

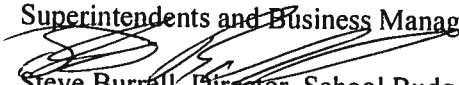


STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

HANNA SKANDERA
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

MEMORANDUM

TO: Superintendents and Business Managers & Charter Schools
FROM:  Steve Burrell, Director, School Budget and Finance Analysis Bureau
Public Education Department
DATE: September 27, 2011
SUBJECT: 2012-2013 Membership Projections

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. *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.

In accordance with Section 22-8-12.1 NMSA 1978, the Membership Projection files and reports are due on or before October 15.

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