

**PRINCIPALS NEEDS ASSESSMENT****Virginia Department of Education and Virginia Association of Secondary School Principals**

Virginia Middle and High School Principals

Conference and Exposition

Williamsburg, Virginia

June 23-26, 2002

The Virginia Department of Education (VDOE) and the Virginia Association of Secondary School Principals (VASSP) are seeking your input in developing an annual summer conference that addresses your instructional, administrative, and personal needs. We invite you to submit topics and names of presenters to be considered for inclusion in the annual Virginia Middle and High School Principals Conference and Exposition. The theme of the conference is **“Enhancing the Leadership Mind.”**

Please complete this form and return it no later than **March 1, 2002**. Be as thorough as possible. In addition to planning the summer conference, VDOE and VASSP will use the needs assessment results to help determine additional training needs.

If you need additional space, please attach additional sheets to this form. If you have any questions, please call Randy Barrack at VASSP, 804-288-2777, or Pat Wright at VDOE, 804-225-2979.

Submit your completed NEEDS ASSESSMENT to: Annual Summer Conference

VASSP

Box K170

Richmond, Virginia 23288

FAX: (804) 285-1379

Please Type or Print:

**Required Information:**

Current Position (√): Principal \_\_\_\_\_ Assistant Principal \_\_\_\_\_ Middle School \_\_\_\_\_ High School \_\_\_\_\_

***This information is optional and will be held confidential.***

Your Name \_\_\_\_\_

Title \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

**SECTION I:**

1. Please provide a specific description of your INSTRUCTIONAL NEEDS: \_\_\_\_\_

2. Please provide a specific description of your ADMINISTRATIVE NEEDS: \_\_\_\_\_

3. Please provide a specific description of your PERSONAL NEEDS (e.g., motivational, camaraderie): \_\_\_\_\_

**SECTION II:**

Recommended Conference Topics (in priority order):

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Recommended Conference Presenter for Topics: (use additional paper if necessary)

Suggested Format (circle): concurrent                      general session                      clinic                      roundtable discussion

Name \_\_\_\_\_

Topic \_\_\_\_\_

Position \_\_\_\_\_

School/Organization \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Telephone \_\_\_\_\_

This recommendation is submitted in the following strand(s): (Place a check mark (√) in the most appropriate box.)

Strand	Middle Level	High School Level	All Levels
SOL/Curriculum & Instruction/Remediation			
SOA/Accountability			
Assessment & Data Analysis			
Instructional Technology			
Student Services and Programs			
Professional Development and Resources			
School Administration & Management			