

Virginia Department of Education
Key Instructional Leader Forum on *No Child Left Behind*

RESPONSE FORM

**Please complete one form per school division, and
return to Diane Jay by fax (804) 371-7347
no later than March 10, 2003.**

Registration: 9 a.m.
Meeting: 9:30 a.m. to 3 p.m.

Target Audience:
Key Instructional Leaders
Space is limited to two key instructional leaders from a school division.

ATTENDEES
(Please type or print clearly.)

School Division: _____

Name _____ Title _____

Phone (____) _____ Fax (____) _____ E-mail _____

Each hotel is offering a hot buffet lunch to forum attendees (\$12, inclusive, in Roanoke and \$11, inclusive, in Richmond). In order to advise the hotel, indicate if you will participate. YES ___ NO ___
(If yes, it would be helpful to have the exact cash payment available.)

Name _____ Title _____

Phone (____) _____ Fax (____) _____ E-mail _____

Each hotel is offering a hot buffet lunch to forum attendees (\$12, inclusive, in Roanoke and \$11, inclusive, in Richmond). In order to advise the hotel, indicate if you will participate. YES ___ NO ___
(If yes, it would be helpful to have the exact cash payment available.)

Please advise Diane Jay at 804/225-2905 (djay@pen.k12.va.us) of any attendee changes.

Check location attending.

Regions V, VI, and VII

March 19

Hotel Roanoke

540/985-5900

Government Room Rate: \$59

Reservation cut-off date 3/5/03

Regions I, II, III, IV, VIII

March 25

Holiday Inn I-64 & West Broad St.

(Exit 183, Broad St., Rt. 250 East)

804/285-9951

Government Room Rate: \$77

Reservation cut-off date 3/10/03