



PUBLIC SCHOOLS OF NORTH CAROLINA

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

WWW.NCPUBLICSCHOOLS.ORG

MEMORANDUM

DATE: September 1, 2015

TO: Transportation Directors

FROM: Derek Graham, Section Chief *DSG*
Transportation Services

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

On October 29-30, 2015, we will hold our 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 on the first floor in rooms 150N and 150S located directly behind the security guard desk in the lobby area. Directions and parking information can be found at <http://www.ncpublicschools.org/directions.html>. Note: Parking is \$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 19, 2015** to:

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

BUDGET CODE: 0801-435600-133048977000

NAME: _____ LEA: _____

TITLE: _____ DAYS ATTENDING: ____ Thurs ____ Fri

CHECK ONE: _____ \$25 Registration fee enclosed
 _____ LEA will be paying by check
 _____ Will attend but will bring check to training

NOTE: Special dietary requests: _____

TRANSPORTATION SERVICES

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