

**New York State Education Department
REGISTRATION FORM**

**Diagnostic Tool for School and District Effectiveness (DTSDE)
and
Professional Learning Community (PLC)
Institute Training Sessions
February 27-28, 2014
9:00 a.m. – 4:00 p.m.**

Empire State Plaza Convention Center, South Arterial Mall, Albany, NY 12242

Meeting Rooms 1- 4

Total cost for meals is \$50.00 per person

THURSDAY, February 27, 2014 - BREAKFAST, LUNCH

FRIDAY, February 28, 2014 - BREAKFAST, LUNCH

Breakfast is served from 7:45 – 8:45 a.m.

DINNER WILL BE ON YOUR OWN!

Focus districts with more than one individual attending the DTSDE Institute or PLC session must attach a list with the names and email addresses of each participant if the district is submitting one check for all participants. The total payment must equal the number of individuals attending the session. If the participant is writing a personal check, the participant is responsible for arranging reimbursement with the district office.

Please make all checks payable to the USNY Regents Research Fund and submit with this Registration Form and the list of attendees to:

**Mrs. Patricia Riscavage
New York State Education Department
89 Washington Avenue
Room 528 EB – Mezzanine Level
Albany, N.Y. 12234**

Payment must be received by Thursday, February 20, 2014.

PLEASE NOTE THE FOLLOWING:

- **ADVANCE PAYMENT ONLY WILL BE HONORED FOR ATTENDANCE: DEADLINE FOR PAYMENT IS THURSDAY, FEBRUARY 20th;**
- **ON-SITE PAYMENY WILL NOT BE ACCEPTED;**
- **PURCHASE ORDERS WILL NOT BE ACCEPTED;**
- **SCHOOL/DISTRICT OR PERSONAL CHECKS ARE ACCEPTABLE FORMS OF PAYMENT;**
- **REGISTRATION PAYMENTS(s) ARE NON-REFUNDABLE, INCLUDING ATTENDANCE CANCELLATIONS**

School District _____

Participant Name _____

Mailing Address _____

Phone Number _____

E-mail Address _____

Dietary Needs (check) ___ Gluten Free ___ Vegetarian ___ Vegan ___ Kosher ___ Pescatorian ___ Other

PLEASE CHECK THE SESSION YOU ARE ATTENDING:

___ DTSDE

___ PLC