

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 teacher certificate(s). At the same time we will audit assertions for being highly qualified for NCLB purposes in subjects that teachers entered on our Educator Certification System (ECS). According to our records, those subjects you entered are:

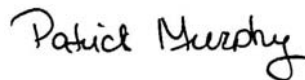
Please follow these simple steps to ensure successful completion of the audit.

- Gather the required evidence of completion that supports each claim for
 - professional development activity for renewal and
 - activities you claimed as related to being highly qualified (subjects marked "Educator" or "CPS" under "Submitted") on ECS.
- To see the HOUSSE (High Objective Uniform State Standard of Evaluation) and other NCLB requirements go to <http://www.isbe.net/rules/archive/pdfs/25ark.pdf> and review the rules in Appendix D of Part 25, Certification.
- 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**. It is extremely important that the materials are received in your ROE office by that date.

If there are any questions or concerns about the documentation you submitted, someone from the Regional Office will contact you. Your documentation will **not** be returned. 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

Enclosure: Educator Statement of Assurance
Teaching Certificate Audit Information

cc: ROE # «region»