

**The Edith Winthrop Teacher Center of Westchester
Course Planning Form**

Name of Course _____ Grade Levels _____
Materials or Book Fee (if appropriate) _____ (Include xeroxing costs)

Preferred Dates (1st choice) _____
(2nd choice) _____

Time _____ Site for course _____

Instructor's Name(s) _____ SS # _____

Home Address _____

Contact Phone # _____ Fax # _____ EMail _____

Indicate if course if being offered for inservice and/or grad level credit:

1 Inservice (15 hours) _____	1 Grad (15 hours) _____
2 Inservice (30 hours) _____	2 Grad (30 hours) _____
3 Inservice (45 hours) _____	3 Grad (37.5 hours) _____

• Courses offered for grad credit require college approval

Brief description of course (including how course relates to NYS standards and what participants will take away from this course)

Short Bio of Instructor (New Instructors should attach copy of their current resume)



Mail or Fax this form to:
The Edith Winthrop Teacher, 475 W. Hartsdale Ave., Hartsdale, NY 10530
Phone #: 948-8037 Fax #: 761-8854 Email: ewtc@ewteachercenter.org