



Instructor Information

Year _____
 ___ Winter (Jan-Apr)
 ___ Spring/Summer (Apr-Aug)
 ___ Fall (Sep-Dec)

ISD 191 Community Education
 200 West Burnsville Parkway, Suite 100
 Burnsville, MN 55337
 Office 952.707.4150 Fax 952.707.4140
 Visit www.communityed191.org
ceinfo@isd191.org

Instructor Name		Cell	
Address		Home	
City/St/Zip		Work	
e-mail		Fax	
Website		Employed by a MN School District?	
For Office Use Only			
Salary		Ch Req _____	Inv _____ TS _____
W-9 on file		Background Check on file	

Instructor Bio

A brief biography reflecting credentials/experience for the catalog. A more comprehensive résumé may be requested your file.

Course Information

Course title _____

Minimum # of students _____ Maximum # of students _____ Number of sessions _____ (weeks of class) No class dates _____

Instructor/Organization Salary _____ Same as before _____

Designed for age/grade (e.g. adult. k-3)	Proposed day of the week (e.g. Mon/Wed)	Suggested start/end dates (e.g. June 1 - August 8)	Proposed time (e.g. 6-7 pm)	Building/room preference (e.g. Gideon Pond Gym or classroom)	Office use only Course #	Office Use Only Tuition Charged

Course Description

Be brief, persuasive and stress personal benefits for participants. Complete the description as you wish it to appear, although we may edit for content and space. Include if materials are provided or if participants are expected to provide them.

Equipment and Supplies

Equipment Requests

Audio/visual equipment

Date(s)	Audio/visual equipment needed	Other (tables, mats, etc.)	Other facility/equipment requests

Photocopy requests

Number of pages ea _____ Document title(s) _____
 Special collating, back-sheeting or color preferences _____

Class supplies

Specify cost, vendor and any special arrangements. Anticipated cost per student \$ _____

Provided by instructor	
Provided by participants	
Provided by ISD 191 Community Education	

FOR OFFICE USE ONLY

SALARY DISCUSSED _____

PIN _____

EMAIL INFO: _____

Instructional Budget

Income

Class fee \$ _____ x number of participants _____ = \$ _____

Salary \$ _____ + Materials \$ _____ = \$ _____

Net income \$ _____

Salary/wage discussed SAME _____

Per class- Flat/ % _____

Per session-Flat/ % _____

Per hour-FLAT/% _____

Per student-FLAT/% _____

Plus: _____