

Memo

To: Principal and Staff

From: Terry A. Crawley

Date: March 29, 2018

Re: **SUMMER INSTITUTE 2018**



ARCHDIOCESE OF LOUISVILLE

Along with this memo and attached to this email you will find the 2018 Summer Institute Catalogues. For your convenience, the sessions from the Office of Faith Formation and the sessions from the Office of Catholic Schools have been placed in separate documents. We ask that you share all of these documents with your entire faculty and staff – including your pre-school staffs. These documents will also be on the Archdiocesan website

<https://www.archlou.org/professional-development-catalogue/>

Please be sure to check out all of the wonderful workshops, including several multi-day workshops that are being offered to assist you and enhance your professional learning.

Every year we evaluate our Summer Institute processes and try to improve where we are able. In addition to the most recent changes, this year we have asked presenters to provide link(s) for their handouts. Thus we will not be providing (paper) handouts for the sessions.

So that our online registration runs as smoothly as possible, please carefully read and follow the guidelines outlined below:

- **REGISTRATION** - In order to sign up for a class you will need to complete the application online at this link: <https://www.archlou.org/summer-institute/>. You must complete all required fields in order for your request to be accepted by the system. Because space in sessions is limited please be aware that not all requests may be able to be honored. We will continue to provide a *Verification Report* that provides the names of those enrolled in sessions. (Additional information about the *Verification Report* is detailed below.)
- **CANCELLATION** - If for any reason you need to **cancel** a request, please contact Debbie McGillicuddy at summerinstitute2018@archlou.org to do so. This is to CANCEL only.
- The first round of registrations will close on Friday - April 27th. As we have done in the past, after that date we will decide to hold, cancel, and/or close workshops. We will publish on the Archdiocesan website a list of all workshops that are cancelled and closed, as well as a list of remaining open workshops. Participants who are closed out of a session because of too few/too many registrations will also be notified by email. We will continue to accept registrations for open workshops up to the dates the workshops are held. We will publish a *Verification Report* (a list of all registered participants in each workshop that will be held) on the Archdiocesan website.
The first *Verification Report* will be published on Monday – May 7th. It will be updated weekly thereafter until the Summer Institute begins. For a direct link to the *Verification Report*, please go to: <https://www.archlou.org/professional-development-catalogue/>
- Because presenters will be providing links to their materials/resources as well as possibly demonstrating programs/apps, **it is imperative that all participants bring their own devices with them to the Summer Institute**. We will not be able to provide any equipment for participants.

We are trying to make the 2018 Summer Institute our best one yet! I hope you find that the workshops provide relevant and effective professional learning for you and your school.

Sincerely,

Terry A. Crawley

Terry A. Crawley
Coordinator for School Planning and Professional Learning