



COMMONWEALTH of VIRGINIA  
Department of Education

**DATE:** June 23, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **Teaching English Learners and Students with Learning Difficulties in the Inclusive Classroom Training**

As part of the Virginia Department of Education's ongoing effort to ensure compliance with the *Elementary and Secondary Education Act of 2015* (ESSA), as amended, a *Teaching English Learners and Students with Learning Difficulties in the Inclusive Classroom* training will be offered. This two day professional development training will be presented by WestEd as specified below:

Location	Date and Time
Ashlawn-Highland: Event Barn 2050 James Monroe Parkway Charlottesville, Virginia 22902 434-293-8000	<i><b>Tuesday and Wednesday</b></i> September 26-27, 2017 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* training is intended for **two member teams** to include a school-level English as a Second Language educator and a special education educator of English Learners (ELs).

**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

<http://register.cpe.vt.edu/search/publicCourseSearchDetails.do?method=load&courseId=272441&selectedProgramAreaId=24508&selectedProgramStreamId=24521>.

**The deadline for registration and to reserve lodging is September 6, 2017.**

**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 18, 2017**, 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 Judy Radford, ESL Professional Development Coordinator, at [Judy.Radford@doe.virginia.gov](mailto:Judy.Radford@doe.virginia.gov) or 804-786-1692.

SRS/JR/jf

