

Instructor Name: _____

Seal Beach Community Services Department
211 8th Street, Seal Beach, CA 90740
Phone: (562) 431-2527 x: 1344 Fax: (562) 430-3498
JJacobs@sealbeachca.gov

Contractor Worksheet for Classes Winter 2016-2017

Worksheet due by Friday, August 5th

Session Class Dates include: December 5, 2016 – March 5, 2017

Please list all classes and sessions with the following information below and highlight all changes. For NEW classes attach a description. Please indicate special closure dates and dates that you as an instructor will not be teaching. The Community Services Department has the right to adjust information as it deems necessary. **All instructors must complete this form for proposals to be considered for the winter quarter.**

I am not interested in teaching during the winter quarter.

Class Name:	Facility:	Course Number: (Office Use Only)
Number of Weeks:	Day(s) of the Week:	Times:
Start Date:	End Date:	No Classes Scheduled:
Ages:	Fee (including \$7 admin fee):	Material Fee:
Min. # of Students:	Max # of Students:	Date to stop taking online Registration:

Class Name:	Facility:	Course Number: (Office Use Only)
Number of Weeks:	Day(s) of the Week:	Times:
Start Date:	End Date:	No Classes Scheduled:
Ages:	Fee(including \$7 admin fee):	Material Fee:
Min. # of Students:	Max # of Students:	Date to stop taking online Registration:

Instructor Name: _____

Class Name:	Facility:	Course Number: (Office Use Only)
Number of Weeks:	Day(s) of the Week:	Times:
Start Date:	End Date:	No Classes Scheduled:
Ages:	Fee (including \$7 admin fee):	Material Fee:
Min. # of Students:	Max # of Students:	Date to stop taking online Registration:

Class Name:	Facility:	Course Number: (Office Use Only)
Number of Weeks:	Day(s) of the Week:	Times:
Start Date:	End Date:	No Classes Scheduled:
Ages:	Fee (including \$7 admin fee):	Material Fee:
Min. # of Students:	Max # of Students:	Date to stop taking online Registration:

Class Name:	Facility:	Course Number: (Office Use Only)
Number of Weeks:	Day(s) of the Week:	Times:
Start Date:	End Date:	No Classes Scheduled:
Ages:	Fee (including \$7 admin fee):	Material Fee:
Min. # of Students:	Max # of Students:	Date to stop taking online Registration: