**LinguaFolio® Virginia Teacher Institute**

**Fall 2017 Registration Form**

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| * **Submit one form per team.**
	+ Forms should be submitted by the Superintendent or a Division Representative authorized to act as the Superintendent’s Designee for World Languages.
	+ Each team should include **two** teachers of any modern world language whenever possible; they do not have to teach the same language. Smaller divisions may nominate a single member to be paired with a nominee from another small division.
	+ **Please note that spaces are limited, therefore successful submission of the registration form does not guarantee acceptance into the Institute. Some teams may be placed on a waiting list.**
* **Each division may nominate as many teams as you wish.**
	+ *Please make sure your nominees are available to attend the entire Institute for the dates listed before submitting their names for consideration.*
	+ Since teammates will share a room, please nominate same sex teams whenever possible. Single nominees and teams composed of opposite genders will be assigned roommates from another school division.
	+ The selection process will address regional representation and priority will be given to registering teachers who teach in high poverty areas**.**
* **Return completed registration form(s) by** **August 21, 2017**, via email attachment to Lisa.Harris@doe.virginia.gov. Questions regarding the nomination process may be directed to Dr. Lisa Harris at (804) 225-3666.
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***Please PRINT or type. Complete one form for each team.***

**DIVISION REPRESENTATIVE:** (Person making the nomination and who will be copied on confirmation emails.)

Name:       Title:

Daytime Phone No.:       Email:

School Division:

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| **TEAM INFORMATION** | **Team Member #1** | **Team Member #2** |
| **Name** |        |        |
| **Gender** |        |        |
| **Language(s) Taught** |        |        |
| **Preferred Email** |        |        |
| **Team Ranking\*:**  |        |

\*If submitting more than one team for consideration, please rank the teams in priority order for acceptance. For example, divisions submitting three teams would rank each team as #1, #2, or #3.