



**COMMONWEALTH of VIRGINIA
Department of Education**

August 22, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Using Classroom-Level Data to Improve the Achievement of English Language Learners (ELLs)

As part of the Virginia Department of Education’s ongoing effort to ensure compliance with Section 3115 (c)(2) of the *Elementary and Secondary Education Act of 1965* (ESEA), seven one-day trainings titled, **Using Classroom-Level Data to Improve the Achievement of English Language Learners (ELLs)**, will be provided by World-Class Instructional Design and Assessment (WIDA) trainers to educators of English Language Learners (ELLs). It is strongly recommended that participating divisions send a two-member team consisting of an ESL teacher and a content teacher. Divisions that were in Title III improvement during the 2013-2014 school year are highly encouraged to participate in this training opportunity.

The one-day trainings are designed to assist teachers in analyzing classroom-level data from a language perspective to make instructional decisions that will assist ELLs in accessing classroom content in a meaningful way. Participants will be introduced to a data analysis process that can be applied to their own classroom data. After attending the workshop, participants will be able to:

- Describe the connection between the English Language Development (ELD) Standards Framework and classroom data;
- Identify patterns and trends from various data sets (i.e., unit/lesson plans and related materials, student work, and gradebooks); and
- Synthesize key findings from data to inform classroom practices.

The one-day trainings will be held at the following locations on the dates and times specified below.

| 2014 Dates | Time | Workshop Location and Lodging Information |
|-------------------|---------------------|---|
| September 23 | 8 a.m. – 4:30 p.m.* | DoubleTree by Hilton Richmond-Midlothian 1021 Koger Center Boulevard Richmond, VA 23235 (804) 379-3800 |
| September 24 | 8 a.m. – 4:30 p.m.* | DoubleTree by Hilton Richmond-Midlothian 1021 Koger Center Boulevard Richmond, VA 23235 (804) 379-3800 |

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| September 25 | 8 a.m. – 4:30 p.m.* | DoubleTree by Hilton Richmond-Midlothian 1021 Koger Center Boulevard Richmond, VA 23235 (804) 379-3800 |
| October 7 | 8 a.m. – 4:30 p.m.* | Marriott Newport News at City Center 740 Town Center Drive Newport News, VA 23606 (757) 873-9299 |
| October 9 | 8 a.m. – 4:30 p.m.* | Fredericksburg Hospitality House Hotel and Conference Center 2801 Plank Road Fredericksburg, VA 22401 (540) 786-8321 |
| October 29 | 8 a.m. – 4:30 p.m.* | DoubleTree by Hilton Charlottesville 990 Hilton Heights Road Charlottesville, VA 22901 (434) 973-2121 |
| October 31 | 8 a.m. – 4:30 p.m.* | The Hotel Roanoke and Conference Center 110 Shenandoah Ave Roanoke, VA 24016 (540) 985-5900 |

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

Additional information, including an online registration link and lodging details, are available at the following link: http://www.cpe.vt.edu/reg/d_ataclass. The Office of Continuing and Professional Education at Virginia Tech will manage online registration. **The deadline for registration is Monday, September 15, 2014.**

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, September 12, 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, *Using Classroom-Level Data to Improve the Achievement of English Language Learners (ELLs)*.”

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 Monday, September 15, 2014, at (540) 231-6735 or (540) 231-5182 or wallacec@vt.edu.

Questions should be addressed to Judy Radford, ESL coordinator, at judy.radford@doe.virginia.gov or (804) 786-1692, or Stacy Freeman, Title III specialist, at stacy.freeman@doe.virginia.gov or (804) 371-0778.

SRS/JR