



COMMONWEALTH of VIRGINIA
Department of Education

May 6, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Early Childhood Special Education Program Administrator Summer Institute

The Virginia Department of Education (VDOE) is pleased to announce the Early Childhood Special Education (ECSE) Program Administrator Summer Institute. This two-day Institute will provide targeted technical assistance and professional development opportunities to school division leaders who act as the program administrator for Early Childhood Special Education programs. Since each division is different, this may include administrators, coordinators, specialists, lead teachers, or others serving in this capacity. The Summer Institute is the initial event to develop a leadership network and to provide ongoing State directed communication and online and live professional development to those responsible for ECSE programs.

The Early Childhood Special Education Program Administrator Summer Institute will provide support to school division leaders in the implementation of programs for preschool children with Individualized Education Programs (IEPs) and the collection, reporting, and use of ECSE Indicator data. Participants will:

- Increase knowledge and skills about:
 - The VDOE's goals for ECSE and activities designed to impact Virginia's State Systemic Improvement Plan (SSIP) to increase graduation rates for students with disabilities;
 - Collection of Indicator 6 (Educational Setting) data with an eye toward accuracy;
 - Collection of Indicator 7 (Child Outcomes) data with an eye toward quality and integrity;
 - Using data to impact ECSE programs;
 - Enhancing inclusive opportunities for students with IEPs; and
 - Resources that support increased 619 data quality.
- Learn about Regulations related to ECSE for children of preschool ages;
- Have an opportunity to discuss key challenges; and
- Learn about successful division strategies and engage in peer-to-peer discussions about quality 619 data.

The Institute will be August 9 and 10, 2016 in Charlottesville, Virginia. Registration is on a first-come, first-served basis. The VDOE will assume the cost of registration, lodging (two nights), and breakfast and lunch for the first 90 participants. Those unable to register as one of the 90 funded participants may still attend but must assume the cost of lodging and food.

School divisions are to register only one participant; however, depending on the availability of space it may be possible for additional participants to attend. Please designate one individual as your guaranteed participant and have him/her complete the online registration form. Provide the name, e-mail address, and phone number of any additional participant. Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled.

Registration – The Training and Technical Assistance Center (TTAC) at George Mason University will manage registration, which will open on May 13, 2016. Since registration is on a first-come, first-served basis, Directors of Special Education should ensure that their designated ECSE Coordinator accesses the link as soon as possible on or after May 13, 2016 at <http://bit.ly/ECSE16>.

Institute Site – Charlottesville, Virginia

Time - Day 1: A continental breakfast will be served from 8:30 a.m. until 9 a.m. The Institute will begin at 9 a.m. and end by 4 p.m.

- Day 2: A continental breakfast will be served from 8:30 a.m. until 9 a.m. The Institute will begin at 9 a.m. and end by 2 p.m.

Institute Materials – Participant materials and an agenda will be provided at the Institute.

Meals – A continental breakfast and lunch will be provided each day of the Institute.

Lodging – Lodging is provided by VDOE for two nights: August 8 and 9, 2016.

For questions regarding online registration, please contact Dionne Paul-Wiggins, administrative support, or Lynn Wiley, director, at the TTAC at George Mason, by phone at (703) 993-4496 or by e-mail at dpaulwig@gmu.edu or hwiley@gmu.edu. Questions regarding the content of the ECSE Program Administrator Summer Institute should be directed to Dawn Hendricks, Early Childhood Special Education Coordinator by e-mail at Dawn.Hendricks@doe.virginia.gov. You can also contact Dorothy Johnson by e-mail at Dorothy.Johnson@doe.virginia.gov or by telephone at (804) 225-2066.

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