



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

July 22, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Interpreting ACCESS Score Reports to Guide Instruction Training**

As part of the Virginia Department of Education's ongoing effort to ensure compliance with Section 3111(b) (2) of the *Elementary and Secondary Education Act of 1965* (ESEA), as amended, a one-day training titled *Interpreting ACCESS for ELLs Score Reports to Guide Instruction* will be held at the following sites on the dates specified below. Space is limited to 50 participants at each location.

Date and Time	Training Location
September 19, 2016 8 a.m. – 4 p.m.*	Ruffner Professional Development Center 3601 Ferncliff Avenue, Northwest Roanoke, Virginia 24017 540-853-2382
September 20, 2016 8 a.m. – 4 p.m.*	Eastern Henrico County Recreation Center 1440 North Laburnum Avenue Richmond, Virginia 23223 804-225-2056
September 21, 2016 8 a.m. – 4 p.m.*	Eastern Henrico County Recreation Center 1440 North Laburnum Avenue Richmond, Virginia 23223 804-225-2056
September 22, 2016 8 a.m. – 4 p.m.*	Ahren's Institute 22377 Belmont Ridge Road Ashburn, Virginia 20148 703-858-0784
September 23, 2016 8 a.m. – 4 p.m.*	Loudoun County Public Schools Administration Building 21000 Education Court Ashburn, Virginia 20148 571-252-1000
September 26, 2016 8 a.m. – 4 p.m.*	National Institute of Aerospace 100 Exploration Way Hampton, Virginia 23666 757-325-6700

Date and Time	Training Location
September 27, 2016 8 a.m. – 4 p.m.*	National Institute of Aerospace 100 Exploration Way Hampton, Virginia 23666 757-325-6700

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

The *Interpreting ACCESS Score Reports to Guide Instruction* training will provide specific information on students' academic English language proficiency. Participants will examine the different types of reports, their connection to the WIDA English Language Development Standards Framework, and how these reports can serve as a tool to initiate discussion on instruction. **This training is designed for two-person teams to include an ESL teacher and content teacher who will provide training within their respective school divisions.**

**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://www.cpe.vt.edu/reg/access/>. Your room will be charged to the Department's master account. **The deadline for registration and lodging is Monday, August 15, 2016.**

**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, Part A, budgets. Materials, breakfast, and lunch will be provided.

**Cancellation:** If participants need to cancel their hotel reservations, please contact Christy Wallace, the Virginia Tech registrar, **no later than September 12, 2016**, at [wallacec@vt.edu](mailto:wallacec@vt.edu) or **(540) 231-6735**. Failure to advise the registrar of cancellation 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