

## Staff Development Department

7387 South Campus View Drive  
West Jordan, UT 84084  
Phone: 567-8319 Fax: 567-8060

*Laura Finlinson*  
Administrator Curriculum/Staff Development

*Rebecca Smith*  
Staff Development Consultant

*Amanda Hansen*  
Administrative Assistant

- Registration forms must be submitted at least three days in advance of the start of class and will not be accepted without payment.
- Staff Development must be notified of cancellation *prior* to the start of class. If notification *is not* given, **NO REFUNDS** will be given.
- You will be notified by telephone prior to class if a course is filled or cancelled due to insufficient registrations. Your payment will be refunded. Refunds must be made before the end of the semester.

### Staff Development Registration

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Cactus Number \_\_\_\_\_

Address: \_\_\_\_\_  
City
State
Zip

District: \_\_\_\_\_ School: \_\_\_\_\_ Grade/Subject: \_\_\_\_\_

Home Phone: \_\_\_\_\_ School Phone: \_\_\_\_\_ email: \_\_\_\_\_

Type of Credit:  Inservice)  School  Individual

Course#	Course Title	Date	Location	Fee

TOTAL \$

**FOR OFFICE USE ONLY!**

Sem: \_\_\_\_\_ Check #: \_\_\_\_\_

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

**DUPLICATE THIS FORM AS NEEDED**

Complete the registration form, make a copy for your files, and mail with check to: Jordan District Curriculum/Staff Development Office, 7387 South Campus View Drive, West Jordan, UT 84084

**REGISTRATION FEES MUST BE PAID BEFORE YOU WILL BE ADDED TO A CLASS**