



**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: December 15, 2017
TO: Division Superintendents
FROM: Steven R. Staples, Superintendent of Public Instruction
SUBJECT: Sister School Project Leaders – Site Visit to Reims, France

Since 2012, Virginia has partnered with L'Académie de Reims in France to provide an International Sister School Partner Program. On May 18, 2017, Superintendent of Public Instruction, Steven R. Staples, participated in a signing ceremony to renew the Memorandum of Understanding (MOU) between the Virginia Department of Education (VDOE) and L'Académie de Reims.

In recognition of the value of the Sister School Partnerships established through this MOU, the VDOE is pleased to announce a limited number of scholarships to fund travel by Virginia Sister School Project Leaders to visit their partner school in France. The application for this scholarship is open to new and established partner schools leaders.

The scholarship will fund a group site visit to take place in spring 2018 for four to six project leaders. Travel arrangements will be coordinated by a designated travel agency. The site visit will include joint activities with the Virginia and Reims partner school leaders, school visits, and professional development activities organized by the French Ministry of Education.

Professional development activities will take place at centers in Paris and Reims. Lodging will be provided near the centers. The number of nights included at each site will be determined based on the final timeline for scheduled activities and professional development sessions.

Activities covered by the scholarship will include:

- Round trip airfare from Virginia to Paris, France;
- Two or three nights lodging, double occupancy, in Paris, France;
- Two or three nights lodging, double occupancy hotel or host family, in Reims;
- Five days per diem expenses at the approved state rate for meals;
- Transportation to and from Paris airports via metro train;
- Round trip train fare from Paris to Reims;
- Site visits to partner schools; and
- Professional development activities.

The scholarship does not provide funding for:

- Travel to and from the Virginia airport;
- Travel day meals;
- Passport;
- Site seeing activities; and
- Personal expenses not listed above.

To apply for the scholarship, existing partner school project leaders should complete and submit Attachment A: Scholarship Application. Schools without a current sister school must also complete and submit Attachment B: School Profile to request a sister school pairing. For additional information on how to

establish a sister school partnership, see [Principals' Memo No. #1003-17](#). The deadline to submit completed scholarship applications is January 16, 2018. See Attachment A for submission details.

For additional information on the Partner School Leader Scholarship, contact Dr. Lisa Harris, Specialist for World Languages and International Education, by email at Lisa.Harris@doe.virginia.gov or by telephone at (804) 225-3666.

SRS/LH/vdg

Attachments:

- A. [Scholarship Application Form](#) (Word)
- B. [School Partnership Application \(USA-France\)](#) (Word)

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