Provide information to administrators and teachers regarding the application process for the Glazer and Lorton Writing Institute.

- **Dates:** June 18 – June 29, 2012
- **Time:** 8:00 a.m. to 3:00 p.m. (begins and ends promptly)
- **Location:** TERRA Environmental Research Institute, 11005 SW 84th Street, Miami, FL 33173
- **Directions for submitting an application to attend the 2012 GLWI:**
  1. An application must be submitted for each nominee. The link below will take you to an online application. Applications must be completed online.
     
     [http://www.education.miami.edu/glwi/welcome.cfm](http://www.education.miami.edu/glwi/welcome.cfm)
  2. Once you complete and submit your online application, your principal will receive an email notifying him/her that you are applying to attend the 2012 Glazer & Lorton Writing Institute and a link to complete his/her recommendation online. You will receive an email notifying you that your principal has completed his/her recommendation when s/he submits the online recommendation. At this point your application is considered complete. **IMPORTANT:** You should follow up with your principal if you do not receive an email within a few days of submitting your application to request that he/she complete the recommendation. **Only complete applications will be considered for acceptance to attend the GLWI.**

  3. **Applications are due Friday, April 6, 2012.** Once your principal has completed the recommendation, you will receive an email confirming that you are applying for the 2012 GLWI. You need to verify that you are submitting your application by clicking the link provided in the email.

- A description of the Writing Institute is attached to this weekly briefing.
- **Participants will not receive a stipend.**
- Participants may receive either 60 Master Plan Points or 3 Graduate Credits from the University of Miami ($100 per credit tuition rate) after successfully completing the course and submitting the required follow-up assignments.
  3. Participants who opt to receive the 60 MPPs and who receive an acceptance letter must register for the course on the Professional Development Menu Registration System.
  4. Participants who opt to register for the 3 graduate credits through UM will do so the first day of the GLWI (June 18) from 3:00-3:30 p.m.

- You will receive an emailed letter concerning the disposition of your application around mid-April.
- Only participants who receive an official confirmation letter will be allowed to register for MPPs or the graduate credits and attend the Writing Institute.
Confirmation letters will be sent to the participant's @dadeschools.net email address.

For questions about the GLWI or the application process, please contact Dr. Sharon Scruggs-Williams (Sscruggs-williams@dadeschools.net).

For questions and issues regarding the online application, please contact Dr. Michelle Thomas (m.thomas2@miami.edu).

Contact: Sharon Scruggs-Williams (305-995-3122)
Department: Curriculum and Instruction-Language Arts/Reading