

**ATTACHMENT C**  
**Head Start National Reporting System Training-of-Trainers**  
**Registration Form**

**Registration is now open** for the Head Start National Reporting System (NRS) Summer 2003 Training-of-Trainers. Please visit [www.esilsg.org/NRStraining](http://www.esilsg.org/NRStraining) to register online and to view hotel and logistics information. The registration page will provide detailed instructions for completing the online registration process. Please email [HeadStartNRS@esilsg.org](mailto:HeadStartNRS@esilsg.org) for any registration questions not answered on the Website.

Based on the training design and capacity of the training teams for the Training-of-Trainers, each grantee and delegate agency with up to 400 children age 4 or 5 is requested to send one participant to the Training-of-Trainers. Programs with more than 400 children age 4 or 5 are requested to send an additional participant for each additional 400 children, ages 4 and 5.

*A very limited number of additional Training-of-Trainers slots are available to enable programs serving fewer than 400 children ages 4 or 5 to send two participants when necessary, in order to be able to provide local staff training on both the English and Spanish language versions of the NRS child assessment.*

American Indian - Alaska Native program representatives should attend the Training-of-Trainers session assigned to the region in which their program is geographically located. The Training-of-Trainers for Migrant and Seasonal Farm Workers programs will take place in spring, 2004.

In addition to the online registration process, participants may register using the attached hard-copy form. Hard-copy registrations received after June 20 will be assessed the standard \$250 registration fee. Early hard-copy registrations and all online registrations will receive a \$25 discount. Paper forms may be submitted in two ways:

- **Fax** registrations to 202-742-5394, ATTN: NRS Logistics Specialist

**OR**

- **Mail** registrations to ESI, NRS Logistics Specialist, 1150 Connecticut Avenue NW, Suite 1100, Washington, DC 20036

## REGISTRATION

**Step 1: Check the box next to the ONE SESSION you wish to attend.** Some Regions are grouped together, and some Regions offer two sessions, either on different days of the week, or concurrently. Each participant will attend only one session.

Note: Requests to participate in a Training-of-Trainers event outside of one's region will be considered on an individual basis.

- |  |              |
|--|--------------|
| <input type="checkbox"/> Puerto Rico programs only - San Juan (Tuesday-Thursday)       | July 16-18   |
| <input type="checkbox"/> Regions I and II - Boston Session 1 (Monday-Wednesday)        | July 21-23   |
| <input type="checkbox"/> Regions I and II - Boston Session 2 (Thursday-Saturday)       | July 24-26   |
| <input type="checkbox"/> Region III - Philadelphia (Wednesday-Friday)                  | August 13-15 |
| <input type="checkbox"/> Region IV - Atlanta Session 1 (Monday-Wednesday)              | July 21-23   |
| <input type="checkbox"/> Region IV - Atlanta Session 2 (Thursday-Saturday)             | July 24-26   |
| <input type="checkbox"/> Region V - Chicago Session 1 (Monday-Wednesday)               | August 11-13 |
| <input type="checkbox"/> Region V - Chicago Session 2 (Thursday-Saturday)              | August 14-16 |
| <input type="checkbox"/> Region VI - Dallas Session 1 (Monday-Wednesday)               | August 4-6   |
| <input type="checkbox"/> Region VI - Dallas Session 2 (Thursday-Saturday)              | August 7-9   |
| <input type="checkbox"/> Regions VII and VIII - Denver (Monday-Wednesday)              | August 4-6   |
| <input type="checkbox"/> Regions IX and X - San Francisco Session 1 (Tuesday-Thursday) | July 29-31   |
| <input type="checkbox"/> Regions IX and X - San Francisco Session 2 (Tuesday-Thursday) | July 29-31   |

**Step 2: Complete the following information about EACH participant.**

Mr./Ms.                      Full Name    Badge name / Nickname (first name only)

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Organization    Professional title

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Work address


City

State

Zip code

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Work phone

Work fax

Work email

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**Registration forms must include the correct 10-digit grant number in order to be processed:**

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Street address for shipping (if different from above)

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Spanish local NRS training -

- Yes, I will be responsible for training local staff on the Spanish version of the NRS child assessment.  
Therefore, I will be participating in the Spanish assessment Training-of-Trainers sessions.

Need American Sign Language interpretation? (Yes/No)

- Yes  
 No

Please describe any access needs:


Dietary Restrictions? (Check all that apply)

- Vegetarian                       Low salt                       Gluten free  
 Vegan                                 Dairy free

Please describe any additional special needs:


Please check all your primary duties:

- Supervisor of teachers and/or home visitors or education manager  
 Early Literacy Mentor-Coach  
 Child development and education services  
 Staff trainer/staff developer  
 Disabilities services manager  
 Administration/management
- Classroom teacher  
 Technology support  
 Consultant  
 Other

**Step 3: Include -**

**Registration fee:**

**\$225** – hard-copy registration received by June 20 or online registration

**\$250** – hard-copy registration received after June 20

**After July 1st** only online or on-site registrations will be accepted.

**1) Enclosed is:**

Check

Money Order

Original PO (you will be invoiced)

Please make payable to “Educational Services, Inc.” for the “Head Start NRS” and include a copy of the attendee’s registration form.

**OR**

**2) Please charge:**

MasterCard

Visa

Credit card number

Name on card

Expiration date

Signature

Daytime telephone number