



# PUBLIC SCHOOLS OF NORTH CAROLINA

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

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## MEMORANDUM

To: Directors, Exceptional Children Programs  
Lead Administrators, Charter Schools

From: William J. Hussey, Director *WJH*  
Exceptional Children Division

Subject: 2018 Summer Institutes

Please make the 2018 Summer Institute pre-registration link available to general and special education teachers and related services personnel, seeking in-service training to support students with disabilities. To retain teachers, we encourage you to support your staff who participate in training this summer. For additional information concerning this training, contact Paula H. Crawford at [paula.crawford@dpi.nc.gov](mailto:paula.crawford@dpi.nc.gov) or 919-807-3298.

This year pre-registration for each institute session will be through Qualtrics. The link below will lead to a list of all available session titles. Registrants should click on the session title of choice to complete the pre-registration information. Note: fees are not collected through Qualtrics. The fee is indicated for each session on the application. Payment should be mailed to the address provided on the pre-registration application. Once payment is received, an acknowledgement e-mail will be sent to participants to confirm that registration is complete, and include the location and time for each institute. Acceptance is based on available space. Specific questions concerning each institute should be directed to the program assistant listed on the individual pre-registration application.

Pre-registration link: <http://ec.ncpublicschools.gov/conferences-profdev/summer-institutes>

We hope to see you this summer!

WJH/PHC/tt

### EXCEPTIONAL CHILDREN DIVISION

William J. Hussey, *Director* | [bill.hussey@dpi.nc.gov](mailto:bill.hussey@dpi.nc.gov)

6356 Mail Service Center, Raleigh, North Carolina 27699-6356 | (919) 807-3969 | Fax (919) 807-3243

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