

Course Closing Information & Facilitator Records

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Course Closing Information



- Participant access
 - Tuesday after course closing date.
- Facilitator access
 - Two week extension.
- Allow/Deny access
- Complete grading



Deny/Allow Participant Access



FOR-PD Fall 2006 Test Course - WebCT 4.1.5 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print

Address http://www.forpd.ucf.edu/SCRIPT/fall06test/scripts/serve_home

WebCT myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel FOR-PD Fall 2006 Test Course

View Designer Options

Course Menu

Designer Links

- Add Page or Tool
- Edit Page or Tool
- Manage Files
- Manage Course
- Course Settings

Homepage

- Syllabus
- Student Expectations
- Lessons
- Discussions
- Discussion Rubrics
- Quizzes/Lit Logs
- Course Calendar
- Chat
- Course Mail
- My Grades
- FOR-PD Homepage
- FOR-PD Resources
- FOR-PD Tutorials
- FOR-PD Glossary
- FOR-PD Help Desk
- Help Desk Evaluation
- Troubleshooting

Homepage > Manage Course > Manage Students > **Edit Record**

Edit Record

Last Name	First Name	Pre-Course Survey	D1	Q1	D2	Q2	LL2	D3	Q3
		Submissions Out of 46		Submissions Out of 20.00		Submissions Out of 20.00	Submissions		Submissio Out of 20
<input type="text" value="Scott"/>	<input type="text" value="Richard"/>	---	<input type="text"/>	---	<input type="text"/>	---	---	<input type="text"/>	



Course Closing Information



- Course closing email
 - Who completed.
 - Who started but did not complete.
 - Who did not start.
- Completion certificates
- District notification



Facilitator Records



- W-9 form
- New facilitators
- Address changes
- Name changes
- Facilitator Payments

W-9 Request for Taxpayer Identification Number and Certification

Form (Rev. January 2005)
Department of the Treasury
Internal Revenue Service

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: Individual/ Sole proprietor Corporation Partnership Other Exempt from backup withholding

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN on page 3*.
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person Date

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

- The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
- The treaty article addressing the income.
- The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

Cat. No. 10231X

Form W-9 (Rev. 1-2005)



Facilitator Records



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407-207-4962 • 866-227-7261 (FL only) • 407-207-4965 (Fax) www.itre.ucf.edu/forpd

Conditions of Service for a FOR-PD Facilitator

I have read the Facilitator Manual and the Conditions of Service document. I agree to serve as a FOR-PD facilitator under the terms and conditions stated in this document.

Signature _____ Print Name _____ Date _____

The following information must be provided:

Social Security #			
Address			
City	Zip		
Home Phone	Fax		
Work Phone	Cell		
Email	Alt. Email		

You will need to complete a W-9 if your address or name has changed since the last time you completed a W-9. If there are any discrepancies in your personal information FOR-PD will contact you and request that you complete additional paperwork.

Please complete and return this paperwork to FOR-PD. Facilitators will not be assigned to a course without a completed Conditions of Service. This Conditions of Service must be updated once a year prior to the start of the fall term.

Fax: 407-207-4965
Mail: FOR-PD Office
12443 Research Parkway, Suite 402
Orlando, FL 32826
ATTN: Facilitator Division

Updated 7/06

- Conditions of Service
 - Expectations
 - Every fall semester
 - Needed to facilitate



Contact Richard



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Any Questions?

