



Lee/Ogle Regional Office of Education

*Reaching Out to Educate
...inspire and achieve...*

Amy Jo Clemens, Regional Superintendent
Paul J. McMahon, Assistant Regional Superintendent

7772 Clinton Street, Dixon, IL 61021
Telephone (815)652-2054 Fax (815)652-2053 www.leeogle.org

MAKE COPIES AS NEEDED

Workshop Registration Form

Title _____ ID# _____

Date(s) _____ Fee \$ _____ (Enclosed _____)

- Request CPDUs
 Request Administrators' Academy credit (if applicable) Additional Fee \$ _____ (Collected on first day of workshop)
 Request college credit (if applicable) Additional Fee \$ _____ (Collected on first day of workshop)

Name _____ Teacher _____ Grade(s) _____
First Last

Teacher IEIN# _____ Administrator _____

Other _____

If you are an educator you must have your IEIN # to register. Your registration will not be considered complete without your IEIN #. If you need to obtain this number please follow this link -- <https://sec1.isbe.net/ecs/>

District _____ District # _____

School _____ School Telephone _____

School Address _____ City/State/Zip _____

Home Address _____ City/State/Zip _____

Home Telephone _____

Email Address _____

CANCELLATIONS / REFUNDS:

If you cannot attend, a cancellation notice must be given to the ROE at least three days before the workshop. Refunds will not be given without a cancellation notice. All workshop monies (if required), including Graduate Credit fees, are due on or before the workshop session. Unless cancellation is received three (3) working days prior to the workshop session, participants are obligated to pay the workshop fee. Workshops are generally contingent on minimum enrollments. All fees will be refunded if a workshop is cancelled. Early registration is encouraged! If you have questions, please call 815/652-2054 x239.

MAIL OR FAX FORM TO:

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7772 Clinton Street, Grand Detour
Dixon, IL 61021
Phone: 815/652-2054
Fax: 815/652-2053