



**COMMONWEALTH of VIRGINIA
Department of Education**

August 22, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Parents as Educational Partners (PEP) Workshop

As part of the Virginia Department of Education's ongoing effort to ensure compliance with the parental participation requirements under Section 1118 and Section 3302(e)(1) of the *Elementary and Secondary Education Act of 1965* (ESEA), a one-day workshop titled *Parents as Educational Partners (PEP): School Related Curriculum for Language Minority Parents*, will be held at the following two sites on the specified dates below:

Date and Time	Workshop Location and Lodging Information
Tuesday, October 14, 2014 8 a.m. – 4:30 p.m.*	Richmond Hilton Hotel and Spa at Short Pump 12042 West Broad Street Richmond, Virginia 23233 (804) 364-3600
Tuesday, October 28, 2014 8 a.m. – 4:30 p.m.*	The Hotel Roanoke & Conference Center 110 Shenandoah Avenue Roanoke, Virginia 24016 (540) 985-5900

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

The purpose of the workshop is to provide participants a curriculum designed to assist parents of English Language Learners (ELLs) in overcoming the language and cultural barriers that may prevent them from participating fully in their children's educational experience.

The recommended attendees for the workshop are federal Title I, Part A; Title I, Part C; and Title III, Part A, coordinators or designees. Additional information including an online registration link and lodging details can be found at the following link: <http://www.cpe.vt.edu/reg/pep/>.

Registration: The Office of Continuing and Professional Education at Virginia Tech will manage online registration. **The deadline for registration is Tuesday, October 7, 2014.** Participants may register online at the link above.

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 Thursday, September 18, 2014. 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, PEP Workshop.”

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 Tuesday, October 7, 2014, at (540) 231-6735 or (540) 231-5182, or wallacec@vt.edu.

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

SRS/JR