

September 24, 2008

«first\_name» «last\_name»  
«addr\_1»  
«addr\_2»  
«city», «st» «zip»

Dear «first\_name» «last\_name»:

Your name was randomly selected by the Illinois State Board of Education for audit of the following:

- professional development activities you listed on your Statement of Assurance for the renewal of your teaching certificate(s). Your Statement of Assurance is enclosed if it was submitted electronically through the Educator Certification System (ECS).

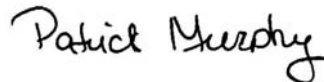
Your evidence of completion (see enclosed requirements) must be submitted to the Regional Office of Education (ROE), «roe\_name» # «region», «roe\_addr», «roe\_city», «roe\_st» «roe\_zip», for review **no later than November 28, 2008**. This is extremely important!

If there are any questions or concerns about the documentation you submitted to your Regional Office of Education, someone from that office will contact you. If you have any questions, you may contact your Regional Office.

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: Statement of Assurance  
Teaching Certificate Audit Information

cc: ROE # «region»