

PROFESSIONAL DEVELOPMENT REGISTRATION FORM
One Week Advance Registration is required for all ROE programs

NAME _____ IEIN # _____

SCHOOL DISTRICT NAME AND NUMBER _____

BUILDING _____ SCHOOL PHONE #: _____

POSITION: (please circle one) Teacher Administrator Other (please explain) _____

HOME ADDRESS (city, state and zip) _____

_____ Grade Level Assignment _____

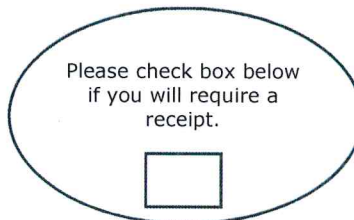
EMAIL _____

HOME PHONE _____ WORKSHOP ID #: _____

WORKSHOP TITLE: _____ AMOUNT ENCLOSED: _____

WORKSHOP REGISTRATION INFORMATION

1. Duplicate as necessary; one form per person, per workshop. If registering as a team, please have each person fill out a form and send in all forms together.
2. Early registration is encouraged for all workshops. Workshop cancellation is determined by enrollment numbers 7 days before the date of the program.
3. It is suggested that you personally fax or mail your registration to the ROE before sending the registration form to your district for payment to ensure your reservation. Registration may also be filled out online at www.riroe.com. Click on "online registration," fill out the form completely, and click on the "submit" button.
4. Confirmation emails will be sent to the email address indicated on your registration form upon receipt of registration by the ROE. To ensure that you receive this confirmation, please add the email address julie.cox@riroe.com to your address book so that this reminder does not go into your junk, bulk, or spam email.
5. All Aurora University fees and paperwork must be filled out and are due on the first day of any course that is offered for University credit. Checks must be made out to Aurora University for this credit.
6. Registrants will be responsible for all workshop fees unless they have cancelled 5 days before the scheduled workshop unless another date is indicated for a specific workshop. The only exception will be if the workshop is cancelled, in which case all workshop fees will be refunded within a two week period.
7. It is your responsibility to turn in any paper work into your district as well as arranging for your substitutes etc. in order to attend any ROE workshop.



All payments must be received prior to the workshop date. Complete registration form and mail with your check or money order made out to "ROE". Write workshop #'s on check memo and mail to: Rock Island County Regional Office of Education, 3430 Avenue of the Cities, Moline, IL 61265 Phone: 309/736-1111 Fax: 309/736-1127 or Bureau, Henry, and Stark Counties Regional Office of Education, 107 S. State St., Atkinson, IL 61235 Phone: 309/936-7890 Fax: 309/936-1111 or Henderson, Mercer, Warren Regional Office of Education, 105 North E. Street Suite 1, Monmouth, IL 61462 Phone: 309/734-6822 Fax: 309/734-2452

Refunds will be issued only to participants who call the ROE office to cancel (5) working days before the starting date of the program