

Head Office:

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Winnipeg Sub-Office:

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DATE: November 19, 2019

TO: **Education Directors**
Grade 12 ELA Teachers
Principals/Vice Principals

FROM: Rab Subedar, Director of Programs

CC: Marcella McCorrister, Assistant Director of Programs

RE: **Letter of Invite - Grade 12 ELA Standards Test Marking Session**

January 14 & 15, 2020

WHO: This meeting is for all Senior High ELA teachers, who have provincial exams that require marking.

WHAT: This is a two-day meeting that will focus on – preparing teachers for marking of the Grade 12 ELA Standards Tests, marking the Grade 12 ELA Standards Tests that have been written, and preparing documentation for submitted grades to Manitoba Education.

- Teachers need to:

- o Read **all** the documents in their marking package **prior to coming to the session**
- o Bring completed student exams, marking forms and materials

WHERE: Winnipeg – MFNERC Office Boardroom, Unit 2 - 1100 Waverley Street

WHEN: January 14 & 15, 2020 (9:00 – 3:00) (Lunch will be provided)

Interested schools will need to:

- Designate **ONE** ELA Grade 12 teacher from your school to attend the 2-day marking session.
- Fill out the registration form and fax back to **Chantel Ranville** in the Programs Department, by **Friday, December 13, 2019 at Fax # (204) 477 - 4314.**
- Travel arrangements made will be final.

Please note that all participants will get a flat rate for travel and accommodations for the specified dates. Airfare, if required, will be covered by the MFNERC. Any charges incurred by changes to travel itinerary is at the expense of the participant.

Should you have any questions regarding any of the above, please contact High School Literacy Facilitator Deborah Tegg at 204-594-1290 ext. 2210 or Chantel Ranville at ext. 2123

Thank you.



**January 14 & 15, 2020
ELA Marking Session
Provincial ELA Standards Test Marking**

**Registration Form
Winnipeg, MFNERC Office, Unit 2- 1100 Waverley**

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

***Each participant traveling with his or her own vehicle will get a return mileage according to MFNERC rates at \$0.48/km.**

Date of arrival to Wpg: _____ Date of departure: _____

Airfare Required Yes or No

Airline: _____

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

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

IMPORTANT:

All 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 the completed form to the attention of Chantel Ranville, Administrative Assistant of Programs Department, at (204) 477-4314 or contact her by phone at (204) 594 1290, Ext. 2123 for further details.
Registration Deadline: Friday, December 13, 2019.
Confirmation letter will be emailed or faxed within four business days. Thank you.