



Summer Learning Institutes 2008

August 6 - 28

INTERNAL REGISTRATION (DDSB EMPLOYEES)

INFORMATION & REGISTRATION DETAILS (Registration & Payment form attached)

This year the registration for the Summer Learning Institutes will be available on PD Place.

IMPORTANT PLEASE NOTE: If there is a fee associated with your course you will automatically be placed on a waiting list. **Your registration will be confirmed by email once your payment has been received by mail, fax or courier to the:** Durham District School Board, Staff Development, 1st floor, 400 Taunton Road East, Whitby, Ontario L1R 2K6.

PD PLACE registration link- <http://www.pdplace.durham.edu.on.ca>

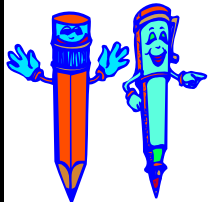
PLEASE NOTE: There will be **NO REFUNDS** unless your course has been cancelled.

- ◆ **COURSE CANCELLATIONS:** will be determined by July 21. You will receive notification via email. **Please check your email regularly and “My Page” on PD Place for updates/notifications.**
- ◆ **LOCATION:** The majority of sessions will be held at the Education Centre (room numbers will be posted in the atrium) School or alternate locations will be posted on PD Place and in the PDF Overview available on the DDSB intranet.
- ◆ **TIME:** The institutes will run from 8:30 a.m. to 2:00 p.m. each day with the exception of those sessions which have time specific requirements. Half Day Institutes will run from 8:30 a.m. - 11:00 a.m.
Please check for time differences in the session descriptors.
- ◆ **REFRESHMENTS** - Morning coffee and muffins will be included in the registration fee. The DDSB cafeteria will be open daily for your convenience.
- ◆ **INSTITUTE FEES:** Fees will apply to the majority of institutes - (*exceptions are noted in session descriptors*)

YOUR SUMMER LEARNING INSTITUTE CONTACTS:

Dianne Kolumbus, (905) 666-6929 and Ramona-Lisa McDonald, (905) 666-6927
kolumbus_dianne@durham.edu.on.ca mcdonald_ramona-lisa@durham.edu.on.ca

Please submit payments and form below to:



Durham District School Board, Staff Development Department, 1st floor
400 Taunton Road East, Whitby, Ontario L1R 2K6
Fax: (905) 666-6352



Summer Learning Institutes - August 6 - 28, 2008

INTERNAL REGISTRATION FORM

Please complete this form and return with your payment to: Staff Development, 400 Taunton Rd. East, Whitby, ON L1R 2K6 - Fax: (905) 666-6352 - Phone: (905) 666-6927 - Ramona-Lisa McDonald
Phone: (905) 666-6929 - Dianne Kolumbus

METHOD OF PAYMENT:

◆ CREDIT CARD Visa _____ Exp. _____
 M/C _____ Exp. _____
 American Express _____ Exp. _____
SIGNATURE: _____

CHEQUE - (*NSF fees will apply*) payable to: Durham District School Board

School Account _____
(Principal's Approval/Signature required)

of _____
_____ ½ Day Institute @ \$20.00 = \$ _____
_____ 1 Day Institute @ \$30.00 = \$ _____
_____ 2 Day Institute @ \$60.00 = \$ _____
_____ TRIBES @ \$100.00 = \$ _____
_____ TEACCH @ \$100.00 = \$ _____

Total Amount = \$ _____

In-service ID#	Institute Title	Date

PLEASE PRINT:

Name: _____ School: _____

Home Address: _____
(number street City/town postal code)

Phone: _____ Summer Contact #: _____

Email: _____

