



Shipping & Billing Information

Ship Training Materials To:

Location Name

Address

City State Zip

Attention

Bill To:

Location Name

Address

City State Zip

Attention

BILLING INFORMATION

- Purchase Order - Number:
Authorization Signed Below - Bill Me
Authorization Signed Below/Purchase Order Pending - expected receipt date:

Check Enclosed

Check Number Check Amount

- Payment options: Visa, MC, Am Ex, Discover

Card Number Expiration Date

Signature

Please Print Name

I am authorizing Hands-on Training

Customer Signature Date Scholastic Representative Signature Date

Rep Name:

Scholastic Reading Counts!/ SRI
2315 Dean St., Suite 600
St. Charles, IL 60175

Ph: 800-387-1437 ext. Fax: 877-242-5865

Training Questionnaire

Questionnaire **must** be completed and returned at least 4 weeks prior to your scheduled training date.

Fax/email completed questionnaire to: 877-242-5865/email: _____,
Attention: _____

Type of Training Requested:

SRC SRI Both Enterprise Edition V3.03
Elementary School Middle School High School

Date of Training _____

Training Location:

Facility Name _____ Street Address _____ City, State, Zip _____

Contact Name: _____

Phone Number _____ Fax Number _____ Alternative Number _____

Email: _____

School Technology Specialist _____

Phone Number _____ Fax Number _____ Alternative Number _____

Email _____

Note: It is strongly recommended that your technical specialist be on-site and easily accessible on the day of the workshop.

Number of Networked or Standalone Workstations available for training: _____

(All computers must be located in one room.)

Presentation Equipment:

LCD projector Projection Screen Overhead Projector TV/VCR TV w/computer monitor

The Hands-on Trainer comes with simulator CD's to help illustrate the key functionality of the Enterprise Edition suite of products. These stand-alone demos do not require that the full product be installed and should not require any additional software to run. No live database is associated with the simulator (as there is with the actual product) and it should be ready to run straight out of the box. This simulator CD will be supplied by your Trainer and is for training purposes only.

Workshop Attendee Information

This information helps to customize your training to fit your participants' needs.

Number of Participants: _____ (Maximum 25 for a single trainer)

How many educators from the following levels will be participating in the training workshop?

_____ K-2 _____ 3-5 _____ 6-8 _____ 9-12 _____ Spec Ed _____ Media Spec _____ Administrators

Please indicate all special populations who are/will be using Scholastic Reading Counts! (i.e., Special Education, Gifted and Talented, ESL, etc.)

Customize your training

The purpose of a Scholastic Reading Counts!/SRI Hands-on training is to teach administrators and teaching professionals how to use this program and implement it within their schools. It is NOT a technical training.

What would like your trainer to concentrate on?

- Interpreting Reports Running Reports Writing Quizzes Lexile Explanation
- Difference Between Quiz Manager & Book Expert Current Reading Framework or Curriculum
- Connecting this program with actual classroom instruction

The Teacher Quiz component of Scholastic Reading Counts! allows self-authoring of quizzes. Do you anticipate the educators at your school utilizing this feature of the program?

- Yes No

Other Reading Programs in Use at Your School (if any):

Travel Information

This information will be forwarded to the trainer. It is extremely important that the directions be **clear** and **accurate**.

Recommended Airport _____ City: _____

Recommended Hotel _____ City: _____

Trainers prefer to stay as near to the training location as possible. Acceptable accommodations include: Holiday Inn, Comfort Inn, Residence Inn, etc.

Time and Distance (miles) from the airport to the hotel: _____

Directions from the airport to the hotel: _____

Time and Distance (miles) from the hotel to the training location: _____

Directions from the hotel to the training location: _____
