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

Response Form Due by June 10, 2005
MENTOR TEACHER INSTITUTE
June 22-24, 2005

Renaissance Portsmouth Hotel and Waterfront Conference Center
425 Water Street
Portsmouth, Virginia 23704
Phone: (757) 673-3000

Please return by June 10, 2005. Please contact the Renaissance Hotel by June 3, 2005, and reference the Mentor Teacher Institute to make lodging reservations at the state rate of $123.00 per night. Institute participants will be reimbursed for travel, meal, and lodging expenses in accordance with state travel regulations.

Registration for Mentor Training- June 22, 23, & 24, 2005

Name: _____
Title First Name Middle Initial Last Name
Division_____

School Name & Mailing Address:_____
_____Daytime Phone:_____
Fax:_____Email:_____

Registration for Principals and Mentor Program Administrators

June 23, 2005-Sessions on Building a Framework For Effective Mentor Teacher Programs
June 24,2005- Session on The Evaluation of Mentor Programs

Name: _____
Title First Name Middle Initial Last Name
Division_____

School Name & Mailing Address:_____
_____Daytime Phone:_____
Fax:_____Email:_____

Please return this response form by June 10, 2005:

Mrs. Denise Freeman, Administrative Secretary
Office of Teacher Quality Enhancement
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120
FAX: (804) 225-3671