

November 6, 2008

{Administrator Name }  
{Address – Line 1}  
{Address – Line 2}  
{City, State, Zip}

Dear {Administrator Name}:

On September 24, 2008, Patrick Murphy from the Illinois State Board of Education Educator and School Development Division mailed you a notice of intent to audit your professional development activities required for the renewal of your administrative certificate. You have not responded to this request. It is essential that you do so immediately in order to preserve the validity of your administrative certificate. Please follow the following 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 bring the original documents to this regional office for review **no later than November 28, 2008**. This is extremely important! Please make sure materials are received in this office by that date. If you do not fulfill this request **the registration of your certificate may be invalidated for the 2009 – 2010 school year and your school district notified that you can no longer be employed.**
- If there are any questions or concerns about the documentation you submitted to this office, someone from our 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 this ROE.

We appreciate your cooperation and will be happy to assist you if you have questions. Thank you for your help in this audit process.

Sincerely,

{Regional Superintendent’s Name}

Enclosures: Educator Statement of Assurance  
List of Creditable Administrator Activities

cc: ISBE Educator Preparation and Recertification Division