

# Core Knowledge

## Workshop Information and Registration Form

*This document is intended for schools who are already Friend of Core Knowledge or Official Core Knowledge schools.*

**Please print, complete all fields and return to us via mail or fax.**

FAX: (434) 977-0021

MAIL: Core Knowledge Foundation

Attn.: Sheila Woodzell

801 E. High St.

Charlottesville, VA 22902

*You will receive written confirmation with complete costs within two weeks.*

### **School Information**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Shipping address (we must have a physical address)  Same as above

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

School Phone: ( ) \_\_\_\_\_

School Fax: ( ) \_\_\_\_\_

Website: \_\_\_\_\_

Principal Information (Check one) Mr.  Mrs.  Ms.  Dr.

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Content areas from the *Core Knowledge Sequence* taught, or those you plan to teach if you are a new school:

English/Language Arts  History & Geography  Mathematics

Visual Arts  Music  Science

### **Core Knowledge Coordinator**

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Position \_\_\_\_\_

## Workshop Information

Contact Person Same as Coordinator above

Same as Principal above

Name \_\_\_\_\_

E-mail \_\_\_\_\_

Position \_\_\_\_\_

Home or Cell Phone: (    ) \_\_\_\_\_

Note: This number will only be used in the case of a workshop emergency

## Workshop(s) Requested

Please refer to the [Professional Development information brochure](#) and type in your choice.

Note: There is a two-day minimum for workshops, excluding the Overview.

(You may schedule two one-day workshops consecutively to meet the two-day minimum.)

*Introduction to State Alignments is only available for AR, CA, DC, GA, NC, OH, SC, TX, UT, VA.*

Workshop dates requested preferred: \_\_\_\_\_

alternate: \_\_\_\_\_

Workshop hours preferred: 8:30 a.m. – 3:30 p.m.

alternate: \_\_\_\_\_

Our typical workshop day is 8:30-3:30 which allows one hour for lunch.

You may change these to match the contract hours of your professional development day

Workshop Location: Same as school address above  or

## Note:

**Workshops scheduled less than 30 days in advance of the workshop are subject to an additional charge of 30%. The Core Knowledge Foundation must receive all accompanying forms, including the method of payment, to consider a workshop scheduled.**

## Workshop Participants

Total number of staff members participating in the workshop: \_\_\_\_\_

The total number of participants above should match the numbers listed below. In order to ensure the success of your workshop, all staff should attend.

## Classroom/Subject-Area Teachers

Elementary (K-5)	Number of Teachers	Middle School (6-8)	Number of Teachers
Kindergarten Full/1/2		History	
Grade 1		English	
Grade 2		Mathematics	
Grade 3		Science	
Grade 4		Other (specify)	
Grade 5		Total:	
Other (specify)			
Total:			

Feel free to complete this chart in a way that clearly tells us about the teachers at your school.

## Specialists/Administration/Paraprofessionals

\* Note: Administration and specialists should attend workshops. Paraprofessionals and parents are welcome, but not required to attend.

Specialist	Grades Taught	Number of Teachers
Administrators		
Music		
Art		
Special Ed		
Phys Ed		
Media/Tech		
Paraprofessionals		
Parents		
Other (specify)		
Total:		

## Core Knowledge Workshop Materials Order Sheet

Use the number of participants on the previous page to complete the information below.

Orders placed on the same purchase order as a workshop receive free shipping!

QTY	All Participants		25+ Disc	Price	Total \$
	Core Knowledge K-8 Sequence	Required	29.75	35.00	
	First Dictionary of Cultural Literacy (Elementary)	Recommended		15.00	
	The New Dictionary of Cultural Literacy (Middle School)	Recommended		29.95	
	<b>Elementary Classroom Teachers</b>				
	Kindergarten <b>Full Day</b> Day by Day Planner CD-ROM	Required		49.95	
	Kindergarten <b>Full Day</b> Day By Day Workbook	Required		24.95	
	Kindergarten <b>1/2 Day</b> Day By Day Workbook	Required		24.95	
	What Your Kindergarten Needs to Know	Required		15.00	
	Teacher Handbook Kindergarten	Required		69.95	
	Art Prints Kindergarten	Recommended		38.00	
	Text Resources Kindergarten	Recommended		32.00	
	<b>Grade 1</b>				
	Grade 1 Day by Day Planner CD-ROM	Required		49.95	
	Grade 1 Day By Day Workbook	Required		24.95	
	What Your First Grader Needs to Know	Required		15.00	
	Teacher Handbook Grade 1	Required		79.95	
	Art Prints Grade 1	Recommended		38.00	
	Text Resources Grade 1	Recommended		32.00	
	<b>Grade 2</b>				
	Grade 2 Day by Day Planner CD-ROM	Required		49.95	
	Grade 2 Day Day By Day Workbook	Required		24.95	
	What Your Second Grader Needs to Know	Required		15.00	
	Teacher Handbook Grade 2	Required		79.95	
	Art Prints Grade 2	Recommended		38.00	
	Text Resources Grade 2	Recommended		32.00	
	<b>Grade 3</b>				
	Grade 3 Day by Day Planner CD-ROM	Required		49.95	
	Grade 3 Day Day By Day Workbook	Required		24.95	
	What Your Third Grader Needs to Know	Required		15.00	
	Teacher Handbook Grade 3	Required		79.95	
	Art Prints Grade 3	Recommended		38.00	
	Text Resources Grade 3	Recommended		32.00	
	<b>Grade 4</b>				
	Grade 4 Day by Day Planner CD-ROM	Required		49.95	
	Grade 4 Day Day By Day Workbook	Required		24.95	
	What Your Fourth Grader Needs to Know	Required		15.00	

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QTY	All Participants		25+ Disc	Price	Total \$
	Teacher Handbook Grade 4	Required		79.95	
	Art Prints Grade 4	Recommended		38.00	
	Text Resources Grade 4	Recommended		32.00	
	Grade 5 Day by Day Planner CD-ROM	Required		49.95	
	Grade 5 Day By Day Workbook	Required		24.95	
	What Your Fifth Grader Needs to Know	Required		15.00	
	Teacher Handbook Grade 5	Required		79.95	
	Art Prints Grade 5	Recommended		38.00	
	Text Resources Grade 5	Recommended		32.00	
	<b>Middle School Classroom Teachers (6-8)</b>				
	Grade 6 Day by Day Planner CD-ROM	Required per teacher		49.95	
	Grade 6 Day Day By Day Workbook	Required (1 per grade level if CD is purchased)		24.95	
	What Your Sixth Grader Needs to Know	Required		15.00	
	Realms of Gold I - 6 (English teacher only)	Recommended	16.96	19.95	
	Grade 7 Day by Day Planner CD-ROM	Required		49.95	
	Grade 7 Day Day By Day Workbook	Required (1) + CDs per teacher		24.95	
	Realms of Gold II - 7 (English teacher only)	Recommended	16.96	19.95	
	Grade 8 Day by Day Planner CD-ROM	Required		49.95	
	Grade 8 Day Day By Day Workbook	Required (1) + CDs per teacher		24.95	
	Realms of Gold III - 8 (English teacher only)	Recommended	16.96	19.95	
	<b>Art &amp; Music Specialists (K-8)</b>				
	Art Prints Kindergarten	Required		38.00	
	Art Prints Grade 1	Required		38.00	
	Art Prints Grade 2	Required		38.00	
	Art Prints Grade 3	Required		38.00	
	Art Prints Grade 4	Required		38.00	
	Art Prints Grade 5	Required		38.00	
	PreK-K Music CD	Required		29.95	
	Grade 1-2 Music CD	Required		29.95	
	Grade 3-5 Music CD	Required		44.95	
	Grade 6 Music CD	Required		44.95	
	Grade 7 Music CD	Required		29.95	
	Grade 8 Music CD	Required		29.95	
	<b>Administrators</b>				
	The Knowledge Deficit - Paperback	Required		13.95	
	Keys to Reading	Required		6.95	
<b>Note: You need one Day-by-Day Planner CD-ROM and/or Workbook per teacher</b>					
<b>Please add additional materials from our catalog, as needed</b>					

## Travel Information

Airport closest to your school: \_\_\_\_\_

Distance and driving time from airport to your school: \_\_\_\_\_

Recommended hotel convenient to your school: \_\_\_\_\_

Hotel Phone Number: \_\_\_\_\_

Hotel Street Address: \_\_\_\_\_

## Additional Questions that better help us to prepare for your workshop

1. What are your goals/expectations for this workshop?

2. What Core Knowledge materials have you ordered prior to this workshop?

- a. Are you already using them? Yes  No

3. How much time do you anticipate your teachers will have to devote to the implementation of Core Knowledge during the school day? \_\_\_\_\_

4. What instructional methods do most of your teachers use?

5. Do you have teachers on your campus **beyond grades kindergarten through eight**? Yes  No

- a. **Do you have preschool teachers?** Yes  No

Note that Preschool training is available and scheduled separately from the K-8 workshops. Contact the Core Knowledge Preschool Department at X 251 for details about Preschool workshops.

- b. **Do you have high school teachers?** Yes  No

Note that we do not offer professional development for high school teachers beyond the Overview presentation.

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6. Does your school have a computer lab? Yes  No

a. What kind of computers do you have, Mac or PC? Mac  PC

b. What operating system do they use? \_\_\_\_\_

7. Is there anything else you want to let us know in advance when scheduling your workshop? Do you have any particular preference regarding the experience or background of the consultant assigned to your school?

## **Purchase Order Procurement Information for New Schools**

1. Once we receive your purchase order, we can schedule the dates of your workshop. Please check your district's procurement procedures to verify that all paperwork and contracts required by your district are completed and signed in advance.

a. What contracts or paperwork does your district/school require in order to pay purchase orders?  
List here:

2. After the workshop takes place, we send an invoice to your district/school. What are the steps you need to take to ensure that the purchase order is paid?

3. If there are problems receiving payment from your district/school, whom should we contact? (Please include: NAME, POSITION, PHONE NUMBER)

4. Is there any thing else that we need to know in advance in order to ensure that proper procedures are followed?

### **Final notes**

1. You will be sent a confirmation and your workshops will be scheduled when the signed confirmation and hard copy of the purchase order are received.
2. Any scheduling changes to this form must be received in writing.
3. Workshops scheduled less than six weeks prior to the first day of the workshop are subject to an additional charge of 30 percent.

I certify that I have read this document and agree to its terms.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

**Friend of Core Knowledge Letter of Commitment**

To: Attn: K-8 Schools Department  
Core Knowledge Foundation  
801 East High Street  
Charlottesville, VA 22902

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Our school has made the commitment to begin implementing the *Core Knowledge Sequence*. We understand that a Core Knowledge school strives to teach all of the topics included in the *Sequence* on their assigned grade levels. At the present time, \_\_\_\_\_% of our staff is teaching \_\_\_\_\_% of the *Core Knowledge Sequence* in grades \_\_\_\_\_ through \_\_\_\_\_.

Please enter us as a “Friend of Core Knowledge.”

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Address

\_\_\_\_\_  
School Address

\_\_\_\_\_  
School Phone Number/Fax Number

\_\_\_\_\_  
Email Address/Web Site