



COMMONWEALTH of VIRGINIA
Department of Education

June 23, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Training on Accommodations for Limited English Proficient Students

As part of the Virginia Department of Education's ongoing effort to ensure that appropriate accommodations are provided to Limited English Proficient (LEP) students taking the Standards of Learning (SOL) assessments, training on the provision of accommodations to LEP students will be offered in four locations in August 2016.

Participants in this training will gain a thorough understanding of:

- Accommodations available to LEP students for SOL assessments;
- The role of the LEP committee;
- LEP student characteristics;
- Evidence-based decision making when determining appropriate accommodations for LEP students for SOL assessments;
- The assignment of accommodations to LEP students for SOL assessments;
- The implementation of accommodations for LEP students for SOL assessments; and
- The documentation of accommodations provided to LEP students for SOL assessments.

This training will be held from 8 a.m. to 4 p.m. at each of the following locations:

Monday, August 15, 2016

Manassas City Public Schools
Mayfield Intermediate School
9400 Mayfield Court
Manassas, Virginia 20110
(571) 377-6600

Wednesday, August 17, 2016

Norfolk City Public Schools
Bay View Elementary School
1434 E. Bay View Boulevard
Norfolk, Virginia 23503
(757) 531-3030

Monday, August 22, 2016

Martinsville City Public Schools
Administrative Offices and Community Learning Center
746 Indian Trail

Martinsville, Virginia 24112
(276) 403-5820

Monday, August 29, 2016

Albemarle County Public Schools
Albemarle County Office Building
Room 241
401 McIntire Road
Charlottesville, Virginia 22902
(434) 296-5832

School divisions are encouraged to register a team of at least three participants, which may include English as a Second Language (ESL) teachers, general education teachers, school test coordinators, and building administrators. Additionally, Title III Coordinators and Division Directors of Testing may also register to attend. Participation at each training site is limited to 50 participants. Training materials, breakfast, and a working lunch will be provided for all participants. The costs of travel will be the responsibility of the participants. To register for this training, please complete this brief [online registration survey](#). This registration survey will remain open until Monday, August 1, 2016.

If you have questions, please contact the assessment staff by e-mail at student_assessment@doe.virginia.gov or by phone at (804) 225-2102.

SRS/RF/cd