



COMMONWEALTH of VIRGINIA
Department of Education

August 7, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Parents as Educational Partners (PEP) Training

As part of the Virginia Department of Education's ongoing effort to ensure compliance with the parental participation requirements under Section 1118 and Section 3302(e)(1) of the *Elementary and Secondary Education Act of 1965* (ESEA), a one-day training titled *Parents as Educational Partners (PEP): School Related Curriculum for Language Minority Parents*, will be held at the following two sites on the dates specified below:

Date and Time	Training Location and Lodging Information
Wednesday, October 7, 2015 8 a.m. – 4:30 p.m.*	The Hotel Roanoke and Conference Center 110 Shenandoah Avenue Roanoke, Virginia 24016 (540) 985-5900
Wednesday, October 21, 2015 8 a.m. – 4:30 p.m.*	Marriott Newport News at City Center 740 Town Center Drive Newport News, VA 23606 (757) 873-9299

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

The purpose of the training is to provide participants a curriculum designed to assist parents of English Language Learners (ELLs) in overcoming the language and cultural barriers that may prevent them from participating fully in their children's educational experience.

The recommended attendees for the training are federal Title I, Part A; Title I, Part C; and Title III, Part A, coordinators or designees. Additional information including an online registration link and lodging details can be found at the following link: <http://www.cpe.vt.edu/reg/pep/>.

Registration: The Office of Continuing and Professional Education at Virginia Tech will manage online registration. **The registration deadline to attend the training in Roanoke is Wednesday, September 30, 2015. The registration deadline to attend the training in Newport News is Wednesday, October 14, 2015.** Participants may register online at the link above.

Lodging Costs: A limited block of hotel rooms for those outside of a fifty-mile radius of the training location will be paid by the Department. The room cost will be master-billed to the Department upon departure. **Room reservations must be made by Tuesday, September 8, 2015. It is the responsibility of attendees to make**

their own reservations. To reserve a room, call the hotel provided in the chart above and reference “Virginia Department of Education, PEP Training.”

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 the hotel directly, as well as Christy Wallace, the Virginia Tech registrar, **no later than Wednesday, September 30, 2015**, at wallacec@vt.edu or (540) 231-6735.

For questions, please contact Judy Radford, ESL professional development coordinator, at Judy.Radford@doe.virginia.gov or (804) 786-1692.

SRS/jr