



# PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

WWW.NCPUBLICSCHOOLS.ORG

October 16, 2014

## MEMORANDUM

TO: Transportation Directors

FROM: Derek Graham, Section Chief  
Transportation Services

SUBJECT: Training Conference for New Directors, Supervisors, Office Staff

On November 4-5, 2014, we will hold the annual training for the new transportation directors and others that have come aboard since last year's training. It will be held in Raleigh at the Department of Public Instruction building. Directions and parking information can be found at <http://www.ncpublicschools.org/directions.html>. Note: Parking is now \$2 per hour in state visitor parking lots.

Attached is a copy of the tentative agenda for this event.

A registration fee of \$25 is required to cover 2 lunches, breaks, handouts and supplies for this training. If you have any questions you may contact DPI Transportation Services at (919) 807-3570. Please make your check out to North Carolina Department of Public Instruction and mail it along with the completed form below by **October 31, 2014** to:

Wanda Simmons  
NCDPI – Transportation Services  
6319 Mail Service Center  
Raleigh, NC 27699-6319

---

**BUDGET CODE: 0801-435600-133048977000**

NAME: \_\_\_\_\_ LEA: \_\_\_\_\_

TITLE: \_\_\_\_\_ DAYS ATTENDING: \_\_\_\_ Tues \_\_\_\_ Wed

- CHECK ONE: \_\_\_\_\_ \$25 Registration Fee Enclosed
- \_\_\_\_\_ \$15 Registration Fee Enclosed Inventory Session (Day One)
- \_\_\_\_\_ LEA will be paying by check
- \_\_\_\_\_ Will attend but will bring check to training

NOTE: Special dietary requests: \_\_\_\_\_

### SAFE AND HEALTHY SCHOOLS SUPPORT DIVISION

Benjamin J. Matthews, Ph.D., Director | ben.matthews@dpi.nc.gov  
6319 Mail Service Center, Raleigh, North Carolina 27699-6319 | (919) 807-3501 | Fax (919) 807-3502

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER