



**COMMONWEALTH of VIRGINIA**  
**Department of Education**

September 30, 2016

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Early Childhood Special Education Program Administrator Fall Institute**

The Virginia Department of Education (VDOE) will offer the Early Childhood Special Education (ECSE) Program Administrator Fall Institute. This one-day Institute will be November 14, 2016, in Charlottesville, Virginia from 9 a.m. - 3:30 p.m. The purpose is to deliver targeted technical assistance and professional development to school division leaders who act as the program administrator for ECSE programs. Since each division is different, this may include administrators, coordinators, specialists, lead teachers, or others serving in this capacity.

The Early Childhood Special Education Program Administrator Fall 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. Specifically, the following sessions will be provided:

- Increasing the accuracy of the collection and reporting of Indicator 6 (Educational Setting) data;
- Using Indicator 6 (Educational Setting) data to improve ECSE programs; and
- Learning about successful division strategies and engaging in peer-to-peer discussions about quality 619 data.

The VDOE will assume the cost of registration and breakfast and lunch. Lodging for one night (November 13, 2016) may be provided for those who live more than 50 miles from the conference center.

Space is limited and school divisions are to register only one participant; however, two people from a division may register if the division has more than one person serving in the role of administrator for ECSE programs. Further, 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, email address, and phone number of any additional participant to be placed on the wait-list. Registration for available additional participants will be provided on a first-come, first-served basis until all participant spaces are filled.

**Registration** – Registration is available at the following website <http://conta.cc/2cZCdPF>.

**Institute Site** – The DoubleTree Hotel in Charlottesville, Virginia located at 990 Hilton Heights Road, Charlottesville, VA 22901

**Time** – Registration and continental breakfast will be from 9 a.m. - 9:30 a.m. The Institute will begin at 9:30 a.m. and end by 3:30 p.m.

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

**Meals** – A continental breakfast and lunch will be provided.

**Lodging** – Lodging is provided by VDOE for one night (November 13, 2016) for those who live 50 miles or more from the conference center.

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 email at [dpaulwig@gmu.edu](mailto:dpaulwig@gmu.edu) or [hwiley@gmu.edu](mailto: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 email at [Dawn.Hendricks@doe.virginia.gov](mailto:Dawn.Hendricks@doe.virginia.gov). You may also contact Dorothy Johnson by email at [Dorothy.Johnson@doe.virginia.gov](mailto:Dorothy.Johnson@doe.virginia.gov); telephone (804) 225-2066.

SRS/DH/dj