



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** July 20, 2018  
**TO:** Division Superintendents  
**FROM:** James F. Lane, Superintendent of Public Instruction  
**SUBJECT:** **Teaching English Learners and Students with Learning Difficulties in the Inclusive Classroom Training of Trainers (TOT)**

As part of the Virginia Department of Education's ongoing effort to support school division personnel in planning and implementing evidence-based instructional strategies and programs for English Learners (ELs), a *Teaching English Learners and Students with Learning Difficulties in the Inclusive Classroom TOT* training will be offered. This two-day training will be presented by WestEd staff as specified below:

Location	Date and Time
The Hotel Roanoke and Conference Center 110 Shenandoah Avenue Roanoke, Virginia 24016 (540) 985-5900	Monday and Tuesday September 24-25, 2018 8 a.m. – 4 p.m.*
Courtyard by Marriott Richmond North 10077 Brook Road Glen Allen, Virginia 23059 (804) 266-6900	Thursday and Friday September 27-28, 2018 8 a.m. – 4 p.m.*

\*Registration begins at 7:30 a.m.

*Teaching English Learners and Students with Learning Difficulties in the Inclusive Classroom TOT* is intended for three member teams to include a teacher or administrator representing English as a Second Language, special education, and general education. The training is designed to build participants' understanding of successful instructional strategies for ELs with learning difficulties, and to assist division teams in developing action plans to train division staff on the information learned.

**Registration and Lodging:** The Office of Continuing and Professional Education at Virginia Tech will manage online registration and lodging. A limited block of hotel rooms for participants outside of a fifty mile radius of the training location will be provided. Lodging reservations will be made during the online registration process. Please [register and reserve your lodging room, if needed, online at https://register.cpe.vt.edu/search/publicCourseSearchDetails.do?method=load&courseId=1100690&selectedProgramAreaId=24508&selectedProgramStreamId=24521](https://register.cpe.vt.edu/search/publicCourseSearchDetails.do?method=load&courseId=1100690&selectedProgramAreaId=24508&selectedProgramStreamId=24521)  
**The deadline for registration and to reserve lodging is September 5, 2018.**

**Authorized Expenses:** Evening meals, parking, and travel costs are the responsibility of attendees; however, these expenses are authorized activities and may be charged to local Title I, Part A; Title I, Part C; Title II, Part A; or Title III budgets. Materials, breakfast, and lunch will be provided.

**Cancellation:** If participants need to cancel their hotel reservations, please contact Christy Wallace, Virginia Tech Registrar, **no later than September 17, 2018**, at [wallacec@vt.edu](mailto:wallacec@vt.edu) or (540) 231-6735. Failure to advise the registrar in advance may result in lodging charges to the attendee.

For questions, please contact Dr. Lynn Sodat, Director, Program Administration and Accountability at [Lynn.Sodat@doe.virginia.gov](mailto:Lynn.Sodat@doe.virginia.gov) or 804-225-2870.

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