

DATE: September 20, 2019

TO: Education Directors
Principals/Vice Principals
High School 9 – 12 ELA Teachers

FROM: Rabindranath Subedar, Director of Programs

CC: Marcella McCorrister, Assistant Director of Programs
Literacy Facilitators

RE: **Letter of Invite - High School ELA Roundtable
December 11 & 12, 2019**

WHO: Grade 9-12 ELA teachers

WHAT: Two-day session to promote: networking, information sharing and other professional development that will enhance literacy strategies to implement in the classroom

WHERE: MFNERC Boardroom, Unit 2 – 1100 Waverley St. Winnipeg, MB

WHEN: December 11 & 12, 2019 (9:00 – 3:00) (Lunch will be provided)

Interested schools will need to:

- Designate one ELA school teacher from your school to attend the two-day roundtable.
- Fill out the registration form and fax back to Chantel Ranville, administrative assistant by **Friday, November 29, 2019** at 204-477-4314

Travel arrangements made will be final.

Should you have any questions regarding any of the above, please contact Deborah Tegg (ext. 2210) or Chantel Ranville (ext. 2123). Thank you.



High School ELA Roundtable
December 11 & 12, 2019

Registration Form
(Please **PRINT** Clearly)

Name of School: _____

Name of ELA Teacher and Grade Level(s): _____

Phone Number: _____ Fax Number: _____

Email Address: _____

School Principal's Signature: _____

Travel by vehicle: Yes or No

Departure from: _____ First Nation

***Return mileage will be provided for each participant according to MFNERC rates at .48/km.**

Date of arrival to Winnipeg: _____ Date of departure: _____

Airfare Required: Yes or No

Airline: _____

Departure from: _____ to Winnipeg. Preferred Date: _____
Time: _____ Alternate Time: _____

Departure from: Winnipeg to _____ Preferred Date: _____
Time: _____ Alternate Time: _____

IMPORTANT:

Changes must be made through the MFNERC. Change fees will be deducted from your travel if this is requested; you cannot change your flight directly with the airline.

Travel/Accommodations Expenses:

A cheque which will include accommodations, meals, and mileage (if it applies) will be reimbursed in each participant's name upon registration..

Please fax completed form to: Chantel Ranville, Administrative Assistant at (204) 477-4314

Deadline: Friday, November 29, 2019

Confirmation letter will be emailed or faxed within four business days. Thank you.