Please complete the attached Medicaid and Schools registration form and return to:

Mary Katharine Easter
Office of Student Services
Virginia Department of Education
P. O. Box 2120
Richmond, VA 23218-2120
Mary.Katharine.easter@doe.virginia.gov

Phone: (804) 692-0150
Fax (804) 371-8796

**RETURN BY September 23, 2005**

**School Division** _____

**Contact Name** _____ **E-mail address** _____

**Address** _____ **Phone (___)**_____

**Name of Participants:** **Please check dates attending**

| Name | Position | E-Mail Address | Attending Oct. 17 | Attending Oct. 18 |
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**Special accommodations needed:** _____

**Each school division contact person will receive an e-mail confirmation. The Doubletree Hotel in Charlottesville, Virginia will hold 60 rooms on October 16, and 40 Rooms on October 17 at government rates ($65 + tax) as long as they are available. Each school division will be responsible for their own travel and hotel accommodations. To receive government rate, you may call the hotel direct at 434-973-2121 or 800-494-9467 and reference the Medicaid and Schools Training.**