

# PROFESSIONAL DEVELOPMENT CALENDAR OF EVENTS

## Winter 2017



**REGISTRATION:** Register online at [www.ilprincipals.org](http://www.ilprincipals.org) or with the included registration form. Unless otherwise noted, all administrator academies are approved by the Illinois State Board of Education. Space is limited. Register early in order to guarantee your seat.

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## January

This upcoming January IPA is trying a new form of online administrator academy — an online book study. The academy “Develop an Effective Teaching and Learning Culture a Book Study of ‘Mindset’ by Carol Dwek” will help you develop an effective teaching and learning culture. Participants are required to purchase the book “Mindset” by Carol Dwek.

Dates are January 12, February 16, March 16 and May 4. Administrator academy credit will only be award if you attend all (4) sessions. The sessions will all take place from 7am-7:45am. The academy will be led by veteran administrator Dr. Hershal Hannah. Space is limited to 25 participants.

Date	Title	Location	Presenters	Description
1/12/2017 (This Event Takes Place from 7am - 7:45 am)	Develop an Effective Teaching and Learning Culture - Book Study Mindset - Carol Dwek - SESSION 1	Online	Dr. Herschel A. Hannah, Jr.	This upcoming January IPA is trying a new form of online administrator academy — an online book study. The academy will help you develop an effective teaching and learning culture.
1/13/2017	Effective Supervision and Evaluation Strategies to Use with Counselors and Support Personnel	Online	Vince Walsh-Rock	When required to supervise and evaluate school support personnel, administrators use a combination of teacher evaluation rubrics that fail to capture the role of student support personnel. This academy will provide highly effective tools for the supervision and evaluation of student support personnel in order to maximize their performance and as a result positively effect schools and most importantly students.
1/17/2017	The Evolution of Education: Shifting from Traditional Classrooms to Personalized Learning	Online	Dr. PJ Caposey	This administrator academy will help school leaders transition along the continuum from teacher-centered instruction, beyond student-centered and differentiated instruction, all the way to personalized learning. The shift toward personalized learning in education is very real. Be ahead of this shift instead of behind it.

## January (cont.)

Date	Title	Location	Presenters	Description
1/24/2017	Alternatives to Suspension: Restorative Practices	Online	Judy Brunner	How do restorative practices enhance a feeling of safety on a school's campus? Impact student success? Learn in this academy how your school can maximize its impact on student success through the use of restorative practices.
1/25/2017	<b>FREE</b> - Developing and Using ISBE Compliant Child Portfolios in Preschool Settings*	Online	Kathleen Villano d. Kimb Nelson	Get an administrator's understanding of the requirements of pre-K student portfolios through an understanding of ISBE compliance and the Illinois Early Learning and Development Standards, correct curriculum details and examples of what all of that looks like.
1/25/2017 - 1/26/2017	AP/Dean Summit	Effingham	See www.ilprincipals.org	<b>Day 1</b> Program: EdCamp for Assistant Principals Time: 3 pm – 4:30 pm Reception: 5 pm – 6:30 pm <b>Day 2</b> Administrator Academy # 1007 – Developing Investigative Interviewing Skills Presenter: Joseph Buckley Time: 8:30 am – 3:30 pm (Breakfast and lunch provided)
1/26/2017	The School Leaders Guide to Social Media	Online	Dr. PJ Caposey	School leaders, who have long been hesitant to embrace this type of communication, are beginning to realize that social media is the quickest, easiest, and often most effective means of connecting with their stakeholders. This academy will help school leaders overcome the fear of social media and learn effective tools they can use to leverage social media to become a better communicator.
1/27/2017	Achieving Greater Results Through a Positive School Culture	Northlake	Dr. Richard G. Smith	Learn the importance of school culture, ways to assess school culture, how to manage staff to ensure there is a great teacher in every classroom and the importance of being an authentic leader.
1/31/2017	61 <del>27</del> Classroom Management Strategies that Support Restorative Practices	Naperville	Judy Brunner	Managing student behavior and restorative practices go hand-in-hand. This workshop will provide practical suggestions and strategies that support all educators as we move forward with implementation of restorative practices.
1/31/2017	The School Leader as Coach and Evaluator	Online	Lisa Vahey	Learn to be an effective coach and evaluator. This academy will help you develop conversation norms that include honest communication and how to be partners in the growth process.

## February

Date	Title	Location	Presenters	Description
2/1/2017	61 <del>27</del> Classroom Management Strategies that Support Restorative Practices	Normal	Judy Brunner	Managing student behavior and restorative practices go hand-in-hand. This workshop will provide practical suggestions and strategies that support all educators as we move forward with implementation of restorative practices.
2/1/2017	Motivating the Unmotivated Student	Online	Brian Mender	From the author of the international best-selling book, "Discipline with Dignity", comes the most powerful and meaningful academy on how to work with challenging youth. Brian shares his unique perspective as he himself was plagued by ADHD and a learning disability that led him down a path to bad behavior. This high energy, strategy filled academy will have you believing that every student can and will be successful.

\*Provided through a partnership with the Illinois Resource Center - Early Childhood Center of Professional Learning

Date	Title	Location	Presenters	Description
2/2/2017	61 <del>27</del> Classroom Management Strategies that Support Restorative Practices	Collinsville	Judy Brunner	Managing student behavior and restorative practices go hand-in-hand. This workshop will provide practical suggestions and strategies that support all educators as we move forward with implementation of restorative practices.
2/2/2017	Co-Teaching: Developing, Managing and Implementing a K-8 Program	Online	Carol A. Shultz, Ed.D.	Co-teaching can be an effective way to support students achievement. Educators will learn the philosophy behind co-teaching, analyze school and district factors for success, develop strategies for pragmatic issues, and identification of key topics for successful implementation.
2/3/2017	Early Childhood Inclusion: Supporting Children's Special Needs in High Quality Early Learning Environments*	Online	Ann Kremer and Antoinette Taylor	Through this academy you will be able to increase high quality inclusion that promotes authentic child centered, developmentally appropriate educational opportunities for young learners with special needs throughout the early childhood learning environment
2/3/2017	Difficult Conversations: How to Discuss Crucial Issues to Increase Performance	Tinely Park	Don Anderson	Difficult conversations are unpleasant, but they don't have to be unproductive. Veteran administrator Don Anderson gives techniques on how to make sure difficult conversations yield positive results for everyone involved.
2/7/2017	Developing Investigative Interviewing Skills	Hoffman Estates	Joseph Buckley	At this training program you will learn how to conduct effective interviews of both students and staff as you conduct investigations, assess the credibility of the information they provide during the interview process, and persuade individuals to tell you the truth about what they did.
2/7/2017	School Security: A Proactive and Holistic Approach	Online	Paul Timm	It is of paramount importance to provide a safe learning environment for students, staff and visitors. Learn the most effective and affordable ways to improve school security and emergency preparedness. Benefit from strategies and resources on topics such as active shooter, video surveillance and grant funding.
2/8/2017	What Connected Leaders do Differently	Online	Jimmy Casas and Jeff Zoul	Participants will gain an understanding of how to use social media platforms and networks to establish and maintain personal and professional learning networks. Get resources and techniques that can be used the same day as the academy to utilize professional learning networks!
2/9/2017	The School Leaders Guide to Social Media	Champaign	Dr. PJ Caposey	School leaders, who have long been hesitant to embrace this type of communication, are beginning to realize that social media is the quickest, easiest, and often most effective means of connecting with their stakeholders. This academy will help school leaders overcome the fear of social media and learn effective tools they can use to leverage social media to become a better communicator.
2/9/2017	Using the Evaluation to Support Teacher Improvement	Online	Gail Huizinga	Creating a culture of collaboration, professional growth, and instructional best practice within a school/district requires informed leadership. Effective instructional leaders not only recognize excellence in classroom instruction, but also know how to support teachers to make the necessary shifts in their instruction to achieve that excellence.
2/10/2017	Alternatives to Suspension and Restorative Practices: SB 100	Addison	Jeff Prickett and Steve Scarfe	This presentation will provide a description of restorative justice practices, including alternatives to suspension, by practitioners in schools using these interventions. This academy is especially useful for administrators interested in aligning their discipline policies with Illinois Senate Bill 100.
2/10/2017	Bullying, Harassment and Intimidation: 21st Century Issues and Solutions	Online	Judy Brunner and Dennis Lewis	This academy will examine what staff need to know to reduce bullying and appropriately intervene when it is observed, including how to help parents and students. Participants will be able to understand the unique and subtle qualities of cyber-bullying and the role of school staff and parents related to prevention and intervention.

## February (cont.)

Date	Title	Location	Presenters	Description
2/14/2017	Implement ALL Standards with a Standard-Based Assessment and Reporting Systems	Collinsville	Christine Paxson	Learn how to use Standards-Based Grading, how to align the standards to a Standards-Based Report Card, and how to implement ALL standards. You will leave with amazing resources through Google Drive that will allow you to lead this implementation in your school.
2/15/2017	Using the Evaluation to Support Teacher Improvement	Naperville	Gail Huizinga	Creating a culture of collaboration, professional growth, and instructional best practice within a school/district requires informed leadership. Effective instructional leaders not only recognize excellence in classroom instruction, but also know how to support teachers to make the necessary shifts in their instruction to achieve that excellence.
2/15/2017 (This Event Takes Place from 12pm to 3pm)	<b>FREE</b> - Key Practices Impacting Instruction for English Learners at the District, School and Classroom Levels**	Online	Tammy King	Participants will analyze their current key practices regarding ELs as they are implemented at the district, school and classroom levels.
2/16/2017	Reducing Conflict & Working with Difficult Employees and Parents in School	Online	Dr. Bruce Miles	This session will demonstrate strategies and resources that are currently used to make working with difficult and resistant people easier. Participants will benefit from a greater understanding of current applied research and techniques that are quick, effective and easy to use. Actual cases will be presented with an emphasis on the reduction of conflict with difficult and resistant employees.
2/17/2017	Leading Major Change in Education: What the Beatles can Teach Us	Normal	Dr. Joseph M. Porto	What does the music and cultural influence of The Beatles have to do with educational leadership? Learn five research-based educational leadership concepts that may be drawn from this interactive and creative analogy with the greatest musical group of all times.
2/17/2017	Understanding PERA: Strategies for Successful Principal Evaluation	Online	Dr. Lynda Williams	If you need to see the big picture of PERA principal evaluation, and how the process impacts your preparation and continued leadership development, then this is the academy for you. Learn strategies in managing your performance review.
2/21/2017	Understanding Demographic Changes in Illinois and Their Impact on Schools	Online	Dr. J.Q. Adams	Discover how to anticipate, prepare, and make decisions to effectively serve all of your students and families when dynamic demographic shifts change the composition of communities and schools.
2/22/2017	Prevent School Violence, Improve Staff Response, Create Safer Environments	Springfield	John J. Heiderschiedt	Through a high level of classroom participation and multiple school specific crisis scenarios, participants will learn how to improve their own responses to student escalations and critical events, as well as strategies to train their staff for safer school environments.
2/22/2017	61 Classroom Management Strategies that Support Restorative Practices	Online	Judy Brunner	Managing student behavior and restorative practices go hand-in-hand. This workshop will provide practical suggestions and strategies that support all educators as we move forward with implementation of restorative practices.
2/23/2017	Culture Counts: What Effective Leaders do to Build Leadership Capacity and Increase Student Success	Online	Dr. Herschel A. Hannah, Jr.	This workshop will offer practical strategies to help leaders identify strategies and ideas that can be used to intentionally build and shape positive, healthy school cultures which build leadership capacity, embraces change and promote student success.
2/24/2017	Implement ALL Standards with a Standard-Based Assessment and Reporting Systems	Northlake	Christine Paxson	Learn how to use Standards-Based Grading, how to align the standards to a Standards-Based Report Card, and how to implement ALL standards. You will leave with amazing resources through Google Drive that will allow you to lead this implementation in your school.

\*\* Provided through a partnership with the Illinois Resource Center

Date	Title	Location	Presenters	Description
2/24/2017	Conducting Meaningful, Professional Conversations About Teaching Practices	Online	Dr. Donald Kachur	Gain the value and skills of conducting reflective, informal, professional conversations about the art and craft of teaching.
2/25/2017	The Aspiring Principals Workshop	Springfield	Jason Leahy and Brian Schwartz	This learning opportunity provides talented individuals interested in the Principalship an awareness of the comprehensive nature and unique characteristics of the profession. Major topics will include: <ul style="list-style-type: none"> <li>• What aspiring principals should know and be able to do.</li> <li>• Current education reform initiatives.</li> <li>• Job hunting skills and techniques.</li> </ul>
2/28/2017	Developing a Vision and a Plan For 1:1 in Your School	Online	Jason Markey	Prepare your school to be future ready! Learn from 2015 Digital Principal Award winner, Jason Markey, how Leyden High School developed a successful vision and plan to implement 1:1 computing.

## March

Date	Title	Location	Presenters	Description
3/1/2017	The Principal: Building a Staff, Establishing a Climate, Leading Achievement	Online	Jim Burgett	Just like professional sports, the principalship depends on solid fundamentals and champions unique skills. Learn the skills needed to develop and implement an environment that fosters teamwork and a building that operates at its maximum potential.
3/2/2017	Developing Investigative Interviewing Skills	Peoria	Joseph Buckley	Learn how to conduct effective interviews of both students and staff as you conduct investigations; how to assess the credibility of the information they provide during the interview process; and how to persuade individuals to tell you the truth about what they did.
3/2/2017	Sixty 60-Second Behavior Interventions that Make a Positive Difference in the Classroom	Online	Dr. Beverly Johns	Sixty 60-second quick and easy behavior interventions can reduce power struggles and increase academic achievement. In this academy you will learn how to use those interventions, as well as gain practical strategies for implementing them. Additionally you will learn about effective ways to monitor your use of the interventions.
3/3/2017	Evaluating the Effectiveness of Technology Integration in Your Classroom	Online	Sue Homes	Increase your technology ROI (Return on Investment) and drive instructional improvement in your schools. Topics covered include the progression levels of technology integration, tools for observing and evaluating a teacher's technology knowledge and integration practices and how to build a differentiated professional development program.
3/7/2017	Responding to Crisis: Attending to Mental Health and Wellness in Schools Today	Naperville	Dr. Timothy Dohrer and Thomas Golebiewski, Ph.D.	Every school needs a mental health action plan for students, staff, and parents. This academy will give school leaders a framework and the knowledge to create one immediately.
3/7/2017	Alternatives to Suspension: Restorative Practices	Online	Judy Brunner	How do restorative practices enhance a feeling of safety on a school's campus? Impact student success? Learn in this academy how your school can maximize its impact on student success through the use of restorative practices.
3/8/2017	Practical Guidance on Section 504: Developing a Defensible Plan	Online	Christina Sepiol, J.D., Ed.D.	Legal compliance with Section 504 is an important aspect in providing services to students with disabilities. In this presentation, attorney Christina Sepiol will lead you through the eligibility, evaluation, identification and development of a Section 504 Plan. Learn the pitfalls to avoid as well as the sound legal principles that drive this civil rights law.

## March (cont.)

Date	Title	Location	Presenters	Description
3/9/2017	Using the Evaluation to Support Teacher Improvement	Normal	Gail Huizinga	Creating a culture of collaboration, professional growth, and instructional best practice within a school/district requires informed leadership. Effective instructional leaders not only recognize excellence in classroom instruction, but also know how to support teachers to make the necessary shifts in their instruction to achieve that excellence.
3/9/2017	Discipline at Work: Practical Strategies for Addressing Behavioral Challenges	Online	Mark and Karen Wagnon	Learn how to transition from the traditional models of punishment/discipline to the current model of positive behavior support, as well as how to build an environment where teachers and students cultivate cooperation and mutual respect.
3/10/2017	Alternatives to Suspension and Restorative Justice: SB 100	Chicago	Jeff Prickett and Steve Scarfe	This presentation will provide a description of restorative justice practices, including alternatives to suspension, by practitioners in schools using these interventions. This academy is especially useful for administrators interested in aligning their discipline policies with Illinois Senate Bill 100.
3/10/2017	No Cost Technology Strategies to Manage SB100 and Student Growth Issues	Springfield	Dr. Jason Smith	Learn about online systems for collecting and tracking student behavioral data and intervention progress monitoring, as well as how to facilitate online professional development environments to keep staff up to date on current issues, including SB100.
3/10/2017	Making Danielson Work for You: a Guide for New Evaluators	Online	Dr. PJ Caposey	Despite requirements necessary to legally complete the evaluations, administrators often struggle to truly add value to the teachers they are working with. This academy will help administrators truly leverage the Danielson Framework to help lead change in their schools and facilitate growth with individual teachers.
3/14/2017	The Legal Basis of Student Management	East Peoria	Brian Schwartz, David J. Braun and Brandon K. Wright	Each school year there are new student behaviors that challenge school officials. This academy focuses on learning the parameters of student constitutional rights and knowing when and HOW to draw the line and prohibit certain student conduct at school.
3/14/2017	Improving Teaching and Learning Through Instructional Coaching	Online	Dr. Donald Kachur	Explore how instructional coaches can help build a school culture in which teaching is public and the quality of teaching and learning in every classroom can improve.
3/15/2017 (This Event Takes Place from 12pm to 3pm)	<b>FREE</b> - Key Practices Impacting Instruction for English Learners at the District, School & Classroom Levels **	Online	Tammy King	Participants will analyze their current key practices regarding ELs as they are implemented at the district, school and classroom levels.
3/16/2017	Leading Effective Professional Development	Online	Jill Engel	Only 10% of PD is effective. How can we change that? This academy provides 10 steps to creating effective PD. Learn the why, what, and how for improved professional learning.
3/16/2017	The School Leaders Guide to Social Media	Hoffman Estates	Dr. PJ Caposey	School leaders, who have long been hesitant to embrace this type of communication, are beginning to realize that social media is the quickest, easiest, and often most effective means of connecting with their stakeholders. This academy will help school leaders overcome the fear of social media and learn effective tools they can use to leverage social media to become a better communicator.
3/17/2017	Scaling Innovation Through Flipped Professional Development	Online	Kristen Daniels	Gain the foundation you need to redesign your professional development, whether for a workshop setting or a weekly faculty meeting. This academy will provide you with the tools, templates, and ideas you need to redesign your professional development, ultimately allowing you to scale best practices and inspire innovation in your school or district.

\*\* Provided through a partnership with the Illinois Resource Center

Date	Title	Location	Presenters	Description
3/21/2017	Successful Implementation of Student Growth: District Decision and Assessment Tools	Online	Anne Weerda	Student growth doesn't have to be difficult. Discover practical ways to successfully lead your teams through PERA decisions, Quality Growth and Realistic SLOs.
3/22/2017	Prevent School Violence, Improve Staff Response, Create Safer Environments	Joliet	John J. Heiderschiedt	Through a high level of classroom participation and multiple school specific crisis scenarios, participants will learn how to improve their own responses to student escalations and critical events, as well as strategies to train their staff for safer school environments.
3/22/2017	Culture Counts: What Effective Leaders do to Build Leadership Capacity and Increase Student Success	Online	Dr. Hershel A. Hannah, Jr.	This workshop will offer practical strategies to help leaders identify strategies and ideas that can be used to intentionally build and shape positive, healthy school cultures that build leadership capacity, embraces change and promote student success.
3/23/2017	Achieving Greater Results Through a Positive School Culture	Champaign	Dr. Richard G. Smith	Learn the importance of school culture, ways to assess school culture, how to manage staff to ensure there is a great teacher in every classroom and the importance of being an authentic leader.
3/23/2017	How to Design Valid, Reliable, and Credible Classroom Level Assessments	Online	Dr. Kay Dugan	Understand how to explain the components of credible assessment design with an emphasis on PERA Type III, discover the "Do's" and "Don'ts" of question item writing, and learn to design multiple choice and performance-based question items aligned to content and reasoning skills descriptive in the standards of their discipline.
3/28/2017	Difficult Conversations: How to Discuss Crucial Issues to Increase Performance	Mundelein	Don Anderson	Difficult conversations are unpleasant, but they don't have to be unproductive. Veteran administrator Don Anderson gives techniques on how to make sure difficult conversations yield positive results for everyone involved.
3/28/2017	Motivating the Unmotivated Student	Online	Brian Mender	From the author of the international best-selling book, "Discipline with Dignity", comes the most powerful and meaningful seminar on how to work with challenging youth. Brian shares his unique perspective as he himself was plagued by ADHD and a learning disability that led him down a path to bad behavior. This high energy, strategy filled academy will have you believing that every student can and will be successful.
3/29/2017	Difficult Conversations: How to Discuss Crucial Issues to Increase Performance	Online	Don Anderson	Difficult conversations are unpleasant, but they don't have to be unproductive. Veteran administrator Don Anderson gives techniques on how to make sure difficult conversations yield positive results for everyone involved.
3/30/2017	The Legal Rights of Students and Parents: Balancing Best Practices and the Law	Normal	Brian Schwartz and Jim Burgett	Amendment Rights, social media use, the changing liability of technology, teacher behavior, handbooks, searches, and bullying are not just "hot topics," they are everyday issues. This academy talks about all of these - and more.
3/30/2017	Transforming, Leading, Caring: Moving Teachers to Higher Levels of Performance	Online	Dr. Jennifer Garrison	Learn more about yourself and how to become a more effective leader in the world of education reform and the continuous improvement process.
3/31/2017	Building Leadership Capacity Through Teacher Leaders	Online	Dr. Donald Kachur	It is essential for school administrators to learn how to support and sustain a school culture of teacher leadership as central to their school improvement efforts, and that's exactly what you'll be able to do after this academy!
3/31/2017	The Emotionally Intelligent Principal: Improve Your School's Culture and Climate	Crestwood	Dr. Richard G. Smith	This academy will teach school leaders strategies for managing relationships that utilize a plethora of leadership styles. Participants will also learn how to measure their own level of emotional and social intelligence, and how to use findings to develop a personal plan for improvement.

# 2016-2017

## IPA PROFESSIONAL DEVELOPMENT PROGRAMS

# ACADEMY REGISTRATION

### ONSITE Workshop Times

8:00am – 8:30am ..... Check In/ Breakfast  
 8:30am – 12:00pm ..... Session  
 12:00pm – 12:45pm ..... Lunch  
 12:45pm – 3:30pm ..... Session  
 3:30pm – Adjourn

### ONLINE Workshop Times

1 Day AM  
 9:00am – 12:00pm

View Professional Development and Registration Details at [www.ilprincipals.org](http://www.ilprincipals.org)



### RETURN TO Illinois Principals Association

2940 Baker Drive  
 Springfield, IL 62703

Workshop Tel: 217-391-0848  
 Workshop Fax: 217-391-0849  
 Email: [beth@ilprincipals.org](mailto:beth@ilprincipals.org)  
[drew@ilprincipals.org](mailto:drew@ilprincipals.org)

**\$189..... IPA Members**  
**Non-Administrative Staff and Teachers Only:** You may attend at the IPA Member rate if building administrator is a member. Building administrator name must be written on the provided line on the form to receive the member rate.

**\$89..... Retired IPA Members**

**Group discounts available for 3 or more attendees. Contact Beth at 217-391-0848.**

**\$250..... Non-Members\***



**PLEASE COMPLETE ENTIRE FORM BY TYPING OR PRINTING IN THE FIELDS BELOW:**

**Note: Please submit a separate registration form for each attendee.**

#### AA Credit Policy

In order to receive Administrator Academy credit, the Illinois State Board of Education requires attendance during the entire workshop. Individuals arriving late or leaving early, for any reason, are not eligible for Academy credit.

Workshop Title \_\_\_\_\_

Date of Workshop \_\_\_\_\_ Location \_\_\_\_\_

Price \_\_\_\_\_

**Note for Teachers and Non-Administrative Staff:** Building administrator's name must be written here to receive member rate \_\_\_\_\_

Code (office use only) \_\_\_\_\_

IPA ID # \_\_\_\_\_ (ID # is found above your name on the mailing label. If you do not have an ID #, leave this blank.)

Name (required) \_\_\_\_\_ Job Title \_\_\_\_\_

E-mail (required for confirmation) \_\_\_\_\_

District Name and # \_\_\_\_\_ County \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Cell \_\_\_\_\_

Illinois Educator Identification Number (required for Administrator Academy credit) \_\_\_\_\_

Gender (optional)  Male  Female

Check here if you require special accessibility

### PAYMENT INFORMATION REQUIRED TO PROCESS REGISTRATION FORM:

If you are paying by credit card consider registering online at [www.ilprincipals.org/professional-development](http://www.ilprincipals.org/professional-development) to save 5%.

Check # \_\_\_\_\_ (Please include a copy of completed form with your check made payable to Illinois Principals Association)

Purchase Order # \_\_\_\_\_ Billing Address: \_\_\_\_\_

Visa  MasterCard  Discover  American Express

Credit Card # \_\_\_\_\_ Exp. \_\_\_\_\_ Signature \_\_\_\_\_

**Return to:** Illinois Principals Association, 2940 Baker Drive, Springfield, IL 62703, Fax (217) 391-0849. Registrations WILL NOT be accepted over the phone.

**Cancellations.** All registration changes must be received in writing by the IPA. An individual who is registered for an IPA event and who is unable to attend may: (1) send another individual in his or her place incurring no service charge; (2) receive credit in the amount of the event which is good for all IPA events and merchandise; or (3) receive a refund. Credits and refunds will be issued as follows: if written notice is received more than five business days prior to the event, the refund or credit amount will be subject to a \$25.00 service charge. If notice is received within five business days, a \$50.00 service charge will be assessed. Individuals who do not cancel their reservation and are not in attendance are responsible for full payment. The IPA reserves to the right to cancel or reschedule workshops at any time. In the event of cancellation or rescheduling, members may either request a full refund or have the registration fee applied to another IPA conference, workshop or event. All credits for events and merchandise expire each June 30.