



COMMONWEALTH of VIRGINIA
Department of Education

DATE: March 2, 2018
TO: Division Superintendents
FROM: Steven M. Constantino, Ed.D., Acting Superintendent of Public Instruction
SUBJECT: Early Childhood Special Education Program Administrator Spring Institute

The Virginia Department of Education (VDOE) will offer the Leadership in Effective and Developmentally-appropriate Services (LEADS) Early Childhood Special Education (ECSE) Program Administrator Spring 2018 Institute. This one-day Institute will be April 13, 2018, in Charlottesville, Virginia from 9 a.m. – 4 p.m.

The purpose is to deliver targeted technical assistance and professional development to school division leaders who act as the program administrator for ECSE programs. Since each division is different, this may include administrators, coordinators, specialists, lead teachers, or others serving in this capacity.

The LEADS-ECSE Program Administrator Spring 2018 Institute will provide support to school division leaders in the implementation of programs for preschool children with Individualized Education Programs (IEPs) and the collection, reporting, and use of ECSE Indicator data. Specifically, participants will increase knowledge and skills about:

- indicator 6 (Educational Setting) data collection, reporting, analysis, and use to improve ECSE programs;
- successful division strategies to increase and improve inclusive practices in early childhood;
- characteristics of high-quality early childhood programs for children with IEPs; and
- state-level updates.

The VDOE will assume the cost of registration and lunch. Lodging for one night (April 12, 2018) may be provided for those who live more than 50 miles from the conference center. Those who need a hotel room must register by March 12, 2018.

Space is limited and school divisions are to register only one participant; however, two people from a division may register if the division has more than one person serving in the role of administrator for ECSE programs. 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. Provide the name, email address, and phone number of any additional participants to be placed on the wait-list. Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled.

Divisions are strongly encouraged to identify the individual(s) who has primary responsibility for ECSE programs to attend this and future LEADS events.

Registration – Registration is available at the following website: [Cvent registration for Spring Institute](#). (Registrants who plan to also attend the Early Childhood Special Education Workshop, *Thinking Outside the Bucket: Considerations for Collaborative Funding in Early Childhood* may register for both events at the link listed above.)

Institute Site – Boars Head Inn, 200 Ednam Drive, Charlottesville, Virginia 22903.

Time – Registration will be from 8:30 - 9 a.m. The Institute will begin at 9 a.m. and end by 4 p.m.

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

Meals – Lunch will be provided. Breakfast and snacks will not be provided.

Lodging – Lodging is provided by VDOE for one night (April 12, 2018) for those who live 50 miles or more from the conference center. Those who need a hotel room must register by March 12, 2018.

For questions regarding online registration, please contact [Krystle McCabe](#), Event Coordinator, at the Training and Technical Assistance Center at Virginia Commonwealth University.

Questions regarding the content of the workshop should be directed to [Dawn Hendricks](#), Early Childhood Special Education Coordinator by email or by phone at 804-225-2675.

SMC/DH

Virginia Department of Education © Commonwealth of Virginia, 2018