

# 2012-2013 acsa academies

## Pupil Services Academy

The Pupil Services Academy addresses what you need to know to be a successful pupil services administrator at all levels and areas of responsibility, through a consistent academy focus on leadership, communication, prevention and intervention. The academy, designed to meet the standards for CCTC Professional Clear Administrative Services Credential non-university programs, integrates the principles of organization and cultural environment, dynamics of strategic issues management, ethical and reflective leadership, analysis and development of public policy, and management of information systems and human and fiscal resources.

The academy includes 70 hours of professional development over seven weekends and meets on Fridays from 5:00 p.m. to 9:00 p.m. and Saturdays from 9:00 a.m. to 3:30 p.m.\*

\*Please note that Saturday hours for this academy may vary.

### **Locations & Dates:**

**ONTARIO AREA** - ACSA Office, 3602 Inland Empire Boulevard, Suite A-230, Ontario, CA 91764

October 12-13, 2012

January 25-26, 2013

March 15-16, 2013

November 16-17, 2012

February 15-16, 2013

May 10-11, 2013

December 7-8, 2012

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### **Directors:**

Sherman Garnett & Ray Vincent

### **Registration:**

ACSA members - \$1,155

Non-members - \$2,310

**Enrollment is limited to the first 30 registrants at each location.**

# 2012-2013 Pupil Services Academy Registration

## Location:

(Please check appropriate box)

Ontario - #3293

## Registration Fees:

- ACSA Members ..... \$1,155  
 Individual not eligible for membership\* ..... \$1,155  
 Non Members ..... \$2,310

\* Not classified as management, supervisory or confidential employee; does not hold an administrative credential.

I will be a Professional Clear Administrative Services Credential Candidate and require assistance from the ACSA coordinator.

Name

Name as you would like it to appear on Graduation Certificate.

Last Four Digits of Social Security #

Position/Title

District/Office Name

District/Office Address

City State Zip

Work Phone Fax #

Cell Phone

Email address

Home address

City State Zip

Preferred Confirmation Address  home  work

## Method of Payment: (check one)

Registrations received without payment cannot be processed.

Check #  Purchase order #

MasterCard/VISA card # Expiration date

Signature

Bill in three installments, first payment enclosed. 2<sup>nd</sup> installment due in 30 days, and 3<sup>rd</sup> installment due in 60 days.

**For more information, call ACSA's Educational Services Department at 650.692.4300 or 800.608.ACSA.**

**ACSA Academy scholarship information and registration materials are available at ACSA's website: [www.acsa.org/academies](http://www.acsa.org/academies).**

### Membership Special!

- YES, I want to double my savings! Attached is my completed and signed membership application, please register me for my selected Academy at the member rate.
- NO, I'm not interested in saving right now. But please send me more information about ACSA benefits and services.

**Make checks and purchase orders payable to:**

**ACSA Foundation for Educational Administration**

Be sure to complete this registration form, and mail or fax with payment to:  
 ACSA Foundation for Educational Administration  
 1575 Bayshore Highway  
 Burlingame, CA 94010  
 650.692.4300 • 800.608.2272  
 Fax: 650.692.6858

### Cancellation Policy:

ACSA is not responsible for travel expenses incurred due to cancelled programs. All cancellations MUST be in writing and postmarked a minimum of 15 days prior to the program date to be eligible for a refund. A service fee is charged for all cancellations. The following scale will be used for all cancellation requests. **Note: Each cancellation notice received is reviewed on an individual basis to determine if a refund is warranted.**

60 days prior ..... Full refund less \$40 service fee  
 30 days prior ..... Full refund less \$50 service fee  
 15 days prior ..... 50% refund  
 14 days or less ..... No refund

### Please Note:

Registration fees do not include meals.