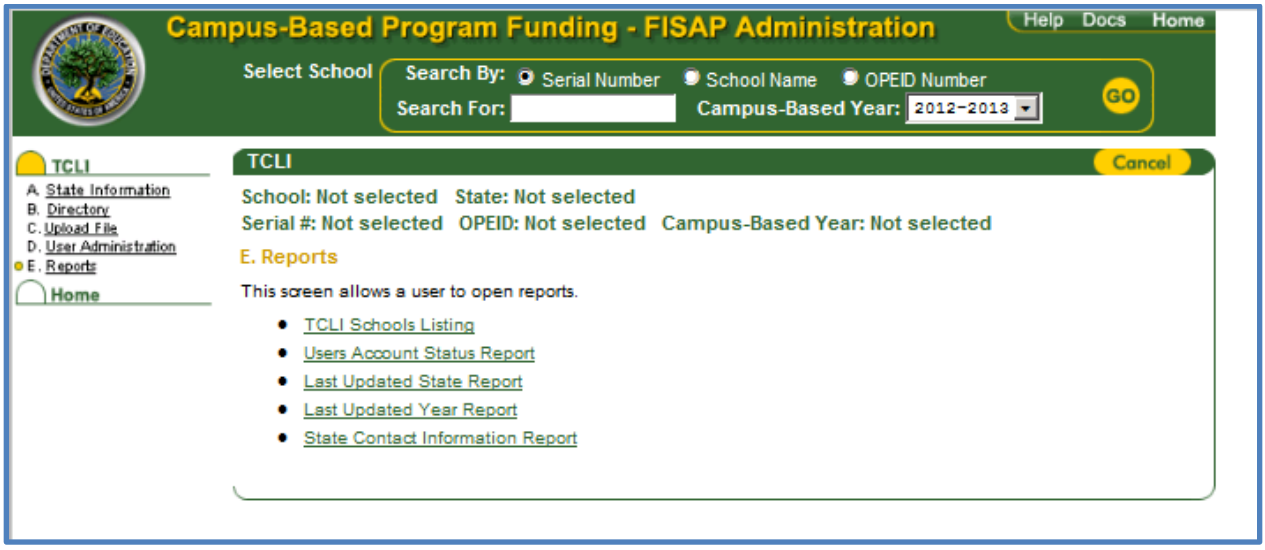
User Administration Search Results



Changes to User Administration Search Results

N/A

Reports Page



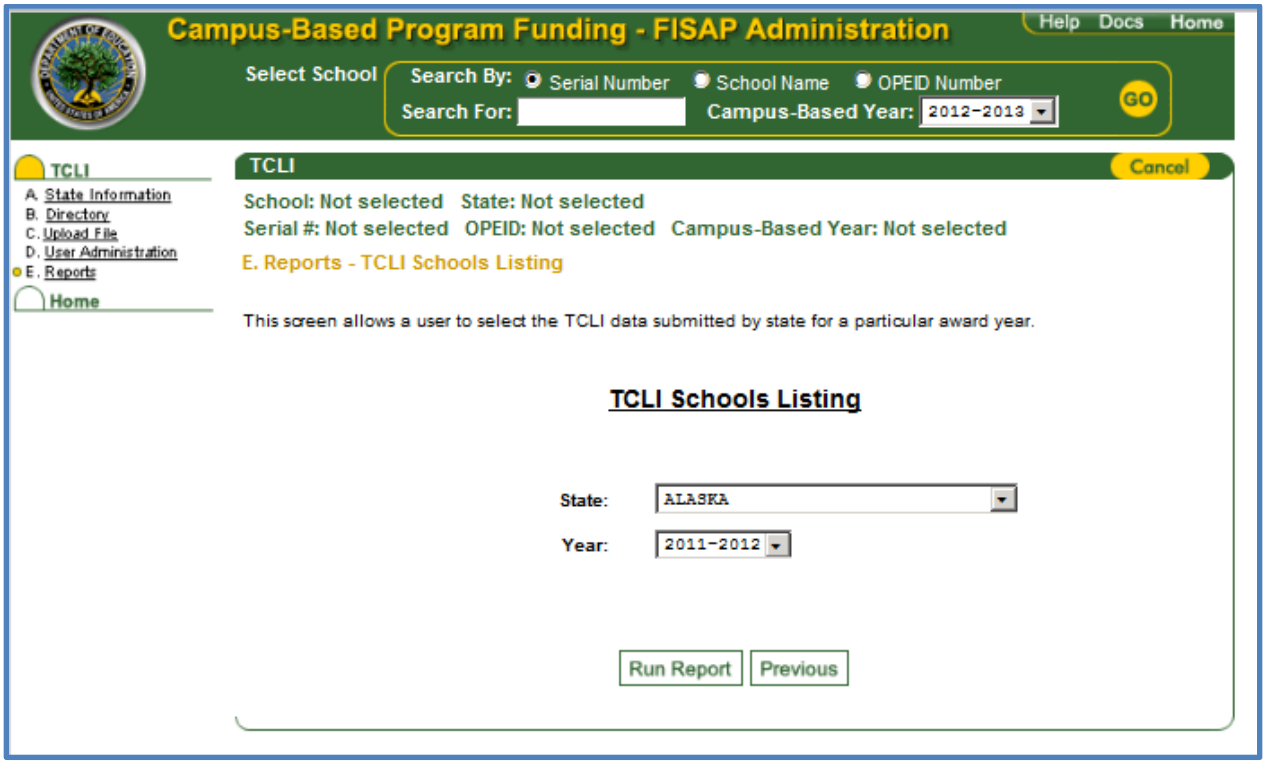
Changes to Reports Page

E. Reports

This screen allows a user to open reports.

- TCLI Schools and Educational Service Agencies Listing
- Users Account Status Report
- Last Updated State Report
- Last Updated Year Report
- State Contact Information Report

TCLI Schools Listing Report Display Page



Changes to TCLI Schools Listing Report Display Page

E. Reports - TCLI Schools and
Educational Service Agencies Listing

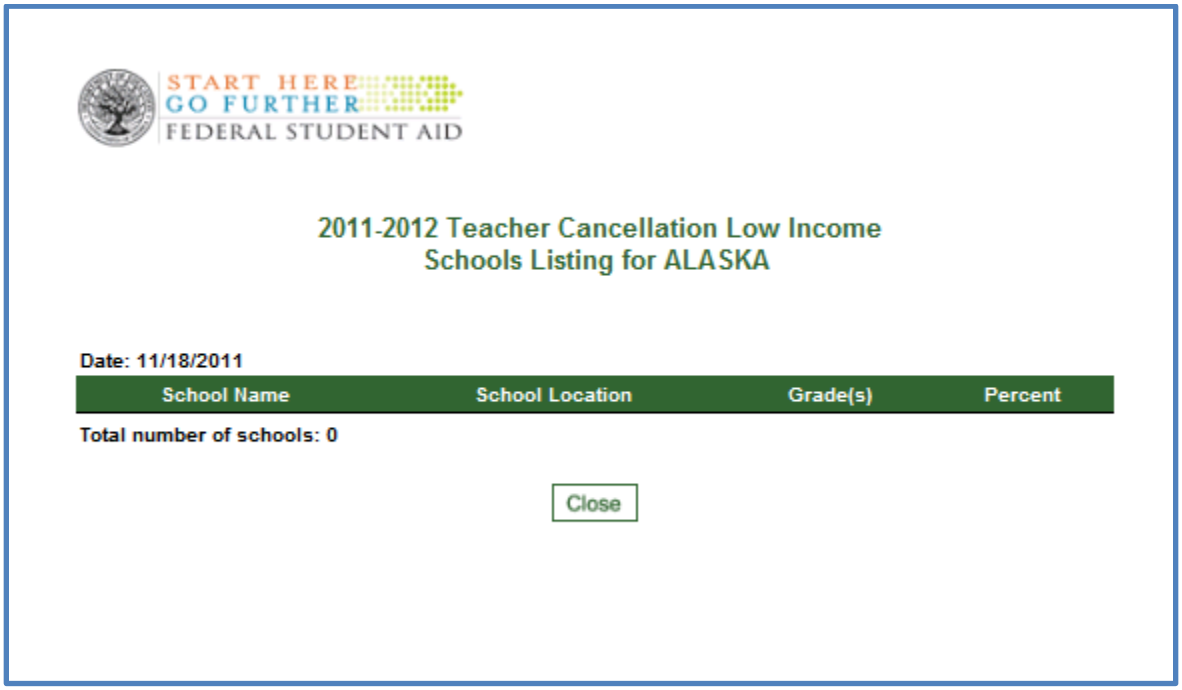
This screen allows a user to select the TCLI data submitted by state for a particular award year.

TCLI Schools and Educational Service Agencies Listing

State: ALASKA

Year: 2011-2012

TCLI Schools Listing Report Display



Changes to TCLI Schools Listing Report Display

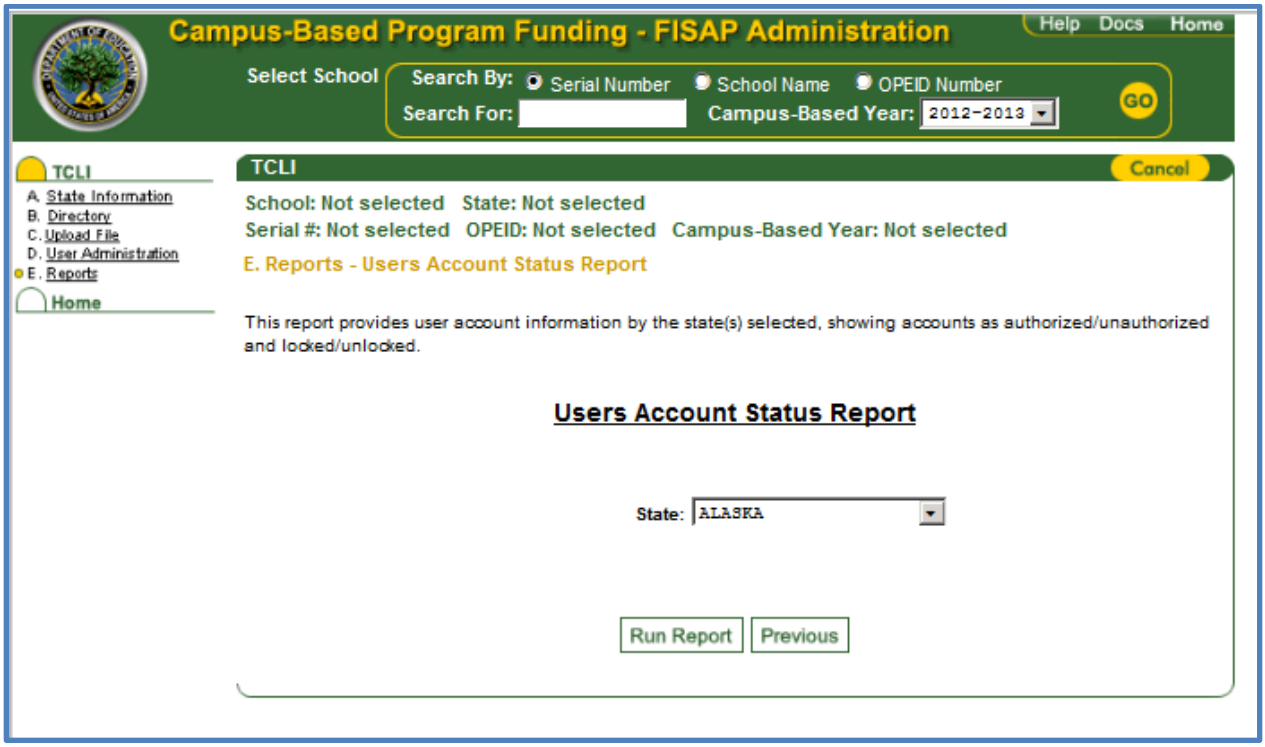
2011-2012 Teacher Cancellation Low Income
Schools and Educational Service Agencies Listing for ALASKA

Date: 11/18/2011

School Name	School Location	Grade(s)	Percent

Total number of schools and educational service agencies: 0

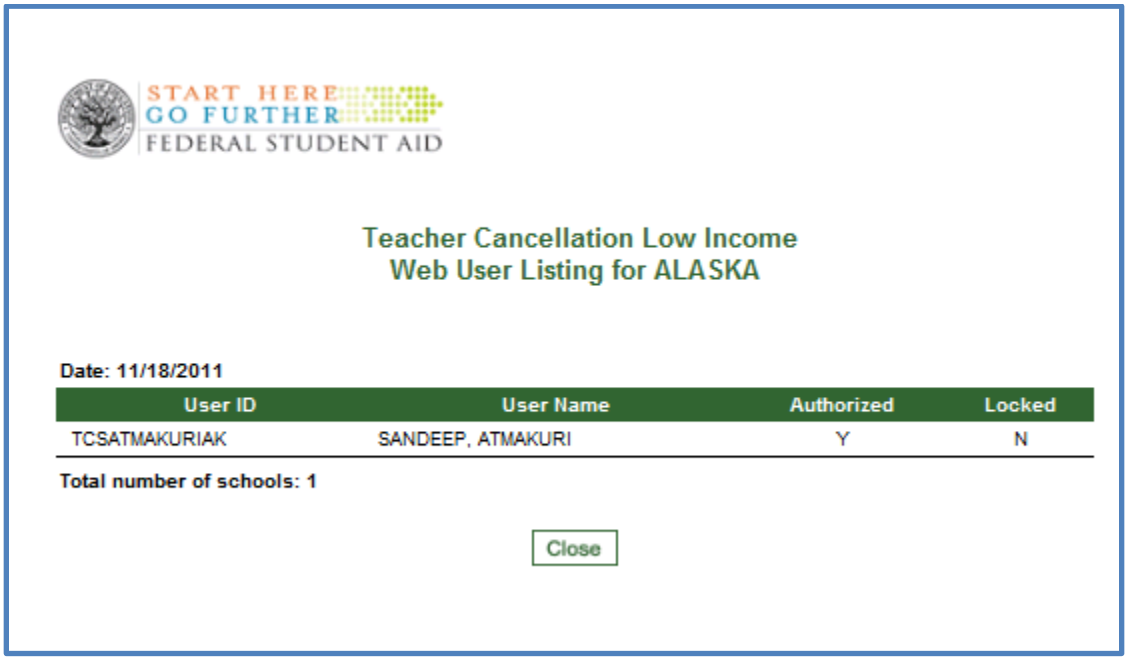
Users Account Status Report



Changes to Users Account Status Report

N/A

Teacher Cancellation Low Income Web User Listing



Changes to Teacher Cancellation Low Income Web User Listing

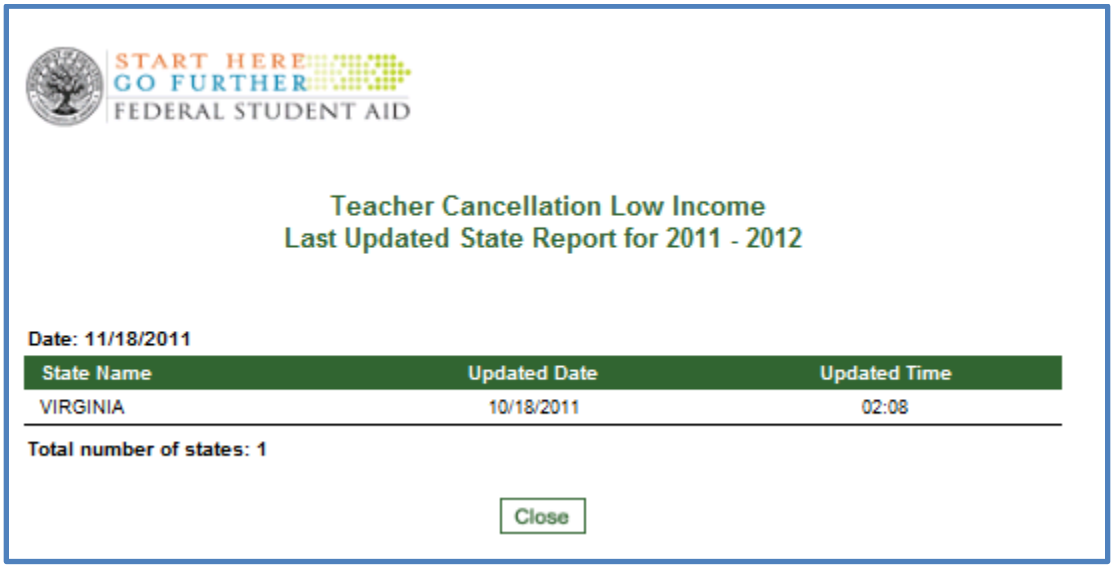
Teacher Cancellation Low Income
Web User Listing for ALASKA

Date: 11/18/2011

User ID	User Name	Authorized	Locked
TCSATMAKURIAK	SANDEEP, ATMAKURI	Y	N

Total number of schools and educational service agencies: 1

Teacher Cancellation Low Income Last Updated State Report


START HERE
GO FURTHER
FEDERAL STUDENT AID

Teacher Cancellation Low Income
Last Updated State Report for 2011 - 2012

Date: 11/18/2011

State Name	Updated Date	Updated Time
VIRGINIA	10/18/2011	02:08

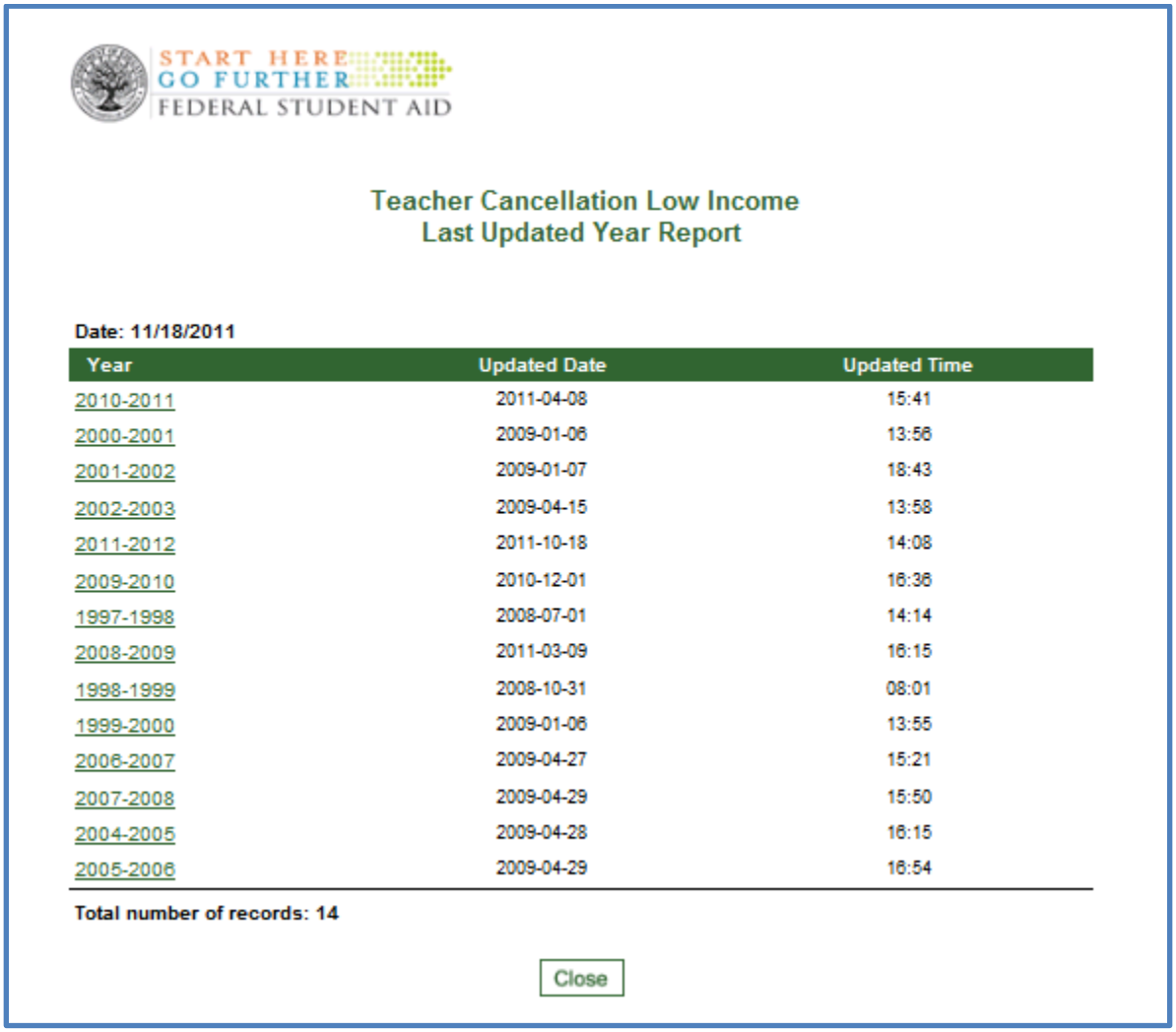
Total number of states: 1

Close

Changes to Teacher Cancellation Low Income Last Updated State Report

N/A

Teacher Cancellation Low Income Last Updated Year Report



START HERE GO FURTHER FEDERAL STUDENT AID

Teacher Cancellation Low Income
Last Updated Year Report

Date: 11/18/2011

Year	Updated Date	Updated Time
2010-2011	2011-04-08	15:41
2000-2001	2009-01-06	13:56
2001-2002	2009-01-07	18:43
2002-2003	2009-04-15	13:58
2011-2012	2011-10-18	14:08
2009-2010	2010-12-01	16:36
1997-1998	2008-07-01	14:14
2008-2009	2011-03-09	16:15
1998-1999	2008-10-31	08:01
1999-2000	2009-01-06	13:55
2006-2007	2009-04-27	15:21
2007-2008	2009-04-29	15:50
2004-2005	2009-04-28	16:15
2005-2006	2009-04-29	16:54

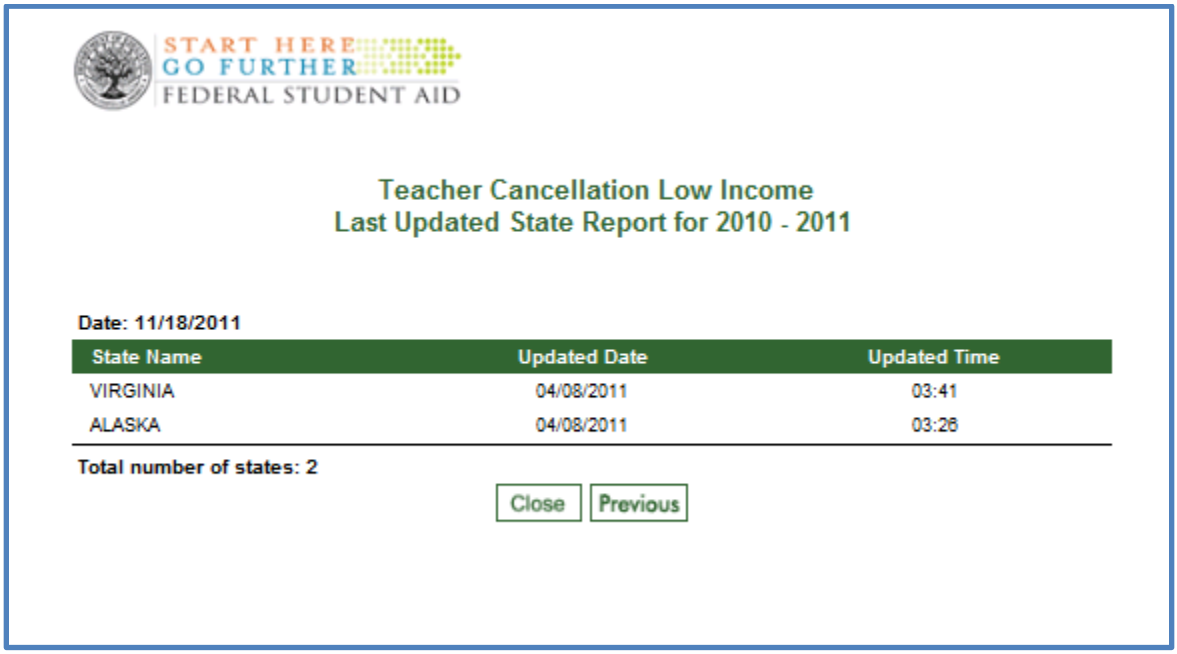
Total number of records: 14

Close

Changes to Teacher Cancellation Low Income Last Updated Year Report

N/A

Teacher Cancellation Low Income Last Updated State Report for [specific year]


START HERE GO FURTHER FEDERAL STUDENT AID

Teacher Cancellation Low Income
Last Updated State Report for 2010 - 2011

Date: 11/18/2011

State Name	Updated Date	Updated Time
VIRGINIA	04/08/2011	03:41
ALASKA	04/08/2011	03:26

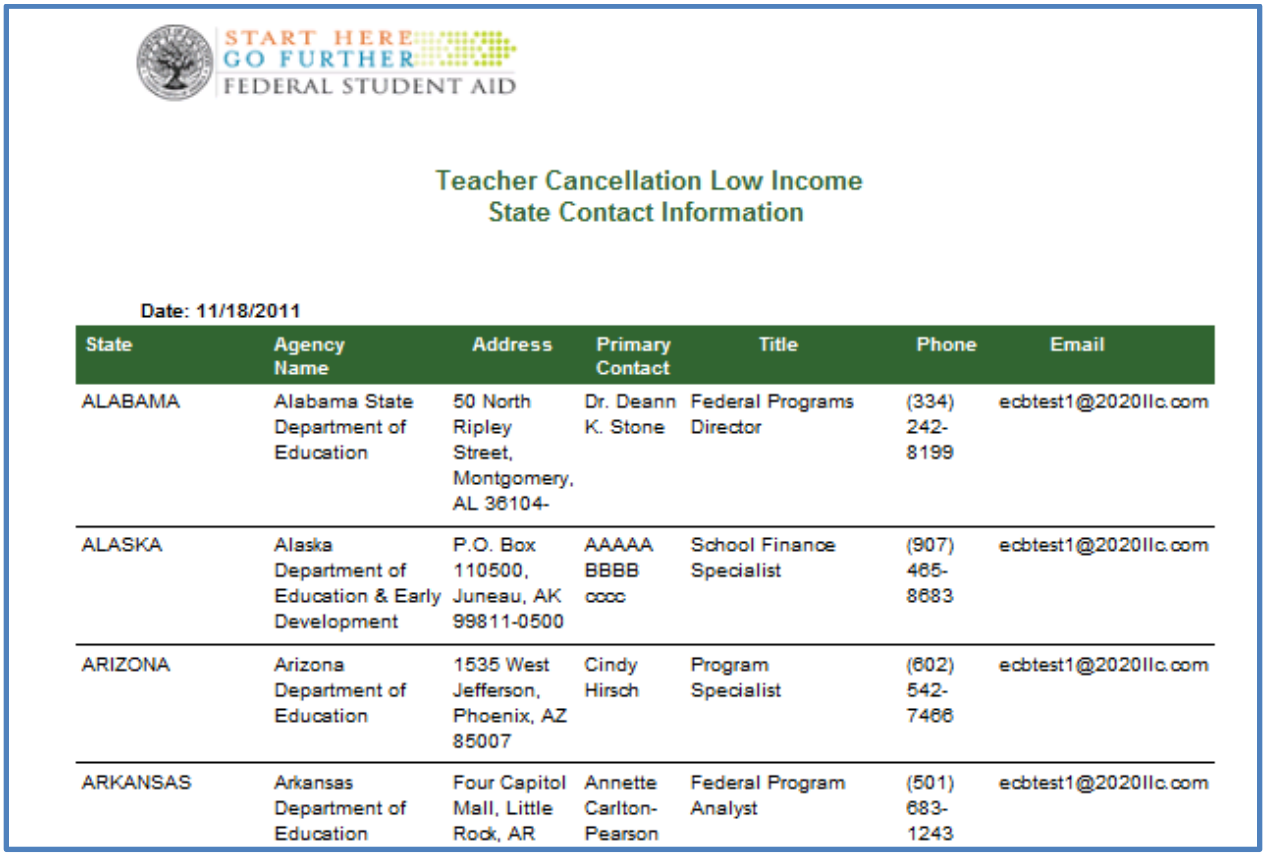
Total number of states: 2

Close Previous

Changes to Teacher Cancellation Low Income Last Updated State Report for [specific year]

N/A

Teacher Cancellation Low Income State Contact Information Report



START HERE GO FURTHER FEDERAL STUDENT AID

Teacher Cancellation Low Income State Contact Information

Date: 11/18/2011

State	Agency Name	Address	Primary Contact	Title	Phone	Email
ALABAMA	Alabama State Department of Education	50 North Ripley Street, Montgomery, AL 36104-	Dr. Deann K. Stone	Federal Programs Director	(334) 242-8199	ecbtest1@2020llc.com
ALASKA	Alaska Department of Education & Early Development	P.O. Box 110500, Juneau, AK 99811-0500	AAAAA BBBB cccc	School Finance Specialist	(907) 465-8683	ecbtest1@2020llc.com
ARIZONA	Arizona Department of Education	1535 West Jefferson, Phoenix, AZ 85007	Cindy Hirsch	Program Specialist	(602) 542-7466	ecbtest1@2020llc.com
ARKANSAS	Arkansas Department of Education	Four Capitol Mall, Little Rock, AR	Annette Carlton-Pearson	Federal Program Analyst	(501) 683-1243	ecbtest1@2020llc.com

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