

# FEBRUARY 29, 2008 INSTITUTE DAY OFFERINGS

**To:** District #200 Staff Members

**From:** Ali Maggio-Beiermeister, Director of Professional Development

**RE:** February 29, 2008 Institute Day Registration Information

**CC:** Dr. Richard Drury, Superintendent

Dr. Margo Sorrick, Assistant Superintendent for Educational Services

The annual Institute Day Offerings for Friday, February 29, 2008 are now available. They are included in this email and can also be found on our webpage ([www.cusd200.org](http://www.cusd200.org)) under Professional Development-U200 events, and on the ROE webpage ([www.dupage.k12.il.us](http://www.dupage.k12.il.us)).

- All full-time teachers must register to attend a session on February 29, 2008.
- Part-time teachers should register to attend a session if it is a regularly scheduled work day and should attend for at least their scheduled work hours. There will be no additional payment if someone chooses to stay longer.
- Full-time aides should also register and attend a session. Part-time aides will not be expected to attend, nor paid if they go, it is strictly voluntary.
- The district will pay the registration fees for all teachers and staff members to attend a session on February 29, 2008 regardless of their work status.

## Registration Procedures:

1. Select the workshop you would like to attend from the ROE online booklet.
2. **Complete your own registration** by following the instructions given in the booklet for registering for the chosen session. District #200 will pay registration fees-you should not send any money with your registration.
3. After your registration has been confirmed by the host of your session go to the district #200 webpage and under professional development you will find the March Institute Day page. Please find the link entitled District 200 Class Confirmation to let us know which session you have registered and been confirmed to attend.
4. All registration should be completed by February 7, 2008.



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