



**COMMONWEALTH of VIRGINIA  
Department of Education**

**DATE:** August 4, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT:** **LinguaFolio® Virginia Teacher Institute, October 4-5, 2017**

The Virginia Department of Education (VDOE) is pleased to announce the LinguaFolio® Teacher Institute to be held October 4-5, 2017, at the Doubletree by Hilton in Williamsburg, Virginia, as a pre-conference Institute in conjunction with the annual Foreign Language Association of Virginia (FLAVA) conference. The goal of this Institute is to provide teachers with the training needed to implement the LinguaFolio® system in their classroom and to serve as an expert in use of that system within their school division. LinguaFolio® is a portfolio that organizes the results of student performance assessments and serves as a system for accurately gauging student progress on the continuum of performance measures, including the development of language proficiency in the interpersonal, presentational, and interpretive modes.

The Institute is open to 50 world language teachers. Each school division may nominate one or more teachers to participate. Participant nominees may be any K-12 modern world language teacher or world language department chair. Participants will be expected to use the LinguaFolio® program to promote student goal-setting and student ownership of language growth in the world language classroom during the 2017-2018 school year and to share the knowledge and skills acquired with other world language teachers in their division.

The Institute will begin at 8 a.m. on October 4. Attachment B contains an agenda of the event. Materials, hotel accommodations, a continental breakfast, lunch, and dinner will be provided. Participants are required to be present for all event and meal functions.

**LinguaFolio® Teacher Institute Registration** - The cost for the Institute will be paid by VDOE. Registration is limited to 50 teachers. Divisions may submit nominations for the Institute using Attachment A. Nominations must be received by August 21, 2017. The selection process will address regional representation and priority will be given to registering teachers who teach in high poverty areas. Please note that successful submission of the registration form does not guarantee acceptance into the Institute. Applicants will be notified of their acceptance status via email in early September.

**FLAVA Conference** - Participants must also register for the FLAVA conference to qualify for participation in the LinguaFolio® Institute. FLAVA conference registration information is located on the Web at: <https://flavaweb.org/conference/flava-fall-2017-conference/fall-2017-conference-participant-registration/> . School divisions are encouraged to cover this expense as this cost is not assumed by VDOE.

**Lodging** - VDOE will fund one double-occupancy hotel room for three nights for each participating teacher from school divisions 25 miles or more from the Doubletree by Hilton Hotel in Williamsburg, Virginia. VDOE will make all lodging reservations and cancellations for those participants. Participants who wish to add on an extra night for the FLAVA conference must contact the hotel individually. School divisions are encouraged to cover the expense for the fourth night as these costs are not assumed by VDOE.

**Substitute Teachers** - School divisions may request reimbursement for substitute teacher expenses for a maximum of three days per attending teacher, by mailing Attachment C, Request for Reimbursement of Substitute Teacher Expenses, to Kortni Lindsay, COTA, 110 Shenandoah Avenue, Roanoke, VA 24016. All

reimbursement request forms must be submitted no later than October 16, 2017.

**Mileage** - School divisions are encouraged to cover travel expenses for division participants for the Institute, as this cost is not assumed by the VDOE.

**Directions** - Hotel directions for the Doubletree by Hilton in Williamsburg, Virginia, may be found at: <http://doubletree3.hilton.com/en/hotels/virginia/doubletree-by-hilton-hotel-williamsburg-WBGKRDT/maps-directions/index.html> ↗.

For program or registration questions, please contact Dr. Lisa Harris, Specialist for Foreign Languages, by email at [Lisa.Harris@doe.virginia.gov](mailto:Lisa.Harris@doe.virginia.gov) or by telephone at (804) 225-3666.

SRS/LAH/vdg

## Attachments:

- A. [Institute Registration Form](#) (Word)
- B. [Institute Agenda](#) (PDF)
- C. [Request for Reimbursement of Substitute Teacher Expenses](#) (Word)

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## Links:

[Foreign Language Association of Virginia \(FLAVA\)](#) ↗

[Learn more about LinguaFolio®](#) ↗

[Learn more about LinguaFolio® Online](#) ↗