



COMMONWEALTH of VIRGINIA
Department of Education

May 1, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Technical Assistance Academy for Coordinators of Title I, Part A; Title I, Part C; Title I, Part D; Title II, Part A; and Title III, Part A

The Virginia Department of Education is pleased to announce a three-day technical assistance Academy on **Wednesday, July 22 through Friday, July 24, 2015**, for division coordinators of the following programs:

Title I, Part A: *Improving the Academic Achievement of the Disadvantaged;*

Title I, Part C: *Education of Migratory Children;*

Title I, Part D: *Neglected, Delinquent, or At-risk;*

Title II, Part A: *Teacher and Principal Training and Recruiting;* and

Title III, Part A: *English Language Acquisition, Language Enhancement,
and Academic Achievement.*

The Academy will be held at the DoubleTree by Hilton Hotel Roanoke & Conference Center, 110 Shenandoah Avenue Northwest, Roanoke, Virginia 24016. It will begin on Wednesday, July 22, with the opening session at 8 a.m., and it will end at 1:30 p.m. on Friday, July 24. Breakout sessions have been designed for new and experienced coordinators. Registration is on a first-come, first-served basis with space limited to 300 participants. Additional information, including a topical agenda, online registration, and lodging details can be found at the following link: <http://www.cpe.vt.edu/vca/index.html>.

The Office of Continuing and Professional Education at Virginia Tech will manage the registration and make the hotel reservations. Please use the link above to register for the Academy. Participants *requiring lodging* must register no later than **Friday, June 19, 2015**. Other participants *not requiring lodging* may register no later than **Wednesday, July 8, 2015**.

If you are travelling 50 miles or more from the Roanoke area to attend the Academy, rooms are available for the evening of Tuesday, July 21, Wednesday, July 22, and Thursday, July 23. When registering, indicate the dates you are attending the Academy and the night(s) you require lodging. The conference registrar will provide confirmation of registration.

Lodging, if necessary, will be master billed. Breakfast, breaks, and lunch will be provided during the Academy. Mileage and meals not covered on the master bill may be charged to the respective local federal program in accordance with state travel guidelines.

Driving directions to the hotel may be found at: <http://doubletree3.hilton.com/en/hotels/virginia/hotel-roanoke-and-conference-center-a-doubletree-by-hilton-ROASWDT/index.html>

Questions regarding registration should be directed to Jeneen Preston, Virginia Tech registrar, at pjeneen7@vt.edu or (540) 231-3306. If you need to cancel your reservation, contact the Virginia Tech registrar no later than **Wednesday, July 8, 2015**. Failure to advise the registrar in advance may result in lodging charges to the attendee.

If you have questions regarding the Academy, please contact Christopher Kelly, education coordinator, at Christopher.Kelly@doe.virginia.gov or (804) 225-2122.

SRS/ck