

Class Description Form

Department: _____ Class Name: _____

Grade Level: _____ Instructor: _____

Phone Number: _____ Email Address: _____

Sems. or yearly course _____ Class size: Minimum _____ Maximum _____
12, 16 or 24, 32 weeks

TE Fee: \$ _____ Book Fee: \$ _____ Material Fee: \$ _____ Lab Fee \$ _____

Optional Fees: \$ _____ (Explain Opt. Fee)

Class Description:

Prerequisites:
(algebra, chemistry, etc)

Student Supplies/Equipment:
(crayons, notebook, protractor, etc)

Where or from whom do students purchase class books? (TE, WWHM or other)

Classroom needs:
(sink, VCR, white board..)

of volunteer helpers needed: _____ Co-teacher Name (if applicable): _____

Preferred time to teach:
(Please give us 3 options and any classes that you prefer not to be taught the same hour.)

Let us know if you would be willing to offer the same class more than one time during the day.

Please note:

- 1.) If you plan to teach multiple classes you must fill out a class description for **each** class.
- 2.) Please map out on the back of this sheet how you would like your classroom set up.
- 3.) No class changes after the class schedule has been officially published.
- 4.) This form with personal information will be public ally posted on the WWHM web-site.