



**COMMONWEALTH of VIRGINIA  
Department of Education**

**DATE:** August 18, 2017  
**TO:** Division Superintendents  
**FROM:** Steven R. Staples, Superintendent of Public Instruction  
**SUBJECT: Parents as Educational Partners (PEP) Training**

As part of the Virginia Department of Education's ongoing effort to ensure compliance with the parental participation requirements under the *Every Student Succeeds Act of 2015*, a one day training titled *Parents as Educational Partners (PEP): School Related Curriculum for Language Minority Parents*, will be offered. The one day training will be presented by Prince William County Public Schools PEP training staff at the following site on the date specified below:

Training Location and Lodging Information	Date and Time
Ashlawn-Highland: Event Barn 2050 James Monroe Parkway Charlottesville, Virginia 22902 434-293-8000	Thursday, November 9, 2017 8 a.m. – 4 p.m.*

\*Registration begins at 7:30 a.m.

The purpose of the training is to provide participants with a curriculum designed to assist parents of English Learners in overcoming the language and cultural barriers that may prevent them from participating fully in their children's educational experience.

Recommended attendees for the training are federal Title I, Part A; Title I, Part C; and Title III, Part A coordinators or designees.

**Registration and Lodging:** The Office of Continuing and Professional Education at Virginia Tech will manage online registration and lodging. A limited block of hotel rooms for participants outside of a fifty-mile radius of the training location will be provided. Lodging reservations will be made during the online registration process. Please register and reserve your lodging room, *if needed*, online at <http://register.cpe.vt.edu/search/publicCourseSearchDetails.do?method=load&courseId=275062&selectedProgramAreaId=24508&selectedProgramStreamId=24521>.

**The deadline for registration and lodging is October 11, 2017.**

**Authorized Expenses:** Evening meals, parking, and travel costs are the responsibility of attendees; however, these expenses are authorized activities and may be charged to local Title I, Part A; Title I, Part C; Title II, Part A; or Title III, Part A budgets. Materials, breakfast, and lunch will be provided.

**Cancellation:** If participants need to cancel their hotel reservations, please contact Christy Wallace, the Virginia Tech registrar, **no later than November 1, 2017**, at [wallacec@vt.edu](mailto:wallacec@vt.edu) or (540) 231-6735. Failure to advise the registrar in advance of cancellation may result in lodging charges to the attendee.

For questions, please contact Judy Radford, ESL Professional Development Coordinator, at [Judy.Radford@doe.virginia.gov](mailto:Judy.Radford@doe.virginia.gov) or (804) 786-1692.

SRS/JR/jf

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