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# Sangamon ROE-SDC Workshop Pre-Registration Form

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*One registrant per form please!*

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ IL Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

School District & # \_\_\_\_\_

School Name \_\_\_\_\_ Address \_\_\_\_\_

School City \_\_\_\_\_ IL Zip \_\_\_\_\_

School Phone (\_\_\_\_) \_\_\_\_\_ School County \_\_\_\_\_

( ) Teacher \_\_\_\_\_ ( ) Administrator \_\_\_\_\_  
Grade/subject \_\_\_\_\_ Position \_\_\_\_\_

( ) Other \_\_\_\_\_

Workshop Title	Class No.	Date	Fee
_____	_____	_____	_____
_____	_____	_____	_____

Total \$Enclosed \_\_\_\_\_

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## Workshop Pre-registration Procedures

- Duplicate this form as needed.
- Advanced registration is required for all Sangamon ROE-SDC programs.
- Sangamon ROE-SDC reserves the right to cancel any program due to lack of enrollment.

•**Registration** - To register, please fill out the registration form completely and mail with your registration check/purchase order to: **ROE-SDC Registrations, 2201 Toronto Rd. Ste. A, Springfield, IL 62712-3803.** *Only Administrators' Academy program registrations will be accepted by telephone.* A confirmation card will be mailed upon receipt of your registration. Please call our office (585.8090) if you do not receive confirmation. Your canceled check is your receipt.

•**Refunds** - Refunds will be issued *only* for registration fees over \$10 and to participants who call the ROE-SDC office *at least five* business days prior to the beginning of the program. If ROE-SDC cancels the program due to lack of enrollment, all refunds will automatically be made.

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### For Office Use Only

Date Paid \_\_\_\_\_ Dist/Pers Ck # \_\_\_\_\_ Ck Amt \_\_\_\_\_ Fee Amt \_\_\_\_\_