

November 6, 2008

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

Dear {Teacher 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 teaching certificate. You have not responded to this request. It is essential that you do so immediately in order to preserve the validity of your teaching certificate. Please follow the following steps to ensure successful completion of the audit.

- Gather together the required evidence of completion that supports each claim for a professional development activity listed on your Statement of Assurance **and** evidence of completion for each professional development activity related to being highly qualified if you recorded any Highly Qualified HOUSSE subjects on ECS. You will not be credited for activities that are not supported by the required evidence of completion.
- 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  
Educator NCLB Highly Qualified HOUSSE Subjects  
Teaching Certificate Audit Information

cc: ISBE Educator and School Development Division

