



COMMONWEALTH of VIRGINIA  
Department of Education

February 15, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Teacher Evaluation Spring Institute: Student Achievement Goal Setting – Practical Guidance and Practice**

The Virginia Department of Education (VDOE) is pleased to announce the Teacher Evaluation Spring Institutes: Student Achievement Goal Setting – Practical Guidance and Practice to be held at the DoubleTree By Hilton Richmond Airport on March 19, 2013. This one-day Institute will provide targeted technical assistance and professional development opportunities to school division leaders, principals, and teachers in the implementation of the Board of Education's recommended model teacher evaluation system.

The Teacher Evaluation Spring Institute will provide support to school division leaders, teachers and building administrators in the implementation of the [Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers](#) with specific attention given to using Student Achievement Goal Setting to evaluate Standard 7 - Academic Progress. Participant capacity for the Institute is limited. School divisions will be guaranteed a space for at least one participant; however, depending on the availability of space it may be possible for additional participants to attend. Please designate one individual as your guaranteed participant and have him/her complete the online registration form and rank order the list of additional participants (e-mail addresses and phone numbers will be required). Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled.

**Registration** The Office of Continuing and Professional Education at Virginia Tech will manage registration. The registration process can be completed online at <http://www.cpe.vt.edu/reg/eval/>. Online registration will close on March 6, 2013. A confirmation of registration will be sent via e-mail to registered participants.

**Institute Site** DoubleTree By Hilton Richmond Airport  
5501 Eubank Road  
Sandston, Virginia 23150

**Time** A continental breakfast will be served from 8:30 a.m. until 9:00 a.m. The Institute will begin at 9 a.m. and end by 3:30 p.m.

**Institute Materials** Participant materials and an agenda will be provided at the Institute.

**Meals** A continental breakfast and lunch will be provided at each Institute.

**Lodging** School divisions are encouraged to cover lodging and travel expenses for division participants

for the training Institute, as the cost is not assumed by the VDOE.

**Directions** Site directions to the DoubleTree By Hilton Richmond Airport may be found as follows:  
<http://doubletree3.hilton.com/en/hotels/virginia/doubletree-by-hilton-hotel-richmond-airport-RICAHDT/maps-directions/index.html>

Questions regarding registration should be directed to Nancy Rakes, project registrar, Office of Continuing and Professional Education at Virginia Tech, by e-mail at [nancyr@vt.edu](mailto:nancyr@vt.edu) or by telephone at (540) 231-2922.

Questions regarding the Teacher Evaluation Spring Institute: Student Achievement Goal Setting – Practical Guidance and Practice should be directed to Mark Allan, director, Licensure and School Leadership, by e-mail at [Mark.Allan@doe.virginia.gov](mailto:Mark.Allan@doe.virginia.gov) or by telephone at (804) 371-2471.

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