

## 2003 PRINCIPALS NEEDS ASSESSMENT

Virginia Middle and High School Principals  
Conference and Exposition  
Williamsburg, Virginia  
June 22-25, 2003

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 **“Developing The Leader Within You.”**

Please complete this form and return it no later than **March 15, 2003**. 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 Maureen B. Hajar at VDOE, 804-225-2880.

Submit your completed NEEDS ASSESSMENT to: Annual Summer Conference  
VASSP  
Box K 170  
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			
<i>NCLB</i> / AYP/Teacher Quality/LEP			
Assessment & Data Analysis			
Instructional Technology			
Student Services and Programs			
School Administration & Management			