

January 20, 2009

## MEMORANDUM

**TO:** Title I Parent Liaisons/Coordinators

**FROM:** Barbara Lunsford, Ed.D. *BL*  
Associate Superintendent, Education Support

**SUBJECT:** Secondary Level Parent Engagement Summit

The Georgia Department of Education, Parent Outreach Division invites you to attend a one-day "It Takes a Parent: Secondary Level Parent Engagement Summit." This summit is planned to enhance the skills and knowledge base of parents and educators as well as to promote networking among individuals and programs involved in secondary education throughout the State of Georgia. Fundamental strategies will be shared to support effective parent engagement in middle and high schools. Participants will also have an opportunity to network, share resources, and ideas used to increase parent engagement beyond elementary school.

This summit is scheduled for Wednesday, February 25, from 8:00 a.m. - 3:00 p.m. at the Georgia Department of Education Training Conference Center, 1008 Twin Towers West, 205 Jesse Hill Jr. Drive, SE, Atlanta, Georgia 30334.

The Parent Outreach Division is excited about this unique secondary parent opportunity. Make arrangements today to participate in this exciting and informative summit. This meeting is recommended for the Parent Liaisons, and anyone who works with parents at the district or school level. Due to space limitations, we can accommodate two parents per school.

To register, please complete and submit the attached registration form to Harriett Neal via e-mail at [hneal@doe.k12.ga.us](mailto:hneal@doe.k12.ga.us) or fax the form to 404-651-9111 no later than February 11, 2009. There is no registration fee, although everyone attending must register. Travel and lodging expenses will be reimbursed with the exception of food for all registered participants. If you have additional questions, please contact Harriett Neal at 404- 656-0644 or Andrea Moore, Parent Outreach Director at [amoore@doe.k12.ga.us](mailto:amoore@doe.k12.ga.us) or 404-657-1793.

We look forward to developing effective partnerships, support services and collaborations as we continue to increase parent engagement in Georgia. See you on February 25, 2009.

Georgia Department of Education  
Parent Outreach Division  
**It Takes a Parent: Secondary Level Parent Engagement Summit**

**Registration Form**

PLEASE RESPOND BY FAX OR EMAIL NO LATER THAN  
**February 11, 2009**

Please send this form via e-mail to Harriett Neal at HNeal@doe.k12.ga.us

OR

Fax to: Harriett Neal at (404) 651-9111

Name: \_\_\_\_\_

District: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registration form required for each individual attending.**

I will attend:

<input type="checkbox"/>	<p>Wednesday February 25, 2009 8:00 a.m. – 4:00 p.m. Georgia Department of Education Twin Towers West Suite 1008 Atlanta, GA 30334</p>
--------------------------	--

If you need further information, please contact Harriett Neal at (404) 656-0644 or  
Andrea Fairries-Moore at (404) 657-1793.