
WestEd, Strategic Literacy Initiative

Middle/High School Focus

Leadership Institute in Reading Apprenticeship® (LIRA)

Registration Directions:

1. **Participants:** Each team member completes a **Participant Registration** form.
2. **Teams: Team Registration form is completed and signed by an authorized person** at the school, district, or LEA. If that person is part of the team attending, she or he must also complete a Participant Information sheet.
3. Submit **payment** with registration.
Make **check or PO** payable to: WestEd/SLI. WestEd Federal Tax ID # is 94-3233542.

Payments will be returned in full if your team is not accepted.

(Contact kmeisse@wested.org if you are unable to submit payment at the time of registration)

4. **Mail or Fax registration and attachments to:**

Kate Meissert

Strategic Literacy Initiative/WestEd

300 Lakeside Drive, 25th Floor

Oakland, CA 94612

Fax: 510-302-4270

Phone: 510-302-4211

Registrations are reviewed and accepted as received until institutes are filled. Early registration is encouraged. Acceptance is based on complete registration, payment, and available space.

Questions? Please contact Kate at 510-302-4211 or kmeisse@wested.org.

Registration Checklist:

- ___ **Team Registration** completed and attached
- ___ **Team Terms of Agreement** reviewed and signed
- ___ **Participant Registration** for **each** team member
- ___ **Participant Terms of Agreement** signed by each team member
- ___ **Payment of \$4,000 per team member** by purchase order or check made out to WestEd/SLI. (WestEd Federal Tax ID # is 94-3233542)

TEAM Registration form

Middle/High School Focus

Leadership Institute in Reading Apprenticeship

Philadelphia, PA, Aug. 9-13, 2010

All team members attend the same session. Registration also includes participation in the 3-day Annual Reading Apprenticeship Conference in winter of 2011.

Number of participants on this team registration: _____
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School/District/LEA (name): _____

Person completing registration (name): _____

Telephone number: _____

Email address (print carefully): _____

Role(s) at school/district: _____

Primary contact regarding the registration: _____

Title/Role in school/district: _____

Workplace mailing address: _____

Workplace telephone: _____

Fax number: _____

Home mailing address: _____

Home telephone: _____

E-mail address (print carefully): _____

SCHOOL/DISTRICT DEMOGRAPHICS

District size, number of middle and secondary schools: _____

School(s) and school size(s) represented by team members: _____

STUDENT CHARACTERISTICS

Percent of students qualifying for free and reduced lunch: _____

Percent of students who are English Language Learners (ELL): _____

Major student language groups represented: _____

Percent of students by ethnic group: _____

SCHOOL/DISTRICT LITERACY INFORMATION

Please describe any actions at the school or district level undertaken to address student literacy needs (professional development for teachers, curriculum development for students, special support, etc...). Please include dates.

Do students currently receive instruction in reading? If so, in what courses or settings does this occur? What approaches are taught?

Terms of Agreement for Team Participation in LIRA

An authorized person must sign that she or he has **read** and **agrees** to the following terms:

Cancellation Notice/Refund Policy:

No refunds are given unless the event or session is cancelled due to insufficient registration and team is unable to attend another session. Payments submitted for non-accepted applications will be returned in full.

Force Majeure:

WestEd is not liable for cancellation of the institute if it is caused by circumstances reasonably beyond WestEd's control (e.g. natural disasters). For such cases WestEd shall make every effort to reschedule.

Intellectual Property:

All materials and data provided by WestEd are restricted to participants **use** within the school or other educational organization in which they are employed at the time of their attendance in the Leadership Institute in Reading Apprenticeship.

Permission to photocopy materials created by SLI **is granted** but you must credit SLI/WestEd as the copyright holder and include the registered trademark symbol for "Reading Apprenticeship®." Permission to photocopy materials **NOT** created by SLI such as third-party texts used during the LIRA must be obtained through **Copyright.com**, which manages reprint permissions for the copyright holders (<http://www.copyright.com>). SLI has paid for such permission for one time use in LIRA only.

Training Restrictions:

LIRA participants are **restricted to training within the school** or other educational organization in which the participant is employed on the day this contract is signed. Participants **may NOT engage in the training of OTHER TRAINERS.**

Authority to Sign

I warrant that I possess the authority to accept these terms on behalf of my respective organization.

School/Organization Name

Authorized Signature

Date

Printed Name

Title

Participant Registration

Middle/High School Focus

Leadership Institute in Reading Apprenticeship (LIRA)

Philadelphia, PA, Aug. 9-13, 2009

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Please copy and submit one Participant Registration form for **each** team member

PARTICIPANT INFORMATION

Name: _____

School/District/LEA: _____

Title/Role(s) at your organization: _____

Years of experience in education: _____

Workplace **mailing address:** _____

Workplace telephone: _____

Fax: _____

Home mailing address: _____

Home telephone: _____

Mobile phone: _____

E-mail address: Primary: *(Print carefully)* _____

(Secondary email address): _____

Special needs (dietary, mobility, etc.): _____

Please sign that you have read and agree to the following terms:

1. Professional Development:

As a participant in the Leadership Institute in Reading Apprenticeship, you may use the institute materials to provide training in Reading Apprenticeship within your sponsoring organization (school or other educational agencies).

2. Training Others.

Institute participants may not provide training in Reading Apprenticeship to **other trainers** or for a fee (some exceptions may apply to organizations who charge back costs to schools or districts—please ask for more details).

3. Copyright Permission:

You **DO** have permission to make copies of all materials created by and provided to you by the Strategic Literacy Initiative (SLI) in your professional development work as described in #1. above. However, you must credit SLI/WestEd as the copyright holder and include the registered trademark symbol (Reading Apprenticeship®).

You **DO NOT** have permission to photocopy any texts **NOT** created by SLI during the Leadership Institutes. You must arrange for your own use of these “third party” materials through Copyright.Com <<http://www.copyright.com>>.

I have read and agree to the above terms.

Name (Please Print): _____

Signature: _____

Date: _____

Please give your completed Participant Registration form to your team liaison or administrator for submission with your Team’s registration.