

MEMORANDUM TO: Directors of Education of English-language school boards

FROM: Sue Durst
Director
Curriculum and Assessment Policy Branch

Patricia Manson
Senior Executive Officer
The Literacy and Numeracy Secretariat

DATE: November 24, 2008

SUBJECT: **Reporting Template for ELL Projects**

In the letter dated June 17, 2008, your board was approved for one-time funding to develop, introduce, or further enhance board, school or classroom and student-based projects which support the Ministry of Education's English-language learner initiatives. This letter also confirmed a set of deliverables including an interim and final report.

The purpose of this memo is to provide you with detailed information about the reporting requirements for your ELL project(s).

Reporting requirements

- Two reports will be required for submission to the Ministry using the templates (see attached).
- The **interim report** is due to the ministry by **December 19, 2008** (note date change from December 5, 2008)
- The final report is due to the ministry by June 19, 2009.
- When submitting your reports, please email a copy of your approved proposal and a completed report to: Burns.Wattie@ontario.ca (note contact change)
- Please direct any questions you may have about the projects to Burns Wattie at 416-326-4044 or Burns.Wattie@ontario.ca

We look forward to hearing about the progress of your projects as they contribute to the improvement of English language learner programs and services in Ontario.

Sue Durst

Patricia Manson

Attachments

c.c.: ELL Project Leads