

MISD Summer Conference June 7, 8, & 9, 2011 Registration Information

The Summer Conference catalog will be released at midnight on March 22, 2011. Teachers may begin to register on Eduphoria! Workshop at this time. However, **no funds will be collected from individual teachers until Monday, May 2, 2011.**

The fee for advanced registration for the conference is \$10.00. The on-site registration fee will be \$25.

Pre – Registration on the MISD online registration system Eduphoria! Workshop is required, and a copy of “My Portfolio” page listing all summer conference courses must accompany all payments.

Payment options are as follows...

CAMPUS PURCHASE ORDER:

The last date to receive campus purchase orders for teacher registration will be Thursday, April 21, 2011. Any purchase orders received by the DOI after April 21, 2011, will be returned to the campus.

Mark your P.O. with Vendor #17624 “Mansfield ISD Department of Instruction.” All names on the P.O. must be listed, and a copy of the Eduphoria! Workshop “My Portfolio” **for each person listed on the P.O. must be attached.**
No teacher substitutions will be allowed.

CHECKS OR MONEY ORDER BY ATTENDEE:

Registration for teachers paying their own fee will be accepted between 8:00 a.m. – 4:30 p.m., May 2, 2011, through May 31, 2011, at the Dept. of Curriculum and Instruction, R.L. Anderson Complex, 1016 Magnolia St., Room 147. **You may send your payment by district mail to Tina R. at DOI, but your payment must have a copy of Eduphoria! Workshop “My Portfolio” page attached to it.**

Please allow **one to two days** for your payment to go through inter-office mail. **Teachers who have not paid by 4:30 PM on May 31, 2011, will be dropped from the workshop.**

No cash will be accepted... Only personal checks and money orders. Please include your campus name on your registration paperwork.

No refunds will be given for **any** reason, and **no teacher substitutions will be allowed.**

If you have any questions, please contact the MISD Department of Instruction at 817-299-4375.