

January, 2011

Greetings:

If you attended the Illinois Nonpublic Special Education Conference last fall, you may remember we asked if people would be interested in workshops specifically directed at new principals and directors. There was a lot of interest, so we are conducting the following presentations, noted below.

Topics will include, but not be limited to: rules, paperwork, the application process, application updates, one-on-one aides, timelines, certification, termination notices, and billing to districts. If you have a specific topic or question you would like covered, please send it to Paul or Sarah as noted below. This workshop is intended for those who have recently taken on the role of principal/director/administrator in a Special Education Facility Approved under Section 14-7.02 of the School Code of Illinois. However, it is open to any directors who may want to attend. Support people, who are involved in the process, are also welcome.

The same workshop will be presented in three locations. In conjunction with our nonpublic conference next, we hope to also have a "new director workshop." Again it would cover the same information.

There will be no charge to attend these workshops. However, **please let us know if you plan on attending** so we can better prepare.

Return e-mail will work best.

Thanks,

Paul Nijensohn
pnijenso@isbe.net

Sarah Sebert
ssebert@isbe.net

Workshop Locations

<u>March 1, 2011 Tuesday</u>	<u>March 7, 2011 Monday</u>	<u>March 8, Tuesday</u>
Joliet Trinity Services Training Center 2505 East Washington St. Joliet IL 60433	Roselle Roselle Public Library 40 South Park Street Roselle IL 60172	Springfield ISBE 1 st floor conference room 100 North 1 st Street Springfield IL 62777
<ul style="list-style-type: none">• Phone number there in case of emergency: (815) 722-0166	<ul style="list-style-type: none">• In emergency, call our office at (312) 814-5560 and someone will get a message to one of us.	<ul style="list-style-type: none">• Phone number if needed: (217) 782-5589.
9:30 to 12:30	10:00 to 1:00	9:30-12:30
		Bring quarters for parking.