

COMMUNITY EDUCATION DEPARTMENT



Burlington High School
400 McCanna Parkway • Burlington, WI 53105
Phone: 262-763-0219 • Fax 262-763-0203
Web Site: www.basd.k12.wi.us/community_ed.cfm



Scott Hoffman – Director
Email: shoffman@basd.k12.wi.us

Becky Sagedal – Program Coordinator
Email: bsagedal@basd.k12.wi.us

New Class Information Sheet

If you are interested in proposing a new class to be offered by our Community Education Department please fill out the information below. Send via email to Scott Hoffman (Director) (shoffman@basd.k12.wi.us) or to Becky Sagedal (Program Coordinator) (bsagedal@basd.k12.wi.us).

Title: _____ (include ages or grades to be offered to)

Course #: _____ (Scott will assign course number)

Description of Class: (Write a short paragraph. This is your chance to describe the class in a way that will motivate others to register for themselves and/or family members.)

Start Date: _____

End Date: _____

Day(s) of the Week: _____

Time(s): _____

Min: _____ **Max:** _____ (Enrollment limits)

Fee: \$ _____ (Scott will add a \$5.00 fee on to your suggested fee to help defray the costs of printing the brochure)

Instructor(s): _____ (Please include any degrees or certifications)

Location: (Scott will discuss possible locations in our school buildings best suited for your class)