



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

May 22, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Training on Accommodations for Limited English Proficient Students**

As part of the Virginia Department of Education's ongoing effort to ensure that appropriate accommodations are provided to Limited English Proficient (LEP) students taking the Standards of Learning (SOL) assessments, training on the provision of accommodations to LEP students will be offered in four locations.

Participants in this training will gain a thorough understanding of:

- Accommodations available to LEP students for SOL assessments;
- The role of the LEP committee;
- LEP student characteristics;
- Evidence-based decision making when determining appropriate accommodations for LEP students for SOL assessments;
- The assignment of accommodations to LEP students for SOL assessments;
- The implementation of accommodations for LEP students for SOL assessments; and
- The documentation of accommodations provided to LEP students for SOL assessments.

This training will be held from 8 a.m. to 4 p.m. at each of the following locations:

Monday, August 31, 2015

Roanoke City Public Schools  
William Ruffner Professional Development Center  
3601 Ferncliff Avenue, NW  
Roanoke, VA 24017  
(540) 853-2382

Tuesday, September 1, 2015

Galax City Public Schools  
Crossroads Institute  
1117 E. Stuart Drive  
Galax, VA 24333  
(276) 236-0391

Monday, September 21, 2015

Prince William County Public Schools  
Kelly Leadership Center, Room 1101  
14715 Bristow Road,

Manassas, VA 20112  
(703) 791-7200

Tuesday, September 29, 2015  
Harrisonburg City Public Schools  
Central Office  
One Court Square  
Harrisonburg, VA 22801  
(540) 434-9916

School divisions are encouraged to register a team of at least three participants, which may include English as a Second Language (ESL) teachers, general education teachers, and building administrators. Additionally, Title III Coordinators and Division Directors of Testing may also register to attend. Participation at each training site is limited to 50 participants. Training materials, breakfast, and a working lunch will be provided for all participants. The costs of travel will be the responsibility of the participants. To register for this training, please access this brief [online registration survey](#). This registration survey will remain open until Friday, June 26, 2015.

If you have questions, please contact the assessment staff by e-mail at [student\\_assessment@doe.virginia.gov](mailto:student_assessment@doe.virginia.gov) or by phone at (804) 225-2102.

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