



GOOCHLAND
HANOVER
HENRICO

J. SARGEANT REYNOLDS COMMUNITY COLLEGE

LOUISA
POWHATAN
RICHMOND

TO: CAPER/JSRCC High School Principals, School Counselors, Teachers
FROM: Harvey L. Crone, CAPER/JSRCC Tech Prep Coordinator
DATE: January 2009
SUBJECT: Invitation – 2009 CAPER/PEER Educators' Institute – March 20, 2009

ANNOUNCING 2009 CAPER AND PEER EDUCATORS' INSTITUTE

Connecting for Student Success

FRIDAY, MARCH 20, 2009

8:00 AM – 2:00 PM

**HOLIDAY INN SELECT – KOGER SOUTH CONFERENCE CENTER
RICHMOND, VIRGINIA**

Your high school is invited to participate in an Institute for counselors, teachers, administrators, and business partners sponsored by the CAPER and PEER Tech Prep Consortia. Accompanying this memo are the following:

- Institute Flyer
- Institute Agenda
- Team Registration Form
- Request for Support for One Teacher Substitute
- Directions to the Holiday Inn Select Koger South Conference Center

You may sign up for a team of nine participants (four high school counselors, one middle school counselor, one administrator, one Career and Technical teacher, one academic teacher and a business partner) from each high school. ***Substitutions may be made at the discretion of the principal. Please designate a team leader*** who should complete a **team** registration form for the team participants. **The registration deadline is February 23, 2009. Confirmation of your team's registration will be e-mailed or faxed to the team leader. CAPER will provide for the event and up to \$75.00 to support one substitute when two teachers attend.**

Please ask the team leader to share the packet of information with each participant who will attend the Institute, ***including a middle school counselor.*** Enclosed is a master packet for your team leader for registration of nine participants. We look forward to having every CAPER high school represented at the Institute.

WORKING TOGETHER TO ENSURE EDUCATIONAL SUCCESS