

April 4, 2012

Dear Mrs. Leah Christman:

Congratulations on the selection of Southern Lehigh Middle School as a host school for the 2012-2013 Teachers of Critical Languages Program (TCLP). TCLP, sponsored by the Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State is designed to increase the study and acquisition of important world languages in U.S. schools. TCLP seeks to strengthen Mandarin Chinese and Arabic language instruction at U.S. schools, while also providing selected exchange teachers the opportunity to learn about U.S. teaching methodologies, culture, and society. This program is implemented by American Councils for International Education.

Selected U.S. primary and secondary schools will host a teacher from China or Egypt to teach Mandarin Chinese or Arabic, respectively, for one academic year. Awarded host school principals will attend the TCLP Spring Workshop on May 10-12, 2012 in Washington, DC, where they will be introduced to current exchange teachers and learn about program policies and opportunities. On July 23, the 2012-13 exchange teachers will arrive in Washington, DC, where they will have a two-week Orientation. On August 2-4, 2012, the mentor teacher from each host school will come to Washington, DC to meet the exchange teachers and participate in a Host School Orientation. American Councils staff will be in touch in the near future regarding travel arrangements for the mandatory Spring Workshop and Host School Orientation.

Included in this packet are important documents containing information pertinent to the TCLP program, including the **Terms and Conditions for Program Participation** and the **Mentor Teacher Finance Forms** (W-9 and direct deposit form) required for receiving honorarium. Your **Contact and Travel Forms** are available online, and do not need to be printed or emailed.

If you decide to accept your grant, please complete and sign all program forms listed in the following **Acceptance Package Checklist**. Please submit these forms **by April 11, 2012** to confirm your program acceptance.

If you have questions about your grant please contact: [tclp@americancouncils.org](mailto:tclp@americancouncils.org)

We look forward to receiving your completed forms and working with you and your exchange teacher. Once again, congratulations on being selected as a host school for the 2012-13 Teachers of Critical Languages Program. We wish you a rewarding and enriching experience in the year ahead.

Sincerely,



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## **2012 TCLP Host School Acceptance Package Checklist**

*Congratulations once again on being selected as a 2012-2013 Teachers of Critical Languages Program Host School. Below, please find the documents we need from you.*

### **ALL FORMS ARE DUE BY WEDNESDAY, APRIL 11, 2012**

Please fax or email a signed copy of each of the following (attached to your notification email):

- 2012 Terms and Conditions for Program Participation**  
*This important agreement outlines the responsibilities of American Councils and your school. Please acquire the signature of the official authorized to approve participation in the Teachers of Critical Languages Program.*
  
- 2012 Mentor Teacher Finance Forms**  
*We will need the mentor to fill out these forms so that we can process and pay your monthly honorarium. Please also remember to send a voided check with routing and account numbers that match the form.*

Please complete the following forms online. To access your **Contact and Travel Forms**, please follow the steps below:

1. Go to <https://ais.americancouncils.org>.
2. Sign in with the following user name and password that we have created for you:  
**User name:** southern  
**Password:** SouLeh937
3. Host School Administrators: Select the **2012 Administrator Contact and Travel Form** to complete your form.
4. Mentor Teachers: Click on the **2012 Mentor Teacher Contact and Travel Form** to complete your form.
5. For both Mentors and Administrators: Please click the "Submit" button on the final page to submit your forms. If you receive an error, go back to the page indicated and correct your information before clicking the "Submit" button again. We will not consider your forms to be submitted until you have successfully completed this step.
  - Administrator Contact and Travel Forms**  
*Information provided on these forms will be used by American Councils to arrange travel for the Host School Administrator to the TCLP Spring Workshop in Washington, DC, scheduled for May 10-12, 2012. The information the Administrator provides here will also be used to create a short biography to give to your Exchange Teacher prior to your first meeting.*
  
  - Mentor Teacher Contact and Travel Forms**  
*Information provided on these forms will be used by American Councils to arrange travel for the Mentor Teacher to the Host School Orientation in Washington, DC, scheduled for August 2-4, 2012. The information the Mentor provides here will also be used to create the Mentor Teacher Profile on the TCLP website, and to create a short biography to give to your Exchange Teacher prior to your first meeting.*

In May, TCLP Staff will send you more information about your exchange teacher and conduct a mandatory three-part Online Training Course for Mentor Teachers, Community Liaisons, and other interested members of host school communities. We prefer to have every exchange teacher and host school representative meet one another in person at the Host School Orientation to follow the Department of State's Bureau of Educational and Cultural Affairs' tenets to promote mutual understanding.

Please be sure that you add the following emails to your address books, and/or have them white listed for your school email so that we can ensure that you will receive all important emails from us:

[TCLP@americancouncils.org](mailto:TCLP@americancouncils.org); [ZHovhannisyan@americancouncils.org](mailto:ZHovhannisyan@americancouncils.org); [DCassiday@americancouncils.org](mailto:DCassiday@americancouncils.org);  
[EDoton@americancouncils.org](mailto:EDoton@americancouncils.org); [SHeard@americancouncils.org](mailto:SHeard@americancouncils.org)

**If you have questions, please let us know!**

Best wishes,  
TCLP Staff