



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | Mark Johnson, *Superintendent of Public Instruction*

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January 31, 2019

## MEMORANDUM

To: Directors, Exceptional Children Programs  
Exceptional Children Coordinators, Charter Schools  
Directors, State Operated Programs

From: Sherry H. Thomas, Director  
Exceptional Children Division

A handwritten signature in black ink, appearing to read "SHT", is written over the printed name of Sherry H. Thomas.

Subject: March Institute, March 4-7, 2019

The March Institute will begin on Monday, March 4, 2019, with three days of institute sessions. Post-institutes will occur on March 7, 2019. Please see the information below on the institute sessions and registration links. The General March Institute will begin at 10:00 am Monday, March 4 at the Koury Convention Center located at 3121 Gate City Blvd, Greensboro, NC 27407.

Registration for the general institute and post-sessions can be completed by clicking on the following link: [https://ncdpi.az1.qualtrics.com/jfe/form/SV\\_9y1tcPII0LjOPP](https://ncdpi.az1.qualtrics.com/jfe/form/SV_9y1tcPII0LjOPP). The fee is \$100.00. Registration packets will be available for pick up on Sunday evening from 4:30-5:30 pm and Monday morning from 8:30-10:00 am, at Registration Desk 1. The general institutes will conclude by 4:00 pm on Wednesday, March 6. A draft agenda is attached. Once the online registration is completed print the receipt and submit with your payment. Registration deadline is COB on February 20, 2019. **There will be NO ONSITE registration; You MUST pre-register to attend any part of the Institute.**

### **POST-SESSIONS Thursday, March 7, 2019 from 9:00 am – 4:00 pm:**

- **EC Grant Applications Overview & Training-** The session will provide an overview of the special state grants and the IDEA Part B (619) grant. In addition, there will be technical training for accurate completion and timely submission of the IDEA, Part B (611). This will be offered to **EC Directors/Coordinators** with two years or less experience. This session is **not** for veteran EC Directors/Coordinators who have experience submitting the grant. Participants should bring their laptops to this hands-on interactive session as there will be no on-site computers. **There is no fee, but pre-registration is required.** Registration packets will be available 8:00am - 9:00am in front of Guilford E on Thursday. (Limit 100 participants)
- **Behavior Support Specialist: Incorporating Mental Health within a Multi-Tiered System of Support.** This presentation will be on System of Care and how it meets the needs of students with behavioral and emotional needs. The presentation will address how schools can collaborate with outside agencies to address student needs. **The fee is \$40.00. Pre-registration is required.** Registration packets will be available from 8:00-9:00 am in the front of Guilford D on Thursday.

The cut-off for the hotel block is **Friday, February 20<sup>th</sup>**. The room rate is \$145.00 (plus 12.75% hotel tax). Please reserve your hotel room as soon as possible. Rooms usually sell out prior to the cut-off date.

To register copy/ paste the link into your browser):

<https://reservations.travelclick.com/2576?groupID=2471689#/guestsandrooms>. Reference NCDPI Exceptional Children using group code EXCH19. Guests staying at the Sheraton receive complimentary internet access; non-guests will have the option to pay for internet access during the Institute.

**Please print and mail your completed registration form(s) along with the registration fee per participant to the NC Department of Public Instruction, Cash Collection, 6331 Mail Service Center, Raleigh, NC 27699-6331.**

Registration questions should be directed to Kellyann Breest, [kelly.breest@dpi.nc.gov](mailto:kelly.breest@dpi.nc.gov). If you have March Institute questions, you may contact Dreama McCoy at [dreama.mccoy@dpi.nc.gov](mailto:dreama.mccoy@dpi.nc.gov).

SHT/DM/kb

Attachment

**EXCEPTIONAL CHILDREN DIVISION**

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