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**NORTH DAKOTA DEPARTMENT OF
PUBLIC INSTRUCTION**

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TO: District Superintendents, Assistant Superintendents, School Principals, Special Education Directors, and ELL Coordinators
FROM: Lodee Arnold, Assistant Director, Indian/Multicultural Education
DATE: October 29, 2015
RE: WIDA Data Analysis Training

The North Dakota Department of Public Instruction (NDDPI) is happy to announce an upcoming WIDA Data Analysis Training for administrators, ELL coordinators, ELL teachers, and general education teachers. This training is critical if your district participates in the Title III program and has not met AMAOs for more than two consecutive years.

Participants will be introduced to the data analysis cycle and apply this process to various sets of data. Participants will have time to analyze data, identify areas of improvement, and develop a plan for implementation including goals, activities, resources, and timelines.

This two-day training is scheduled for December 1-2, 2015, at the Radisson Inn in Bismarck, North Dakota from 8:00 AM – 4:00 PM. Registration will begin at 7:30 each day. Teams must attend both days.

Online registration can be found at www.surveymonkey.com/r/MJYW8BX. Districts must register a team including at least one administrator, one general education teacher, and one ELL teacher. The team must have a minimum of three members and cannot have more than six educational professionals. Other team members could include: counselors, strategists, Title I teachers, literacy coordinators, literacy coaches, data coordinators, school psychologists, etc. Each team will need to bring a laptop computer.

Upon completion of the online registration, please mail your registration fee to the NDDPI. Participants will not be considered fully registered or receive a confirmation notice until payment has been received. Checks, money orders, or cash will be accepted only. If you do not receive a confirmation letter via email, contact Jill Frohlich at (701) 328-2254.

Please print the registration page before clicking the submit button in order to assist with requesting payment from your business office. Registration confirmation is sent upon receipt of payment.

The registration fee is \$50.00 per person. The registration fee covers all resource materials, breakfast, lunch, and refreshment breaks for both days of the training. The deadline to register is November 25, 2015. Please mail registration fees to:

WIDA Data Analysis Training Conf. # 44
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

Cancellation Policy/Late Registrants

Submitting the online registration signifies that you are registered for this training and that you will be attending. We understand that circumstances may prevent you from attending the training after your registration and/or payment has been submitted. **Therefore, regardless of whether or not payment has been made, please notify our office if your plans change and you will no longer be attending.** Substitutes will be accepted for paid registrants up until Wednesday, November 25, 2015. You can also submit a written request to refund the registration fee prior to Wednesday, November 25, 2015. Send requests for substitutions or refund requests to Jill Frohlich at jmfrohlich@nd.gov . **If this deadline is not met, the registration fee becomes non-refundable as the department will be charged for all confirmed meals and training supplies.**

Sleeping Rooms

A block of sleeping rooms will be held under NDDPI-WIDA Data Analysis Training. Please call the Radisson at (701) 255-6000 to make your own lodging reservations.

If you have any questions regarding the training, please contact me at laarnold@nd.gov or (701) 328-1876 or Jill Frohlich at jmfrohlich@nd.gov or (701) 328-2254.