



COMMONWEALTH of VIRGINIA
Department of Education

May 10, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, 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 two-day technical assistance Academy on **Tuesday, July 30 and Wednesday, July 31, 2013**, 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 Hilton Richmond Hotel, 12042 West Broad Street, Richmond, Virginia. It will begin on Tuesday, July 30 with the opening session at 8:15 a.m., and it will end at 1:30 p.m. on Wednesday, 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 250 participants. A topical agenda is attached. A full agenda will be available on-site. Participants are asked to bring a laptop computer to access materials and presentations. The Office of Continuing and Professional Education at Virginia Tech will manage the registration. Please register for the Academy online at the link below by the deadline of **Friday, July 12, 2013**:

<http://www.cpe.vt.edu/reg/vdoecw/>. Questions regarding registration should be directed to Teresa Gallegos, Virginia Tech registrar, at gallegos@vt.edu or (540) 231-6002.

Breakfast, breaks, and lunches will be provided both days. 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 29 and Tuesday, July 30. Reservations must be made directly with the Hilton Richmond Hotel at (804) 364-3600 by the cutoff date of **Friday, July 12, 2013**. When reserving a room, please reference "VDOE Coordinators' Academy." While the room will be master billed, attendees will need to secure the reservation with a credit card and be responsible for incidentals. Driving directions to the hotel may be found at:

<http://www3.hilton.com/en/hotels/virginia/hilton-richmond-hotel-and-spa-short-pump-RICWSHF/index.html>.

If participants need to cancel, please contact the hotel directly, as well as the Virginia Tech registrar, by Tuesday, July 23, 2013. If you have questions regarding the Academy, please contact Christopher Kelly, education coordinator, at Christopher.kelly@doe.virginia.gov or (804) 225-2122.

PIW/ck

Attachment:

- a. [Topical Agenda for the 2013 Coordinators' Academy](#) (Word)