**Proficiency in the World Language Classroom Institute**

**Registration Form**

 **September 23-25, 2015**

**DoubleTree by Hilton\*50 Kingsmill Road\*Williamsburg, VA 23185\* (757) 220-2500**

* Submit only one form per division. Forms should be submitted by the Superintendent or a Division Representative authorized to act as the Superintendent’s Designee for World Languages.
* Each division may nominate up to four teachers per form. The selection process will address regional representation and priority will be given to registering teachers in their first three years of service who teach in high poverty areas. **Please note that spaces are limited to 50 participants, therefore, successful submission of the registration form does not guarantee acceptance into the Institute. Teachers not accepted will be placed on a waiting list.**
* *Please make sure your nominees are available to attend the entire Institute from September 23-25, 2015, before submitting their names for consideration.*
* Return completed registration form by **August 28, 2015**, via e-mail to Lisa.Harris@doe.virginia.gov or via fax to (804) 786-1597. Questions regarding the nomination process may be directed to Dr. Lisa Harris at (804) 225-3666.

**Division Representative: *Please PRINT or type. Complete one form for each division.***

School Division:

Division Representative (Person making the nomination and who will be copied on confirmation e-mails.):

Name:

Title:

Daytime Phone No.      FAX No.

E-mail:

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| --- | --- | --- | --- |
| Nominee’s Name | Language(s)  | # Years Teaching Exp. | Nominee’s E-mail |
| 1.       |       |       |       |
| 2.       |       |       |       |
| 3.       |       |       |       |
| 4.       |       |       |       |

**Lodging:**  ***DOE will pay for a maximum of 3 nights/double occupancy for teachers from divisions located 25 miles or more from the conference location. Participants who wish to stay for an additional night for the FLAVA conference must contact the hotel directly to reserve the extra night(s).***

* Is your division located 25 miles or more from the conference location? [ ] Yes [ ] No
* Lodging needed on: [ ]  Tuesday, September 22 [ ]  Wednesday, September 23

*(select a maximum of 3 nights)* [ ]  Thursday, September 24 [ ]  Friday, September 25