



Pre-Training Information Form

Keys to Content Writing

DIRECTIONS: Please complete and submit this form via email to stacey@keystoliteracy.com **AT LEAST 3 WEEKS BEFORE THE FIRST TRAINING SESSION. DO NOT SUBMIT AS A PDF.**

FACILITATOR NAME:

PHONE:

EMAIL:

IF THERE IS A CO-FACILITATOR, PLEASE PROVIDE THE FOLLOWING INFORMATION: (Please list EACH co-facilitator)

NAME:

EMAIL:

TECHNOLOGY DEPARTMENT CONTACT INFORMATION (We need to contact them to add domains to ensure teachers are able to receive their login information. If you are working with more than one school district, please list a contact at each district.)

NAME:

EMAIL:

DATES OF TRAINING:

ONLINE COURSE START DATE:

(The recommended start date is one day **before** the first facilitated session.)

ONLINE COURSE END DATE:

(The recommended end date is 1 year **after** the last face-to-face session.)

COHORT NAME:

(Add a descriptor such as Brown Elementary School, Smith County, Cohort 4, etc.)

PARTICIPANT NAMES AND EMAILS

(The emails provided below will be used to invite participants to the online course, so be sure to enter each email accurately! Please also be sure the email addresses provided are the participants' **primary** email addresses.)

Please note: If you order an online registration for an educator who cannot participate, you can let Keys know that you want to substitute another person as long as the first person has not begun the course. Once a participant has confirmed/logged into their account it cannot be transferred to a new participant.

DO NOT CHANGE THE FORMAT OF THE TABLE BELOW.

FIRST AND LAST NAME	EMAIL ADDRESS

Add additional rows as needed