

Memorandum



To: Selected Districts
From: ITBE
Date: January 30, 2015
Re: 41st ITBE Convention Scholarships

The 41st ITBE Annual Convention: “*Extending Learning Partnerships*” will be held on February 27 and 28, 2015 at the Chicago Marriott Naperville. This conference provides teachers of ELL and Bilingual students the chance to meet with their colleagues from across Illinois and the country. It gives them the ability to discuss issues of common concerns and identify best practices for serving these students. See the attached registration form and information about the conference.

The conference committee is offering your district the opportunity to send staff including teachers of ELL and Bilingual students or other professional school staff who work directly with ELL and Bilingual students to the conference **with expenses paid**. Expenses to be covered include:

- Conference registration paid.
- One night at the hotel paid for those traveling more than 50 miles one-way to attend the conference
- Reimbursement for dinner for those staying overnight. Lunch for two days is included in the registration.

We invite your district to encourage and support teachers’ attendance at this valuable conference.

Please complete the attached form identifying the staff who wish to attend. Funding is limited so scholarships will be awarded based on availability of funds. Please return the form electronically **by Friday, February 20, 2015** to:

Miguel Fernandez, Ph.D., ITBE Past President and Secretary
secretary@itbe.org
312-857-4823