



COMMONWEALTH of VIRGINIA  
Department of Education

August 23, 2013

TO: Division Superintendents

FROM: Patricia I. Wright, Superintendent of Public Instruction

**SUBJECT: Parents as Educational Partners (PEP) Fall Professional Development Institute**

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 fall professional development Institute, 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	Institute Location and Lodging Information
Thursday, October 24, 2013  8:30 a.m. – 4 p.m.	The Hotel Roanoke & Conference Center 110 Shenandoah Avenue Roanoke, Virginia 24016 (540) 985-5900
Tuesday, October 29, 2013  8:30 a.m. – 4 p.m.	Sheraton Park South Hotel 9901 Midlothian Turnpike Richmond, Virginia 23235 (804) 323-1144

The purpose of the Institute 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 Institute 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 Polytechnic Institute and State University (Virginia Tech) will manage online registration. **The deadline for registration is Friday, October**

**18, 2013.** Participants may register online for the Institute 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 **Tuesday, October 1, 2013.** **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 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 reservations, please contact the hotel directly, as well as Nancy Rakes, the Virginia Tech registrar, no later than Friday, October 18, 2013, at (540) 231-2922 or (540) 231-5182 or [nancyr@vt.edu](mailto:nancyr@vt.edu).

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

PIW/jr