



COMMONWEALTH of VIRGINIA
Department of Education

August 7, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Expediting Comprehension for English Language Learners (ExC-ELL) 101 Institute

As part of the Virginia Department of Education's ongoing effort to ensure compliance with Section 3111(b)(2) of the *Elementary and Secondary Education Act of 1965* (ESEA), an **ExC-ELL 101 Institute** for educators of English Language Learners (ELLs) will be offered. This two-day professional development training will be presented by Dr. Margarita Calderón & Associates at the following site on the dates specified below:

Date and Time	Institute Location and Lodging Information
ExC-ELL 101 Thursday and Friday, September 10-11, 2015 8 a.m. – 4:30 p.m.*	The Hotel Roanoke and Conference Center 110 Shenandoah Avenue Roanoke, Virginia 24016 (540) 985-5900

*Note: Registration begins at 7:30 a.m.

The **ExC-ELL 101 Institute** is intended for kindergarten through grade 12 educators of ELLs. The two-day training will present, model, and engage participants in research-based instructional strategies for integrating academic language, reading comprehension, and writing strategies into the content areas to assist ELLs in mastering academic content.

Registration: Additional information including an online registration link and lodging details can be located at the following link: <http://www.cpe.vt.edu/reg/excell>. The Office of Continuing and Professional Education at Virginia Tech will manage online registration. **The deadline for registration is Thursday, September 3, 2015.**

Lodging Costs: A limited block of hotel rooms for those outside of a fifty-mile radius of the training location will be paid by the Department. The room cost will be master-billed to the Department upon departure. **Room reservations must be made by Friday, August 14, 2015. It is the responsibility of attendees to make their own reservations.** To reserve a room, call the hotel provided in the chart above and reference "Virginia Department of Education, *ExC-ELL 101 Institute*."

Authorized Expenses: Evening meals, parking, and travel costs are the responsibility of attendees; however, these expenses are authorized activities and may be charged to local Title I, Part A; Title I, Part C; Title II, Part A; or Title III, Part A, budgets. Materials, breakfast, and lunch will be provided.

Cancellation: If participants need to cancel their hotel reservations, please contact the hotel directly, as well as Christy Wallace, the Virginia Tech registrar, no later than Thursday, **September 3, 2015**, at wallacec@vt.edu or (540) 231-6735.

For questions, please contact Judy Radford, ESL professional development coordinator, at Judy.Radford@doe.virginia.gov or (804) 786-1692.

SRS/jr