



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Peter McWalters
Commissioner

TO: LEP Directors and Coordinators
FROM: Maria F. Lindia
RE: Mandatory LEP Census Training
DATE: September 5, 2007

Welcome back to a new and hopefully exciting school year. The LEP Census training has been scheduled for October 1-2. There are a few changes in the census this year such as collecting data from the W-APT. To be sure that we all know what the changes are and how to maintain the census you must register for one of the following sessions. New Directors or new data input staff should register for the first session October 1st at 9:00 am.

Monday, October 1 st	*9:00am-11:30 am	12:30 pm-3:00 pm
Tuesday, October 2 nd	9:00am-11:30 am	12:30 pm-3:00 pm

* For new members only

Location: RI Department of Education
6th Floor, Computer Lab

The LAB has only a few computers, so we can only accommodate 12 people at a time. The LEP Director/Coordinator and Data Input Staff person must come together.

We rely on the LEP Census to create state and federal reports and FTE allocations; therefore we must ensure that they are accurate. I also urge you to bring with you questions or concerns that you have encountered last year, or anything that you would like to add to the process.

Please do not come in without registering prior to that date. To register for one of the sessions you need to go online to <http://www.eride.ri.gov> and click on Trainings and Workshops link on the left side. There will be a list of workshops, locate the one that you would like and click on sign up. Complete the registration form online and click sign up. Within moments you will receive an email confirmation to the email address that you provided on the registration form.

The RI Department of Education will pay for **two hours** of parking in the **Convention Center Parking Lot ONLY!** Bring your ticket that you will receive at the parking lot with you to the training in the computer lab so that we can stamp it.

We will share with you a guidance manual with step-by-step directions. If you have further questions please contact Maria Lindia at 222-8494 or email maria.lindia@ride.ri.gov.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

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