

Educator Excellence and Equity Division  
Exchange Visitor Program (EVP)  
Program Extension Payment Request

To request a program extension, please complete this form and attach a copy of the requesting school district/charter school's Letter(s) of Interest to the U.S. Department of State requesting the extension of the EVP teacher(s) named below. Attach also a check payment in the amount of \$367.00 per teacher. The check is to be made payable to the California Department of Education (CDE) and must contain the notation "EVP-Index 0590/PCA 02969."

Mail the request form, the Letter(s) of Interest, and the check payment directly to the CDE Cashier Office at the following address:

California Department of Education  
Cashier Office  
P.O. Box 515006  
Sacramento, CA 95851-5006

**Also email a copy of the request form, the Letter(s) of Interest, and the check payment to [sgutierrez@cde.ca.gov](mailto:sgutierrez@cde.ca.gov).**

School District/Charter School: Mt. Diablo Unified School District

Name of Responsible District/School Official: Dr. John Rubio

Telephone Number: 925-682-8000 ext. 4127

E-mail Address: [Rubioj@mdusd.org](mailto:Rubioj@mdusd.org)

Teacher Full Name: Carmen Mariola García Palacín

Payment Amount: \$367.00

Teacher Full Name: [Click here to enter text.](#)

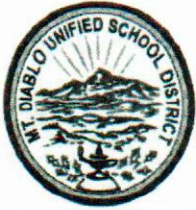
Payment Amount: [Click here to enter text.](#)

Teacher Full Name: [Click here to enter text.](#)

Payment Amount: [Click here to enter text.](#)

Check Total: \$367.00

Check Number: [Click here to enter text.](#)



MT. DIABLO UNIFIED SCHOOL DISTRICT  
JAMES W. DENT EDUCATION CENTER  
1936 Carlotta Drive  
Concord, California 94519-1358  
(925) 682-8000

Human Resources

U.S. Department of State

May 25, 2021

To whom it may concern:

It is a pleasure to write this letter requesting a program extension of the J-1 visa for Mrs. Carmen Mariola García Palacín. I am happy to outline her work and her many contributions to the Dual Language Program at Cambridge Elementary School and its community.

Mrs. Garcia Palacin has been successfully working at Cambridge Elementary for the past five years. She has taught 3rd grade, Kindergarten and for the past two years, she has been teaching Transitional Kindergarten and Kindergarten. Our program is a 50/50 program, which means that students receive instruction for half of the day in English and half of the day in Spanish. The students need to master the grade level skills in both languages, and this requires an experienced, creative, collaborative, and critical thinker teacher. Mrs. Garcia Palacin exemplifies all these skills in her practice. Additionally, she has an excellent rapport and communication with the parents of her students and the school community at large. Furthermore, Mrs. Garcia Palacin infuses cultural activities that reinforce the student's culture and introduces them to the Spanish culture.

Mrs. Garcia Palacin is a life-long learner. She actively seeks feedback about her instructional practice and asks questions when she needs information to make instructional decisions that benefit children individually and the class as a whole. She actively participates in all professional development opportunities offered by the district. Additionally, she volunteers to participate in Dual Language Committees. Furthermore, she has been fulfilling all the requirements to clear her California Teaching Credential.

Mrs. Garcia Palacin works collaboratively with her grade level partners as well as the rest of the school teachers. At District meetings, she effectively collaborates and communicates with other Dual Language teachers. Therefore, she is a valuable member of Cambridge and our District.

We have been unable to find qualified Spanish Bilingual teachers for the 2021-2022 academic year despite recruiting efforts at Universities and through numerous postings in EdJoin. Therefore, we ask for an extension for Carmen Mariola Garcia Palacin. For the 2021-22 school year, she will remain at Cambridge Elementary. She has accepted the extension. We are hiring the mentioned exchange teacher for an additional year through a contract compliant with all regulations.

I appreciate your attention to my request,

Sincerely,

A handwritten signature in blue ink, appearing to read "John Rubio".

Dr. John Rubio  
Executive Director of Human Resources  
Mt. Diablo Unified School District