Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

Response Form
MENTOR TEACHER INSTITUTE
JUNE 17-18, 2003

Sheraton Richmond West Hotel*
6624 West Broad Street
Richmond, Virginia 23230
Phone: (800) 325-3535

*** This registration form is for the institute only. Please contact the Sheraton Richmond West Hotel by May 30, 2003, and reference the Mentor Teacher Institute to make lodging reservations at the state rate of $77 per night. Institute participants will be reimbursed for travel, meal, and lodging expenses in accordance with state travel regulations.***

(Please print or type.)

Name: _____
Title First Name Middle Initial Last Name

Position: _____

School, Institution of Higher Education, or Other Affiliation:

_____

School Mailing Address: _____

_____ School Phone: _____

Summer Mailing Address: _____

_____ Summer Phone: _____

Fax: _____ Summer E-mail: _____

Please return this response form by May 16, 2003, to:

Ms. Priscilla B. Clayborne, Executive Secretary
Office of Teacher Quality Enhancement
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120
FAX: (804) 786-6759