Directions to Berlin High School:

From I-91:

Take Route 9 North.

Take Exit #22 towards US-5 South New Haven.

Turn Right onto Frontage Road.

Turn Right onto CT-372 Worthington Ridge.

Turn Right onto School Street

School Street becomes Patterson Way.

End – 139 Patterson Way.

From I-84:

Take either – 72 East #35 to Route 9 South Or Route 9 South (Corbins Corner/West Farms Mall area)

Take 372/ Mill Street Exit #22. (From Route 9) Keep Left at fork in ramp.
Turn Right onto Worthington Ridge.
Turn Right onto School Street.
School Street becomes Patterson Way.
End – 139 Patterson Way.

From 5/15 Berlin Tpke: Coming South from Hartford direction

Take Right onto Worthington Ridge.
Take Left onto School Street.
School Street becomes Patterson Way.
End – 139 Patterson Way.

Coming North from Meriden direction:

Take Left onto Worthington Ridge. Take Left onto School Street. School Street becomes Patterson Way. End – 139 Patterson Way.

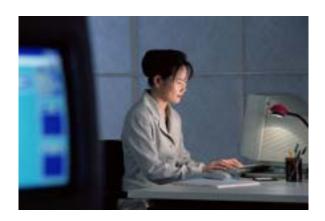
The Connecticut Association of Schools Principals' Center's Technology Committee Invites You to a Program:

"How Excel Can Help The Administrator Use Data For Raising Student Achievement"

Wednesday, July 7, 2004 Beginners Introduction to Excel

Thursday, July 8, 2004 Better Use of Data for School Improvement through Excel

Friday, July 9, 2004 (Optional)
Use of Administrators' Own Data With Excel



Berlin High School 139 Patterson Way Berlin, CT 06037 9:00 a.m. – 2:30 p.m. (Lunch Included) This program is supported by a grant from the Bill and Melinda Gates Foundation.



Program

The Principals' Center's Technology Committee has planned this program to help school administrators use data more efficiently in order to plan school improvement and raise student achievement.

Day One (For Participants Needing to Learn Excel)

8:30 Registration

Morning Session

- Overview of data-decision making, NCLB tracking through Excel, other admin. uses of Excel/Data decision tools.
- Basics of Excel (spreadsheets/terminology and basic navigation). Instructor will use a pre-made data file #1 (on a disc).
- Formatting and editing (cells, columns, rows, deletion, sizing of cells, alignment, header/footer)

Afternoon Session

- Pre-made data file #2 (different files from morning session) show help file, sorting, basic calculating equations.
- Data Entry

Day Two (For All Participants)

8:30 Registration

Morning Session

- Over-view of data decision making
- Filtering, subtotals
- Charts, tables, Pivot Table

Afternoon Session

- Continued Charts, Tables, Pivot Tables
- Using Word in conjunction with Excel
- **Analyzing Data**

Day Three

Advanced topics and/or guided, independent applications. Bring your own data and/or project.

Presenters:

Alan Capasso, Assistant Headmaster, Greenwich High School Assisted by:

Harry Gagliardi, Principal, LoPresti Elementary School, Seymour Robert Hale, Principal, Westbrook High School

Register below or on-line at www.casciac.org – Under "CAS News and Announcements."

Name	
School	
Address	
City/State	Zip

Please mail registration to:

Tom Galvin, CAS, 30 Realty Drive, Cheshire, CT 06410

Phone – 203-250-1111, Fax – 203-250-1345

Email - tgalvin@casciac.org

Deadline to Register: June 21, 2004

This program is being offered free of charge.

.5 CEUs will be awarded upon completion of each day of the program.



Principals' Center's Technology Committee

Robert Hale, chair, Westbrook High School Gary Gula, Canton Jr. - Sr. High School

Dr. Donna Leake, Norton Elementary School, Cheshire

Mary Francis, Coventry High School

Timothy Neville, John F. Kennedy Middle School, Enfield

Brian Czapla, Smith Middle School, Glastonbury

Alan Capasso, Greenwich High School

Kathy Spencer, St. Joseph School, Meriden

Leo Lavallee, Thomas Edison Middle School, Meriden

Harry Gagliardi, Anna LoPresti School, Seymour Dr. Philip O'Reilly, Sharon Center School

David Telesca, J.A. DePaolo Middle School, Southington

Francis Kennedy, Stafford High School

Marijke Kehrhahn, University of Connecticut, Educational Leadership

Mary Hourdequin, King Philip Middle School, West Hartford

Muriel Gaynor, King Philip Middle School, West Hartford

Robert Gazda, The Gilbert School, Winsted

Kathleen Peters-Durrigan, Beecher Road School, Woodbridge