

Site Information Form

Please complete this packet and return to the ExCeLL Office

*Church Name: _____

*City: _____

*State: _____

*Pastor's Name: _____

*Phone #: _____

Email: _____

*Contact/Coordinator Name: _____

*Email: _____

*Phone #: _____

*Instructor(s): _____

Mailing Address for Packages (must be a physical address):

*Name: _____

Attn: _____

*Address: _____

*City: _____ *State: _____ *Zip: _____

Mailing Address for Letters (if different from above):

Name: _____

Attn: _____

Address: _____

City: _____ State: _____ Zip: _____

*Today's Date: _____

*Target Date to begin classes: _____

*(Please Underline One) Existing Site

New Site

Instructor Commitment Form

(Each Instructor must fill out this form, including the organizer for CMP duties if different).

I, _____, have read the updated 2017-18 Policy and Procedures Manual and agree to cheerfully abide by these policies.

_____ I agree to prepare myself for each class beforehand to ensure a good learning experience.

_____ I agree to hold at least 11 class periods of 1 hour and 20 minutes each course.

_____ I agree to grade each student the same and avoid acts of favoritism.

_____ I agree to record attendance accurately.

_____ I agree to maintain Christ-like integrity when teaching, grading, and communicating with my students or the ExCeLL Office in any way.

Which courses are you teaching? (1) _____

(2) _____

(3) _____

Please complete this section if you are planning to receive credit.

Credit for Instructors:

Instructors are given the option of receiving credit for courses taught/attended without the cost of tuition. Although Instructors don't carry the obligation a student is required to fulfill, it is felt that their hours spent in preparation, teaching, and grading assignments is an ample amount of study in order to receive credit. If the Instructor is teaching all courses, he/she will receive an A average on their transcript for each course. If they are only teaching one course of study, they must enroll as a student in the other classes. They will still receive free credit for all courses, but they must complete assignments, attend classes, be graded as a student, and fulfill all other student obligations.

Do you plan to receive credit for courses taught/attending? Yes No

_____ I agree that I will teach at least 9 class periods, allowing a substitute no more than twice.

Which courses are you attending? (1) _____

(if applicable)

(2) _____

*Instructors who wish to receive credit MUST fill out a registration form or credit will not be issued.

Signature

Date