

**District Checklist for Submitting  
Reading First Professional Development Partnerships Grants**

Districts should use this prior to submission.

District: \_\_\_\_\_

**PREPARATION:**

Hard copies of the following were prepared.

- Standard Contract
- Budget Detail Pages
- Narrative
- Assurance from School District
- Assurance from Each Participating School Principal
- Assurance from Each Participating Partner

Electronic copies of the following were prepared:

- Budget Detail Pages
- Narrative

**SUBMISSION:**

- 2 Hard copies are sent to:  
**Alexia Cribbs**  
**Office of Literacy**  
**Massachusetts Department of**  
**Elementary and Secondary Education**  
**75 Pleasant Street**  
**Malden, MA 02148-4906**
- Electronic copies are sent to:  
[reading@doe.mass.edu](mailto:reading@doe.mass.edu)