



PUBLIC SCHOOLS OF NORTH CAROLINA

STATE BOARD OF EDUCATION Howard N. Lee, *Chairman*

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

WWW.NCPUBLICSCHOOLS.ORG

October 8, 2008

MEMORANDUM

TO: Transportation Directors

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

SUBJECT: Training Conference for New Directors and New Cost Clerks

On December 2-3, 2008, we will hold the annual training for the new transportation directors and new cost clerks that have come aboard since last December's training. It will be held in Raleigh at the Department of Public Instruction in Room 150 North. Directions and parking information can be found at <http://www.ncpublicschools.org/directions.html>.

Please find attached a copy of the tentative agenda for this event.

The \$25 registration fee covers 2 lunches, breaks, handouts and supplies. If you have any questions you may contact Jean Strickland at jstrickl@dpi.state.nc.us or call her at 919/807-3570. Please make your check out to North Carolina Department of Public Instruction and mail it along with the form by **November 26, 2008 to:**

Jean Strickland
NCDPI- Transportation Services
6319 Mail Service Center
Raleigh, NC 27699-6319

BUDGET CODE: 0801-435600-130048977000

NAME: _____ LEA: _____

TITLE: _____ DAYS ATTENDING ____ Tues ____ Wed

CHECK ONE: _____ \$25 Registration Fee Enclosed
_____ Purchase Order # if LEA is paying
_____ Will attend but will bring check to training

NOTE: Special dietary requests _____

DIVISION OF SCHOOL SUPPORT

Benjamin J. Matthews, Ph.D., Director | bmatthew@dpi.state.nc.us
6319 Mail Service Center, Raleigh, North Carolina 27699-6319 | (919) 807-3500 | Fax (919) 807-3502
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