SEWNTP Seminar Attendance Policy
2012-2013

We are striving to deliver high quality staff development for all participants in any programming we deliver. **A registration to a SEWNTP event is considered a commitment in which we plan facilitators, food and materials accordingly.** In order to achieve an effective learning experience, we need accurate information; otherwise, we cannot balance our budget.

The procedures outlined below will ensure that everyone has a successful experience:

- When a registration is received, a confirmation is sent to participants approximately 2 weeks before the event. At this time, if you are unable to attend, we ask that **participants** notify Mary Whittet. If you do not receive a confirmation, it means that we have not received your registration, and you need to contact Mary Whittet.
- Assume seminars will be held unless, the host school has declared a weather emergency and all after school activities, including the seminar, will be cancelled.
- If an emergency arises and you cannot attend, it is the responsibility of the participant to notify Mary Whittet prior to the activity.
- When you arrive at the seminar, **it is essential that you sign in** to be recorded as "present." If your signature is not on the list, you will be recorded as absent.
- An absence notice will be sent to the district SEWNTP primary contact and administrator contact within the week.
- Due to the expenses involved in offering this event, if a person registers and then does **not** attend without proper notification, a **fee of $25.00 per seminar** will be assessed to the district.
- Each district will determine its own individual process for collecting the fee.
- After the attendance report is sent, participants will have 48 hours to correct any errors in the attendance report: ex: shared materials from seminar to validate attendance, etc.

We appreciate your efforts in helping us hold down costs with more accurate registration data!

Contact Mary Whittet 414-410-4464 or mcwhittet@stritch.edu