Attachment A, Memo No. 052-13

March 1, 2013

**Virginia Department of Education**

**21st Century Community Learning Centers (CCLC) Grant**

**Regional RFP Technical Assistance Workshop Registration Form**

Please indicate which workshop the person(s) listed below will attend.

[ ]  Montross Middle School

Montross, Virginia – Wednesday, March 20, 2013

[ ]  Workforce Development and Conference Center located on the campus of

J. Sargeant Reynolds Community College – Parham Campus

Richmond, Virginia – Thursday, March 21, 2013

[ ]  Virginia Western Community College – Natural Science Center and Community Arboretum - Roanoke, Virginia – Friday, March 22, 2013

**REGISTRATION INFORMATION**

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| **Registrant’s Name** |  | **Organization** |  | **Phone #** |  | **E-mail** |
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To register, please complete this form and e-mail it to Ms. Janet Farber at janet.farber@doe.virginia.gov or fax to (804) 371-7347 **no later than Wednesday, March 13, 2013**. In addition, each workshop will include a question-and-answer session. Please send questions in advance to Ms. Janet Farber via e-mail or fax **no later than** **Wednesday, March 13, 2013**.

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March 1, 2013

**Workshop Locations**

**Wednesday, March 20, 2013 – 8 a.m. to 2 p.m.**

Westmoreland County Public Schools

Montross Middle School

8884 Menokin Road

Montross, Virginia 22520-2934

(804) 493-9818

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| **Thursday, March 21, 2013 – 8 a.m. to 2 p.m.**Workforce Development and Conference Center located on the campus of J. Sargeant Reynolds Community College - Parham Campus1651 East Parham RoadRichmond, Virginia 23228(804) 523-2292 |

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|  **Friday, March 22, 2013 – 8 a.m. to 2 p.m.**Virginia Western Community CollegeNatural Science Center and Community Arboretum3102 Colonial Avenue Roanoke, Virginia 24015(540) 857-6492  |

**Recommended attendees are:**

* the grant writer;
* a representative from the school division applying for the grant;
* a representative from the community organization applying for the grant;
* representatives from the schools served by the grant’s program such as principal, lead teacher, or school improvement team chair; or
* community partners and/or coapplicants.