

# California League of Schools (CLMS/CLHS/CLES) Annual Conference: February 24-26, 2017, Sacramento, CA

## REGISTRATION INSTRUCTIONS

For faster processing, register online (with a check, purchase order or credit card) at [www.LeagueofSchools.org](http://www.LeagueofSchools.org).  
Mailed and faxed registrations will take longer to process.

- **PURCHASE ORDERS AND CHECKS RECEIVED BY FAX OR MAIL MUST INCLUDE A COPY OF THE CONFIRMATION PAGE** (from the online registration process) **OR A COMPLETED REGISTRATION FORM** (below). Purchase orders may be faxed to 562-430-5607.
- **REGISTRATION FORMS MUST BE ACCOMPANIED BY A CHECK OR PURCHASE ORDER.**
- **CREDIT CARD PAYMENTS MUST BE DONE ONLINE AT [WWW.LEAGUEOFSCHOOLS.ORG](http://WWW.LEAGUEOFSCHOOLS.ORG).**

*It is the registrant's responsibility to make sure that the registration is done properly and ALL required information and payments are received by CLS. Please contact us if you have any concerns about your registration. THANK YOU!*

**QUESTIONS?** Contact us at [info@leagueofschools.org](mailto:info@leagueofschools.org) or 800-326-1880 ext. 1.

**CANCELLATIONS:** Prior to 12/24/16 - \$60 fee; 12/24/16 - 1/24/17 - 50% fee; after 1/24/17 - no refund. A colleague may substitute for you.

### YOU MAY USE ONE FORM FOR MULTIPLE REGISTRATIONS FROM THE SAME SCHOOL

(If registration information is the same, use one form for the first person and attach a sheet with additional names and email addresses)

ALL INFORMATION IS REQUIRED (INCOMPLETE FORMS WILL DELAY PROCESSING): Please print clearly.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Email is required (confirmations are sent from [registry@clms.net](mailto:registry@clms.net); please add to your safe sender list)

School: \_\_\_\_\_

School Address: \_\_\_\_\_

School City, State, Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_

Other/Cell Phone: \_\_\_\_\_ Ext. \_\_\_\_\_

(Only used if we need to contact you regarding your registration. If we are unable to reach you, your registration may be delayed.)

Person Completing this Form: (if different from above, e.g. school secretary, district office personnel)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CC Email Address: \_\_\_\_\_

(to receive an additional confirmation for this registration, e.g. to school secretary, personal email address)

### Optional Ticketed Sessions

- Alan November**  
Friday, February 24  
11:30 am - 1:45 pm | \$95  
(includes lunch)
- Jack Berckemeyer**  
Saturday, February 25  
11:15 am - 1:30 pm | \$95 (includes lunch)
- Dr. Katherine McKnight**  
Sunday, February 26  
10:15 am - 12:30 pm | \$65
- Walking Tour of Old Sacramento:  
Authentic Assessment Creation Class**  
Friday, February 24 | 10:30 am - 12:30 pm (tour); 12:45 pm - 1:45 pm (workshop) | \$30

*Session times are subject to slight changes.*

### REGISTRATION RATES:

CURRENT MEMBERS of CLMS, CLHS and CLES receive a membership code in their current membership confirmation email. If you do not have your code, enter the email address used when purchasing the membership (PRINT CLEARLY). Visit [www.LeagueofSchools.org](http://www.LeagueofSchools.org) to purchase membership or call us at (562) 430-3136 ext. 1 for help. **Registrations submitted at the member rate without a code or valid email address will not be processed.**

Feb 26-28, 2016, Sacramento  
 \$269 current members (if checked, you must enter membership code):  
\_\_\_\_\_  
 \$329 non-members

**Cancellation Policy:** Cancellation requests must be in writing and faxed to (562) 430-5607. Please call as soon as you fax your request to verify receipt at (562) 430-3136.  
ALL registrations submitted are subject to the cancellation policy. There is no refund for no-shows. A colleague may substitute for you to avoid cancellation penalties.

Prior to 12/24/16 - \$60 fee; 12/24/16 - 1/24/17 - 50% fee; after 1/24/17 - no refund but a colleague may substitute for you to avoid penalties.

### Payment

Registration Fees \$ \_\_\_\_\_  
Ticketed Fees \$ \_\_\_\_\_  
Total Enclosed \$ \_\_\_\_\_

You may make checks payable to any of the following: **California League of Schools, California League of Middle Schools, California League of High Schools, CLMS or CLHS.** Mail to: 6621 E. Pacific Coast Hwy., Ste. 210, Long Beach, CA 90803 or fax to (562) 430-5607  
Questions (800) 326-1880, ext. 1