

September 24, 2008

«first_name» «last_name»
«addr_1»
«addr_2»«city», «st» «zip»

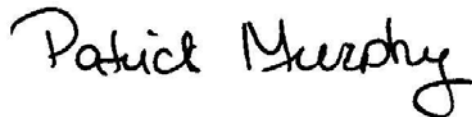
Dear «first_name» «last_name»:

This letter serves to provide you notice of intent to audit your Statement of Assurance and the professional development activities you completed for the renewal of your administrative certificate(s). Your name was chosen in a computer generated random selection conducted by this agency. Please follow these simple steps to ensure successful completion of the audit.

- Gather together the original documents that support each claim for a professional development activity. You should have at least one piece of “documentation” that verifies that you completed each activity. Each document must have the date(s) of the activity and indicate the total length of the activity (which must correspond to the hours claimed). A list of recommended documentation is enclosed for your convenience.
- Mail or take the original documents to «roe_name» # «region», «roe_addr», «roe_city», «roe_st» «roe_zip» for review **no later than November 28, 2008**. This is extremely important! Please make sure materials are received in your ROE office by that date.
- If there are any questions or concerns about the documentation you submitted to your ROE, someone from that office will contact you.
- Your documentation **will not** be returned to you after the audit. If you wish to retain copies for your records, please make them before submitting documents to your ROE.

We appreciate your cooperation in this audit process.

Sincerely,



Patrick Murphy
Division Administrator
Educator and School Development Division

Enclosures: Educator Statement of Assurance
List of Creditable Administrator Activities

cc: ROE # «region»