Attachment A

Superintendent’s Memo #012-23

January 20, 2023

# Virginia Department of Education

## 21st Century Community Learning Centers (CCLC) Grant

RFP Technical Assistance Workshop Registration Form

Please indicate which workshop the person(s) listed below will attend.

[ ]  The Hotel Roanoke & Conference Center

 110 Shenandoah Ave NW

Roanoke, Virginia 24016

**Thursday, February 16, 2023**

[ ]  J. Sargeant Reynolds Community College – Parham Road Campus

Workforce Development and Conference Center

1651 E Parham Road

Richmond, Virginia 23228

**Friday, February 17, 2023**

**REGISTRATION INFORMATION**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

**Registrant’s Name:**

**Organization:**

**Phone #:**

**Email:**

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To register, complete this form and email it **no later than Friday, February 3, 2023,** to 21stCCLC@doe.virginia.gov. Each workshop will include a question-and-answer session. As you prepare the application or seek clarification, please email questions in advance to the mailbox listed above or include them below.

Advance Questions:

Note: If you need to cancel attendance for any registrant, please notify Marsha Granderson by email at marsha.granderson@doe.virginia.gov at least five business days before the workshop.

**Workshop Locations**

**Workshops are from 9 a.m. to 4 p.m.**

**Registration begins at 8:30 a.m.**

**Thursday, February 16, 2023**

The Hotel Roanoke & Conference Center

110 Shenandoah Ave NW

Roanoke, Virginia 24016

[Directions to the Hotel Roanoke and Conference Center](https://curiocollection3.hilton.com/en/hotels/virginia/the-hotel-roanoke-and-conference-center-curio-collection-by-hilton-ROACUQQ/maps-directions/index.html)

**Friday, February 17, 2023**

Workforce Development and Conference Center located on the campus of

J. Sargeant Reynolds Community College - Parham Campus

1651 East Parham Road

Richmond, Virginia 23228

[Directions to the Workforce Development and Conference Center at J. Sargeant Reynolds Community College](https://www.google.com/maps/dir/37.635985%2C-77.475049/%4037.6385642%2C-77.5450109%2C12z)

**Recommended attendees are:**

* the grant writer;
* a representative from the school division applying for the grant;
* a representative from the organization applying for the grant;
* representatives from the schools served by the grant’s program such as principal, lead teacher, or school improvement team chair; or
* community partners and/or co-applicants.