

STAFF Development

COURSE REGISTRATION

- ▲ Please fill out a separate form for each course you want to take.
- ▲ Please follow your employer's procedures for obtaining permission to attend a conference. If you are employed by either a school district or BOCES, please have your superintendent or building administrator sign the form. If you are NOT representing a school district or BOCES, please include payment (a check payable to HFM BOCES) if applicable.
- ▲ If you are waiting for your supervisor's permission to attend, please call the office indicated in the course listing to let us know your intent to register.
- ▲ Mail or Fax your form to the appropriate office. If there is a fee for the course, please mail your form and payment. Office contact information is as follows:

HFM BOCES Instructional Services
 2755 State Highway 67
 Johnstown NY 12095
 (518) 736-4360 • Fax: 736-2455
 sward@hfmboces.org

HFM BOCES SETRC
 2755 State Highway 67
 Johnstown NY 12095
 (518) 736-4354 • Fax: 762-0275
 rmark@hfmboces.org

Please fill out this form fully and legibly.

Title of workshop _____

Starting date of workshop _____ Location _____ Fee (if applicable) _____

Your name _____

Your occupation _____

School district _____ School building _____

Home telephone number _____ Work telephone number _____

E-mail address (provide ONLY if you check your e-mail regularly) _____

Have your superintendent or building administrator sign this form if your district has agreed to pay your workshop fee. Districts will be billed for programs through their HFM BOCES monthly billings.

Administrator's signature

Date

Note: Your signature indicates that you acknowledge that your school district may be liable for any expenses incurred due to late cancellation by the registrant. If we receive advance notification of a cancellation, we will try to find a solution that does not penalize the district.

Insufficient enrollment: If we must cancel a session because of lack of enrollment, you will be notified by e-mail or by phone if no e-mail address is provided. Please listen to WENT (1340 AM) for cancellations caused by weather.

Registration confirmation: You will NOT receive confirmation of your registration. You may call the sponsoring department a week in advance of a course to confirm your registration and that the class will be held.