



COMMONWEALTH of VIRGINIA
Department of Education

May 9, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Technical Assistance Academy for Coordinators of Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; and Title III, Part A

The Virginia Department of Education is pleased to announce a three-day technical assistance Academy on **Tuesday, July 29 through Thursday, July 31, 2014**, for division coordinators of the following programs:

Title I, Part A: *Improving the Academic Achievement of the Disadvantaged*;

Title I, Part C: *Education of Migratory Children*;

Title I, Part D: *Neglected, Delinquent, or At-risk*;

Title II, Part A: *Teacher and Principal Training and Recruiting*; and

Title III, Part A: *English Language Acquisition, Language Enhancement, and Academic Achievement*.

The Academy will be held at the DoubleTree by Hilton Richmond-Midlothian, 1021 Koger Center Boulevard, Richmond, Virginia. It will begin on Tuesday, July 29, with the opening session at 8 a.m., and it will end at 1:30 p.m. on Thursday, July 31. Breakout sessions have been designed for new as well as experienced coordinators. Registration is on a first-come, first-served basis with space limited to 300 participants. Additional information, including a topical agenda, an online registration link, and lodging details can be found at the following link: <http://www.cpe.vt.edu/vca/index.html>.

The Office of Continuing and Professional Education at Virginia Tech will manage the registration. Please register for the Academy online at the link above by the deadline of **Friday, July 11, 2014**. Questions regarding registration should be directed to Sarah Downer, Virginia Tech registrar, at sldowner@vt.edu or (540) 231-0990.

Breakfast, breaks, and lunches will be provided during the Academy. Lodging, if necessary, will be master billed. Mileage and meals not covered on the master bill may be charged to the respective local federal program in accordance with state travel guidelines.

For those outside a 50-mile radius of the Richmond area, rooms are available for the evening of Monday, July 28, Tuesday, July 29, and Wednesday, July 30. Hotel reservations are made through Virginia Tech. When registering for the conference you will be asked to indicate which night(s) you require a hotel room. You will receive your confirmation from the conference registrar not from the hotel. Driving directions to the hotel may be found at: <http://doubletree3.hilton.com/en/hotels/virginia/doubletree-by-hilton-hotel-richmond-midlothian-RICKSDT/index.html>.

If participants need to cancel reservations, please contact the hotel directly, as well as the Virginia Tech registrar, by **Monday, July 14, 2014**. If you have questions regarding the Academy, please contact Christopher Kelly, education coordinator, at Christopher.Kelly@doe.virginia.gov or (804) 225-2122.

