

2004 PRINCIPALS NEEDS ASSESSMENT

Virginia Middle and High School Principals
Conference and Exposition
The Homestead, Hot Springs, VA
June 27-30, 2004

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 **“Maximizing Leadership for Learning.”**

Please complete this form and return it no later than **March 1, 2004**. 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/special education			
Assessment & Data Analysis			
Instructional Technology			
Student Services and Programs			
School Administration & Management			

