

Everett Public Schools AP Summer Institute 2018 Purchase Order Request



PO Box 2098, Everett, WA 98213
www.everettsd.org

APSI Location: Henry M. Jackson High School
1508 136th Street SE, Mill Creek, WA 98012
T: 425-385-2774 | E: APSI@everettsd.org

Dates of Training: August 20 - 23, 2018 | 8:00am - 4:00pm

District and School Information

DISTRICT	SCHOOL	PHONE	
ADDRESS	CITY	STATE	ZIP

Registration Fees

- ☐ \$725 through June 29, 2018
- ☐ \$750 after June 29, 2018 (late registration)

COURSE NAME	DATE OF REGISTRATION
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1. What is the registered person's first and last name? _____
2. What is the registered person's summer address? _____
3. What is the registered person's summer e-mail address? _____
4. What is the registered person's summer phone number? _____
5. Is the registered person a NEW or ADVANCED teacher? _____New _____Advanced
6. Does the registered person have food allergies or dietary restrictions? _____Yes _____No | If yes, please describe.

7. Does the registered person have any special needs? _____Yes _____No | If yes, please describe.

Payment Information

Purchase Order # _____ Fax or email this purchase order request worksheet and a copy of purchase order to **Wendy Alcala**. Fax: (425)385-4052 or Email: APSI@everettsd.org.

- ☐ **Check #** _____ Mail check and completed purchase order request worksheet to: **Everett Public Schools, PO Box 2098, Everett, WA 98213 | Attention: Wendy Alcala.**

***Copy of purchase order MUST accompany this worksheet for payment to be applied.**

Cancellation policy: A full refund of tuition paid will be made if written cancellation is received by July 16, 2018. Written cancellations received between July 17 to August 10, 2018 are subject to a \$100 late fee. After August 10, 2018, no refunds will be issued for cancellations or no shows.

Contact for Payment: Whom may we contact with questions about payment?

FIRST & LAST NAME	PHONE	EMAIL
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