



COMMONWEALTH of VIRGINIA  
Department of Education

May 6, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Announcing 2016 Microsoft Imagine Academy Workshops**

The Virginia Department of Education (VDOE) is pleased to announce three regional Microsoft Imagine Academy hands-on training workshops as follows:

May 18 – [Isle of Wight County registration](#)  
Smithfield High School  
14171 Turner Drive  
Smithfield, Virginia 23430

May 26 – [Culpeper County registration](#)  
Eastern View High School  
16332 Cyclone Way,  
Culpeper, Virginia 22701

June 1 – [Lee County registration](#)  
Lee County Career and Technical Center  
181 Vo Tech Drive  
Ben Hur, Virginia 24218

The Microsoft Certified Trainer will be provided by the VDOE. The training will focus on the access and use of instructional resources available through the Microsoft Imagine Academy and GMetrix testing resources. Classroom implementation of the Academy and GMetrix resources will be demonstrated and practiced by participants. Participants will also have an opportunity to take a Microsoft Office Specialist certification examination.

There is no registration fee but pre-registration is required. Participants are responsible for all meals, travel-related expenses, and lodging, if needed. This is an allowable Perkins expenditure if included in the approved local plan. All workshops will start promptly at 8:30 a.m. and end at 4 p.m. Specific parking and school entry instructions will be sent following the completed registration.

If you have questions, please contact Judith P. Sams, Microsoft Imagine Academy coordinator, Office of Career and Technical Education, at [cte@doe.virginia.gov](mailto:cte@doe.virginia.gov) or by telephone at (804) 225-3119.

SRS/LBH/aab

