

REGISTRATION POLICY

1. **Professional Development** courses are coordinated through the WSWHE BOCES School Development COSER, including School Improvement and Data Analysis; Model Schools COSER; and School Library Services.
2. **Courses are filled** in the order in which registrations are received.
3. **All courses are subject to minimum enrollments** and will be cancelled if these enrollments are not met. Scheduled attendees will be notified if a class is cancelled or postponed.
4. **School closings:** if either the Myers Education Center in Saratoga Springs or the Southern Adirondack Education Center in Hudson Falls are closed due to inclement weather, professional development classes will be postponed to a future date.
5. **Refund Information:** Refunds are issued according to the following: 100% for courses cancelled due to low enrollment; 100% for cancellations received at least 24 hours prior to the start of the class. No refunds once class has begun.
6. **The registration form must be signed** by your approving administrator or Chief School Officer.
7. **Additional registration forms** may be photocopied.
8. **For more information**, call 581-3750 or 746-3750.

PLEASE NOTE

The professional development opportunities presented have been designed to support the requirements of the No Child Left Behind legislation and New York State Standards and Assessments. To register for a workshop, please this Registration Form.

In addition to the PD catalog, periodic registration packets will be distributed to schools via building principals. These packets will not only include the sessions within this catalog, but others that are created and developed as the year progresses.

Unless otherwise indicated, all workshops will be held at the Gick Road Conference Center in Saratoga Springs.

The offerings in this catalog are coordinated through the WSWHE BOCES School Development COSER, including School Improvement and Data Analysis; Model Schools COSER; and School Library Services.

Please call the coordinators with any questions or to set up customized trainings for your district.

SDS REGISTRATION FORM

Professional Development opportunities

FAX

518-581-3756

OR

518-746-3756

ON-LINE

<http://www.wswheboces.org/SSS/SchoolDevelopment&DataAnalysis/>

[SchoolImprovementServices.htm](http://www.wswheboces.org/SchoolImprovementServices.htm)

Course/Section: _____ Date: _____

Name: _____

District: _____

Building: _____

School phone: _____ Home phone: _____

E-mail: _____

School Fax: _____ Home address: _____

I am a (check one): Teacher Administrator Paraprofessional Other

Grade Level: _____ Content Area: _____

Supervisor's Signature: _____

BOCES Participants Only: Dept. _____ COSER # _____