

Fax #: 651.345.2215

JMC Training Request Form

Please fill out the following form and fax it to us. The more dates you put down as "Possible Training Dates," the easier it will be for us to fit your training request into our schedule.

Please note: If you are a **New Client**, please contact Paul Freid via email at Paul@jmcinc.com to set up new client training as part of a pricing proposal.

Your name: _____

School: _____

Phone # _____

Training requested:

Web Training

JMC Home Office Training

On-Site Training

1st Choice: Date _____ Time _____

2nd Choice: Date _____ Time _____

3rd Choice: Date _____ Time _____

4th Choice: Date _____ Time _____

What topics/modules would you like covered during the training?

- Attendance Standards and Benchmarks Period Attendance
- Schedules Health Lunch State Reporting
- Grades Discipline Other _____

Please list any information you would like us to note in regards to what you would like covered, i.e. "We have a new office professional" or "We are using a new JMC module for the first time."

On-Site Training only - please fill out the information listed below:

Training Cost: \$250 - half day, \$500 - full day - _____

Mileage Cost: Number of miles round trip from _____

108 West Center Lake City, MN 55041 x \$0.585 - _____

Purchase order # _____ Total Cost: _____