

# **Directions for Submitting Class Rosters**

**Due January 23, 2004**

E-mail or fax a typed class roster with student first and last names to the following by Jan. 23. Include your name and your school name on your roster.

Send to:

E-mail: [glazerh@staff.abanet.org](mailto:glazerh@staff.abanet.org)

Fax: 312/988-5494, Attn: Hilary Glazer

Your students will not be able to participate unless we receive this roster. It will be used to register students so they may enter the Web conferences/message boards.

We realize that some classes are not scheduled to begin until after Jan. 23. You must still send the most complete list possible by Jan. 23. 45 hours of ABA staff time will be required to register students to enter the Web conferences/message boards. We complete registration rather than ask you to do it for your students as a convenience to you.

Failure to send your class roster to us will hold up the entire summit timeline.