TO: All Secondary Principals

FROM: Alicia G. Moreyra, Administrative Director
Division of Language Arts/Reading

SUBJECT: VOCABULARY INSERVICE: WILD ABOUT WORDS

The Division of Language Arts/Reading is sponsoring a vocabulary inservice, Wild About Words. This inservice is designed to help teachers provide more meaningful instruction in the area of vocabulary development. We are requesting that you send any Language Arts, ESOL, ESE or content area teacher who has not attended this specific workshop. Teachers attending the inservice should share the information and the document with teachers at their schools. Teachers will receive 6 Master Plan Points from TEC if they attend the workshop and stay the entire day.

The date, time and location of this staff development is as follows:

Date: Tuesday, December 9, 2003
Time: 8:00 a.m. – 3:30 p.m.
Location: Doral Middle School
5005 Northwest 112 Avenue
Miami, Florida 33178
(305) 592-2822

Please use the following substitute structure:
Program: 9000 Location: 9627 Fund: 0100 Object: 5149 Function: 5101

Registration for the workshop must be done on-line using the following directions:

1. Go to http://www.dadeschools.net Click on Educational Portal. Click on Teacher tab. Click on Register for Workshops.
2. Login to the Calendar and Registration System using the following format.
   a. Username = Firstname LastnameEmployeeNumber (notice the space after firstname only)
   b. Password = employee number
3. Click on Register for Workshops
4. Click on Find an In-service in the dark blue area on the left side of the page. Click on “By Course Title” to find in-services by name (Wild About Words).
   Click on the blue arrow next to the appropriate personnel type (Administration, Instructional, or Non-Instructional).
5. Click on the desired course; you may be able to click “Next” at the bottom of the page to view additional courses.
6. Review the information, then click on “Add to Bookbag” at the top left of the page or the bottom of the page to register.
If this is the first time participant is registering on-line, they may be prompted to complete a profile. Fill in all the required fields including fax and email address. Failure to provide accurate email and fax information will result in not receiving notification of course changes (location changes, cancellations, etc.)

When the profile has been completed, click on “Add to Bookbag” again at the top left of the page.

7. Read any restrictions, click on Accept Restrictions.
8. Click on “My Bookbag” in the dark blue area on the left side of the page.
9. Click “Finalize registration” to complete the process.

Please direct any questions to Ms. Anna Humphrey or Dr. Sharon Scruggs-Williams, Instructional Supervisors, at 305 995-1918. Thank you for your continued support of literacy.

AGM:pac

cc: Ms. Mercedes Toural  Dr. Maria P. de Armas
    Mr. Ronald K. Felton  Mr. John Doyle
    Dr. George M. Koonce, Jr.  Mr. Samuel L. Gay
    Ms. Willa S. Young  Dr. Marisel Elias-Miranda
    Dr. Magaly C. Abrahante  Dr. Constance Thornton
    Ms. Bernice T. Ball  Dr. Joanne H. Urrutia
    Mr. Michael J. Bell  Directors, ACCESS Centers
    Mr. Alberto M. Carvalho  Mr. William Dennis
    Ms. Carol Renick  Mrs. Roberta Daniels
    Dr. Lourdes C. Rovira  Assistant Principals for Curriculum
    Mrs. Nereida I. Santa-Cruz  Language Arts/Reading Supervisors
    Assistant Superintendents, ACCESS Centers  District and ACCESS Centers Supervisors, Title I