



STATE OF NEW MEXICO  
PUBLIC EDUCATION DEPARTMENT  
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SECRETARY DESIGNATE, PUBLIC EDUCATION

SUSANA MARTINEZ  
GOVERNOR

September 5, 2017

Ms. Susan Yturralde  
Interim Superintendent  
Gadsden Independent Schools  
P.O. Drawer 70  
Anthony, NM 88021

Dear Interim Superintendent Yturralde:

Gadsden Independent Schools (LEA) is eligible to receive reimbursement for approved Dual Credit Instructional Materials (DCIM). The DCIM allocation for the 2017-2018 school year is \$33,102.00 which is 85% of the eligible allocation. Gadsden Independent Schools may qualify to receive an allocation adjustment, pending program compliance (see attached DCIM FY 2018 Allocation Guidelines).

In a case of non-compliance, the state reserves the right to rescind the LEA's initial allocation amount and redistribute the initial allocation of funds to LEAs that are determined to be in compliance. To maintain compliance and eligibility for receiving DCIM funding, please abide by the set schedule and ensure you have submitted your Student Teacher Accountability Reporting System (STARS) enrollment data. If these requirements are not met, the Public Education Department (PED) reserves the right to rescind your award amount in its entirety.

As noted in 6.30.7.8 of the New Mexico Administrative Code, the LEAs must pay the cost of the required textbooks for dual credit students. Gadsden Independent Schools may immediately begin to establish budget authority by submitting a Budget Adjustment Request (BAR) upon receipt of this letter. Please adhere to the following schedule for accessing DCIM reimbursement funds for initial allocation:

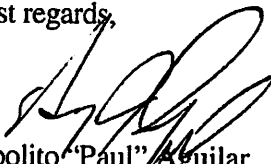
- No-later than November 17, 2017 - Submit BAR to establish budget authority; using **fund code 27103 and revenue code 43202**.
- No-later than March 9, 2018 - Submit Request for Reimbursement (RfR) to avoid forfeiture of initial allocation.

The funding for this state allocation expires June 30, 2018. The deadline for final request for reimbursement submission is July 7, 2018. No extensions are permitted. When requesting reimbursement, please use fund code 27103 and include the following as supporting documentation:

- System-generated general ledger expenditure report
- Receipts for total cost
- Name of textbook(s) and/or material(s)
- Name of postsecondary course
- STARS course code and STARS course title

If you have any questions regarding DCIM, please contact the College and Career Readiness Bureau by calling or emailing Marc Duske, Dual Credit Administrator at (505) 827-6729 or [marc.duske@state.nm.us](mailto:marc.duske@state.nm.us). If you have questions regarding your reimbursement, please contact Susan Lucero, Bureau Chief, Fiscal Grants Management at (505) 827-3848.

Best regards,



Hipolito "Paul" Aguilar  
Deputy Secretary, Finance and Operations

HA/EP/cjc

Enc.: DCIMFY2018 Allocation Guidelines

cc: Ludym Martinez, Associate Superintendent of Finance, Gadsden Independent Schools