

## PLEASE READ!

1. Fill out the entire registration form, INCLUDING CONTACT INFORMATION AND EMAIL ADDRESS. Any forms that are not filled out completely may be delayed in processing.
2. Once you have completed the registration form, fax it to the number on the form (preferred) or mail it to the address on the form.

**Last year, several schools filled out the registration forms and sent them to their district business office. By the time the district business office forwarded these forms on to Kilgo, the workshops were full.**

**Occasionally, participants arrived at the conference center thinking they were registered and we had not yet received their registration materials.**

**Don't let that happen to you! A confirmation will be emailed to you within 3 (three) days of our receipt of the form.**

**If a session is full and you arrive at the workshop without a confirmed registration, you may be turned away! The conference center has strict fire code regulations that we cannot violate!**

3. Workshop times.

Registration	8:30 to 9 a.m.** <b>**If you arrive after 9 a.m., you will not be allowed to select the lunch of your choice. A lunch choice will be assigned to you.</b>
Workshops	9 a.m. to 4 p.m.

### SEATING IS ASSIGNED.

If you have special seating needs, please let us know at least two weeks prior to the conference. We will try to accommodate all reasonable requests.

### LUNCH IS PROVIDED.

Lunch choices: 1) hot vegetarian entrée, 2) a hot meat entrée, 3) turkey sandwich sack lunch, or 4) vegetarian sack lunch. Remember, if you arrive at the conference after 9 a.m., a lunch entrée will be assigned.

### Substitutions and Cancellations

Substitutions on the same day of the workshop are always allowed. Changes in the day of the workshop can only be done with prior approval. See [www.margaretkilgo.com](http://www.margaretkilgo.com) for cancellation policies.

Please do not staple

**Kilgo Consulting, Inc.**  
P.O. Box 270124, Austin, TX 78727

254.399.0330 – phone / 254.399.0388 - fax  
email: lkilgo@margaretkilgo.com

**Assessment Workshops Registration Form**  
**November 16-19, 2009**

**Fill out form completely, including extension number (if any), email, and phone and fax number.**

School				District	
Address					
City, St Zip					
Phone #		Ext.		Fax #	

**CONTACT PERSON** (this person will receive all official notices regarding registration, including confirmations)

<b>Name</b>	<b>Email</b>

**Participants (type or print neatly)**

Names (first and last)	School (if different from above)	Nov. 16-19 Assessment Workshops
		<input type="checkbox"/> Science <input type="checkbox"/> Math <input type="checkbox"/> Read <input type="checkbox"/> Soc St
		<input type="checkbox"/> Science <input type="checkbox"/> Math <input type="checkbox"/> Read <input type="checkbox"/> Soc St
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		<input type="checkbox"/> Science <input type="checkbox"/> Math <input type="checkbox"/> Read <input type="checkbox"/> Soc St

**Invoice**

Workshop	Subject	# Attending		Fee per person/day	Amount Due
Assessment Workshops Nov. 16-19, 2009	Nov. 16 Science		@	\$225	\$
	Nov. 17 Math	full	@	\$225	\$ n/a
	Nov. 18 Reading		@	\$225	\$
	Nov. 19 Soc Studies		@	\$225	\$
<b>Total Amount Due</b>					\$

**METHOD OF PAYMENT**

<b>Important notes:</b>		
<ul style="list-style-type: none"> <li>A confirmation email will be sent to you within three business days of receipt of your registration form.</li> <li><b>Registration is not complete until you receive a confirmation email. Call 254.399.0330 or email <a href="mailto:lkilgo@margaretkilgo.com">lkilgo@margaretkilgo.com</a> to verify registration. Do not make travel plans until registration is confirmed.</b></li> </ul>		
<input type="checkbox"/> Purchase Order #	<input type="checkbox"/> Check #	\$
Make checks payable to Kilgo Consulting, Inc., and mail to P.O. Box 270124, Austin, TX 78727.		
<input type="checkbox"/> Credit Card #	exp. date	
(signature) constitutes authorization to debit card for the amount shown		For office use only

**WORKSHOP DETAILS**

Workshop Location	What to bring:	Workshop Times
Pickle Research Center 10100 Burnet Rd Austin, Texas (for driving directions, see: <a href="http://www.utexas.edu/facilities/commons/attendees.html">www.utexas.edu/facilities/commons/attendees.html</a> )	<ul style="list-style-type: none"> <li>Teacher's edition of program or textbook used in daily instruction</li> <li>2009 Item Analysis Reports</li> <li>Reading only – first administration of most current released test for your grade level</li> </ul>	Registration: 8:30 – 9:00 a.m. Conference: 9 a.m. – 4 p.m. Lunch & parking provided. Notify us 2 weeks in advance of any special needs.
See <a href="http://www.margaretkilgo.com">www.margaretkilgo.com</a> for complete workshop information, including refund and cancellation policies.		

**FAX TO:**

**Preferred number: 254.399.0388**  
**Alternate number: 512.252.1825**

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