

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)

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|--|----------------------|
| COURSE NAME | DATE OF REGISTRATION |
| 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 **Jeanne Willard, On-time Graduation. 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: Jeanne Willard, On-time Graduation.**

***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 |
|-------------------|-------|-------|