Administrator Academy Group Registration

EMAIL COMPLETED FORM TO:
workshops@ilprincipals.org
Illinois Principals Association

All attendees must register for the same academy.

IPA Member
$210 per attendee (3-5 attendees)
$185 per attendee (6-10 attendees)
$160 per attendee (11+ attendees)
Number of IPA Members_____

Non-Member
$285 per attendee (3-5 attendees)
$260 per attendee (6-10 attendees)
$235 per attendee (11+ attendees)
Number of Non-IPA Members_____

Total $_____

Registrations are not accepted after Noon the day before the event.

- **Registrations are not accepted over the phone.**
- **If you do not receive a registration confirmation email within 72 business hours, call 217-391-0488.**
- **ISBE requires attendance during the entire workshop to receive Administrator Academy credit. Individuals arriving late or leaving early, for any reason, are not eligible for Academy credit.**

Academy Title _____

Academy Date _____ Academy Location _____

Price _____

District Name and # _____ County _____

Address _____ City _____

Zip Code _____ Phone _____

☐ Check here if you require special accessibility.

Payment information is required. Include a copy of the PO or check if using either method of payment.

☐ **Check #** _____
Make payable to the Illinois Principals Association.

☐ **Purchase Order #** _____
Send invoice to: ☐ District ☐ School

Billing Address _____
_____
_____

☐ **Credit Card #** _____
☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Exp. _____ CVV _____

Cardholder's Name _____

Signature _____

Today's Date _____

Registration changes must be received via email at workshops@ilprincipals.org. If you do not cancel or transfer your registration before Noon the day prior to the event and/or are not in attendance, you are responsible for full payment.

If you are unable to attend, the following options are available (provided your request is received before Noon the day prior to the event):
1. Send another individual in your place incurring no service charge;
2. Transfer your registration to another IPA event (of equal or less value);
3. Receive credit in the amount of the event eligible for all IPA events and IPA merchandise (see below for details); or
4. Receive a refund (see below for details).

Information regarding credits and refunds:
- If refund/credit request is received more than five business days prior to the event, the refund/credit will incur a $25 service charge.
- If refund/credit request is received within five business days of the event, the refund/credit will incur a $50 service charge.
- If refund/credit request is received after Noon the day prior to the event, you are responsible for full payment.
- Credits for events and merchandise expire each year on June 30.

The IPA reserves the right to cancel or reschedule events at any time. If your event has been canceled or rescheduled, you may request a refund, credit or transfer the registration fee to another IPA event.

workshops@ilprincipals.org
ilprincipals.org
217-391-0488
Illinois Principals Association
2940 Baker Drive, Springfield, IL 62703

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Name ______________________ School ______________________
Title ______________________ Email ______________________
IEIN ______________________ ☐ Food allergies or restrictions (specify)
IPA Member ☐ Yes ☐ No

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Title ______________________ Email ______________________
IEIN ______________________ ☐ Food allergies or restrictions (specify)
IPA Member ☐ Yes ☐ No

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IPA Member ☐ Yes ☐ No

Name ______________________ School ______________________
Title ______________________ Email ______________________
IEIN ______________________ ☐ Food allergies or restrictions (specify)
IPA Member ☐ Yes ☐ No

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June 2026