Workshop Cover Sheet

IMPORTANT: Mail within 5 days of the completion of the workshop.

Ws. Code # ______ Location __________________________ Dates __________

☐ MTW (K-2) ☐ MWTh (3-6) ☐

INSTRUCTORS:
1. __________________________
2. __________________________

HELPERS:
1. __________________________
2. __________________________

☐ Grand Total of participant registration forms (alphabetize forms)
Do not include instructor or helper forms in this total. Put these forms on top of the stack.

☐ Replacements

☐ On-sites Include on-site enrollment form and payment for each person.

☐ No Shows

1. Attendance Roster
   Indicate absences, name changes, and receipt of the credit project.

2. Transcript Forms (Center Graduate College) white copies

3. On-Site Enrollment Forms
   Paper clip any checks, money orders, or purchase orders to on-site enrollment forms.

4. Participant Evaluation Forms

Wrap the Workshop Cover Sheet and Attendance Roster around the transcript forms and send by certified mail directly to the Center.

Attn: Workshop Department
Center for Innovation in Education
PO Box 2070
Saratoga, CA 95070-0070

Packet completed by ___________________________ Date __________

If you are not mailing the packet yourself, please email the Center and let us know who is handling this so we can follow-up on the information.

Instructor Packet 04/02/2003